

Attachment 3b

**Sample Invitation Letter to Participate in Survey**

Dear [Insert Title and Name of Person],

The American Correctional Association (ACA) would like to invite your correctional system to complete a confidential survey that will aid in understanding the practices and barriers surrounding hepatitis C virus screening, testing, and treatment and the national burden of hepatitis C in carceral settings. By completing this survey, you will be a champion for moving the needle forward in national hepatitis C elimination efforts. This survey is supported with funds from the Centers for Disease Control and Prevention (CDC) National Center for HIV, Viral Hepatitis, STD and TB Prevention (NCHHSTP).

The survey is intended to understand prevalence of hepatitis C virus in carceral settings, outline patient characteristics, clinical management, and understand key operational and programmatic successes and challenges with an overall goal to reduce new viral hepatitis infections, reduce viral hepatitis-related morbidity and mortality and reduce viral hepatitis-related disparities.

This survey may take 30-80 minutes to complete, to include time for record searches, reviewing instructions, and entering the data into the form, with an estimated average of 55-minutes. There are two ways for you to complete this survey:

- Option 1: You can enter responses to survey questions directly into the web-based application.
- Option 2: You can schedule a time to provide responses to survey questions directly to a member of the survey administration team via phone or via videoconferencing.

A PDF version of the survey is also attached [here] for your review and convenience.

This survey is confidential and anonymous, therefore, any data collected will be de-identified and used in aggregate to characterize the landscape of hepatitis C in carceral settings. Your institution will not be identifiable unless you give explicit permission to the survey administration team.

Thank you for the incredible work that you do and for participating in the survey. Your contribution will ensure high-quality data at the national level to inform best practices and appropriate resource allocation.

Sincerely,

[Survey Team]