

Attachment 3d

Sample Final Survey Reminder

Dear [Insert Title and Name of Person],

We understand you are very busy and wanted to provide you one last opportunity to participate in the [Insert Survey Name].

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 copy 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 virus in carceral settings. Your institution will not be identifiable unless you give explicit permission to the project team.

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

If you DO NOT want to complete the survey, please consider taking a few minutes to answer one question about why you were not able to participate in the survey so that we can improve future surveys [click here].

Sincerely,

[Survey Team]