

## Template communications to respondents:

### **First Communication (email) regarding the brief online multiple choice survey:**

Pilot testing of the DAP training course is scheduled for [date]. We anticipate that pilot testers should plan for roughly 3-4 hours to complete the entire course including the 20 minute survey. The [Insert Jurisdiction Name] application to participate in the DAP project indicated that [X] staff members would be available for pilot testing. Please provide contact information for the pilot testers below. We intend to contact pilot testers directly, though more information will be discussed at our next workgroup meeting.

FIRST NAME	LAST NAME	EMAIL	DAP PROJECT ROLE

Thank you again for your participation in the DAP project. We are grateful for your input during the content development phase of this project and are looking forward to the pilot testing phase.

### **Follow-up Communication (email) regarding the brief online multiple choice survey:**

Thank you for signing up to participate in the pilot test of the Disproportionately Affected Populations (DAP) training. This course, entitled "*Engaging with Sensitivity: Techniques for Interviewing Persons Experiencing Homelessness, Disability, and Substance Use Disorders*," has been developed by the University of Colorado, Rocky Mountain Public Health Training Center (RMPHTC), Centers for Disease Control and Prevention (CDC), and Council of State and Territorial Epidemiologists (CSTE), in partnership with the DAP Workgroup representing 15 state and local health departments.

**Pilot testing is scheduled to begin on [Date].** The course includes 7 lessons, the last of which is a culminating case study incorporating elements learned throughout the course. The pilot version of the course will remain open through [date].

**Upon completion of the course, you will be directed to a course feedback survey. This is an important part of the pilot test that captures your feedback about the course.** As you go through the course keep in mind the following ideas that might help shape your feedback:

- Length of the course and duration it took you to complete;
- Depth of content that is presented;
- Any specific content area that you think should be improved;
- Components that you loved;
- How well the scenarios reflect real-life situations and how relevant they may be to case investigators such as yourself.

A subset of you will also participate in Focus Group sessions after the pilot test. Your agency will provide further information about the specific timelines for that process.

**All pilot testers can expect to receive an email from CSTE Learn ([learn@cste.org](mailto:learn@cste.org)) with the access link to the course on [date].** If you are unable to access the course, please email [learn@cste.org](mailto:learn@cste.org).

We are grateful for your time and participation in completing this course and providing your feedback. If you have any questions about this pilot test, please contact us via email.

**Communication (email) regarding sign up for focus group sessions:**

Hello DAP Workgroup Members,

As was discussed at the jurisdictional workgroup meeting, we'd like each site to select 3-5 pilot testers to participate in a focus group ( at least one pilot tester in a supervisory role, one not in a supervisory role, individuals with different areas of expertise, if possible), **and for you to forward the focus group sign-ups to those individuals.** The text for the email for you to forward to those 3-5 individuals is included below. If you have any questions or concerns, please contact me. Thank you for your flexibility and guidance:

You are receiving this message because you have been selected to pilot test and participate in a focus group for the new CSTE training, "*Engaging with Sensitivity: Techniques for Interviewing Persons Experiencing Homelessness, Disability, and Substance Use Disorders.*" Your participation is valuable and will contribute to refining the course and ensuring its relevance to real-world scenarios. Here is some information about the pilot testing and focus group process:

**Pilot testing the training**

- The on-demand, accessible online two-hour training will be available to pilot test on [date]. All pilot testers can expect to receive an email from CSTE Learn ([learn@cste.org](mailto:learn@cste.org)) with the access link to the course on that date.

**Signing up for a focus group**

- Please sign up for one focus group at least 1 week in advance using the link below. An Outlook invitation with a Zoom link to your focus group session will be emailed out 1 week prior, so please add a placeholder in your calendar to reserve your time before that invite is sent.
- When signing up for a focus group, consider which date/time will be easiest for remembering your impressions and thoughts about the course. (You are expected to have completed the course by your focus group date and time.) **Please pay special attention to the timezones** (all times are listed in EST, with times across all time zones listed under the focus group title)

**Participating in a focus group**

1. The focus group discussions will center on strengths, the relevance of the course to your work, areas for improvement, challenges, and overall impressions. While note-taking during the course is optional, it will be important for the focus group discussion to remember your thoughts.
2. Please make sure you have a working microphone for participation in the Zoom video teleconferencing session (cameras are encouraged but not required).
3. All sessions will be recorded for quality enhancement and accurate documentation. Individual names, programs, or organizations will NOT be disclosed in any summaries of focus group findings.
4. Please inform us of any accommodations that will assist your full participation by email

Your feedback is instrumental in shaping the effectiveness of this training initiative. We look forward to your participation and the valuable insights you'll bring to the table. Please reach out with any questions or concerns.