

Attachment E: Diabetes Education and Support Service Providers Recruitment Emails

- A. Email to potential participants**
- B. Email to ask for referrals**
- C. Follow-up email once scheduled**

A. Email to potential participants

Subject: Seeking professionals who support [insert DAP] with type 2 diabetes for 1-hour paid listening session

Hello,

My name is [insert name] and I work for FHI 360, a non-profit research organization. We received your contact information from [insert referral source]. We are working with the Centers for Disease Control and Prevention (CDC) to learn about diabetes self-management education and support (DSMES) providers' experiences serving [insert DAP].

CDC wants to learn more about:

- The diabetes self-management needs, supports, and barriers that [insert DAP] experience, and
- The social, cultural, and environmental factors that impact diabetes self-management and participation in DSMES services among [insert DAP]
- How your organization responds to the self-management support needs of [insert DAP] for diabetes self-management
- What resources or materials your organization may need to better support [insert DAP] in their self-management of diabetes

We are conducting 1-hour listening sessions with DSMES providers or other professionals who support [insert DAP] with type 2 diabetes in managing their diabetes.

Who can participate?

Professionals who:

- Provide or oversee group and/or individual diabetes self-management education and support (DSMES) services to [insert DAP], or
- Other professionals who provide support for [insert DAP] with type 2 diabetes in managing their diabetes.

When will the interviews take place?

[insert dates]

Eligible participants will receive a \$150 electronic gift card as a thank you for their time.

If you are interested in participating or would like more information, please email [insert name and email address].

If you know someone else who may be appropriate for this interview, please forward this email to them.

Thank you,

B. Email to ask for referrals

Hello,

My name is [insert name] and I work for FHI 360, a non-profit research organization. We received your name from _____ [insert referral source]. We are working with the Centers for Disease Control and Prevention (CDC) to learn about diabetes self-management education and support (DSMES) providers experiences serving [insert DAP].

To do so, we are conducting 1-hour listening sessions with DSMES providers and other professionals who provide self-management education and/or support for [insert DAP] with diabetes. Listening sessions will take place from [insert date to date].

I am hoping that you could help connect me to DSMES providers or other relevant professionals who might be willing to participate in these listening sessions. Eligible participants will receive a \$150 electronic gift card as a thank you for their time.

Would you be able to either send the template email below or share with me contact information of people you know who may be able to participate? Let me know if you have any questions about this project.

Thank you,
[insert name]

Template email:

Subject: Seeking professionals who support [insert DAP] with type 2 diabetes for 1-hour paid listening session

Hello,

The CDC is collaborating with FHI 360 to learn about diabetes self-management education and support (DSMES) providers experiences serving [insert DAP].

What do we need?

Professionals who support [insert DAP] with type 2 diabetes to volunteer for a 1-hour paid listening session

Who can participate?

Professionals who:

- Provide or oversee group and/or individual diabetes self-management education and support (DSMES) services to [insert DAP], or

- Other professionals who provide support for [insert DAP] with type 2 diabetes in managing their diabetes.

When will the interviews take place?

[insert dates]

Eligible participants will receive a \$150 electronic gift card as a thank you for their time.

If you are interested in participating or would like more information, please email [insert name and email]. If you know someone else who may be appropriate for this interview, please forward this email to them.

C. Follow-up email once scheduled

Subject: Participating in Zoom listening session on [insert date and time]

Hello [insert first name],

Thank you for agreeing to participate in the listening session regarding diabetes self-management education and support for [insert DAP].

Your interview is scheduled for [insert date and time including time zone]. The Zoom link to join the interview is [insert Zoom link]. I will be sending you a calendar invitation shortly with the Zoom link for the interview.

Let me know if you have any questions or concerns or if you need to reschedule your participation.

Thank you,

[insert name]