

Attachment 4a

Evaluating the Impact of Training and Technical Assistance (TTA) Programs on NCCCP Efforts – Introductory Focus Group Email from CDC

TO: DP22-2202 Program Directors

FROM: CDC Team

CC: Ameer Bhalakia (ICF); Gary Chovnick (ICF)

SUBJECT: Request for DCPC NCCCP Training and Technical Assistance Program Evaluation

Dear [prefix][Program Director's name],

The Centers for Disease Control and Prevention's (CDC) Division of Cancer Prevention and Control (DCPC) is collaborating with ICF, an independent consulting firm, to evaluate the effectiveness of its training and technical assistance program that supports and helps build the capacity of organizations and cancer coalitions that receive National Comprehensive Cancer Control Program (NCCCP) funds through cooperative agreement DP22-2202, *Cancer Prevention and Control Programs for State, Territorial, and Tribal Organizations*. We are writing to you to request your organization's participation in a 90-minute focus group as part of this evaluation.

Overall, the focus groups seek to: 1) explore how NCCCP recipients and coalitions learn about the TTA services offered by American Cancer Society and George Washington University Cancer Center; 2) determine the extent to which TTA activities have increased the knowledge, skills, and capacity of NCCCP recipients to implement evidence based-interventions and achieve programmatic outcomes; 3) gather feedback on the types of TTA provided; and 4) identify areas where additional training or support is needed. This evaluation will provide information to guide CDC in developing and enhancing TTA models that effectively and efficiently support their recipients and partner organizations. The focus groups are designed to complement the information gathered through other data collection activities.

In a few days, you will receive a letter from ICF to invite [insert organization name]'s participation and to answer any questions about the evaluation. If you agree to your organization's participation, we will ask you to help identify relevant staff from within your organization and/or from the organizations that you partner with for the focus groups. We will invite a subset of DP22-2202 staff and partners, who participated in TTA, to participate in one of three focus groups.

Although we cannot offer your program any additional funding, we do expect, however, to provide your program with insights from the information we gather that you may find helpful in strengthening your work. If you have any questions, please do not hesitate to contact me at [CDC contact email].

Thank you so much.

Sincerely,

[CDC Contact]