

Attachment 4b

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

TO: DP22-2202 Program Directors

FROM: CDC Team

CC: Ameer Bhalakia (ICF); Gary Chovnick (ICF); Keirsten Andersen (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 web-based survey and 90-minute focus group as part of this evaluation.

Overall, the web-based survey and 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.

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 web-based survey and focus groups. All DP22-2202 program coordinators and one staff member or partner, who participated in TTA, will be invited to participate in the survey. A subset of DP22-2202 staff and partners, who participated in TTA, will be invited to participate in one of three focus groups to provide information and context for how the TTA offerings impact your program and services. The web-based survey will be conducted this fall, and the focus groups will occur in the spring/early summer.

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]