

## **Attachment 4d**

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

**To:** TTA Recipients

**FROM:** ICF

**CC:** Members of CDC Team; Gary Chovnick (ICF); Keirsten Andersen (ICF)

**ATTACHMENT:** Focus Group and Survey Nomination Form

**SUBJECT:** Introduction to DCPC NCCCP Training and Technical Assistance Program Evaluation – Year [insert program year for year with survey]

Dear [prefix] [Organization contact],

In follow-up to the communication, you received from [CDC POC] within the CDC's Division of Cancer Prevention and Control (DCPC), I am writing to request your organization's participation in an evaluation of DCPC's Training and Technical Assistance Program (TTAP) being conducted by ICF, a consulting firm under contract with CDC. Specifically, we are asking for staff participation in a web-based survey and a focus group.

As noted in the email from CDC, the TTAP 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*. The web-based survey and focus groups seek to: 1) explore how and to what extent the training and technical assistance (TTA) activities have increased the knowledge, skills, and capacity of NCCCP recipients and coalitions to implement evidence-based interventions and achieve programmatic outcomes and to gather feedback 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.

- **Web-based survey.** We will administer a web-based survey this fall [or appropriate time period]. All DP22-2202 program coordinators and one additional staff member or partner, who participated in TTA in [insert program year(s)], will receive a unique link for the survey. Overall, we anticipate the survey to take approximately 45 minutes to 1 hour to complete.
- **Focus groups.** In the spring/early summer, we will conduct up to 3 focus groups with one staff members or partners of your DP22-2202-funded NCCCP program who engaged in TTA in [insert program year(s)]. Each virtual focus group will last approximately 90 minutes.

We are requesting your assistance in identifying a few staff members and/or partners who engaged in TTA in [insert program year(s)] to participate in the survey and/or focus groups. Attached is a nomination form for you to provide the names and contact

information for the individuals you nominate. **Please complete the form and return it to [NCCCPTASurvey@icf.com](mailto:NCCCPTASurvey@icf.com) by [date].**

ICF will then work with CDC to select a subset of individuals to participate in one of the three focus groups this year. We will then email the individuals with an invitation to participate in the survey or focus group.

Thank you for your time and consideration of this request. If you have any questions, please do not hesitate to contact any of the following team members from ICF.

- Gary Chovnick, ICF Focus Group Lead: [gary.chovnick@icf.com](mailto:gary.chovnick@icf.com) or (206) 801-2814
- Keirsten Andersen, ICF Survey Lead: [keirsten.andersen@icf.com](mailto:keirsten.andersen@icf.com) or (202) 862-1278
- Amee Bhalakia, ICF Project Manager: [amee.bhalakia@icf.com](mailto:amee.bhalakia@icf.com) or (404) 592-2182

You may also contact [CDC contact] (CDC) at [CDC contact email].

Sincerely,

Charlie Arsenault, ICF Study Coordinator