

## Attachment D: Introductory Email

Fellow Evaluators:

The evaluation technical assistance team in the National Asthma Control Program is charged with supporting our state partners in evaluating their efforts to reduce the burden of asthma in their states. To help us provide the highest level of technical support, we have created a two part survey to gather information about the evaluation technical assistance needs and resources among state evaluators (part 1, comprised of sections 1 & 2 below) as well as to solicit feedback about the support and services we provide (part 2). You will be identified with your response to part 1 of the survey; however, your responses to part 2 of the survey will be anonymous.

The survey, **which should take no more than 30 minutes**, is comprised of two parts, in three sections.

### Part 1:

- 1) A self-assessment evaluators can use to identify priority topics for professional development. The assessment includes most of the core evaluation competencies identified in the literature; few evaluators will possess all of these competencies. This section will help NACP prioritize its investments in evaluation resources.
- 2) An assessment of the evaluation environment in which each evaluator is working. This information will give the NACP a better understanding of the challenges evaluators with whom we work face as well as the resources they may rely on. It will also inform our support for local evaluation capacity building efforts.

### Part 2:

- 3) An evaluation of the technical assistance provided by NACP. This portion of the survey assesses both the one-on-one support provided by ETAs as well as other generic evaluation resources offered by the NACP. It will be used to make internal decisions about the extent to which various types of services are needed. We ask that you provide honest feedback about the individualized support you have received and about the type of assistance you think is most helpful to the work you do. For this section, we have taken every effort to create a survey that will allow you to remain anonymous.

You will find part 1 of the survey at {LINK} and part 2 at {LINK2}. Please complete the survey by {DATE}. As you will see, we ask for your name and the state/territory/district for which you provide evaluation services for part 1 of this survey, while part 2 does not ask for your name and therefore will not be identifiable to you.

Please note that while we're using part 2 of this survey to formally solicit your feedback, we welcome your input at any point. You may provide comments directly to your ETA or to the evaluation team lead, Maureen Wilce, at [muw9@cdc.gov](mailto:muw9@cdc.gov).

Thank you, The Evaluation Team in the National Asthma Control Program