

Attachment C: Email & Telephone Reminders

Email reminder

(TCP Program Manager):

This is a friendly reminder requesting 3 days and times (90 min in length) that you would be available to conduct a phone interview for the (Component Model of Infrastructure) CMI Mini Tool. We are working to schedule all 51 TCP program managers, and in an effort to accommodate your choices, we need to hear from you soon.

Please send your choices of days and times to Ashley Andrews at aandrews@rti.org or contact her by phone at 770-407-4957.

If you have any questions regarding this instrument or your participation in the information collection effort, please contact Rene Lavinghouze (phone: 770-488-5905; email: rlavinghouze@cdc.gov) or your project officer.

We appreciate your participation.

The OSH Evaluation Team

Attachment C: Reminders - *continued*

Telephone Reminder

From: Rene Lavinghouze, Team Lead, OSH Evaluation Team, or her designee Evaluation Technical Advisor

To: Non-respondents only: TCP Program Managers

Subject: Scheduling CMI Mini Tool Interview

SCRIPT: Scenario 1 – *Respondent answers; caller initiates conversation*

Hello, this is Rene Lavinghouze, Team Lead with the OSH Evaluation Team at the CDC's Office of Smoking and Health. I'm calling to remind you about the information collection effort we are conducting to assess the infrastructure necessary for tobacco control programs to maintain continued progress in reducing tobacco use. Findings will be used by OSH to gain a better understanding of relevant infrastructure issues among state tobacco control programs and to help plan for technical assistance to support continued progress in tobacco prevention and control.

Have you received the information we sent about the survey?

If YES – That's great. Do you plan to schedule a telephone interview?

If YES – I'm glad to hear that. If you provide me with a couple days and times that work for you, I will give this information to Ashley Andrews is scheduling the interviews, and she will send you a confirmation and a call in number. Thanks for your participation and support. **Do you have any questions for me?**

If YES – respond to questions.

If NO – okay, if you have questions later please feel free to contact me at 770-488-5905 or your assigned Project Officer. Thank you – we look forward to your feedback on this important survey.

If NO – I'm sorry to hear that. We are conducting a telephone survey to assess the infrastructure necessary for Tobacco Control Programs to maintain continued progress in reducing tobacco use. If you provide me with a couple days and times that work for you, I will give this information to Ashley Andrews is scheduling the interviews, and she will send you a confirmation and a call in number. Thanks for your participation and support. **Do you have any questions for me?**

If YES – respond to questions.

If NO – okay, if you have questions later please feel free to contact me at 770-488-5905 or your assigned Project Officer. Thank you – we look forward to your feedback on this important survey.

SCRIPT: Scenario 2 – *Respondent does not answer, caller leaves voice mail message*

Hello, this is Rene Lavinghouze, Team Lead with the OSH Evaluation Team at the CDC's Office of Smoking and Health. I'm calling to remind you about the survey we are conducting to assess the infrastructure necessary for Tobacco Control Programs to maintain continued progress in reducing tobacco use.

Please contact me at 770-488-5905, or Ashley Andrews, the contractor who is scheduling the interview dates at 770-407-4957, to set up an interview.

If you have any questions regarding this data collection process, please contact me or your project officer. Thank you.

Attachment C: Reminders - *continued*

Confirmation Email

(TCP Managers):

Thank you for agreeing to participate in the phone interview for the CMI Measurement Tool. We look forward to speaking you.

Your interview is scheduled for: [Date, Time EST]

Your interviewer will be: [Name]

The call in number for the interview is: [number, access code]

A copy of the CMI Measurement Tool was distributed with the invitation to participate in this call— please let me know if you need me to resend it. You do not need to complete the tool prior to our interview.

If you have any questions regarding the infrastructure data collection effort prior to our interview, please contact Rene Lavinghouze by phone (770-488-5905) or email (rlavinghouze@cdc.gov). Thank you for your time and effort.

Regards,

Ashley Andrews