

## **Capacity Building Assistance Program: Assessment and Quality Control**

### **Attachment 9**

#### **Training Intro Email**

Public reporting burden of this collection of information is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to CDC/ATSDR Reports Clearance Officer; 1600 Clifton Road NE, MS D-74, Atlanta, Georgia 30333; Attn: OMB-PRA (0920-New)

Good morning/afternoon [name]:

The Capacity Building Branch of the Division of HIV/AIDS Prevention at the Centers for Disease Control and Prevention (CDC) is conducting a brief assessment of its Capacity Building Assistance (CBA) Program. Our records show that you (~~Studentname~~) recently attended a High Impact HIV Prevention (HIP) training. We would like to get your feedback on your experience with the training, how helpful the information was to you once you returned to the workplace, and suggestions on how to improve the program. Your comments are extremely important to us and will be used to ensure that our HIP trainings meet the needs of our consumers.

All the results of your individual assessment will not be shared. Therefore, CBA providers will not know how you, personally, rated their services. . Your participation in the assessment is completely voluntary, and failure to participate will not jeopardize your employment or CDC funding of your organization.

Please click on the link below to access the assessment tool. The assessment should take approximately 15 minutes.

If you cannot click the link, please copy the link below and paste it in your browser.

~~URL~~

Thank you in advance for your time and assistance! If you have any questions or concerns about this assessment, please feel free to contact Dr. Miriam Phiels at [CBAEvaluations@cdc.gov](mailto:CBAEvaluations@cdc.gov) or (404) 639-4957.