

ATTACHMENT O – GROUP INTERVIEW NOTIFICATION EMAIL

Group Interview Notification (to be sent Monday, five weeks following OMB approval)

Thank you for your interest in participating in a group interview discussion. Based on your responses to the sign-up form, we are inviting you to join us for a voluntary online group interview discussion via Adobe Connect software on **<<Insert specific date, time>>**.

Here is a link for accessing the discussion: **<<insert link here>>**

Please click on the Adobe Connect link above at least one day before the scheduled meeting date to download any necessary web browser plug-ins in advance of the call. Please contact **<<Insert name of NACCHO sender contact information>>** if you are experiencing any technical difficulties in advance of the call.

If you are having difficulty with audio on any of your devices, you can dial in separately at **<<insert phone number here>>** using meeting ID **<<insert meeting ID here>>**.

This 73-minute (with a range between 50-90 minutes) discussion will invite you to share your thoughts on essential skills for MCM health department staff, all-hazards training in your jurisdiction, limitations of training in your jurisdiction, and the best ways that CDC can support your jurisdiction's MCM training program. NACCHO will audio-record and take notes on group interview discussions, store all data on secure servers and password-protected computers, send the recording to a transcription service, and remove any identifiable information before sharing the data with CDC.

If you are not able to attend this group interview or are no longer interested in participating, please email preparedness@naccho.org.

Thank you,

<<Insert name of NACCHO Sender>>