Dear Tribal Health Director or Administrator,

We are writing to encourage you to complete the **Public Health in Indian Country Capacity (PHICCS II) survey.** Your survey matters! A representative and robust survey will help provide an accurate Public Health Scan of Indian Country. We won’t have that full picture without you. We ask that you complete the PHICCS II survey to help NIHB create an understanding of Tribal public health infrastructure and plan for future improvements. The knowledge gained from PHICCS II will be used by Tribal organizations, partners, and policy makers to make decisions, to guide NIHB’s work, and to inform national and regional resource allocation, policy development, and advocacy efforts.

We began the collection of this survey in early August and have sent a few email reminders and a hard copy of the survey to you. We want to give you an opportunity to fill out this important survey in the way that is best for you. If you have already completed the survey, thank you so much for doing so and you may disregard this notice.

The one-page fact sheet included with this letter provides information about the background and purpose of the PHICCS II survey. In this letter, we wanted to make sure you know that we appreciate your willingness to complete the survey. You can do so in whatever way is easiest for you:

1. **Electronically (preferred):** If you cannot find the email with a personalized link, please email us and we will be happy to resend it to you.
2. **Hard copy:** We have provided a self-addressed and stamped envelope for you to fill out the survey on paper and mail back to us. If you did not receive your hard copy of the survey, please let us know and we will mail you another one.
3. **Over the phone:** We will schedule a one-hour block to assist you with the survey. If the survey is not completed during that time, we can set up a second phone call. If you would like to complete the survey by phone, please email Sarah Price at sprice@nihb.org and note “PHICCS II survey by phone” in the subject line. Appointments will begin in November.

The survey will close on **December 9, 2022.** We estimate the survey may take from 1-2 hours to complete. We recognize it is long and do appreciate your willingness to provide this information. You are welcome to take multiple sittings to complete it. For all who complete the survey, there will be a raffle of 20 -$200 Visa gift cards to use as you wish, but we suggest a breakfast or lunch for your staff. Should you have any questions, please do not hesitate to contact us. Thank you in advance for your time.

Yours in Health,

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