

Attachment 1.f. Demonstration Characteristics Interview Reminder Email

To: Director State Medicaid agency
CC: CMCS Project Officer, RTI SUD Team Lead
Subject: Telephone Interview for RTI International Evaluation of Section 1115 Substance Use Disorder Demonstrations

Good [MORNING/AFTERNOON] [STATE MEDICAID DIRECTOR NAME],

Thank you for agreeing to be interviewed to support the Centers for Medicare & Medicaid Services meta-evaluation of section 1115 substance use disorder (SUD) demonstrations.

This is a reminder that your interview about the section 1115 SUD demonstration in your state is on

Day and Date:

Time: [EST/PT/CST]

To connect to the interview for audio only, use either the smartphone one-tap dial telephone number or the landline telephone number, both listed below. RTI staff will participate using Zoom teleconference technology. You can also join us by clicking on the link below at the start time of your interview.

Your interview will be conducted by [NAME OF RTI INTERVIEWER], copied on this email.

If you have not already updated and returned the **Program Characteristics Grid** that was emailed to you with the original invitation, **please return it by [DATE]**, so that we can review it prior to our discussion. If you need another copy, please reply to this email.

Some states have found it helpful to include colleagues from the SSA division in their states to address some of the questions (e.g., patient placement criteria, MAT). Please feel free to invite them to the interview and forward the invitation to them.

We have heard from some state staff that recent events have created disruptions in state offices and have caused distress for individuals who will be participating in the interviews. If you need to change the interview timing because of recent events, please reach out to us. We will be happy to work with you to identify a new time later this month or next month. We want everyone to be comfortable during the interview so that we can collectively support evaluation of the demonstration and learning from the implementation of your important work.

Thank you in advance for your time and insight, please let us know if you have any questions, concerns, or comments. We are looking forward to speaking with you.

Thank you,

[NAME OF RTI STAFF]

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0938-1148 (CMS-10398 # 64). The time required to complete this information collection is estimated to approximately 1 hour for two people to participate in this interview, plus an average of ½ hour for two people to complete a grid prior to the interview. This includes the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: CMS, 7500 Security Boulevard, Attn: PRA Reports Clearance Officer, Mail Stop C4-26-05, Baltimore, Maryland 21244-1850.

Zoom Call-In information:

To join using one tap dial (cell phone) tap hyperlink: [[+555-555-5555,123456789](tel:+555-555-5555,123456789)]

To join using a computer, click <https://rtiorg.zoom.us/j/123456789>

To join using a telephone (landline) dial: +1 312 626 6799, enter meeting ID

Meeting ID: 123 456 789