

Attachment 3.a. Email from CMS to State Medicaid Director Introducing Follow-Up Implementation Interviews

To: Director State Medicaid Agency
CC: RTI SUD Team Lead
Subject: RTI International Evaluation of Section 1115 Substance Use Disorder Demonstrations

Dear [State Medicaid Director],

In [MONTH YEAR], your state participated in an interview with RTI International to provide insights into your state's substance use disorder (SUD) demonstration implementation. As part of the ongoing meta-evaluation of SUD demonstrations, RTI will be conducting follow-up virtual interviews with states to learn how the implementation of your SUD demonstration unfolded and plans for sustainability. CMS is requesting that you participate in the activities described below to support the meta-evaluation.

As part of the follow-up interview process, RTI will send you an email inviting you, a single state agency representative, or a designee to participate in a 90-minute interview. The invitation will also include a copy of a pre-populated table detailing your state's SUD demonstration policies and services, the effective dates for those policies and services, and questions highlighting needed clarifications. The interview with RTI will cover demonstration characteristics and implementation, challenges and facilitators to implementation, the impacts of other state initiatives on the demonstration, lessons learned, and plans for sustainability.

RTI will follow up with you via email to schedule a time for the virtual interview. The calls will be conducted from [DATE RANGE]. We appreciate your participation in this important evaluation. Please contact me at [INSERT CMS PHONE NUMBER] if you have questions.

Thank you,

[NAME OF CMS PROJECT OFFICER]

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 90 minutes 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.

