Initial Invitation

**To:** All EMS agencies in CLMS for the state

**Suggested Subject Line:** Improving EMS Care for Children in State

Note: The information above is purely for guidance and must be deleted before using this Word document for the mail merge! Only the images and the information below should be used for the message in the body of the email sent to your agencies.

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| Dear [Name],  Hello, my name is [EMSC manager name] and I am with the [State] EMS for Children (EMSC) Program. I am asking for your help with an important nationwide quality improvement effort regarding care of pediatric patients. In order for us to best support EMS agencies, we are asking you to complete a brief questionnaire so that we can learn more about your agency’s efforts to be prepared to care for ill or injured children. The questionnaire should only take 5-10 minutes to complete. **To begin, simply click on the link below:**  [**emscsurveys.org**](http://www.emscsurveys.org/)  **You will need to select “[State]” as your state and “[County]” as your county from the drop-down menus, and then select “[Agency Name]” as your agency.**  In past years, the responses from you and your colleagues have helped identify needs and provide resources for improving pediatric emergency care at the local and national level. To continue building on this momentum, we are relying on administrators from all EMS agencies to respond to this questionnaire. Your responses will be used by the [State] EMSC Program for quality improvement efforts. De-identified data from agencies across the country will also be combined to review progress and provide support for integrating the needs of children into our overall emergency care systems.  The questionnaire is conducted via a secure web-based system and your participation is voluntary. A downloadable/printable PDF version is available on the website through the link above if you wish to review the questionnaire before completing it online.  I would like to thank you in advance for your assistance with this project. I know how busy you are, and greatly appreciate you taking the time to provide us with this valuable information! Please feel free to contact me should you have any questions about this project. | |
| Sincerely,  EMSC State Manager Name  Title  Organization  Email  Phone | Insert NEW EMSC State Logo Here if Desired |