**SFP Email Template for CAHs**

Subject: National CAH Quality Inventory and Assessment

[Greeting],

Over the last year, the Federal Office of Rural Health Policy (FORHP) has been working in partnership with the [Flex Monitoring Team (FMT)](https://www.flexmonitoring.org/) at the University of Minnesota and other partners to develop the National Critical Access Hospital (CAH) Quality Inventory and Assessment (“Assessment”).

All CAHs are requested to complete the survey. We value your hospital’s input highly, and do not have another way to obtain this information. The survey is now open, and FORHP requests that you read the information below and respond by **December 15, 2023**.

This Assessment will allow FORHP to learn more about CAH service lines offered, quality improvement (QI) infrastructure and activities, and related quality measures. The Assessment, which is the first of its kind at a national level, will be an opportunity to gather a wealth of information that will help FORHP, our state’s Flex Program, and others improve how we support safe and high-quality care in CAHs. More information about the Assessment can be found on this [Fact Sheet](https://www.ruralcenter.org/sites/default/files/2023-10/CAH%20Fact%20Sheet_Natl%20CAH%20Quality%20Assessment_final%20update%2010.4.23.pdf) and the recordings [found here](https://www.ruralcenter.org/resources/cah-quality-infrastructure).

This email has two attached documents: the Assessment questions and a detailed instructional document. We recommend that you use the attached list of questions to collect the information about your hospital. When you have collected the data for all the questions for your facility , please follow the link below, which will redirect you to the FMT-administered Qualtrics platform. It is highly recommended that you enter all of your responses in a single session. You will receive a confirmation email with your responses after you submit.

You can expect to spend approximately 60 minutes to *collect and complete* the Assessment and are encouraged to submit one Assessment on behalf of your CAH with input from a variety of team members.

<https://umn.qualtrics.com/jfe/form/SV_8JoJqjek8T3s2MK>

Should you have any questions throughout the process of completing and submitting the Assessment, you can contact me (**SFC NAME/contact info**) or Megan Lahr with the FMT (lahrx074@umn.edu). We appreciate your contributions to the Assessment and look forward to learning more from the results and sharing them with you.

Sincerely,

[**SFC SIGNATURE**]