

# Ohio's State Opioid and Stimulant Response (SOS) Grant

## Postcard Reminders for Reassessments

Directions: This document has sample language for creating postcard reminders for clients about upcoming follow-up assessments. Customize the template to suit the needs of your agency, including using appropriate local logo and agency contact information.

As a reminder, for confidentiality reasons, you will want to use neutral stationery, a neutral greeting, and a neutral return address. You do not want to mention drugs, alcohol, mental health treatment, or the name of a treatment agency. "Community Health Study" is a neutral phrase you can use. Consider including an 800-number.

For printing the postcards, here are guidelines from the United States Postal Service regarding the [mailing dimensions for post cards](#).

There are two versions of reminder postcards:

### Almost Time for Your 6-month Reassessment

- Send this postcard 30 days before the client's 6-month reassessment window opens, around 120 days after the baseline assessment

### Time for Your 6-month Reassessment

- Send this postcard after the 6-month reassessment window opens, around 150 days after the baseline assessment

**Almost Time for Your 6-month Reassessment**

**[YOUR PROGRAM NAME] would like to schedule your follow-up assessment that is due soon. Please call us at [PHONE NUMBER] to schedule this quick assessment.**

**This confidential interview takes less than 15 minutes.**

**[YOUR AGENCY NAME, CONTACT INFO, LOGO]**

**Time for Your 6-month Reassessment**

**[YOUR PROGRAM NAME] has been trying to contact you for an upcoming assessment. Please call us at [PHONE NUMBER].**

**The assessment takes less than 15 minutes.**

**[YOUR AGENCY NAME, CONTACT INFO, LOGO]**