<table>
<thead>
<tr>
<th>Critical Task (see more details in Staff Assignments worksheet)</th>
<th>Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Verified mailing list obtained from honest broker</td>
<td>1-Jun</td>
</tr>
<tr>
<td>Site-specific contact information approved for: 1) Consent letter; 2) Cover letter; 3) Informed consent document</td>
<td>1-Jun</td>
</tr>
<tr>
<td>Acknowledge receipt of cover letter templates from UI</td>
<td>5-Jun</td>
</tr>
<tr>
<td>Staff assignments worksheet completed (see GPC Site Breast Survey Staff Assignments.xlsx). Any questions sent to Nick Rudzianski (<a href="mailto:nicholas-rudzianski@uiowa.edu">nicholas-rudzianski@uiowa.edu</a>) to be addressed during June 10/11 webinars</td>
<td>8-Jun</td>
</tr>
<tr>
<td>Acknowledge receipt of final booklet files from UI (and review for typos)</td>
<td>8-Jun</td>
</tr>
<tr>
<td>$10 cash or gift card obtained and securely stored</td>
<td>15-Jun</td>
</tr>
<tr>
<td>Mailing list formatted and mail merge tested - Address block fits envelope window</td>
<td>15-Jun</td>
</tr>
<tr>
<td>Postage process and pick-up/drop-off for survey mailings determined</td>
<td>15-Jun</td>
</tr>
<tr>
<td>Location and staff scheduled for local rehearsal session (run by site manager, N. Rudzianski available to attend remotely upon request from site)</td>
<td>15-Jun</td>
</tr>
<tr>
<td>Location and staff scheduled to do the actual initial mailing</td>
<td>15-Jun</td>
</tr>
<tr>
<td>Follow-up mailing sessions scheduled (4 weeks after initial)</td>
<td>15-Jun</td>
</tr>
<tr>
<td>Distress protocol created (including appropriate providers, agencies, and contact information for your site), provided to local contacts with training (e.g. role play)</td>
<td>15-Jun</td>
</tr>
<tr>
<td>Cover letters printed and securely stored, ordered by Study ID number. Date the letters for when you think they will be sending them out (e.g., June 29ish). Confirm date to use with Nick Rudzianski before printing.</td>
<td>22-Jun</td>
</tr>
<tr>
<td>Staff training sessions/ mailing dress rehearsal held (mailing procedures, tracking database, monitoring and reporting, distress protocol) - Led by local staff</td>
<td>22-Jun</td>
</tr>
<tr>
<td>Mailing 1 mailed and recorded in the tracking database</td>
<td>29-Jun</td>
</tr>
<tr>
<td>Respond to patient and provider questions</td>
<td>ongoing</td>
</tr>
<tr>
<td>Monitor and update tracking database</td>
<td>daily beginning 29-Jun</td>
</tr>
<tr>
<td>Remailing list downloaded from REDCap tracking database</td>
<td>20-Jun</td>
</tr>
<tr>
<td>Second mailing completed</td>
<td>27-Jul</td>
</tr>
</tbody>
</table>