

June 4, 2015

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