June 4, 2015

Task #	Task	Person/People Responsible
	Obtain \$10 cash or gift cards	
	Obtain mailing list	
	Format mailing list per mail merge instructions (see	
	document GPC Breast Cancer Steps for Mail Merge)	
	Set up and test mail merge of patient names and	
	addresses into cover letters closely following template	
	and instructions supplied by UIOWA (see document GPC	
	Breast Cancer Steps for Mail Merge)	
	Verify name and placement of address block on each	
	letter before printing	
	Print cover letters using color ink for logo if applicable	
	Arrange storage location for hard copy materials (like	
	cover letters awaiting mailing, like surveys returned due	
	to a bad address) containing patient identifiers	
	-	
	Arrange for postage for the outgoing envelopes	
	containing the cover letter, study booklet, copy of consent	<u> </u>
	document, and \$10. Options that may be available	
	include a company/university mailing service or	
	purchasing individual postage (would need to determine	
	appropriate postage per packet).	
	Arrange for delivery and pickup (in case of bad address	
	etc.) of the outgoing envelopes	
	Reserve space and time for preparing mailings	
	Schedule sessions for mailing rehearsal, actual initial	
	mailing, actual second mailing	
	Lead training/rehearsal sessions for mailings - Print out	
	some fake cover letters and follow the guidelines on	
	putting the mailing together. Use fake study booklets	
	provided by Coord. Center. Contact Nick Rudzianski if	
	there are questions (nicholas-rudzianski@uiowa.edu)	

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Lead actual mailing sessions (these are the sessions where the envelopes are actually stuffed, QC'd, sealed, and posted)	
Test the REDCap Survey Tracking database. Go to https://redcap.gpcnetwork.org/ to access the database.	
Make sure staff are trained on using the tracking database (Review the tracking database screenshots document for instructions on the purpose of each screen)	
Create distress protocol (UIOWA provided an example) Train staff on use of distress protocol (Suggest doing this	
by role playing. Have someone at your site call the person named on the consent letter and act out an example of a distressed respondent.)	
Participate in training sessions for mailings/ dress rehearsal	
Participate in initial mailing	
Participate in second mailing	
Responding to questions from patients or providers	
Prepare individual surveys that may need to be re-sent to	
recipients (e.g., because of a new address, etc.).	
Report and resolve problems in survey implementation to UIOWA	
Communicate reportable events to the UICC (e.g.,	
noncompliance, unanticipated problems, etc.).	
Monitoring tracking database daily	
Recording and updating Parcel Status in tracking database	
Recording Study Contacts in tracking database	
Recording Consent Declined in tracking database	
Recording Reportable Events in tracking database	