

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 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	
	<i>Lead</i> 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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	<i>Lead</i> 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 <a href="https://redcap.gpcnetwork.org/">https://redcap.gpcnetwork.org/</a> 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	