

NEC SURVEILLANCE

A. Mailing

NEC surveillance questionnaires are double-sided, postage-paid/business return, tri-folded and sealed with a tab. The questionnaires are mailed out quarterly. All subjects who were screened and have a birthday in the given months of a mailing will be sent a questionnaire.

Procedure

Number of Questionnaires

Determine the number of questionnaires needed for a given mailing. As these are mailed quarterly, determinations should be made for the following time periods: Jan/Feb/Mar; Apr/May/Jun; Jul/Aug/Sep; Oct/Nov/Dec. The number of questionnaires needed for these periods can be found by creating a new bulk mail list in the database at: L:\daisy\SurveillanceLetters. To do so, press the “Create Bulk Mailing List” button. This button runs *mcrSwitchMain*. This macro will: 1) delete the records currently in the BulkMailList table, 2) run qryNecFollowup2 which add records to the table for NECs/NOCs who have disenrolled from follow-up and who were born during the months designated, and 3) add records for NECs/NOCs who were screened but never entered follow-up and were born during the months designated, 4) transfer the data to an unsecured database at L:\daisy\BulkMailList, and 5) display a list of NECs/NOCs who are now in the BulkMailList table. Look for the total number of records and this will give you an approximation of how many copies are needed.

Ordering Questionnaires

The UCHSC Printing Services/Copy Center prints the NEC Follow-up Questionnaires. To order more questionnaires, fill out a Quick Copy/Printing Request Form and submit to the Printing Services/Copy Center office (basement of SOM building). Order enough questionnaires for a given quarterly mailing, indicating two-sided 8¹/₂” x 11”, white 20# regular bond, and letter folded into thirds. Always bring two originals from which the print job will be done. Have the questionnaires delivered to “Bulk Mail in Boulder”.

Sending Address List to Bulk Mail

Once the Bulk-Mail Center has received the copies from Printing Services, they will need an electronic list of who to send them to. The list should be recreated by pressing the “Create Bulk Mail List” button on the main menu of the database at L:\daisy\SurveillanceLetters. The Access database at L:\daisy\BulkMailList should be sent as an attachment to: bmpc@spot.colorado.edu. The list needs to be accompanied by an IN.