

NEC SURVEILLANCE

NEC Follow-up Questionnaire Procedures

Purpose

The NEC follow-up questionnaires are mailed out annually to families who have been screened for DAISY, but who are not currently participating. Either the children screened did not meet the enrollment criteria or the parents simply refused participation. The questionnaires ask if the child or anyone in their immediate family has developed type 1 diabetes (IDDM) during the previous year. Since these families are not regularly in touch with DAISY, it's important to maintain some degree of a relationship. The information gathered will help determine the rate of onset of IDDM in children that are not being seen in the clinic.

Procedure

The questionnaires are mailed out monthly. All subjects who were screened and have a birthday in the given month of a mailing will be sent a questionnaire. Once the questionnaires are completed and returned (many will *not* be returned), they are entered into the DAISY database and filed.

Mailing

NEC follow-up questionnaires are double-sided, postage-paid/business return, tri-folded and sealed with a tab. Mailing labels (1" x 2⁵/₈":Avery 5160 or equivalent) to place on questionnaires can be generated from the DAISY database. With approved access, click on <St. Joe's>, <NEC follow-up>, <Change Birth Month>. Change the value under "Birth Month" to correspond with the current month, save and close. The screen will then change to a second field where the same value needs to be changed and saved, then closed. At the St. Joe's page in the database, click <Follow-up Labels> and print (~ 45-65 sheets of labels). When finished, click <Follow-up Labels 2> and print (~ 1-5 sheets).

Center mailing labels on the front of questionnaires. As labels are placed, group all out-of-state addresses into a pile. Similarly group all addresses with the same zip code. If there are 10 or more pieces of mail with the same zip code, band together with two rubber bands. Place the first one along the length of the packet, and the second along the width. If there are less than 10 pieces of mail that share a zip code, set aside in a general pile. After all labels have been used, take all unbound questionnaires and group those that share the first three digits of the zip code. Rubber band together groups that have 10 or more pieces of mail. Those that have less than 10 pieces that share the first three digits of the zip code, group with the out-of-state questionnaires and rubber band together.

The Postal Service requires that all bulk mail be bound as described and labeled with an identification sticker. This tells the USPS what the bulk packet contains. Stickers should be placed on the top questionnaire of a packet in the lower left-hand corner as follows:

10 or more pieces that share a zip code	"D" Red
10 or more pieces that share the first three digits of a zip code	"3" Green

10 or more pieces for the same state	“S” Orange
10 or more pieces for more than one state (mixed states)	“MS” Tan

Once the bulk mail packets have been labeled, bound, and identified with USPS stickers, they have to be mailed. Drop off the mailing at the “Metered Mail” window in the campus mailroom. The mailing must be accompanied by a completed IN.

Data Entry

As the questionnaires are completed and returned, the information needs to be entered into the DAISY database. To get the correct page, click <St Joe’s>, <NEC Follow-up>. Search by child’s last name (or any other field) by placing cursor on field and clicking the binoculars. Once the desired subject’s page is found, enter the information from the questionnaire.

From the questionnaires, the following information needs to be gathered: 1) correct mailing address; 2) date questionnaire was entered into the database; 3) any alternate contacts (including telephone number) provided by the parents; 4) and whether the child or any family members have developed IDDM during the previous year. Lastly, always check to see if the family does *not* want to receive the questionnaire in the future. If not, then indicate in the “Returned from which address field” by selecting <Refuse Future Mail>. After being entered in the DAISY database, check mark each questionnaire on the upper right corner and file in a box – ultimately to be stored.

Other

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 4000 questionnaires at a time, indicating two-sided 8¹/₂” x 11”, white 20# regular bond, folded into thirds and tape-tab sealed. Always bring two originals from which the print job will be done.

Additional USPS stickers can be obtained from any regular Post Office. The UCHSC mailroom does *not* have these stickers.