

Attachment F3 State SECAP II Cover Letter

Dear :

We are requesting your participation in the Survey of Endoscopic Capacity (SECAP), a survey that is being conducted for the Centers for Disease Control and Prevention and the *State Name* Health Department. The objectives of this research study are: (1) to estimate the numbers of endoscopic procedures currently being performed; (2) to estimate the maximum number of procedures that could be performed in the event of widespread screening; and (3) to describe the medical facilities in which these procedures are being performed. Data will be obtained by surveying medical practices that own flexible endoscopic equipment. Study results will be used to identify deficits in the current medical infrastructure for endoscopic colorectal cancer screening and will provide critical baseline information for use in planning initiatives to increase screening for colorectal cancer.

Colorectal cancer is the second leading cause of cancer-related deaths in the U.S. Although major professional organizations now recommend regular screening for colorectal cancer for average risk persons aged 50 and older, screening rates are unacceptably low. Information regarding the capacity of the health care system to provide widespread screening and follow-up examinations was obtained in a similar survey several years ago but is now outdated.

All facilities in the state of *State Name* that are known to own flexible sigmoidoscopes and colonoscopes, based upon lists provided by major endoscopic equipment manufacturers, are being asked to complete the survey. You were identified by your practice as the person most knowledgeable about the use of the endoscopic equipment at your facility. We are asking you to complete the enclosed questionnaire, requiring approximately 30-40 minutes of your time. If flexible sigmoidoscopy or colonoscopy is not done by any physician or non-physician endoscopist at the practice site identified above, or if the procedures are not done for the purposes of screening for colorectal cancer, please indicate this on the survey cover and return it in the postage paid envelope.

It is important that you report only those procedures that are performed at the location identified above. You can return the survey in the enclosed postage-paid return envelope. The CDC realizes that your time is extremely valuable and we have enclosed a \$40 reimbursement in appreciation of your time and effort given to the study.

Your participation in the study is completely voluntary. Data collection will be managed by Battelle, Center for Public Health Research, a national survey and research organization with extensive experience in collection of health data. Data will be aggregated; no individual facility information will be presented in any report. Your responses will be kept private to the extent allowed by law. To protect your privacy, we will keep the records under a code number rather than by name. Records will be stored in locked files to which only study staff will have access.

Information linking you to the data you supply will be destroyed after data collection has been completed. Your name or any other personal identifiers will not appear when we present in oral or written presentation of study results.

If you have any questions regarding the study, please call Diane Manninen, Ph.D., Task Leader, Battelle, at 1-800-xxx-xxxx. If you have any questions regarding your rights as a study subject, please contact the Chair of the Battelle Institutional Review Board, at 1-877-810-9530, ext. 500.

Thank you in advance for your time and participation in this important research endeavor.

Sincerely,

Laura Seeff MD, Acting Branch Chief
Comprehensive Cancer Control Branch
Division of Cancer Prevention and Control
National Center for Chronic Disease
Prevention and Health Promotion