

## ATTACHMENT 13

### Initial Contact Letter

Dear Sir / Madam

[DATE]

We are writing to you because you told a staff person at [COMMUNITY MENTAL HEALTH CENTER] that you were interested in hearing more about a research study. This letter explains the research study at [COMMUNITY MENTAL HEALTH CENTER].

#### **The Purpose of this Research**

With this research study we want to learn more about if locating basic medical services (primary care services) in community mental health centers improves the physical and emotional health of the people they serve.

- The RAND Corporation (a non-profit research institution) has been funded by the Substance Abuse and Mental Health Services Administration (a government agency) to do this research study. [COMMUNITY MENTAL HEALTH CENTER] is participating in this research. We would like to invite you to participate in this research. However, this study is **VOLUNTARY. YOU DO NOT HAVE TO PARTICIPATE IN THIS STUDY.** Whether or not you participate in the study will not affect services you normally receive.
- **We are inviting you to come to the [COMMUNITY MENTAL HEALTH CENTER] on [DATE OF SCREEN] between [AVAILABLE TIMES].**
- **In appreciation of your time, you will be given a \$20 gift card to [A LOCAL LARGE CHAIN STORE, SUCH AS WALMART OR TARGET] when you complete the interview and health exam, explained below.**

#### **What You Will Be Asked To Do**

When you arrive, the research study staff will tell you more about the study and answer your questions. Then you can decide if you want to participate in the study. If you decide to participate:

1. Staff will ask you survey questions about your health and lifestyle.
2. A company called OnSite Health Diagnostics will conduct a health exam at [COMMUNITY MENTAL HEALTH CENTER]. The health exam involves measuring your: Height, Weight, Blood Pressure, Belly width (a staff member will measure around your belly) and Exposure to tobacco smoke (you will be asked to blow air into a tube).

3. You will also be asked to provide a blood sample (approximately 3 tablespoons) in order to measure your: Blood sugar, Blood fat and Cholesterol

**How Will I Benefit from This Research?**

If you decide to participate you will be given a free physical health exam and the results of this exam will be shared with you and your care team. Finding out if you have health problems such as high blood pressure, diabetes, high cholesterol, tobacco use, or obesity will allow you to get referrals for treatment from your care team if you need it. People who complete the study will also receive a \$20 gift card for [A LOCAL LARGE CHAIN STORE, SUCH AS WALMART OR TARGET] in appreciation of their time.

**Will My Information be Kept Private?**

The information you give us about yourself and the results of the health exam will be kept private, and nobody except you, your treatment team at [COMMUNITY MENTAL HEALTH CENTER] and the study staff will know that you participated in the study or about the information you provide.

**What if I Have Questions About this Study?**

A few days before the study, someone from OnSite Health Diagnostics will call you to remind you about the study, ask about your interest in participating in the study, and answer any questions about the study that you may have. You may also call OnSite Health Diagnostics during normal business hours at \*\*\*-\*\*\*-\*\*\*\* if you would like to find out more. You can also ask them more questions when you arrive at the center.

**Thank You!**

Thank you for taking the time to read about our research study, and we look forward to speaking to you soon.

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