

Attachment 5b: Email Invitation to Potential Interviewees

KEY INFORMANT INTERVIEWS

Subject Line: Invitation to Participate in CDC Study on Cancer Distress Screening

The Centers for Disease Control and Prevention (CDC) is sponsoring a study to examine the distress screening procedures among ovarian and lung cancer patients at cancer treatment facilities and programs across the country. Westat, a research organization located in Maryland, is working with the CDC on data collection for the study. An important component of the study will be talking to healthcare facility staff that are familiar with distress screening protocols at their institutions. A point of contact at your healthcare facility has identified you as someone who is most knowledgeable about the topics of interest to this study who may be willing to participate in an interview with us. We are particularly interested in learning about your perception and views on topics such as your healthcare facility's policies on cancer care, processes for distress screening, assessment, referral, and follow-up, and other associated topics.

The findings will provide valuable information on addressing the psychosocial needs of lung and ovarian cancer survivors, and assist CDC with the development of resources and technical assistance to support screening and intervention efforts in cancer programs across the nation.

We appreciate your willingness to meet with us and we look forward to the opportunity to talk to you about your experiences with distress screening. The interview will occur over the web via a video call or via an audio call, depending on your institution's communication capabilities. We will record the audio for the interview with your consent. We expect the interview to last approximately 1 hour. You will receive \$100 compensation for your participation in the form of an electronic gift card or a check.

Your responses will be kept confidential and will not be communicated to anyone in the healthcare facility. Your name will not appear anywhere in our reports. All information that we will share with the CDC will be de-identified.

Please let us know your willingness to participate by emailing us back by [date]. If you would like to participate, please include your availability for an interview with your preferred days and times for the week of [date].

FOCUS GROUPS

Subject Line: Invitation to Participate in CDC Study on Cancer Distress Screening

The Centers for Disease Control and Prevention (CDC) is sponsoring a study to examine the distress screening procedures among ovarian and lung cancer patients at cancer treatment facilities and programs across the country. Westat, a research organization located in Maryland, is working with the CDC on data collection for the study. An important component of the study will be talking to healthcare facility staff that are familiar with distress screening protocols at their institutions. A point of contact at your healthcare facility has identified you as someone who has knowledge about the topics of interest to this study who may be willing to participate in a focus group that will consist of a mix of relevant healthcare facility staff. We are particularly interested in learning about your thoughts and experiences on topics such as your healthcare facility's policies on cancer care, processes for distress screening, assessment, referral, and follow-up, and other associated topics.

The findings will provide valuable information on addressing the psychosocial needs of these survivors, and assist CDC with the development of resources and technical assistance to support screening and intervention efforts in cancer programs across the nation.

We appreciate your willingness to meet with us and we look forward to the opportunity to talk to you about your experiences with distress screening. The focus group will occur over the web via a video call or via an audio call, depending on your healthcare facility's communication capabilities. You and the other staff at the healthcare facility who will participate in the focus group will meet in one room, while we lead the focus group over the web. We will record the audio for the focus group with your consent. We expect the interview to last approximately 1.5 hours. You will receive \$60 compensation for your participation in the form of an electronic gift card or a check.

Your responses will be kept confidential and will not be communicated to anyone in the healthcare facility. Your name will not appear anywhere in our reports. All information that we will share with the CDC will be de-identified.

Please let us know your willingness to participate by emailing us back by [date]. Once we identify the participants for the focus group at your healthcare facility, we will reach out to everyone to schedule a date and time for conducting the focus group.