

# IMPLEMENTATION GUIDE

## Mailed Reminder To Increase Completion of Fecal Occult Blood Testing (FOBT) for Veterans

*Using an Evidence-Based Program to develop  
a process model for program delivery in the practice setting*

**Note:** Refer to “Putting Public Health Evidence in Action”. Review the appropriate Modules and the handouts provided in each, in order to modify and evaluate this program to meet the needs of your organization and audience.

“Putting Public Health Evidence in Action” is available online at:  
<http://cpcrn.org/pub/evidence-in-action/>

### I. Program Administration (Type of Staffing and Functions Needed)

**Project Coordinator (Requirements: Experience with program implementation and data management)**

- Manages day-to-day operations
- Identifies all patients who received a fecal occult blood test (FOBT) for colorectal cancer screening and sends out mailed reminders approximately 7-10 days after the patient received the FOBT
- Collects and stores contact information for each patient
- Tracks the completion of the FOBT test for each patient
- Monitors the supplies needed for the mailed educational reminder, including copies of the reminder, postage, and envelopes

### II. Program Delivery

**For additional information on modifying program materials, refer to the appropriate Module(s) for program adaptation from “Putting Public Health Evidence in Action”.**

**A. Program Materials** (*All listed materials can be viewed and/or downloaded from the RTIPs Products Page*):

- **Mailed educational reminder:** The mailed educational reminder consists of an 8.5 x 11 paper folded in thirds, personalized, sealed, and sent to the patient’s home address 10 days after the patient is given an FOBT test kit. The content of the letter incorporates both a reminder and educational element regarding the importance of colorectal cancer screening. The reminder could be modified to suit any location or patient population.

## **B. Program Implementation:**

The steps used to implement this program are as follows:

Step 1: The program coordinator identifies all patients who received an FOBT kit for colorectal cancer screening.

Step 2: The program coordinator enters each patient's information into a secure database for monitoring.

Step 3: The program coordinator sends a mailed educational reminder to all patients who received an FOBT kit for colorectal cancer screening.

Step 4: The program coordinator monitors the completion of the FOBT for each patient who received a mailed educational reminder.

## **III. Program Evaluation**

**For additional information on planning and adapting an evaluation, review the appropriate Modules for program implementation and evaluation from “Putting Public Health Evidence in Action”.**

<http://cpcrn.org/pub/evidence-in-action/>

For further assistance in designing and conducting an evaluation, consider communicating with members of NCI's Research to Reality (R2R) Community of Practice who may be able to help you with your research efforts. Following is a link to start an online discussion with the R2R community of practice, after completing registration on the R2R site:

<https://researchtoReality.cancer.gov/discussions>.