

Table 1. **Data Collection and Tracking Mechanisms**

Task	Paper	EHR	REDCap	Electronic File
Opt-in Postcards	S		C	
Staffing Sign-up Sheet				S
Visit Prep Checklist	S			
Check-in Documentation	S	C	C	
Screening (Inclusion/Exclusion)	S			C
Consent Documentation	S	C	C	C
Specimen Manifest*				S
Phlebotomy Documentation	S		C	
Baseline Survey	S		C	C
Giftcard Distribution	S			C
Incoming and Outgoing Call Documentation			S	C
Appointment Tracker	C	C	C	S
CancerSEEK Results		C	C	S
Annual Follow-up Surveys	S		S	C
CRC Data			C	S
Inventory and Ordering	C			C
Printing Barcodes for Specimen and Giftcard Tracking	C			S
Creating Study Metrics Using Power BI Dashboards				S
Tracking and Addressing Participant Complaints			S	C
Tracking Metrics for IRB Continuing Review Submissions				S
<i>S = source documentation in which data collected was first recorded</i> <i>C = copy of data documentation that was later entered into an electronic data capture system</i>				