



HCHS/SOL CASAS Eligibility/Participation Checklist CEL – QxQ

General Instructions

The first three sections on page one of the Eligibility/Participation Checklist (CES) are completed at the time of initial contact with potential SOL CASAS participants or on subsequent contact occasions if eligibility is not obtained at the time of initial contact.

The fourth section is to track the consent status for an individual after eligibility is determined.

Sections 5 through 8 are completed the day of the study visit. The purpose of these sections is to track each study visit component and to ensure completeness of each component.

QxQ Instructions

Q0a-c This section is administrative information that should not be read aloud to the potential SOL CASAS participant.

Q1 Eligibility Screening Status for Individual: “Can you walk one block without help?”

This question is used to determine if the individual is eligible to participate in SOL CASAS. If the individual answers, “No”, he/she is ineligible. The definition of “help” may be interpreted differently by each participant.

If the individual states that he/she requires the help of a wheelchair for mobility, he/she is considered ineligible. Record “No” for Q1 and read the closing script.

If the individual states that he/she requires the help of another mobility device, such as a walker or crutches, to walk one block, he/she is considered eligible. Record “Yes” for Q1 and continue with the script.

Q2 Individual Participation Status:

This section is for administrative purposes only. It is a status code for the individual level eligibility.

- (1) Unable to contact, status unknown- NO contact has been made and his/her individual eligibility status is unknown. Further attempts may be made by phone when the recruiter calls back to schedule the HCHS/SOL Visit 2 and/or a CASAS staff will follow up with the individual when they complete the HCHS/SOL Visit 2.
- (2) Refuses to participate, status unknown- The individual refuses to participate before section 1 is completed.
- (3) Ineligible- Section 1 is completed and the individual is ineligible due to a “No” response to Q1.

(4) Eligible but refuses to participate- Section 1 is completed. The individual is eligible due to a “Yes” response to Q1 but he/she refuses to participate.

(5) Eligible and agrees to participate- Section 1 is completed. The individual is eligible due to a “yes” response to Q1 and he/she agrees to participate. Continue with the script and go to sections 2a, 2b, and 3 to record the appointment information.

Q2a Appointment Date (mm/dd/yyyy):

Set appointment date and record with two digit month, two digit day, and four digit year.

Q2b Appointment Time:

Set appointment time and record with two digit hour and two digit minute. Record in 24 hour time.

Q3 Appointment Information:

(1) With parent study V2- The SOL CASAS study visit will be completed the same day as the HCHS/SOL Visit 2.

(2) Separate Visit- The SOL CASAS study visit will be completed at a separate visit.

Q4 Consent Status for Individual:

This section is completed the day of the study visit after the individual has reviewed the informed consent form with a SOL CASAS staff. After the individual consents to participate and a CASAS staff obtains the participant’s witnessed signature on the informed consent document, “yes” should be recorded.

Q5-6 Physical Activity (PAE) and Neighborhood Selection (NSE):

(a) The box should be checked indicating that the questionnaire is complete.

(b) The staff ID of the interviewer who administered the questionnaire should be recorded.

If a questionnaire is not completed, a note should be made in section 9 explaining why and what kind of follow up is needed.

Q7 Actical issued:

(a) The box should be checked to indicate that the participant is being issued an actical.

(b) Serial #: Record the serial number of the actical being issued to the participant.

(c) Date out: Record the date that the actical is assigned to the participant.

(d) Date in: Record the date that the actical is returned

(e) Record the Staff ID of the person who is giving the actical to the participant and the Staff ID of the person who is collecting the actical from the participant at the end of the 7 days.

If the participant returns the actical and it is determined that the data collected is unusable, he/she will be reissued an actical and asked to repeat the 7 days of wear time.

Q8 Actical reissued:

This section is completed only in the event that an actical is reissued.

- (a) The box should be checked to indicate that the participant is being reissued an actical.
- (b) Serial #: Record the serial number of the actical being reissued to the participant.
- (c) Date out: Record the date that the actical is issued to the participant.
- (d) Date in: Record the date that the actical is returned
- (e) Record the Staff ID of the person who is giving the actical to the participant and the Staff ID of the person who is collecting the actical from the participant at the end of the 7 days.

Q9 Additional Comments/Notes:

This section should be used to clarify reasons for an incomplete study visit and/or to provide additional information needed to facilitate follow-up with the participant.