



# HCHS/SOL V2-Enrollment Tracking form

## ETF- QxQ

### General Instructions

This form was designed to help the field centers keep track of their V2 enrollment contact efforts. This form is **not a substitution for ELE-eligibility** form. Please make sure you code the ELE when a final participation decision is made for the participant. Also, for those participants that are reported **deceased** **complete the GHE** for the appropriate year within the AFU window.

### When to complete the ETF

- V2 screened and scheduled participants V2 on the first contact attempt; completion of EFT is a field center specific decision. Completion of ELE is required for all final codes.
- For everyone invited to participate in Visit 2 (from April 1<sup>st</sup>, 2015) and have not yet participated in V2 (for any reason).
- If not participate in V2 on AFU-Y6 call, continue to log information for every contact attempt for V2 invitation to participate.
- Record on the ETF all contacts for V2 invitation and participation before or after AFU year 6.

### QxQ Instructions:

- 0a.** Enter the date when the first contact attempt was done. Every form on CDART needs to have an administrative date.
- Q1 to 24** First column Date, enter the date for the contact attempt. Each line in the paper form will be a new occurrence of the form in CDART.
- Q1a to 24a** Time column: enter the time when the contact attempt was made, 24 hr format.
- Q1b to 24b** Staff ID column. Enter staff ID who made the contact attempt for that day.
- Q1c to 24c** Contact method column. Select from the list the method used to contact the participant. 1=phone, 2=Email/text message, 3=Home, 4=Walk in, 5=Letter
- Q1d to 24d** Result Code column. See below for reference on what type of code to use. All final codes require completion of ELE.

### Result Codes Description Table

| ETF Code                       | Description   |
|--------------------------------|---|
| 0. Pending contact/<br>Tracing | No action taken.<br>Not yet contacted any source, or trying to find valid contact information for participant. Will continue to try to contact the participant until a final determination can be made. |
| 1. Temporarily out of<br>area  | When the participant reports (or a source reports) they will be out of the area temporarily, use this code. Future calls should be made to invite the participant for V2 when they come back.           |

| ETF Code   | Description  |
|--|--|
| 2. Screened, Eligible and V2 Scheduled               | Participant contacted and Screening completed. Participant is eligible and V2 visit date has been scheduled. <b><u>Complete ELE</u></b> with all screening information.  |
| 3. Screened, Eligible, but V2 Not Scheduled          | Participant contacted and Screening Completed. Participant is Eligible for HCHS V2, but Clinic Exam <u>Not Scheduled</u> . Future calls needed to make V2 appointment schedule. No ELE required at this point. If too many contact attempts are coded this way, it might mean a soft refusal. Each FC will evaluate participant responses before coding them as a refusal.     |
| 4. Screened and Not eligible for V2.                 | At time of screening participant is found to be ineligible due to cognitive impairment, administrative ineligibility (which includes moved more than 250 miles away), or death. <b><u>Complete ELE</u></b> for participants that are alive and ineligible. <b><u>Complete GHE</u></b> for participants reported deceased in corresponding AFU (No ELE necessary).              |
| 5. Contacted, Refused to participate                 | If participant refuses to participate at time of contact. This code would be used for a <u>definite NO</u> . <b><u>Complete ELE</u></b> to record refusal.   |
| 6. Contacted (or reported alive), Screening not done | For some reason eligibility was not determined when the participant was contacted. Requires follow-up calls to determine eligibility. Or when participant is reported alive and will continue attempts to contact. If too many contact attempts are coded this way, it might mean a soft refusal. Each FC will evaluate participant responses before coding them as a refusal. |
| 7. Unknown   | When all options to contact participant have been exhausted, no contact has been made and there is no hope to find the participant for V2.<br><br><b><u>Complete ELE</u></b> if no more attempts will be made to find the participant.   |

All **FINAL CODES** in the **ETF** should pair correctly with final codes in the **ELE**. Use reference table below for correct pairing of final codes in these forms.

| ETF Codes                                   | ELE Codes                           |
|---|-------------------------------------|
| 2=Screened, Eligible, and V2 Exam Scheduled | 4=Agrees to participate             |
| 4=Screened and Not eligible for V2          | 3=Ineligible                        |
| 5=Contacted, Refused to participate         | 1=Refuses to participate            |
| 7=Unknown                                   | 2=Unable to contact, status unknown |

**Q1e to 24e** **Notes column**

In this column enter '**Barrier to Participation**' codes (table below). *Only enter a 'barrier to participation code' in the **final occurrence of the ETF**.* Enter only the code, use your best judgment to select the code that describes the primary barrier to participation. Whenever possible, try to **avoid** the use of the 'Other' code. If the barrier to participation is not clear, probe the participant to obtain clarity. Use the notelog to add description text of the situation when needed.

These codes will allow the CC to do concise code retrieval for analysis on barriers to participation.

**Barrier to Participation Codes Description Table**

| Code        | Description                   | Details   |
|-------------|-------------------------------|---|
| <b>C</b>    | Costs of Travel/lost wages    | When Monetary cost of travel is the main reason for no participation. This can be a result of lack of money to afford the cost of travel due to loss of wages or other reasons.   |
| <b>F</b>    | Family Commitments            | They are not able to participate due to family commitments. For example child care, care for elderly family member, <b>housework</b> , etc.   |
| <b>H</b>    | Health limitations/concerns   | Participant is too fragile, health wise, to come to V2. Can be too old or too sick and they do not have access to caregiver or family member that can bring them to the center.<br><b>MD appointments, pregnancy, emergencies</b> |
| <b>I</b>    | Incentive to participation    | They have expressed that the incentive provided is not enough for them to come to V2.<br><b>Any excuse that shows lack of interest in the study. "Don't call me I will call you", repeated 'call me back', weather, etc.</b>      |
| <b>M</b>    | Moved out of area             | Moved out of the study area. They presently live <b>100+</b> miles from the study center.<br><b>Unknown address, moved out of town.</b>   |
| <b>O</b>    | Other/motivation              | Other reason not specified in these options. Not motivated to continue to participate in V2.<br>Use code and specify reason.  |
| <b>PERM</b> | Permanently Institutionalized | Permanent resident of nursing home or other institution   |
| <b>T</b>    | Travel Time                   | The time cost for participants who live LESS THAN 100 miles from center.<br><b>Any transportation related issues.</b>   |
| <b>TEMP</b> | Temporarily Institutionalized | Temporary resident of nursing home or other institution   |
| <b>V</b>    | Visit 2 interview time        | Participant cannot find the time to come to V2 due to visit length.<br>Participant cannot find a schedule that works for them.<br><b>Not interested in doing procedures, blood draw, etc.</b>                                     |
| <b>W</b>    | Work Commitments              | Their job does not allow them to make time for the V2.<br><b>Too busy, Lack of time</b>   |

**Soft Refusals and Refusal at time of V2****Data Entry information**

| Scenario   | Questions to update | Description  |
|--|---------------------|--|
| <i>Soft Refusals<br/>Recurrent No Show</i>         | ETF1d=3             | <i>Recurrent No-Show</i> can be interpreted as a <i>Soft-Refusal</i> . Code CHK31a=4. Complete an <b>ETF</b> occurrence with Q1d=3 'Screened, Eligible, but V2 Not Scheduled'. Use appropriate code from the "Barriers to participation" list described above. |
| <i>Refusal at time of V2<br/>No Form/Procedure</i> | ETF1d=4             | For participation refusal at V2, for participants that have not completed any procedures or questionnaires. Complete <b>ETF</b> as V2 refused.   |