



SOL-INCA-2

Informant Contact Information (ICI)

QxQ

6/10/2022

Introduction

The Informant Contact Information (ICI) form is utilized by field staff when communicating with an individual who will answer questions about the participant's memory and daily functioning. In most situations, there will be only one informant per participant. A second or third informant is only necessary when the first informant is unable or unwilling to answer questions about the participant.

Procedures

The ICI form can either be updated directly in CDART or completed on paper and keyed into CDART. A video tutorial depicting the data entry process is available online at <https://sites.csc.unc.edu/hchs/SOL-INCA>.

Recording Responses

For each question, enter or select the appropriate response.

Q0a. Enter the date the form was initially completed.

Q0b. Enter the Staff ID of the person who completed the form.

Q1. This field will be updated automatically after neurocognitive testing has been completed and information from each test has been entered into CDART. The field will indicate whether an informant must be identified, verbally consented, and asked a series of questions about the participant's memory and daily functioning. An informant interview will *a/ways* be required if one of the following occurs.

1. A proxy is required during the consent process.
2. A neurocognitive test is discontinued because the participant was unable to understand the instructions.

Q2. Indicate whether the individual listed is the primary informant for the participant.

Q3 – Q5. Enter the title, first name, and last name of the first informant identified.

Q6. Enter a succinct description of the relationship between the informant and the participant. If the informant is a caregiver enter 'caregiver' in the notelog. If it is unclear whether the informant is a caregiver then ask whether the individual assisted with daily activities like shopping for groceries, preparing meals, managing medications, handling finances, etc. If the informant provided this type of assistance, they are a caregiver.

Q7 – Q8. Enter the primary phone number of the informant and indicate whether it is a cell or home phone.

Q9 – Q10. If available, enter a secondary phone number for the informant and indicate whether it is a cell or home phone.

Q11. If available, enter an email address for the informant.

Q12 – Q13. Indicate whether the first informant identified verbally consented to participate in the study and the date on which this occurred.

Q14. Indicate whether the individual listed is the primary informant for the participant.

Q15 – Q17. Enter the title, first name, and last name of the second informant identified.

Q18. Enter a succinct description of the relationship between the informant and the participant.

- Q19 – Q20.** Enter the primary phone number of the informant and indicate whether it is a cell or home phone.
- Q21 – Q22.** If available, enter a secondary phone number for the informant and indicate whether it is a cell or home phone.
- Q23.** If available, enter an email address for the informant.
- Q24 – Q25.** Indicate whether the second informant identified verbally consented to participate in the study and the date on which this occurred.
- Q26.** Indicate whether the individual listed is the primary informant for the participant.
- Q27 – Q29.** Enter the title, first name, and last name of the third informant identified.
- Q30.** Enter a succinct description of the relationship between the informant and the participant.
- Q31 – Q32.** Enter the primary phone number of the informant and indicate whether it is a cell or home phone.
- Q33 – Q34.** If available, enter a secondary phone number for the informant and indicate whether it is a cell or home phone.
- Q35.** If available, enter an email address for the informant.
- Q36 – Q37.** Indicate whether the third informant identified verbally consented to participate in the study and the date on which this occurred.