# HCHS/SOL Question by Question Instructions, Annual Follow-up Tracking Form (AFT), Version A

General Instructions

The record of contacts with the study participants is recorded on the annual follow-up tracking form AFT version A is available on the study data management system (DMS). Each field center is expected to document progress in making follow-up contacts using this form.  The form is designed to be used interactively directly in the DMS, or on paper if a computer is not available to the interviewer.

Note that monthly progress reports on follow-up will be distributed to the Steering Committee and on semi-annual basis to the Observational Study Monitoring Board (OSMB) using the information that comes from the AFT and other forms in the database. The data management system Reports page has specialized reports developed for annual follow-up that each center will want to use in order to manage this aspect of the study.  Those reports use the contact summary status codes from the AFT to report the progress of this activity.

Use as many pages of the hardcopy AFT form as you need to document contact with participants. There is no set maximum number of contacts since the goal is to obtain a report of vital status and to document hospitalizations and emergency department visits on each member of the HCHS/SOL cohort every year of the study.

Question by Question Instructions

Once the interviewer established contact with someone on the phone, the interviewer records the outcome of that follow-up interview.  Record all contacts and attempt to make contact for an interview on the individual log lines of the form.  The series of responses described below allow the user to capture the date, time, and outcome of the contact with the participants, and any explanatory comments that would help to quantify the experience of the interviewer.  It is especially important if more than one person will be making the contact with the participant and/or members of their household to document these interactions so that an AF interview can be scheduled and completed within the target protocol window.

Q1. Date- enter the actual date contact, or the attempt to contact the participant occurred

Q 2. Time- enter the time of contact using a 12 hour clock format.

Q 3. A/Pm- indicate whether the time was morning (Am) vs. evening (Pm).

Q 4. Notes- this is a free form text field to record details important for other staff, or your next call

Q 5. Result- code from 0 to 9 describing outcome of that contact

Q 6. Interviewer code- 3 digit HCHS/SOL staff ID code of person making contact

**Status Result Codes for Annual Contact with Participant**

The result codes for the interview permit several stages of contacts to be recorded from the early tracing stage through to completion of the full interview. Since these contacts by HCHS/SOL staff also serve to document the vital status of the participant there are codes that pertain to the general knowledge of whether a proxy indicates the participant is alive, or not.

0 – Pending contact/ **no action** taken, means that contact has not started.

1 – Tracing is defined as **no contact is successful** yet with any source or participant.

2 – Contacted, AFU **interview completed** with participant.

3 – Contacted, AFU **interview completed with proxy or informant**. It is permissible to complete the vital status, general health, and contact portions of the interview using an informed proxy.

4 – Contacted, AFU interview **partially complete or rescheduled**. Should the interview be interrupted, then this interim code is used to track interviews in progress.

5 – Contacted, AFU **interview refused**. A hard refusal must be accepted graciously. Try to keep the options open for subsequent contact years by not pressing so hard that the participant withdraws consent to contact.

6 – Reported **alive, will continue to attempt contact** with participant this year. An informant or proxy has told you the participant is alive, and may have verified their contact information, but felt that detailed information for a AF interview was not possible.

7 – Reported **alive, contact not possible** this year. Similar to the code above with the exception that all means for direct contact with the participant have be exhausted.

8 – Reported **deceased**. This code is self explanatory and should be based on reliable knowledge that can be verified through a vital records check.

9 – **Unknown** vital status. If nothing is known about the location or vital status of the participant and all methods have been exhausted during the AF contact window, then use this code.

**Interim Codes**: (0) Pending, (1) Tracing, (4) Interview partially complete or rescheduled, (6) Reported alive will continue to contact

**Terminating Codes**: (2), (3) Contacted and interview Complete, (5) Contacted interview refused, (7) Reported alive and interview not possible this year, (8) Reported deceased, (9) Unknown vital status