



INSTRUCTIONS FOR THE SUCCESSFUL AGING INTERVENTION FORM (SAI)

I. General Instructions

The Successful Aging Intervention Form is completed during the successful aging intervention visits and booster sessions. This form documents attendance and which key was administered during the session.

The form is NOT administered to participants, but for the staff to document the key administered during the current visit.

Upon completion of the ACHIEVE Year 3 visit, participants in the Hearing Intervention group may choose to meet with a health educator to cover topics in the 10 Keys™ to Healthy Aging program over 2-3 intervention sessions. For these participants, complete an SAI for each session (either in person or phone). Also use this form to record if a participant did not have a formal session contact.

II. Detailed instructions for each item

0a. Enter the date the form was completed. If data collection is conducted using a video call add this in a notelog.

0b. Enter staff ID of the person who administered the intervention

A. Attendance

1. This question asks if the participant attended the session. If the participant attended the session, mark “yes” and complete the second question. If the participant did not attend the session, mark “no” and end the form.
For Hearing Intervention participants, at the time the Successful Aging program is offered, mark this as “no” if the participant does not complete a session that day, regardless of whether the participant would like to complete a session in the future, and include a notelog only if they were not given or refused the binder.
Update to “yes” if a session occurs at a later date.

2. If the participant attended the session with a companion, mark “yes” and proceed to Q3. If not, mark “no” and proceed to Q4.
3. Choose the best description of the companion’s relationship to the participant (OPTIONS: Son/Daughter, Friend/Neighbor, Spouse/Partner, Caregiver, Sibling). If none of the options apply, choose “other” and fill out the free text.

B. Key Information

4. Mark which key was administered during the session. If the key is not listed select “Other key”. If no key was administered select “No key administered”

For the Hearing Intervention participants, the session may not cover a specific key since the educator may provide an overview of the program and no key(s). In this case, select "Other key" and add a notelog to explain what was covered during the session. If this information is not available, set this item to missing.