



INSTRUCTIONS FOR THE UNSCHEDULED VISIT (UVF) FORM

I. General Instructions

The Unscheduled Visit Form (UVF) is to be used to document when contact with the participants is made outside of the scheduled intervention and research visits. This includes any follow-up calls, interim check-in phone calls, emails, unscheduled visits, etc. If this form is being used by the successful aging interventionists for interim check-in phone calls, items 4-6 should be set to permanently missing.

This form is to be completed any time during the duration of the study.

II. Detailed Instructions for Each Item

A. Administrative Information

- 0a. Enter the date on which the unscheduled visit/contact occurred.
- 0b. Enter the staff ID for the person who completed this form.

B. Visit Information

1. Enter the letter corresponding to the type of unplanned interaction that occurred. Ex) "A" for telephone
2. Enter the date of the unplanned interaction
3. Indicate the reason for the unplanned interaction. If "Other" is selected, please specify the reason in section 3a.
4. Indicate whether the event was resolved. (Y or N)
5. Indicate what action was taken to resolve the issue. If "Other" is selected, please specify the action in section 5a.
6. Indicate whether the Intervention Check-up Form (ICF or SICF) was completed for this visit. (Y or N)