



INSTRUCTIONS FOR Quality Control (QC) Recordings Tracking Log (QCR)

I. General Instructions

The QC Recordings Tracking Log (QCR) collects information about the ARIC/ACHIEVE staff who are required to submit audio recordings to maintain certification. This log will be available on CDART and completed by staff at the Coordinating Center. This log will track monthly recordings submitted from ARIC/ACHIEVE neurocognitive and neurologic interviews as well as ACHIEVE audiology, successful aging, consent, and secondary outcome interviews.

This log will be updated monthly by ARIC or ACHIEVE research staff to help retrieve and use data in reporting. Retrieval is automated to run early morning (somewhere between 12am and 8am) on the **2nd Wednesday of each month**; therefore, data should be entered by Tuesday 5:00 pm, before the day of retrieval.

This log in CDART allows for 100 entries in an occurrence. Add an occurrence once the 100th entry is reached.

Note: Posted **QC** audio/documentation may be deleted **2 weeks after the recording has been reviewed** by the **local reviewer** AND **after the record has been added to CDART**. This means the following:

1. A completed local review for F, W, and any Minnesota staff [except Sarah Aguilar (946)] will show non-T.O. initials and a date in the reviewer column of the grid. CSCC staff should ignore the 'T.O.+ date' in the reviewer column for these recordings since she is not the local reviewer.
2. When 'T.O.+ date' are present for Jackson recordings OR Minnesota staff, Sarah Aguilar (946), the review is complete.

II. Detailed Instructions

Sites will upload QC recordings to one of two places: the ARIC website (ARIC audio or ACHIEVE audio) and the University of South Florida (USF) Canvas website. Each staff member will have a QC Recordings Tracking Log in the Form Group "ARIC-QCR". Recordings that are submitted will be assigned one of the following Recording Type Codes:

AUD= Audiology

SAG=Successful Aging

CON=Consent

SEC=Secondary Outcomes

NCG=If neurocognitive battery (NCS and ESU and MMSE) is submitted as 1 recording or as multiple recordings in the same submission, otherwise:

ESU=ESU

MMSE=MMSE

NCS=NCS

WRAT=WRAT

SISA=Six item screener (ACHIEVE)

NEU= If stage 1 neurologic battery (CDP and NHX) is submitted as 1 recording or as multiple recordings in the same submission, otherwise:

CDP= CDP alone

NHX=NHX alone

STG2= If stage 2 neurologic battery (CDI and NPI with or without the CDS) is submitted as 1 recording or as multiple recordings in the same submission, otherwise:

CDI= CDI alone

NPI=NPI alone

CDS=CDR summary

ADSA=AD8 (ACHIEVE)

NCGT=Neurocognitive battery Telephone visit (ESUT and MCHT and NCST and CEST and CDPT) is submitted as 1 recording

In general, data to be entered in the QCR form should come directly from the recording date, submission date, and filename of the recording provided by the data collectors or examiners. If it is difficult for CSCC to identify the data to be entered, they may find it helpful to listen to some of the recording(s) or open the attached PDF file(s).

Note: There will occasionally be certification-related recordings uploaded to the audio table on the ARIC website with “certification” in the file name – these are not required to be recorded by CSCC staff. CSCC staff only record certification updates when a certifier sends a certification request form or an email update to arichelp@unc.edu letting us know they are satisfied an examiner has met all the criteria for certification.

Once an ARIChelp staff member receives a cert. update they will need to 1). Notify the certifier (w/ certification lead Barbara Cc'd) that the update has been received and will be tracked 2). Appropriately title the email update or cert form PDF– indicating the site, staff member, and component certified for, and 3). Store on the J:drive here: <J:\ARIC\Operations\Certification and Staff Codes\Certification Requests>.

This information will be used to update the (ARIC-CERT) Certification/Activation Tracking Form in CDART under the “ARIC-CERT” form group.

More detailed instructions for filling out the Certification/activation tracking (cert) form be found here:

https://sites.csc.unc.edu/aric/sites/default/files/T7kuFF8bRDJvApu2g5d3zvFN/CERT_QXQ.pdf

How to Enter Different Recording Data into CDART:

Audiology Recording Tracking (Recording Type= “AUD”)

ACHIEVE Audiologists are required to submit QC recordings according to the requirements listed in ACHIEVE Appendix K. These recordings are submitted to the USF Canvas website and are documented in a Google Docs spreadsheet that is maintained by the Audiology group at USF. The tracking spreadsheet can be found here:

https://docs.google.com/spreadsheets/d/1ZhaK5fXXjAww8OAPAdVwl5_LIJ8sXOPxtKhoYpdivgZ0/edit?ts=5ac63f04#gid=0

The information regarding the recordings that have been submitted can be found on the “Recording Review Tracker” Worksheet. The names of the audiologists who have submitted recordings can be found in Row 1; the staff codes can be found in Row 2.

Recordings that are most recent will appear at the top of the spreadsheet, under the study audiologists' names and site information. For each staff audiologists who has submitted a recording, in his/her recording log, enter the following information:

In the **Recording Type Column**, enter "AUD".

In the **Recording Date Column**, enter the 1st of the assigned month that the recording was submitted.

In the **Submission Date Column**, enter the date that the recording was submitted (this date can be found in the row labeled as "Submission Status" in the Google Doc).

Successful Aging Recording Tracking (Recording Type= "SAG")

ACHIEVE staff who conduct successful aging intervention sessions are required to submit QC recordings according to the requirements listed in ACHIEVE Appendix K. After logging into the ARIC website, from the menu on the left, select ANCILLARY STUDIES>ACHIEVE>AUDIO. Select the "Successful Aging" tab at the top of the page. The title of each recording should include either the staff member's staff code or name.

After identifying the staff members whose recordings are to be logged and opening his/her QCR form, in the next available space, enter the following information for each recording submitted for the month:

In the **Recording Type Column**, enter "SAG".

In the **Recording Date Column**, enter the date that the audio/video file was recorded. This date can be found in the audio file name of the recording or in the submission title. If there is no date listed in either place, then listen to the recording to capture the recording date. If no date is found, leave this column blank.

In the **Submission Date Column**, enter the date that the recording was submitted. This date can be column labeled as "Date" on the website.

Consent and Secondary Outcomes Recording Tracking (Recording Type= "CON" and "SEC")

ACHIEVE staff who conduct consenting and secondary outcomes are required to submit QC recordings according to the requirements listed in ACHIEVE Appendix K. After logging into the ARIC website, from the menu on the left, select ANCILLARY STUDIES>ACHIEVE>AUDIO. Select the "General Interview" tab at the top of the page. The title of each recording should include either the staff member's staff code or name.

For general interview certification, staff could submit their recordings one of two ways (usually denoted in the title of the recording submission):

- 1) Consent and secondary outcomes interviews will be submitted in one recording.
- 2) Consent and secondary outcomes interviews will be submitted in separate recordings.

Instructions if Consent and secondary outcomes interviews are submitted in one recording:

After identifying the staff members whose recordings are to be logged and opening his/her QCR form, in the next available space, enter the following information in the next two rows for each recording submitted for the month:

In the **Recording Type Column**, enter "CON".

In the **Recording Date Column**, enter the date that the audio/video file was recorded. This date can be found in the audio file name of the recording or in the submission title. If there is no date listed in either place, then listen to the recording to capture the recording date. If no date is found, leave this column blank.

In the **Submission Date Column**, enter the date that the recording was submitted. This date can be column labeled as "Date" on the website.

In the next row:

In the **Recording Type Column**, enter "SEC".

In the **Recording Date Column**, enter the date that the audio/video file was recorded. This date can be found in the audio file name of the recording or in the submission title. If there is no date listed in either place, then listen to the recording to capture the recording date. If no date is found, leave this column blank.

In the **Submission Date Column**, enter the date that the recording was submitted. This date can be column labeled as "Date" on the website.

(There should be two entries for the one recording.)

Instructions if Consent and secondary outcomes interviews are submitted in separate recordings:

After identifying the staff members whose recordings are to be logged and opening his/her QCR form, in the next available space, enter the following information in the next two rows for each recording submitted for the month:

In the **Recording Type Column**, enter "CON".

In the **Recording Date Column**, enter the date that the audio/video file was recorded. This date can be found in the audio file name of the recording or in the submission title. If there is no date listed in either place, then listen to the recording to capture the recording date. If no date is found, leave this column blank.

In the **Submission Date Column**, enter the date that the recording was submitted. This date can be column labeled as "Date" on the website.

In the next row

In the **Recording Type Column**, enter "SEC".

In the **Recording Date Column**, enter the date that the audio/video file was recorded. This date can be found in the audio file name of the recording or in the submission title. If there is no date listed in either place, then listen to the recording to capture the recording date. If no date is found, leave this column blank.

In the **Submission Date Column**, enter the date that the recording was submitted. This date can be column labeled as "Date" on the website.

Neurocognitive Recording Tracking

Recording Types:

NCG=If neurocognitive battery (NCS and ESU and MMSE) is submitted as 1 recording, otherwise:

ESU=ESU

MMSE=MMSE

NCS=NCS

WRAT=WRAT

ARIC/ACHIEVE staff who conduct neurocognitive assessments are required to submit QC recordings according to the requirements listed in ARIC Manual 12/ACHIEVE Appendix K. These recordings are submitted to the ARIC AND ACHIEVE websites. After logging into the ARIC website, navigate to the

ARIC recordings by selecting from the menu on the left, COHORT>AUDIO. Select the “Neurocognitive” tab at the top of the page. The title of each recording should include either the staff member’s staff code or name. The title and/or recording filename should also include the PPT ID, the date of recording, and the forms collected.

After identifying the staff members whose recordings are to be logged and opening his/her QCR form, in the next available space, enter the following information in the next two rows for each recording submitted for the month:

In the **Recording Type Column**, enter the code according to the instructions above.

In the **Recording Date Column**, enter the date that the audio/video file was recorded. This date can be found in the audio file name of the recording or in the submission title. If there is no date listed in either place, then listen to the recording to capture the recording date. If no date is found, leave this column blank.

In the **Submission Date Column**, enter the date that the recording was submitted. This date can be column labeled as “Date” on the website.

After logging the ARIC recordings, repeat the above process for the ACHIEVE recordings. Navigate to the ACHIEVE recordings by selecting from the menu on the left, ANCILLARY STUDIES>ACHIEVE>AUDIO. Select the “Neurocognitive” tab at the top of the page. The title of each recording should include either the staff member’s staff code or name. The title and/or recording filename should also include the PPT ID, the date of recording, and the forms collected. Enter the data as described above.

Neurologic Interview Recording Tracking

Recording Types:

NEU= If stage 1 neurologic battery (CDP and NHX) is submitted as 1 recording, otherwise:

CDP= CDP alone

NHX=NHX alone

STG2= If stage 2 neurologic battery (CDI and NPI) is submitted as 1 recording, otherwise:

CDI= CDI alone

NPI=NPI alone

ARIC/ACHIEVE staff who conduct neurologic assessments are required to submit QC recordings according to the requirements listed in ARIC Manual 12/ACHIEVE Appendix K. These recordings are submitted to the ARIC AND ACHIEVE websites. After logging into the ARIC website, navigate to the ARIC recordings by selecting from the menu on the left, COHORT>AUDIO. Select the “Neurologic” tab at the top of the page. The title of each recording should include either the staff member’s staff code or name. The title and/or recording filename should also include the PPT ID, the date of recording, and the forms collected.

After identifying the staff members whose recordings are to be logged and opening his/her QCR form, in the next available space, enter the following information in the next two rows for each recording submitted for the month:

In the **Recording Type Column**, enter the code according to the instructions above.

In the **Recording Date Column**, enter the date that the audio/video file was recorded. This date can be found in the audio file name of the recording or in the submission title. If there is no date listed in either place, then listen to the recording to capture the recording date. If no date is found, leave this column blank.

In the **Submission Date Column**, enter the date that the recording was submitted. This date can be column labeled as “Date” on the website.

After logging the ARIC recordings, repeat the above process for the ACHIEVE recordings. Navigate to the ACHIEVE recordings by selecting from the menu on the left, ANCILLARY STUDIES>ACHIEVE>AUDIO. Select the “Neurologic” tab at the top of the page. The title of each recording should include either the staff member’s staff code or name. The title and/or recording filename should also include the PPT ID, the date of recording, and the forms collected. Enter the data as described above.

NOTE regarding Neurocognitive and Neurologic recordings:

Many of the ARIC/ACHIEVE staff perform the Neurocognitive and Neurologic assessments on study participants. Staff may submit recordings under the wrong tab so please pay attention to the names of the Audio Files submitted to determine the correct code that should be assigned to the recording. Personnel may also submit one audio file that includes both the neurocognitive and neurologic interviews that were conducted for one participant. If this happens, there needs to be a separate entry for the neurologic interview and neurocognitive assessment.

AD8 Dementia Surveillance Interview (Recording Type= “ADS” or “ADSA”)

ARIC/ACHIEVE staff who complete AD8 dementia surveillance interviews are required to submit QC recordings according to the requirements listed in ARIC Manual 20 – Dementia Surveillance, section 3.3 Quality Assurance. These recordings are submitted to the ARIC AND ACHIEVE websites. After logging into the ARIC website, navigate to the ARIC recordings by selecting from the menu on the left, COHORT>AUDIO. Select the “Follow Up Interview” tab at the top of the page. The title of each recording should include either the staff member’s staff code or name. The title and/or recording filename should also include the PPT ID, the date of recording, and the forms collected.

After identifying the staff members whose recordings are to be logged and opening his/her QCR form, in the next available space, enter the following information for each recording submitted for the month:

In the **Recording Type Column**, enter “ADS” (for ARIC) or “ADSA” (for ACHIEVE).

In the **Recording Date Column**, enter the date that the audio/video file was recorded. If there is no date listed, then listen to the recording to capture the recording date. If no date is found, leave this column blank.

In the **Submission Date Column**, enter the date that the recording was submitted. This date can be column labeled as “Date” on the website.

Annuals/Semi-Annual Follow-Up Interview (Recording Type= “SAF”)

ARIC and ACHIEVE staff who conduct semi-annual follow-up interviews are required to submit QC recordings according to the requirements listed in Manual 2 - Participant Retention and Follow-Up Appendix K. After logging into the ARIC website, from the menu on the left, select COHORT>AUDIO. Select the “Follow Up Interview” tab at the top of the page. The title of each recording should include either the staff member’s staff code or name.

After identifying the staff members whose recordings are to be logged and opening his/her QCR form, in the next available space, enter the following information for each recording submitted for the month:

In the **Recording Type Column**, enter “SAF”.

In the **Recording Date Column**, enter the date that the audio/video file was recorded. If there is no date listed, then listen to the recording to capture the recording date. If no date is found, leave this column blank.

In the **Submission Date Column**, enter the date that the recording was submitted. This date can be column labeled as "Date" on the website.