



INSTRUCTIONS FOR PSYCHSOCIAL CLOSEST SUPPORT CONTACT INFORMATION FORM (PSI) (PSI, VERSION 1, 5/22/2020)

I. General Instructions

The purpose of this form is to collect contact information for the person who is the closest support person for the ARIC participant. This form appears in the event called 'Psychosocial Wellbeing'. Field center staff will decide whom to call when and will keep track of the completed and pending calls.

The need for this information is a result of the COVID-19 pandemic. Due to the need for rapid implementation, the Coordinating Center's responsibility in this effort is to create the data collection instrument in CDART and then report on the data collected periodically. The CC is not responsible or involved in the coordination of calls, providing reports to facilitate coordination, linking this information to other sources, or any other logistical support to the field centers. This responsibility falls to each field center.

II. Detailed Instruction for Each Item

- 0a. Enter the date on which the information was collected, or the data are confirmed and no changes are made.
- 0b. The person at the clinic who has collected the information enters his/her code number in the boxes provided.

INTRODUCTION

Please read aloud the following text:

Script: "I would like to collect from you information regarding the name of your [participant's] closest support person who does not live with you [participant]. This could be a family member, friend or other person – someone we can contact to ask him/her how s/he are able to stay in touch with you [participant] during this pandemic."

CLOSEST SUPPORT PERSON INFORMATION

Please note that it may not be possible to collect all items in this form. Although items 1 and 2 are needed, the remaining items are not essential and may be left blank if that information is not available.

1. Enter or confirm the closest support person's name.
2. Record the closest support person's phone numbers and best time to call
 - a. Record information regarding the primary phone number
 - b. Record information regarding the secondary phone number
3. Collect email information for the closest support person.
4. Collect the home address information for the closest support person