



## INSTRUCTIONS FOR THE RECRUITMENT TRACKING AND SCHEDULING for TELEPHONE (RTST) FORM

### I. General Instructions

The Recruitment Tracking and Scheduling for Telephone Form is completed by the recruiter to track and document the status of each eligible ARIC participant. Eligible for the Visit 8 NCG Telephone Assessment is defined as living participants who consent to be contacted (ICT1 ne 0), who are not active ACHIEVE participants, and who do not have dementia. An RTST form is **not** completed for ineligible participants; in other words, for deceased participants or participants who have indicated 'no more contact' or who are enrolled in ACHIEVE or who have dementia (either reviewer classified or via AD8 assessment).

The form is opened and initiated when the recruitment process begins for a cohort participant. Ultimately, it is to be completed for ALL ARIC cohort participants who are eligible for the telephone assessment. Only one record per eligible participant is expected for this form.

The purpose of the RTST is to allow field centers to track the scheduling status of eligible participants and for the ARIC CC to provide weekly updates to the ARIC Steering committee on recruitment efforts. It is not intended to identify those who need to be recruited. Participants who need to be recruited are identified using the '**V8 Telephone Cognitive Assessment Recruitment Report**' available in CDART. This form tracks the status of participants identified as eligible for the telephone assessment, from the start of recruitment through the end of the recruitment period.

This form is updated as different steps to the recruitment process occur. Each time contact is made for recruitment, that contact is recorded in Section B of the form. Only one occurrence of this form is allowed in CDART, so the expectation is that no more than 10 contacts will need to be recorded for a given participant.

Priority for scheduling participants is included in the '**V8 Telephone Cognitive Assessment Recruitment Report**'. Participants with priority = 1 should be recruited first. These are the eligible participants who already attended an in-person Visit 8 clinic visit. They are necessary for calibration and validation of the new NCG telephone assessment tests. All other participants have priority = 2 and can be contacted and recruited in any order.

The intent is that **all** eligible participants will be contacted to recruit them for the Telephone Visit 8.

Field centers that plan to send a recruitment letter, introducing the Visit 8 NCG Telephone assessment ahead of time, will find a template available on the ARIC website where the other Visit 8 Documents are located (Cohort > Documents > V8/NCS).

### II. Detailed Instructions for Each Item

- 0a. Enter the date on which this form was last updated. Enter the date using either the calendar function or by keying the date with MM/DD/YYYY format. Leading zeroes are not necessary in CDART, but are acceptable.
- 0b. The person who initially started the RTST form enters his/her code number in the boxes provided. The staff code of the person who makes a subsequent update to the form is recorded in Section B.

#### Section A. Completed by the Recruiter.

*Because there are two groups of participants recruited for the Visit 8 NCG Telephone visit, there are two different introductory scripts. Please follow the appropriate introductory script below. Introductory Script A is for participants who already attended in-person visit 8. Introductory Script B is for all other eligible participants.*

Introductory Script A: Participants with previous Visit 8

**Hello [PPT]. As you know, ARIC has paused the ARIC Visit 8 due to the coronavirus pandemic. You were one of the few participants who completed clinic visit 8 before we closed, but many ARIC participants were unable to attend. We are now conducting an abbreviated phone visit for them, which will replace the clinic visit. Your previous participation provides us with a unique opportunity to study how well our phone visits work. In an effort to ensure that our phone visit data will be reliable, we are also inviting you to participate in this visit and we will be able to compare the results from the phone interview with those obtained from you in person. And of course, you will be compensated for your time.**

**Is now a good time for me to describe the phone visit and to schedule you?**

YES → Continue to Script C

NO → **What time/date should I call back?** Record a call-back reminder using whatever tools or shared calendars are available to you.

Introductory Script B: participants with **no** previous Visit 8

**Hello [PPT]. As you know, we have paused our ARIC Clinic Visits due to the coronavirus pandemic. Instead, we would like to invite you to participate in a phone visit -- to keep you safe and still give us valuable information.**

**Is now a good time for me to describe the phone visit and to schedule you?**

YES → Continue to Script C

NO → **What time/date should I call back?** Record a call-back reminder using whatever tools or shared calendars are available to you.

Script C

**Great. The phone interview will take about 45 minutes. We will ask you some questions related to your memory, daily functioning and your mood. You will be familiar with some of these, because they're similar to tasks you've done previously at the ARIC clinic visits. When you complete the call, we will reimburse you \$XX for your time.**

**May I go ahead and schedule you for this phone interview?**

YES → Continue the script below and schedule the phone visit

NO → **May I ask why you are not interested?** Record the reason in Section B of the form (refusal/call back later/ etc.)

**Next, I'd like to tell you a few things you can expect on the phone visit, and what you should do to prepare.**

- **It will be important that you are alone in a quiet space so you can concentrate.**

- Remove pets from the room, turn off electronic devices like TVs and radios, and remove pen and paper, calendars, clocks and newspapers from this space. We want you to be comfortable, but not have any distractions.
- *Don't worry about all these details right now, we will remind you of this when we call back for the phone visit.*

Thank you for your time and we look forward to calling you back on [date] at [time] to conduct the ARIC Visit 8 Phone Visit.

### VERBAL CONSENT NOW?

Consider site specific verbal consent now. Or prior to the scheduling discussion above.

### VERIFY CONTACT INFORMATION UPDATE in CDART (CIU)

1. The purpose of this question is to either:

- Record 'Yes' for all participants where phone contact is made (either with the participant, proxy or other contact person) regarding the telephone assessment. Always record with whom you spoke in item 2, regardless of whether or not the participant is being scheduled for an appointment. For those who agree to participate in the visit, continue on to collect item 2, to indicate with whom you spoke, and then collect item 3, if appropriate. If the person is not ready to schedule yet, record item 2 and then item 3 can be left blank. Record the appropriate status for that participant in Section B (most likely 'B – contacted and need to schedule'). For participants who are ready to schedule an appointment, collect items 2 and 3 and record the appropriate status in Section B (most likely 'A – contacted and scheduled'). For those contacts that are with the proxy or other person, indicate that accordingly in item 2, and proceed to answer item 3 (if they are ready to schedule; otherwise leave blank) and record the status in Section B. When speaking to a proxy or other person, options 'A', 'B', 'D' and 'E' are all possible responses. For respondents who indicate 'not interested' in the study visit, record with whom you are speaking in item 2, and refer to Appendix 3 in Manual 2 for 'Converting Reluctant Subjects' before recording 'C – Contacted, refused to participate' for the Result Code in Section B as well as the Reason for Refusal in Section B.

While the expectation is that eligible participants will be capable of understanding the recruitment script, there may be instances in which the recruiter makes a judgement that the participant is not able to understand. In these instances, the participant is deemed 'impaired' and a result code of 'K' is selected. This could be due to hearing impairment or cognitive impairment. Either way, the participant is not eligible for the NCGT and is subsequently removed from the '**V8 Telephone Cognitive Assessment Recruitment Report**'. Instead, the participant will be flagged for an AD8 assessment on the next follow-up phone interview.

- Record 'No' for each attempt to contact the participant or proxy. When contact is attempted, but the participant or proxy is not reached, record 'D=Reported Alive, will continue to attempt contact' in section B. Do not record 'G=Did not answer telephone' following a recruitment attempt. NOTE: if after 7 attempts to contact the participant or proxy you have not been able to reach them, recruitment attempts can be considered complete and the final row of the table in section B should have the status of 'H – Lost to Follow-up'. The other instance in which to record 'No' is for those participants who are eligible but not contacted because they have indicated they do not want further

contact. For these participants, record either 'I' or 'J' in section C.

If a participant is lost to follow-up or is a hard refusal (options H, I or J for the Result Code column), then the answer to #1 must be 'No'. If a participant and/or proxy is scheduled, is going to be scheduled or refuses, the answer to #1 must be 'Yes'.

2. "Who was contacted to recruit/schedule the visit?" This question should be answered any time item #1 is 'Yes'. Options are "Participant", "Proxy" or "Other". If the answer is "Other", please specify the name of the contact.
3. "Does the participant have any special needs?" Record "Y" if the participant has any special needs to be considered when scheduling the exam, and specify the special needs. Otherwise, record "N".

## Section B. Recruitment Attempts

- 4-13. For each recruitment attempt, regardless of whether successful or not, use a separate line in the table to record the date on which the recruitment call is made in MM/DD/YYYY format, the result code, the reason for refusal (if the result code is 'C') and the code number of the staff who made the contact attempt. A maximum of 10 recruitment attempts are available. The acceptable result codes are listed in the form and on the screen (letters A through K). A response of "C" to result code prompts the recruiter to inquire as to the reason they refuse to come it to the visit. A new reason for refusal has been added to the RTST – Option 'J' = Cognitively Impaired. While it is unlikely that a participant refuses the NCGT visit and gives cognitive impairment as the reason, it is possible. It is also possible that a proxy/informant is the point of contact for the recruitment attempt, and that person provides this as a refusal reason. NOTE: If either response 'G' or 'J' is selected as the reason for refusal, the participant will be flagged for an AD8 assessment on the next follow-up phone interview.

Option 'D – Reported alive, will continue to attempt to contact' is used for contact attempts in which the participant or his/her proxy could not be reached.

If an appointment is scheduled, record the expected appointment date and time in items 14 and 15.

If a participant has previously indicated that they are "not interested" in a recruitment call, or indicate that they do not wish to be contacted again (ICT1=0), result code "I- Hard Refusal- Contact Not Attempted" should be used. This result code is reserved for participants who are not contacted by any means. If a participant that has indicated "not interested" (ICT1=0) is contacted in some way (mail or email, for example), but has not responded in an appropriate amount of time, the RTST should be updated to show status "J- Hard Refusal- No Response to Recruitment Attempts."

If an appointment is canceled and then rescheduled, record the initial appointment in the first row with the initial recruitment date (Row 6 for example), using code 'A= Contacted and Scheduled' for the result code. Then, record the date in which the appointment was cancelled using code 'F=Cancelled' in the next row (Row 7 for example). Finally, record the rescheduled appointment in the next row with the rescheduled recruitment date (Row 8 for example), again using 'A= Contacted and Scheduled' for the result code, and including the new appointment date in item 16. The process for recording missed appointments is similar, but instead of using code 'F=Cancelled', the staff recording the missed appointment should use code 'G=Did not answer telephone'.

If a recruiter determines independently or with a proxy that a participant may withdraw from the ARIC visit if recruitment is attempted, result code "E" may be used. Entering this response will disable Q4b-13b, so an explanation may be added as a notelog following the result code.

### Section C. Telephone Appointment

14. Once an appointment has been scheduled, record the appointment date in this item using the format MM/DD/YYYY. If the participant cancels or misses this appointment and a new appointment date is arranged, record the new date in this item. If a new appointment is not scheduled, delete the original date recorded in this item.
15. Record the appointment time in this item in the format HH:MM (24 hour). If the participant cancels or misses this appointment and a new appointment date is arranged, record the new time in this item. If a new appointment is not scheduled, delete the original time recorded in this item. It is important to have the appointment time accurately reflect the start time of the telephone assessment, as this is the single place in the database where test-time is stored.

**NOTE:** Ideally, the latest appointment scheduled on a given day is 2pm, as per PI Tom Mosley's recommendation. However, recruiters should be attentive to the projections and recruitment goals to assess if more appointments per day are necessary to meet the targets.