



## INSTRUCTIONS FOR THE ANNUAL FOLLOW-UP GENERAL INTERVIEW WITH PROXY (01/21/2026) (GLAX, VERSION 1, 01/21/2026)

### I. General Instructions

The annual follow-up general interview questions (GLAX) are completed during the annual follow-up interview, following the administration of the annual follow-up core questions (AFU). It is the proxy version of the GNLA form and should be completed only if the participant is living and the interview is conducted with a proxy, informant, or other respondent instead of the participant. If consent for the AFU interview is not obtained, neither the GNLA nor the GLAX form will be administered.

### II. Detailed Instructions for Each Item

- 0a. Enter the date of the interview. This date should fall between the scheduling windows on the Annual (Participant) Tracing Report.
- 0b. Enter the staff ID for the telephone follow-up interviewer ID.

**Script:** “First, I will ask you about [name’s] daily routines, including people or services that may assist him/her.”

### A. Caregiving and Support Questions

1. This question provides information about whether someone’s place of residence provides help and services. “Private residence/home/apartment” means this is private housing with no help or services provided by the residence itself. If the proxy describes the participant is living somewhere where the residence provides some level of help and services (e.g., meals provided, cleaning provided, activities on site), please ask what the name for this type of residence is. While “assisted living” is the most common type of residence that providers help and services, respondents may use other names for where the participant lives. In this case, choose “Other” and in question 1a, write the exact words they used to describe their residence (e.g., senior housing).
2. In this question, leaving the home for ANY reason (e.g., doctor’s appointment, shopping, church, going for a walk, going for a drive) counts. Similarly, if someone requires help to leave the house (e.g., has someone push them in a wheelchair to leave) this counts as leaving the home. However, going outside of the home on the property but not leaving the property (e.g., sitting on the patio, working in the yard, checking the mail) does NOT count as leaving the home.
3. The goal of this question is to understand if participants receive regular care to meet their basic needs. This includes care from family, friends, and paid helpers. It includes care from people who live with participants as well as those who don’t. One-time help doesn’t count – for example, if someone was sick with the flu and a family member brought over food, the answer to this question would be “No”. However, if a family member always brings over groceries because it is too difficult for the participant to go shopping, the answer would be

"Yes." In addition, if another person who lives in the household does a particular task for the participant because that's the way it has always been (e.g., the participant's spouse cooks or a hired housekeeper comes once a month to clean) the answer to this question would be "No." However, if the person used to be able to do these tasks but now can't anymore because of his/her health, the answer would be "Yes."

Additionally, the answer to this question should be "Yes" if the person receiving care is living in a long-term care facility where s/he is receiving care on a regular basis. If the person is living in an assisted living facility or similar residence (e.g., retirement community), the answer will be yes if they also receive help with daily activities from staff at the facility.

4. This question provides information on whether or not a person who provides care lives in the same household as the participant. In some cases, the caregiver may live in the same dwelling as the participant, although the participant spends the full day in a day care facility. This should still be considered as living with the caregiver, and the answer to this question is "Yes." If the participant lives in an assisted living facility or continuing retirement community, they may get care from a caregiver who lives with them (e.g., a spouse) as well as caregiver who does NOT live with them (e.g., a paid helper at the assisted living). As long as they get care from any caregiver who resides with them (even if they also get care from others who do not reside with them) the answer to this question is "Yes."

5. Read the question as listed: "Are any of the people who help [name] family members or friends?"

6. In this question, any paid helper counts as "Yes". It does not matter if they are paid by insurance (e.g., Medicare, Medicaid, long-term care insurance) or paid directly by the participant or their family. If the person receives money to provide help the answer is "Yes".

**Script: "Next I will ask about services that [name] used during the past month."**

7. In this question, meals delivery by private business (e.g., grocery deliveries, take-out meals) do NOT count.
8. In this question, transportation by private business (e.g., private taxi's, Uber) do NOT count.
9. In this question, if any social worker or other professional has helped, the answer is "Yes". It does not matter if the social worker or other professional was hired privately (e.g., geriatric care manager) or provided services as part of a community group (e.g., Area Association on Aging, local senior center). All count as receiving help.

Of note, this question refers to services or people who help arrange and guide overall care and care planning. If someone provides direct care (e.g., helps with bathing or shopping on a regular basis), this does not count for this question and should be captured as someone who provides care in Question 3.

## **B. Administrative Information**

10. AFU general interview questions completion status. Enter the code that describes whether or not the AFU general interview questions were completed.

- A. **Complete**: Direct contact was made within the given time frame. The contact provided all the questionnaire information they could offer. The contact is not required to answer every questionnaire item to have completed the interview.
- B. **Partially complete, contact again within window (interruptions)**: Direct contact was made, but the questionnaire could not be fully administered due to an interruption – not because of a refusal. This status is not a final status, as the interviewer will be attempting another contact to continue the interview. The final AFU General Interview Questions Completion Status for the given time frame must be a. Complete, or c. Partially complete; unable to complete within window (done).
- C. **Partially complete, unable to complete within window (done)**: Direct contact was made, but the questionnaire could not be fully administered in the given time frame.