RECRUITMENT TRACKING AND SCHEDULING FORM
ID NUMBER: FORM CODE: R T S DATE: 11/14/2023 Version 4.0
ADMINISTRATIVE INFORMATION 0a. Completion Date://
Instructions: This form is completed by the Annual Follow-up Interviewers in conjunction with the Recruiters (if separate staff) to track and document the status of each attempt to recruit the ARIC participants for the exam. It is to be completed for ALL participants who are eligible for the visit. If the participant requires an additional appointment for data collection, then complete the "Day 2 Appointment Information" and "Device Touch Day Information" section. Only one form per participant is allowed. This form is opened prior to contacting the participant about the visit.
Section A. Completed by the AFU Interviewer or Recruiter
1. Has contact been made with the participant or the proxy to invite them to the visit? \Box_Y Yes
$\square_{\mathbb{N}}$ No \rightarrow Complete Section C with result of recruitment attempt
 2. Who was contacted to recruit/schedule the visit?: Participant x Proxy Other 2a. Specify Name:
 3. What type of exam is being scheduled? <i>(select one)</i>
Section B. Completed by the Recruiter or AFU Interviewer
4. Is a proxy or informant necessary for the exam? Use the 6-item screener (SIX) if proxy confirmation is required.
□ _Y Yes
□ _N No
5. Does the participant have any special needs to be considered when scheduling the exam?
□ _Y Yes 5a. Specify:

□_N No

Section C. Recruitment Attempts

Note: if multiple attempts are made and recorded in site-specific tools other than RTS, record the result for the first call and for the final disposition (as applicable for initial and additional appointment).

Date of Recruitment	a. Result	b. Reason for	c. Interviewer
Attempt	Code	Refusal	Code

RTS- Recruitment Tracking and Scheduling Form

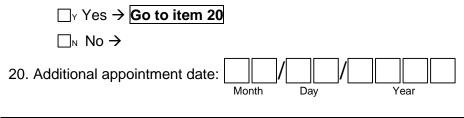
6.		
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15.		
RESULT CODE	A B C T D E F G H I J	 Contacted and scheduled Contacted and need to schedule Contacted, refused to participate Reported alive, will continue to attempt contact Reported alive, contact not possible this year Cancelled No-show Lost to follow-up Hard Refusal – contact not attempted Hard Refusal – no response to recruitment attempts
*REASON FOR REFUSAL	A B C D E F G H I J	 Too busy/too many tests and medical appointments already Exam too long/requires too much time Not interested / just doesn't want to Fearful of study procedures Family responsibilities / caring for relative Unable to travel Distance / living out of area Too ill/too old/disabled No proxy Other:

Section D. Appointment + Exam

Appointment Information
16. Appointment date: Month Day Year
 17. What type of exam was completed? <i>(select one)</i> □A Clinic Exam – Full □B Clinic Exam – Abbreviated □C Home □D Long Term Care Facility [LTCF]
18. Was a proxy/informant present for the exam?
□ _Y Yes
18a. If yes, did the proxy/informant contribute to the data collected? \Box_Y Yes \Box_N No

Day 2 Appointment Information

19. Is an additional appointment *needed* for data collection?



Device Touch Day Information

21. Is an additional appointment *needed* for device placement or device follow-up?

