



HCHS/SOL Question by Question Instructions, Annual Follow-up Tracking Form (AFT), Version B

Updated on 3/12/2018

General Instructions

The record of contacts with the study participants is logged on the annual follow-up tracking form AFT. AFT-version-B is available in CDART under the English version for each AFU-Contact year group. Each contact should be entered as a new occurrence of the form. Remember to choose the last occurrence of the form to provide a final (terminating) status code.

The AFT(B) tracking log-form has administrative questions located in the **Administrative Information Section as follows:**

- 0a. Completion date = “data entry date”:** enter date when the data was entered in the system. If the data entry was made from the paper form, it can be different that the date of the contact call.
- 0b. Staff ID:** 3 digit HCHS/SOL staff ID code of person doing the data entry, which is not always the person that made the contact call.
- 0c. Interview mode:** Select the way in which the interview was performed. Interview mode has some special coding. See “Special Coding” section (below) for details.
- 0d. Interviewer Location:** Select the location of the interviewer (staff location) when the interview was done. Interview location has some special coding. See “Special Coding” section (below) for details.

Special Coding for 0c and 0d (Administrative Information)

Some special situations have been presented by the Field Centers. Here is the description of special codes to be used for these two items in the form:

Scenario 1. Hybrid interview. Some field centers. A staff member performs a home visit and uses their cell phone to communicate the participant with a staff member in the site that completes the interview over the phone.

Coding:

- 0c. Interview mode = 1 phone**
- 0d. Interviewer Location = 2 home visit**

This combination will capture the fact that the participant was visited at home, and that the interview was performed on the phone.

Scenario 2. Reminder letter contact. When the reminder letter is sent out there is no direct person to person contact with the participant. Please set the ‘Field Status= Not applicable’ for questions 0c and 0d. Use Notelog for comments as needed.

Coding:

- 0c. Interview mode – set the ‘Field Status= Not applicable’**
- 0d. Interviewer Location – set the ‘Field Status= Not applicable’**

Each field center is expected to document progress in making follow-up contacts using this form. The form is designed to be used interactively directly in the CDART, or on paper if a computer is not available to the interviewer.

Note that monthly progress reports on follow-up will be distributed to the Steering Committee and on semi-annual basis to the Observational Study Monitoring Board (OSMB) using the information that comes from the AFT and other forms in the database.

Final Code (Terminating code)

Each contact with the participant should be entered in a new occurrence of the form. The last occurrence of the form should have the final (terminating) code. If the final code is entered in any other occurrence, the record would show as open or incomplete. Please ensure that the final code is present in the **Last Occurrence** of the form.

Final Code Match Reference Table

Use this reference table to make sure your GHE1 and AFTB5 have matching final (terminating) codes.

**GHE and AFT code
reference Mapping**

<i>GHEB1</i>	<i>AFTB5</i>
1	2 or 4
2	5 Final code
3	3 Final code
4	6 or 7
5	8 Final code
9	9 Final code

Question by Question Instructions

Once the interviewer established contact with someone on the phone, the interviewer records the outcome of that follow-up interview. Record all contacts and attempt to make contact for an interview on the individual log lines of the form. The series of responses described below allow the user to capture the date, time, and outcome of the contact with the participants, and any explanatory comments that would help to quantify the experience of the interviewer. It is especially important if more than one person will be making the contact with the participant and/or members of their household to document these interactions so that an AFU interview can be scheduled and completed within the target protocol window.

- Q1. Contact: Date:** enter actual date contact was attempted or made (date of call).
- Q2. Time:** enter the time of contact using a 24 hour clock format.
- Q3. AM/PM:** In CDART you do not need to enter the AM/PM information. This information is used when the information is entered in the paper form to ensure correct data entry in the time for the 24 hr. format. Make sure you enter the time in a 24 hr. format in Q2.
- Q4. Notes:** this is a free form text field to record details important for other staff, or your next call.

In the final occurrence of the ATF for the contact year, use this column to identify the ‘Barrier to Participation’, code description in table below. Only enter the **Letter** code, use the notelog for comments. If the barrier to participation is not clear, probe the participant to obtain clarity. If probing is not an option, use your best judgement to enter a code. These codes will allow the CC to do concise code retrieval for analysis on barriers to participation.

Barrier to Participation Codes Description Table

Code	Description	Details
I	Incentive not sufficient	They have expressed that the incentive provided does not compensate for time of interview. Probe with any excuse that shows lack of interest in the study.
P	Permanently Institutionalized	Use this code if the contacted person reports that the participant is institutionalized, and they are not willing to answer questions related to the participant's health.
T	Time of interview too long	If participant has expressed they do not have time and requests to be call back later, continuously.
M	Moved to another country no way of contacting participant	Use this code if the contacted person reports that the participant has moved to another country, they do not have contact information for the participant, and are not willing to answer questions related to the participant's health. Before using this code, confirm if person contacted can serve as a proxy informant.

Q5. **Staff ID:** 3 digit HCHS/SOL staff ID code of person making contact.

Contact Tracking Results

The result codes for the interview permit several stages of contacts to be recorded from the early tracing stage through to completion of the full interview. Since these contacts by HCHS/SOL staff also serve to document the vital status of the participant there are codes that pertain to the general knowledge of whether a proxy indicates the participant is alive, or not.

Results Description Table

Code	Description
0	Pending contact/ no action taken. Contact has not started.
1	Tracing is defined as no contact has been successful with any source or participant. Will continue to try to find a valid source or participant until a final determination can be made. Enter the final determination in the last occurrence of the form.
2	Contacted, AFU interview completed with participant.
3	Contacted, AFU interview completed with proxy or informant . It is permissible to complete the vital status, general health, hospitalization information, and contact portions of the interview using an informed proxy.
4	Contacted, AFU interview partially complete or rescheduled . If the interview be interrupted, use this interim code to track interviews in progress. Make an attempt to schedule a follow up call.

Code	Description
5	<p>Contacted, AFU interview refused. A hard refusal must be accepted graciously. Try to keep the options open for subsequent contact years by not pressing so hard that the participant withdraws consent to contact.</p> <p>If the participant withdraws from the study, complete a V2 ICT new occurrence with a change on Q1 only.</p>
6	<p>Reported alive, will continue to attempt contact with participant this year. An informant or proxy has told you the participant is alive, and may have verified their contact information, but felt that detailed information for a AF interview was not possible.</p>
7	<p>Reported alive, contact not possible this year. Similar to the code above with the exception that all means for direct contact with the participant have be exhausted.</p>
8	<p>Reported deceased. This code should be based on reliable knowledge that can be verified through a vital records check.</p>
9	<p>Unknown vital status. If nothing is known about the location or vital status of the participant and all methods have been exhausted during the AF contact window, then use this code.</p>

Interim Codes: (0) Pending, (1) Tracing, (4) Interview partially complete or rescheduled, (6) Reported alive will continue to contact

Terminating Codes: (2), (3) Contacted and interview Complete, (5) Contacted interview refused, (7) Reported alive and interview not possible this year, (8) Reported deceased, (9) Unknown vital status.