



HCHS/SOL Visit 2-Exam Check List Administrative Form

CHK - QxQ

General Instructions

The field center examination check list is used as an administrative tool to track administration of Visit 2 forms, procedures and the elapsed time for the full examination. Most items in the form have a designated space for comments that should be used when necessary. **Staff who completed or administered a particular item** should always enter their 3-digit staff ID in the designated space for each questionnaire item. **Keep in mind that the CHK form will provide summary information for all the forms.** *Please complete this form fully.* The completion of this form will streamline the QC/Missing items queries.

QXQ Instructions

Q0a. Update date to show the V2 actual participation date.

For example: participant cancelled on the day of visit or was a No show and they need to be called back to reschedule their V2 appointment. Update the CHK0a to reflect the actual participation date when they come in for their V2 appointment.

Q1. Prior to the participant's visit, information on mobility and special needs should have been recorded on the safety screening form (PSE). This box should be checked in order to confirm that a pre-visit screen was completed.

Q2.-Q2a. Record which type of method of transportation the participant used. Record any comments in the designated "Comments" section.

Q3. Select "Y" if there were any special needs recorded on the safety screening form (PSE) during the pre-visit screen. Special needs information should be transferred from the PSE form to the CHK form and recorded in the "Comments" section. For example, if the participant wears glasses for reading, this information should be recorded on both the PSE and CHK forms.

Q4. Record participant's arrival time to field center for V2 exam in hours and minutes using 24 hour clock notation (hh:mm).

Recording Start/End time for completion of V2 in more than one day

- Enter the time for the Arrival (**CHK4**) for V2 first day

Q4a1.-Q4a4.

Select corresponding choice for completion of consent, HIPAA, and the need for follow-up as it applies for the participant.

Q4b. Add any necessary comments related to this section Q4. to Q4c.

Recording Start/End time for completion of V2 in more than one day

- In this comment field (**CHK4b**) enter date and Arrival time for V2 day 2 (use 24hr format). Make sure to enter a blank space between date and time.

Q4c. Record Staff ID for this section.

Q5a1.-5c. Record participant medication intake and diabetes status. Enter Staff ID and any necessary comments in the designated section.

Q6 – Q30. Select corresponding item as 'Yes' if it was completed and as 'No' if it was not.

- Use the comments field to specify the reason why it was not administered/completed.
- Use the words 'Refused, Not Applicable, or Missing' as it applies in the comment field.
- Enter 'NO' for participants that are not eligible for procedures, for example OGTT or ECHO, **comments are not required in these cases**



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- Field_Status coding is **not necessary** when the form was not administered, enter NO and comment when applicable as described above.
- Always record the Staff ID that conducted the interview
- For **procedures** (anthropometry, SBP, blood draw and echocardiogram), enter the certified Staff ID that performed the procedure. Do not record STAFF ID if procedure was not done.

V2 Participation by Proxy- Q6-Q30

As described in **MOP 2 Table 4**, some forms will not be completed when the V2 participation is done by proxy. For those forms that will not be administered select '**NO**' and put the word **Proxy** in the comments field (column).

It is important to complete the **SIB** form for these participants to provide the information on their need of a proxy.

Q30. Record participant's exit time in hours and minutes (hh:mm) from the exam at the conclusion of the interview process.

Recording Start/End time for completion of V2 in more than one day

- Enter Exit time for V2 first day

Q30a1-30a2 Select Yes/No as it applies.

Q30b Enter any V2 important comments.

Recording Start/End time for completion of V2 in more than one day

- In this comment field (**CHK30b**) enter Exit time for V2 day 2 (use 24hr format).

Q30c Record Staff ID for section Q30.-Q30c.

Q31a. This question provides Summary status information for Visit 2. There are special coding instructions for V2_in_clinic refusal, and No shows, detailed below. These special scenarios might require updates for the ELE and ETF as indicated in the instructions of the table, below.

Data entry information Table for CHK31a.

Scenario	Forms/questions to update	Description
<i>Shows up at center</i>	CHK31a=1 (Complete)	Participant completes all procedures and forms per protocol.
<i>Shows up at center</i>	CHK31a=6 (Abbreviated)	Participant completes an abbreviated set of core procedures and questionnaires on site.
<i>Home Visit</i>	CHK31a=5 (Home)	Field center staff travel to participant residence and perform the shortened "home visit" protocol for questionnaires, measurements and biospecimens.
<i>No Show</i>	CHK31a=4 (Cancellation)	For no show; Update the "Summary of Exam Visit 2" CHK31a = 4 (Cancellation). Use the comment field CHK31b to provide information for future calls. Update date CHK0a. to show the actual V2 participation date when they come in.



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Scenario	Forms/questions to update	Description
<i>Recurrent No Show</i>	ELE3= Agrees to participate (4) ELE4a, ELE4b =last scheduled info ETF1d=3	If participant reschedules, continue to update the rescheduled date/time. If they do not provide a new scheduling date, then leave the last scheduled date/time in ELE4a, ELE4b . Keep ELE3=Agrees to participate (4) Proceed to create an occurrence of ETF with Q1d=3 'Screened, Eligible, but V2 Not Scheduled'. ETF will help identify soft refusals if the occurrences of the cancellations are recorded.
<i>Soft Refusals</i>	CHK31a=4 (Cancellation)	<i>Recurrent No-Show</i> can be interpreted as a <i>Soft-Refusal</i> . Code CHK31a=4 . Complete an ETF occurrence with Q1d=3 'Screened, Eligible, but V2 Not Scheduled'. Use appropriate code from the "Barriers to participation" list described in the ETF QxQs. Probe participant to identify the reason for the soft refusal if necessary.
<i>Refusal at time of V2 No Form/ Procedure</i>	CHK31a=3 (Refusal) CHK31b=At V2	For participation refusal at V2, for participants that have not completed any procedures or questionnaires. Code 31a=3 Refusal. Enter comment 'At V2' in the comment field. Do not complete ICT if the participant would like to continue participating in AFU's or would like to be contacted in the future for related studies. If participant makes a hard refusal at time of V2, complete the ICT accordingly. Complete ELE and ETF as V2 refused.
<i>Refusal at time of V2 Some Form/ Procedure</i>	CHK31a=2 (Partial)	If participant refuses to continue participation after some questionnaires and/or procedures have been completed, it would be coded as a partial. Or participant was referred to ER or health care provider for safety reasons, and they need to come back another day to complete V2. On Partial update the CHK0a . to reflect the actual participation date when they come in to complete the visit

Q31b. Use this comment field as needed to provide information for future calls or record any overall comments about the exam

Q31c. Provide Staff ID who completed Q31a and Q31b.

Recording Start/End time for completion of V2 in more than one day Summary

Below are the special data entry instructions related to completion of V2 examination in more than one day. These types of cases represent a data entry misfit for the Start and End times, **CHK4** & **CHK30** respectively.

- Enter the time for the Arrival (**CHK4**) and Exit (**CHK30**) times for V2 first day
- In **CHK4b** (comment field) enter date and Arrival time for V2 day 2 (use 24hr format)
- In **CHK30b** (comment field) time of Exit time for V2 day 2 (use 24hr format)
- In **CHK31b** (comment field) enter the total amount of time between the two days to complete V2.