# ENROLLMENT

## F. Enrollment Data Entry

### Obtain and check Family Structure form
Data from the 'Family Structure for DAISY/CEDAR Enrollment' form is checked to be sure that it is complete. The form is then placed in a manilla folder which will be used as the subject's chart.

### Data entry of Family Structure form
Data from the Family Structure form is entered into *frmDeFamily* which can be accessed by pressing the Enrollment button on the Main Menu and then the Family Enrollment button on the Enrollment Menu. Information about the family is entered first (family number and contact information) and then data about each member of the family are added. The family number is the first five-digits of the ID number of the enrolled child. If there is more than one child enrolled then the first five-digits of the oldest child's ID is used. The ID number for the mother is the family ID plus "-1", the father's ID is a "-2", and the siblings are "-3" through "-9".

### Creation of Tracking Records
After entering data in the Family Enrollment form, buttons on the Enrollment Menu are pressed which invoke the following macros: *mcrSwitchEnrollment.Protocol, mcrSwitchEnrollment.Form, mcrSwitchEnrollment.Call* and *mcrSwitchEnrollment.Clinic*. These macros run queries that append new records to *tblProtocol, tblFormTrack, tblCallRecord* and *tblClinicTrack* respectively for members of families that have been enrolled on the current date.

**qryNewEnrolled**: Selects records in *tblFamily* and associated records in *tblSubject* if the subject record was entered on the current date or the enroll date is the current date.

**qryAddNewEnrollToProtocol 1-7**: These queries create records in *tblProtocol* for each person in the NewEnrolled query. Main protocol and sub-protocols are assigned. [AddNewEnrollToProtocol5 has been removed – it had been used to assign CEDAR forms to family members who were siblings]

| Query | Selection | Protocol | DAISY | CEDAR | FAM | IVY | CLINIC | FORMS |
|-------|-----------|----------|-------|-------|-----|-----|--------|-------|
| AddNewEnrollToProtocol1 | Cohort=CEDAR | CEDAR | Normal | Normal | NO | NO | CEDAR | CEDAR |
| AddNewEnrollToProtocol2 | (Cohort=SOC and Age$\geq$820) or (Cohort=FAM and Enrolldate is the current date) | DAISY | Normal | Normal | NO | NO | SOC | SOC |
| AddNewEnrollToProtocol6 | Cohort=SOC and 455 $\leq$ Age <820 | DAISY | Normal | Normal | NO | YES | SOC | SOC |
| AddNewEnrollToProtocol3 | (Cohort=SOC or NOC) and Age<455) **OR** (Cohort=NEC and Type=3/4, 3/3, 4/4, 4/X, 3/-, 4/-) | DAISY | Normal | Normal | NO | YES | NEC | NEC |
| AddNewEnrollToProtocol4 | Cohort=NEC AND Type not 3/4, 3/3, 4/4, 4/X, 3/-, 4/- | DAISY | Normal | Normal | NO | NO | NEC | NEC |
| AddNewEnrollToProtocol7 | Cohort=FAM or CEDFAM | FAM | NO | NO | YES | NO | FAM | None |
| AddNewEnrollToProtocol8 | Cohort=MODUN | DAISY | MODUN | Normal | NO | NO | SOC | SOC |

**qryAddNewEnrollToClinicTrack**:  Creates a record in *tblClinicTrack* for individuals in the NewEnrolled query

| Query | Selection | Date due | Visit type |
|---|---|---|---|
| AddNewEnrollToClinicTrack1 | Clinic=NEC and age<365 | [DOB]+274 | N/S-9mo |
| AddNewEnrollToClinicTrack3 | Clinic=NEC and 365<=age<547 | [DOB]+456 | N/S-15mo |
| AddNewEnrollToClinicTrack2 | Clinic=CEDAR or (Clinic=SOC and Cohort <> FAM) or (Clinic=NEC and age>=547 and Cohort <>FAM) | date() + 15 | Initial |

**qryAddNewEnrollToCallTrack**:  Creates a record in *tblCallRecord* for individuals in the NewEnrolled query

| Query | Selection | Call Type | Date due |
|---|---|---|---|
| AddNewEnrollToCallRecord1 | Protocol=DAISY and Age < 455 | 3mo | [DOB] + 91 |
| AddNewEnrollToCallRecord2 | Protocol=DAISY and Age < 455 | 6mo | [DOB] + 183 |
| AddNewEnrollToCallRecord3 | Protocol=DAISY and Age < 455 | 9mo | [DOB] + 274 |
| AddNewEnrollToCallRecord4 | Protocol=DAISY and Age < 455 | 12mo | [DOB] + 365 |
| AddNewEnrollToCallRecord5 | Protocol=DAISY and Age < 455 | 15mo | [DOB] +456 |

**qryAddNewEnrollToFormTrack**:  Creates a record in *tblFormTrack* for individuals in the NewEnrolled query

| Query | Selection | Indiv Sent | Indiv Type | Fam Sent | Med Release Sent | Preg FFQ Sent |
|---|---|---|---|---|---|---|
| AddNewEnrollToFormTrack1 | Forms=CEDAR | Yes | CEDAR | No | Yes | No |
| AddNewEnrollToFormTrack2 | Forms=SOC | Yes | SOC | No | Yes | No |
| AddNewEnrollToFormTrack3 | Forms=NEC | Yes | NEC | No | Yes | Yes |
| AddNewEnrollToFormTrack4 | Forms=None | No | | No | No | No |

After each of these macros run, a query is displayed that shows the records that have been appended to the tracking tables.  These records are reviewed by the staff member entering the data to verify that the appropriate records have been created.


## Preparation of subject chart

After all of the above queries are run a chart is prepared for the newly enrolled subject.  Pressing the button 'Clinic Face Sheets' prints *repFaceSheetClinic*.  The face sheet includes information about the subject and the subject's family and is attached to the inside of the clinic chart.  The chart is then given to the staff member in charge of scheduling for final completion and filing.