

### **DAISY SCHEDULING: OGTT Visit Scheduling**

1. To Schedule subjects who are eligible for **DAISY OGTT**:
  - Subjects are eligible for an OGTT (Oral Glucose Tolerance Test) if they have two or more antibodies and are NOT eligible for the study TRIALNET (trialnet looks at kids who have a 1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup> degree relative with type one diabetes).
  - You can see if a participant is due for a Daisy OGTT by looking at their **Results tab** in the DAISY database. See if they have a DAISY OGTT visit type listed for any of their past visits. We want to see them for OGTTs every 6 months (although some families only do them once a year).
  - If a participant is due for an OGTT, go to “Visit schedule” under the **Scheduling tab** and change the Visit Type to OGTT – DAISY.
  - OGTTs can be scheduled Monday, Tuesday, and Friday mornings. Only Michelle and Tricia are currently able to run OGTT appointments. If they are unavailable for the full 3 hours, see if they can at least start the IV and have a different staff member run the visit.
  - ALL DAISY OGTTs are done in the Infusion Center at the Barbara Davis Center. Participants will check in at the 2<sup>nd</sup> floor reception desk as usual.
  - Add the appointment to the Infusion Center Calendar in your Outlook Calendar (you may need to request permission to have this calendar added to your Outlook).
  - Send participants a packet that includes instructions for preparing for the OGTT, and make sure to change the hours for parking on the map from 1 to 3. Send EMLA cream for participants <18 years.
  - Schedule in the scheduling database as usual, allotting 3 hours for the appointment and be sure to select one of the Infusion Rooms (Infusion 1, 2, or 3) in the scheduling database.
  - You can find materials to mail at L:\Daisy OGTT
    - “OGTT instructions DAISY 2015”

### **TRIALNET OGTT SCHEDULING**

2. To Schedule subjects who are eligible for **TrialNet OGTT** for DAISY participants:
  - Check to see if an AB+ subject has been seen for TrialNet OGTTs under **Results tab**. If they have, pull up the shared DAISY-TrialNet spreadsheet located in S:\DAISY-TrialNet
  - Go into the Scheduling tab under visit schedule and change the visit type to OGTT – TrialNet
  - TrialNet has three OGTT protocols: annual monitoring, semiannual, and Oral Insulin. Be sure to check both shared spreadsheets to see what protocol they are following and what their TN due dates are so that we can coordinate visits.
  - Contact the participant and say they are due for a DAISY visit and a TN OGTT. Have them pick two dates that will work for them
  - Email TrialNet coordinators to let them know the days and times to see if it will work for them. TrialNet will put their own request in through EPIC and let you know if the visit will be at the BDC or at Children’s.

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- After receiving confirmation from TrialNet, call the participant to let them know their appointment is confirmed and tell them the location. Then e-mail their DAISY clinician with the participant's information and appointment time and have them enter the visit into EPIC (if the visit is at TCH).
  - If you are trained in EPIC, refer to EPIC – Adding TN OGTT instructions L:\DAISY MOO\Scheduling\Procedures).
- Be sure to schedule the OGTT in one of the Infusion Rooms in the scheduling database.
- Allot at least 2.0 hours for the DAISY portion of the visit.