

DAISY SCHEDULING: Updating Enrollment Status

Disenrollment/Surveillance Protocol

If a parent or participant tells you they are thinking of disenrolling try and find out why and see if there is anything we can do to change their mind like try a Saturday/evening appointment, wait a few months until things settle down for them, skip this year's visit, offer LDP options, off-sites, etc. If they are still not interested, let them know that we have the Surveillance protocol as an option. Instead of coming in for a clinic once a year, we will do an annual follow-up only to ask if the subject has developed type I diabetes or celiac disease. If at any time they wish to come in again, we will certainly honor that. If the parent/subject agrees, UPDATE ALL CONTACT INFORMATION and change their "Enrolled" status to "Surveillance."

If the parent/subject is adamant about disenrollment (they do NOT agree to Surveillance), use process below and for those who have been sent a B letter more than a month ago. **Do NOT fill out form for someone who is positive.** Tell Michelle if a positive subject wants to disenroll.

- Enter the contact info in the schedule call attempts and the reason for disenrollment.
- Print the report, fill out and attach a disenrollment form and give to Michelle for her approval signature (she should then give these to Rachel, if she gives them back to you put them in Rachel's box).