

INTERVIEW

B. Preparing interviews to be done in clinic

- Pull the chart.
- Check for start/stop date stamp on the vitamin pages.
- Check that they have alternate contacts, residential history and health care provider information written on the interview (This information can be found by looking in the main study database under View Data and Contact information).
- Check that the most current smoking questions are attached.
- Check that the wheat questions are attached.
- Add the calling due report and a brightly colored piece of paper indicating that the interview needs to be done in the clinic and attach with a paper clip. Place this in the front of the chart.

Check chart for other forms:

- Medical release,
- Family Form
- NEC or SOC individual form
- Completed 3-15 questionnaire (for NEC's and NOC's over 15 months only)
- growth chart
- Signed consent for each person who had their blood drawn.

If any of these forms are missing, place a blank one attached to the interview at the front of the chart and indicate on the calling due sheet that the form needs to be filled out at the clinic visit.

Entering data in Call Tracking

After preparing the interview and the chart, you need to indicate in Call Tracking that the interview is in the chart to be done in clinic using the following procedure:

- In the ACCESS L: DAISY\daisy database, from the Main Menu click on Call Track/Form Track
- Under Data Entry click on Call Tracking
- With the cursor in the *ID* field, click on the find icon (the pair of binoculars) or use the find function under EDIT.
- Enter the participant's ID number and click "find first". Double check that it is the correct participant, and click "Find Next" until the current date due is in the *Date Due* field directly under the participants last name and close the find field.
- Enter "Yes" in the *Put form in clinic chart?* Field and enter the date in the *Chart Date* field. Both of these fields are towards the bottom of the Call Tracking screen.
- Repeat for all participants who have a prepared interview in the chart to be done in clinic, and exit out using the door icon at the upper left-hand corner of the screen.