

INTERVIEW

C. Preparing interviews to be done by phone

- 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.
- Check that the most current smoking questions are attached.
- Check that the wheat questions are attached.
- Attach the call due sheet to the interview with a paperclip and organize them to be called (either by Last name alphabetically or by the date due).
- Attempt to contact these participants once a week using the phone numbers on the calling due sheet to complete the interview.

Past Due Interviews

Once a month, check for calls past due in the main study database (L:\Daisy\daisy.mdb) by going from the Main Menu to Call Track/ Form Track and to “Calls Past Due” under view data. This query will show you all of the interviews to be done over the phone that are one month or more past due. Check this list against the interviews that are being attempted, to make sure that all of the needed interviews are being attempted.

Interviews for children on Filter Paper protocol

Once a month also check to make sure that there are not any filter paper kids that have returned a filter paper, but have not been called to do the interview. After the filter paper has been returned, the interview needs to be done. A calling due sheet will come up for kids on filter paper protocol. Kids who do the filter paper on a one-time basis have already had their calling due come up, and there will not be a reminder to do the interview. To adjust for this, a query that includes the kids who have returned filter papers by mail, and who have an incomplete call record (the interview has not been completed) needs to be run.