

INTERVIEW

D. Tracking Completed Interviews

After an interview has been completed either on the phone or in clinic, it needs to be entered into Call Tracking and then needs to go to data entry. To enter it into Call Tracking, follow the directions below.

- From the ACCESS L:\DAISY\daisy database 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 close the find field.
- Scroll down the box in the middle of the screen to the interview that was completed in clinic or on the phone. In the *DOCALL* field, enter the date that the interview was completed (found on the face page of the interview). Enter the next consecutive number in the *INTNUM* field, and the interviewers name or initials, in the *Initials* field. (The interviewers initials or name can be found on the face page of the interview, and the interview number should be deciphered from the Call Track record, following the possibilities, in consecutive order, 3 month, 6 month, 9 month, 12 month, 15 month, 1, 2, 3, 4...)
- Use the door icon in the upper left hand corner to close out of the window, or put the icon back in the *ID* field and repeat for all interviews completed. Then place the interview(s) in the data entry box to be entered.