

## INTERVIEW

### H. Editing Annual Update Interview forms

After an interview has been completed, the date of completion and the person who did the interview is entered into *tblCallRecord* which can be accessed from the Call Tracking menu. The interview form should be edited on the day the interview was done and no later than the following day. If possible it is edited immediately following completion of the interview. All editor marks on the interview form are done with red ink so that we can distinguish them from the original information.

#### Procedure

##### Cover Sheet

- Check that the date, interviewer, interviewee and relation fields have been completed
- Note which interview needs to be entered (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, or 5<sup>th</sup>)

##### Vitamins

- Check that the vitamin supplement question is marked ‘Yes’ or ‘No’.
- If the above question is ‘Yes’ then there should be information about at least one vitamin. (information can be recorded for up to 4 different vitamin supplements at a single interview)
- Have the units been recorded? If not, do we have a complete name for the vitamin? If not, ask the interviewer to do a call back.
- Look up the vitamin brand on the vitamin code sheet and write the code next to the brand name. If it is not on the code sheet then a new record needs to be created for it.
- Check that the number of times/week is completed.
- Check that the number of weeks that the vitamin was taken is completed
- If the number of weeks is less than 52, then there should either be a start date (and there may be an end date) or the “off and on” box should be checked.

##### Water/Milk

- Check that the number of glasses of water and milk have been recorded

##### Allergies

- Check that all questions regarding food allergies have been completed and that if ‘Yes,’ the age on onset is recorded, and whether or not the allergy was diagnosed by a physician is noted.

##### CEDAR Questions

- Check to see that these questions have been completed

##### Smoking

- Check to see that these questions have been completed.

**Illnesses**

- Note the number of times that the child has been sick. Make sure that the same number of sick episodes have been detailed in the latter part of this section.
- Check to see that the length of illness has been recorded for each sick episode.

**Day Care/School**

- Check that the start age for day care or preschool is consistent across interviews.
- Make sure that the number of days per week is within the range of 1-7.
- Make sure that the hours per day is in the range of 1-24

**Insurance**

- Check to see that this question has been answered.

**Stress**

- Check to see that all questions have been answered. If an answer is 'Yes,' check to see that a date is also recorded.