

INTERVIEWS

Summary

Interviews are conducted when the enrolled child is 3, 6, 9, 12 and 15 months of age and then annually starting when the child is 2 years of age.

A. Printing Call Sheets for Interviews Due

Call sheets are printed each month for children due for an interview during the upcoming month.

B. Preparing interviews to be done in clinic

When interviews are to be done in clinic the chart and interview form is checked for completeness and a bright colored piece of paper is attached to the interview form so as to alert the clinic staff that an interview needs to be completed. Information is entered into *tblCallRecord* indicating that the interview form has been prepared and placed into the clinic chart.

C. Preparing interviews to be done by phone

When interviews are to be done by phone the interview packet is checked for completeness, the call sheet is attached to the interview form, and the forms are organized by date due in preparation for calling attempts.

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.

E. 3-15 Interview

Instructions for conducting the 3-15 Interviews

F. Annual Update Interview

Instructions for conducting the Annual Update interviews

G. Editing 3-15 Interview forms

Interview forms are edited prior to data entry. If data are missing or questions arise about the interview then the interviewer is contacted and asked to resolve the problems.

H. Editing Annual Update Interview forms

Interview forms are edited prior to data entry. If data are missing or questions arise about the interview then the interviewer is contacted and asked to resolve the problems.

I. Data Entry of Interview forms

Instructions on entering Interview data.

J. Other Diabetes Diagnosis

Instructions for obtaining information related to other types of diabetes diagnosed for the participant or family members, since the last clinic visit.

