

September, 2016

DAISY Study: Appreciation Gift for 18 yr old+ participants

Criteria for offering Appreciation Gift

- 18 yrs of age or older
- **AND** Has had a clinic visit within the last 2 years of current scheduled appointment
- **AND** Is an enrolled participant:
 - DAISY cohort (NEC, NOC, SOC, CNEC)
 - **OR** FAM cohort with **Study Subject** Relationship (FAMRELN)
- Appreciation Gift is a **One-Time Gift**, if the subject has already received an Appreciation Gift at a previous visit, the subject should not be offered an additional Appreciation Gift- there are other appropriate rewards/prizes for older participants which should be offered

Procedure

- Gifts are kept in TEDDY/DAISY Clinic Staff office, room 2400B, drawer below diet laptops
- A picture menu of the gifts to be offered are in each clinic room
- The DAISY database will determine eligibility for the Appreciation Gift using the criteria listed above. If a participant is eligible, the generated Clinic Visit Form will display "Give Appreciation Gift" at the bottom of the form.
- The menu of items (yellow card) will be attached to the Clinic Visit Form during chart prep-yellow cards will have the subject ID number written on it
- At the end of the DAISY visit, clinic staff will offer the gift picture menu to the participant and ask them to select an item
- Clinic staff will retrieve the gift and mark on the yellow card to indicate which gift was selected
 - If subject refuses an Appreciation gift (do not want to be offered at a later date) clinic staff should write "Refused" on the yellow card
- The yellow card will stay in the chart, with the Clinic Visit Form, at the completion of the visit
- Lab staff will enter which gift was selected (or "refused") when completing clinic visit data entry on the Subject tab for the participant-keep the yellow card taped to the Clinic Visit Form
- After the gift selection has been entered, the next Clinic Visit Form generated will no longer display "Give Appreciation Gift" on the bottom of the form
 - If all gifts are not available to a participant at the time of their visit, they can elect to NOT select a gift at this time and wait until the next visit
 - If they elect to wait until the next visit to select a gift, the clinic staff should dispose of the yellow card and the display "Give Appreciation Gift" will be generated on the next Clinic Visit Form