

## **Collect and Verify Missing Data at Clinic Visit**

### **Additional data to be verified/collected at clinic visits**

Starting today you will be seeing a 'Family Structure Data' sheet in the clinic charts. These sheets show what basic demographic data we have in the database for the family. Please take the time to get any missing data from the families and to verify existing data.

Key fields to check:

- FAMRELN – 'Parent' and 'Sibling' are not specific enough. Please find out if the parent is the 'biologic', 'step', or 'adoptive' parent. Also please specify if the siblings are 'full', 'half', 'adoptive' or 'step' siblings. If the family structure is quite complicated you may need to make additional notes at the bottom or on the back.
- RACE
- SPAN
- SEX
- DOB
- ALIVE
- Alternate contacts

Please have parents review all data if time allows. Have family make sure that we've included everyone in the family and that all the basic demographic data is correct.

Leave these forms in the chart along with all other data collected.

### **New procedures for handling data collected at clinic visits**

All data sheets, questionnaires, consent forms, etc. should be left in the clinic chart.

Lab staff will enter the following data:

- Clinic visit information (date of visit, labid, height, weight, etc.)
- Sample information (# of serum, urine, saliva samples, etc.)
- 24 hr Vitamin questionnaire
- Illness data for positive kids
- Date consent form was signed
- Date Medical release was signed
- Date that interview was completed
- Updated info for health care provider, residential history, alternate contacts
- Updated family structure info

Lab staff will also:

- Stamp the 'received' date on NEC and SOC Individual forms completed in clinic
- Edit 3-15 and Annual Update questionnaires (they will not be entering the 3-15 and Annual Update date)

After the above steps are done the charts will be placed in a basket for 3-15 and Annual Update questionnaire data **entry**. All staff members will be trained on how to do the data entry and will be expected to help with this task.

### **3-15 and Annual Updates done by phone**

When interviews are done by phone lab staff will enter the following data:

- Date that interview was completed

- Updated info for health care provider, residential history, alternate contacts

- Updated family structure info

The 3-15 and Annual Update questionnaire forms will then be placed in a basket for data **editing**. All staff members will be trained on how to do the data editing and will be expected to help with this task. It will be the responsibility of other staff members to make sure that these forms get edited.

Once the questionnaires have been edited they are ready for data entry.