DAISY Long Distance MOO Step-by-Step

Adding monthly track record for LDP
- At the second week of every month
- DAISY Web Database → Long Distance/FFQ → Add Tracking Records → "Click to Add Records"

Organizing LDP Information
- DAISY Web Database → Long Distance/FFQ → Add Tracking Records → "View New Records"
- First, check Protocol History under Subject→Protocol
  - Under "Long Distance Protocol" look at "Lab/Pediatrician Name" to determine if the kit is LabCorp, Finger Poke, or a Regular kit
- Check for sibling LDP info so BKs can be sent together
- Notate for each subject: ID, kit type (Regular, LabCorp, Finger Poke), Visit Type (Every year, 6 month, 3 month), siblings
  - Finger poke kits MOO: S:\DAISY Long-Distance Protocol\LDP Forms\Finger Poke Kit
- Print address labels in S:\BDC\DAISY\DAISY DATABASES: "AddressLabels"
  - Enter the date sent (same day as the day you added the new track)

Contact monthly LDPs
- Check Protocol History under Subject→Protocol
  - Under "Long Distance Protocol"
  - Lab/Clinic location should be listed on this page
- Go through the list and email family or participant to confirm lab/clinic location and current mailing address
  - Email template located in S:\BDC\DAISY\DAISY Long-Distance Protocol\LDP Forms\Scripts and Letters: "LDP address confirmation email"
- Send blood kit after one week of sending address confirmation email (instructions in DAISY LDP Protocol and Interviews Binder)
- Add tracking info: FFQ/Filter Paper tab, LD/FFQ Data Entry → fill in tracking
  - Make sure to add kit expiration of tube with the earlier expiration date
- *Reminder texts should be done every 4 weeks*
  - 5 reminder attempts
  - Final text attempt
  - Skip this year, try again at next visit (next year or 6 months out)
  - If no response after 5 attempts 2nd year, send B-Letter

      o   Place on Surveillance Protocol

Printing Annual Interview and Family Structure Update Forms
Happens after blood kit is received– if you do this before BK received, multiple Call Records will be added for the same visit and the participant will not show up as eligible to be paid.

List of Interviews Due (Check weekly)
Long Distance FFQ→Call Tracking→Interviews Due

To print annual interview cover letter
- FIRST…make sure a new Call Record has been added for the participant (should be added when blood kit is received)
- Go to S:/DAISY DATABASES/Chart Clinic Prep
- Under ADD/REMOVE RECORDS, click Add Clinic/Call track button
- Under REPORTS, click Print Ann Updt Indiv button
- Enter "Date Due" using date from the Call Record tab
- Enter "First ID" as the subject's ID number (just do one at a time) and click through the 2nd and 3rd IDs-Access will run a query and produce front page of Annual Interview for this subject
- Attach front page to pre-printed copies of interviews
- Attach LDP CEDAR Symptoms (S:\BDC\DAISY\DAISY Long-Distance Protocol\LDP Forms)

To print family structure update forms
- Go to S:/DAISY DATABASEs/ChartClinicPrep
- Click on Long Distance – Family Structure button
- Enter in subject ID and print.
- Attach family structure update forms to annual interview

Complete Interview
- Call participant to complete interview
- Once interview is complete, go to subject's page in DAISY database→Scheduling→Call Record
- Enter call date, interview number, and Initials
- Manual Data entry for CEDAR Symptoms → Clinic Visit (click on most recent visit)→Symptoms
- Once entered, place in "Interviews to be Entered" basket in file room