

DAISY Long Distance MOO

Interview Instructions

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 L:/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