NRT Project DC--STEP | Completed Questionnaire Log Intervention Contact Individual Clinic Activity Booklet

Put ID

Label here

Transfer Date **SECTION A: Participant Information**

R:ecruitment Site: _____ Page ___

Randomization results

☐ **Usual Care**

☐ **Intervention**

☐ red ☐ green

☐ orange ☐ blue

☐ yellow ☐ purple

Name: _____

Phone Number(s) _____ ☐ *OK TO LEAVE M*

(from DMS report) _____ ☐ *OK TO LEAVE MESSAGE?*

_____ ☐ *OK TO LEAVE MESSAGE?*

SECTION B: Task Final Results

FINAL RESULT CODES	
02	**INTERVENTION COMPLETED** (ALL CLINIC ACTIVITIES COMPLETED)
03	**INTERVENTION PARTIALLY COMPLETED, FINAL** (SOME ACTIVITIES NOT COMPLETED, MUST EXPLAIN IN NOTES)
91	**SUBJECT DISCONTINUED/DELIVERED BEFORE BL COMPLETED** (EXPLAIN IN NOTES)
92	**UNABLE TO LOCATE SUBJECT, FINAL**
93	**SUBJECT UNAVAILABLE** (EXPLAIN IN NOTES)
94	**OTHER FINAL OUTCOME** (EXPLAIN IN NOTES)
97	**NOT APPLICABLE** (EXPLAIN IN NOTES)
99	**SUBJECT REFUSED** (EXPLAIN IN NOTES)

Visit 2

V1 Saliva Sample Positive? YES NO → END PARTICIPATION, CODE 91

☐ *Collect saliva* ☐ *Collect CO* (results _____)

Still Smoking? (ask participant) YES NO → check CO, if +, affirm again if smoking

try to continue in study. If no, END PARTICIPATION, CODE 91 → Ineligible (code 91)

Saliva Sample Positive? YES NO → Collect Urine sample

Urine sample positive? YES NO → Ineligible (code 91)

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>Randomize (if still eligible), *Give Intervention,* *Distribute Patch (if applicable),*

Ppay I incentive *Distribute Patch (if applicable)*

(mark in Randomization Results box)

Final Result Code: | | | **Date Completed:** | | | | | | | | **Interventionist**

Update Best Time to call

Schedule Telephone Contact 1

Schedule Visit 3

Notes/Updated Contact Information

Final Result Code: | | | **Date Completed:** | | | | | | | | **Interventionist**

Entered into DMS? *Entered into DMS?*

Telephone Contact 1

Give >Bbrief intervention session ,> confirm patch use (if applicable), confirm Telephone Contact 2 and Visit 3.

Final Result Code: | | | **Date Completed:** | | | | | | | | **Interventionist**

Update Best Time to call

Schedule Telephone Contact 2

Notes/Updated Contact Information

Final Result Code: | | | **Date Completed:** | | | | | | | | **Interventionist**

Entered into DMS?

Entered into DMS?

Telephone Contact 2

Give brief intervention session >>Brief intervention session, confirm patch use (if applicable), confirm Visit 3.

Final Result Code: | | | **Date Completed:** | | | | | | | | **Interventionist**

Update Best Time to call

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Notes/Updated Contact Information

Final Result Code: | | | **Date Completed:** | | | | | | | **Interventionist**

Entered into DMS?

Entered into DMS?

Visit 3

Brief intervention session *>Brief intervention session, Routine Q,* *Collect saliva and*

Collect CO samples, *Ppay I incentive.* *Distribute Patch (if applicable)*

CO < 8ppm? **YES** **NO** → if on patch, then Probation (Schedule Visit 3B)

Final Result Code: | | | **Date Completed:** | | | | | | | **Interventionist**

Update Best Time to call

Schedule next visit (3B or 4)

Notes/Updated Contact Information

Final Result Code: | | | **Date Completed:** | | | | | | | **Interventionist**

Entered into DMS?

Entered into DMS?

Visit 3B (only if on Patch Probation)

CO < 8ppm? **YES** → *Distribute Patch* **NO** → Discontinue Patch, *Complete Early Exit Q,* discontinue Patch, move to non randomized group and continue control group procedures.

Schedule Visit 4

Entered into DMS?

Entered into DMS?

Visit 4

Brief intervention session *Routine Q* *Collect saliva* *Collect CO* *Pay Incentive*

>Brief intervention session, Routine Q, Collect saliva and CO samples, pay incentive. *Distribute Patch (if applicable)*

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CO < 8ppm? **YES** **NO** → if on patch, then Probation (Schedule Visit 4B)

Final Result Code: |___|___| **Date Completed:** |___|___|-|___|___|-|___|___| **Interventionist** _____

Update Best Time to call _____

Schedule next visit (4B or 5) _____

Notes/Updated Contact Information _____

Final Result Code: |___|___| **Date Completed:** |___|___|-|___|___|-|___|___| **Interventionist** _____

☐ *Entered into DMS?*

Entered into DMS? ☐

Visit 4B (only if on Patch Probation)

CO < 8ppm? **YES** → ☐ *Distribute Patch* **NO** → ☐ *Complete Early Exit Q*, discontinue Patch, move to non randomized group and continue control group procedures.

Schedule Visit 5 _____

☐ *Entered into DMS?*

CO < 8ppm? **YES** **NO** → Discontinue Patch, *Complete Early Exit Q*, move to non randomized group and continue control group procedures.

Schedule Visit 5 _____

Entered into DMS? ☐

Visit 5

☐ *Brief intervention session* ☐ *Exit Q* ☐ *Collect saliva* ☐ *Collect CO* ☐ *Pay Incentive*

> Brief intervention session, Exit Q, Collect saliva and CO samples, pay incentive.

Final Result Code: |___|___| **Date Completed:** |___|___|-|___|___|-|___|___| **Interventionist** _____

Update Best Time to call _____

Schedule Visit 6 _____

Notes/Updated Contact Information _____

Final Result Code: |___|___| **Date Completed:** |___|___|-|___|___|-|___|___| **Interventionist** _____

☐ *Entered into DMS?*

Entered into DMS? ☐

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Visit 6

☐ *Brief intervention session* ☐ *Recidivism Q* ☐ *Collect saliva* ☐ *Collect CO* ☐ *Pay Incentive*

> Brief intervention session, Recidivism Q, Collect saliva and CO samples, pay incentive.

Final Result Code: |___|___| **Date Completed:** |___|___||___|___||___|___| **Interventionist** _____

Notes _____

Final Result Code: |___|___| **Date Completed:** |___|___||___|___||___|___| **Interventionist** _____

☐ *Entered into DMS?* **Entered into DMS?** ☐ *>After visit 6 is entered in DMS, fill out Discontinuation form.*

	Date Logged In Task #	Participant ID# Day/Date	Time RA Initials	Questionnaire Comments
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~~SECTION C. Appointment and Contact Log (continued)~~

~~Task #~~	~~Day/Date~~	~~Time~~	~~Your initials~~	~~Comments~~

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