

RECRUITMENT TRACKING FORM, RTF QUESTION BY QUESTION (QxQ), VERSION 1.0

I. GENERAL INSTRUCTIONS

The Recruitment Tracking Form (RTF) is to be completed following the phone call with an interested participant to discuss the SOURCE study. This form is to be completed under a Screening ID (e.g., SCR#####), which can be located under a screening site code (e.g., SCR_ALA, SCR_JOH, SCR_WAK, etc.).

Please answer every question on this form. *NOTE: All response options in the paper form may not appear in CDART (e.g., 'Don't know', 'Declines to answer', etc.).* Beside each item input is a small double bracket icon which looks like this: >>. Clicking this icon displays a field dialogue box in which the "Field Status" selection menu allows you to choose from the following options: 'Refused', 'No response', 'Doesn't know', 'Not applicable', 'Maximum value', 'Minimum value', and 'Missing'. **See MOP 6 – Section 3.2 for additional instructions on how to select a Field Status option.**

II. INSTRUCTIONS FOR INDIVIDUAL ITEMS

Header Information: Consists of key fields which uniquely identify each subject and recorded occurrence of a form. For the "ID NUMBER", record the 3-character, 6-digit number assigned to the specific participant. For the "Event", record if this is happening at Baseline or another event.

- Item 0a.** Record the date the data was collected or abstracted in the MM/DD/YYYY format either by selecting the pop-up calendar in CDART or entering the date in the space provided.
- Item 0b.** Record the SOURCE staff code of the person who collected or abstracted the data. This code is assigned to each person at each site by the GIC. If you do not have a staff code and are collecting SOURCE data, please contact the GIC in order to receive your own individual staff code.
- Item 1.** Select only one option among the eleven possible choices. If 'Other' is selected, go to Item 1a.
- Item 1a.** Specify other way the individual heard about SOURCE in the space provided.
- Item 2.** Select only one option among the two possible choices.
- If 'No' is selected, go to Item 2b.
 - If 'Yes' is selected, go to Item 2a.
- Item 2a.** Record the date the individual's interest email/application was received in the MM/DD/YYYY format either by selecting the pop-up calendar in CDART or entering the date in the space provided.
- Item 2a1.** Record the date the individual was contacted in the MM/DD/YYYY format either by selecting the pop-up calendar in CDART or entering the date in the space provided.
NOTE: This should be the date the participant was first contacted after receiving their interest email/application, NOT the most recent contact.


Item 2b. Select only one option among the two possible choices.

- If 'No' is selected, go to Item 3.
- If 'Yes' is selected, go to Item 2b1.

Item 2b1. Record the date the individual contacted the center in the MM/DD/YYYY format either by selecting the pop-up calendar in CDART or entering the date in the space provided.

Item 3. Select only one option among the nine possible choices.

- If 'Contacted but ineligible' is selected, go to Item 3b.
- If 'Contacted but not interested' is selected, go to Item 3c.
- If 'Other' is selected, go to Item 3a.
- If any other option than the above is selected, go to Item 4.

NOTE: If 'Contacted, no response, left a voicemail(s)', 'Contacted, no response, unable to leave a voicemail', 'Contacted, no response, sent an email(s)', 'Phone number invalid', 'Email address invalid', or 'Other' (if applicable) is selected in Item 3, go back to Item 1 and use the small double bracket icon which looks like this, , to choose the option, 'No response'.

Item 3a. Specify other contact status for the individual in the space provided. Then, go to Item 4.

Item 3b. Select only one option among the fifteen possible choices.

- If 'Other' is selected, go to Item 3b1.
- If any other option than the above is selected, go to Item 4.

Item 3b1. Specify other reason the individual was ineligible for SOURCE in the space provided. Then, go to Item 4.

Item 3c. Select only one option among the six possible choices.

- If 'Other' is selected, go to Item 3c1.
- If any other option than the above is selected, go to Item 4.

Item 3c1. Specify other reason the individual was not interested in SOURCE in the space provided. Then, go to Item 4.

Item 4. Select only one option among the five possible choices.

NOTE: This form has only 1 occurrence. Therefore, please update Item 4 and the rest of the form as necessary. For example, if the individual is contacted and there is no response, enter the applicable response in Item 3 and '1' in Item 4. If the individual is then reached on the 2nd attempt, update the response in Item 3 and enter '2' in Item 4. The form is not considered 'complete' until the individual is contacted or until it is confirmed that the individual cannot be reached.

Select **Save and Close** at the bottom of the page/screen.