HEALthy Brain and Child Development Study
Study Navigation Contact Form Guide

Navigators will document all contacts using this form.

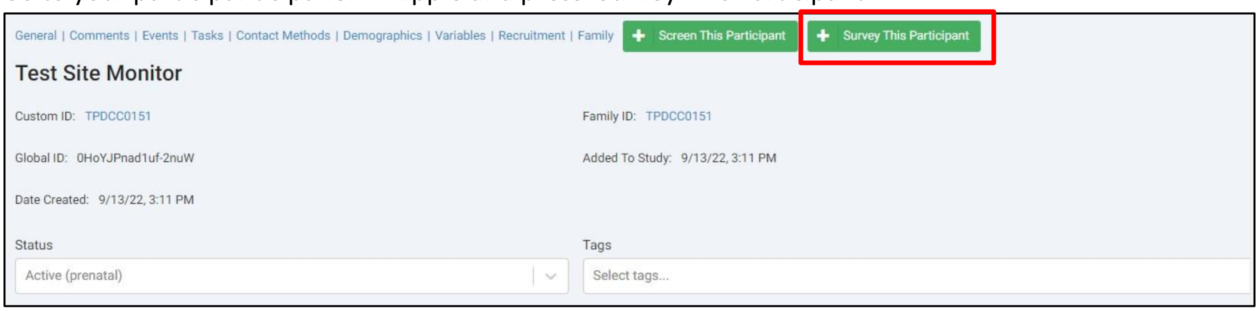
What is a contact?
A "contact" includes all scheduled or unscheduled interactions relevant to the study or when providing additional support services to the participant. Contacts can be face-to-face interactions, phone calls, text chats, or other forms of communication between a participant and a research team member providing navigation services.

To complete this form, navigators have two options:

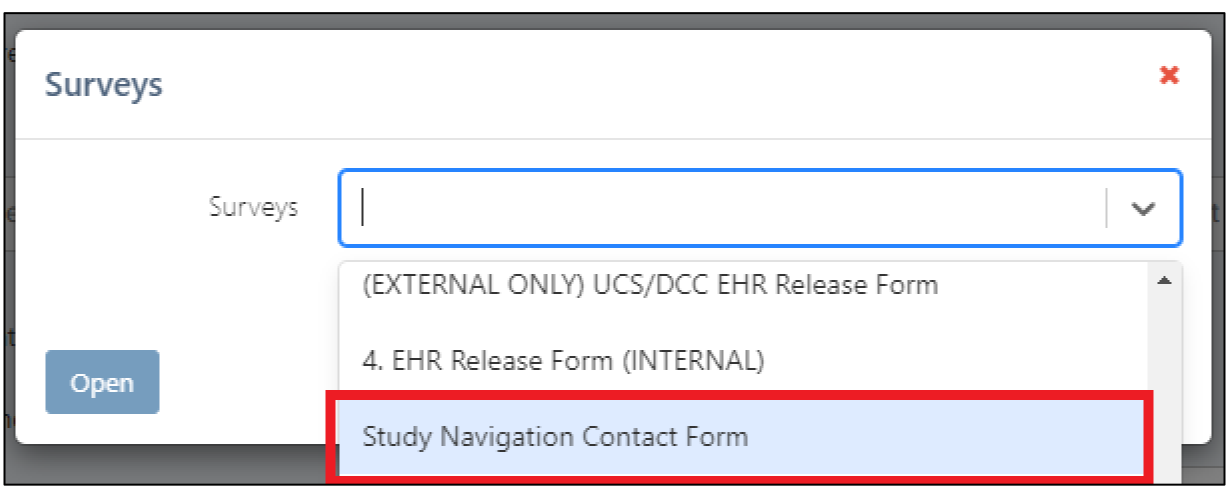
1) Navigators can print this form and fill it out immediately after a contact. This information should be input into Ripple.

2) The navigator can also input the information directly into Ripple after a contact.

Accessing the form on Ripple:
Go to your participant's panel in Ripple and press 'Survey This Participant'



Select the 'Study Navigator Contact Form' in the list of surveys and press 'Open'.



Ripple & 'Other' comments: For most questions, the 'Other' comments should go into the 'Description of Other' section. Exceptions to this include when selecting 'Other' for the "Site of contact:" question or for the response option “If unable to complete the contact today, indicate why:”. These two exceptions have their own places to leave a comment.

<u>IMPORTANT: PLEASE DO NOT ENTER PII INFORMATION ANYWHERE ON THIS FORM.**</u>**

Basic information (hard copy or via Ripple):

Participant ID: Participant’s study ID is the participant’s Custom ID for the consortium. The ID will auto-populate in Ripple.

Navigator’s name: **First and last name** of navigator who conducted the contact.

If there was more than one navigator present for the contact, you can include this information in the ‘Additional notes from this contact:’ (hard copy) or the ‘Description of other’ (Ripple) section at the end of the form.

Enrollment date: Date participant consented to be in the study (mm/dd/yy). This date will auto-populate in Ripple.

Current Date: The day the contact occurred (mm/dd/yy). In Ripple, press the small arrow in the space to bring up a calendar and select the date of the contact.

One or Multiple Contacts: You can select if your contact form is being completed on one contact (i.e., a call or in-person visit) or multiple (i.e., text or calls throughout the day).

Duration of contact: Please write/type this information in **hours and minutes** (e.g., 1 hr, 25 min). This can be documented after the contact.

> **Duration of one contact:** You will only enter this information once. To do this, you will select the type of contact and enter the duration in minutes and/or hours (mm:hh) in the open text box on the left.
>
> **Duration of multiple contacts**: You will select each type of contact that applies and type the duration in minutes and/or hours (mm:hh) in <u>each</u> open text box on the left for <u>each</u> contact option selected.

Who scheduled today’s contact? It is possible that a contact was arranged by multiple individuals. Check/select all that apply. If there was individual involved in scheduling who does not fit into one of the options listed, you can check or select ‘Other’ and include this information in the ‘Additional notes from this contact:’ (hard copy) or the ‘Description of other’ (Ripple) section at the end of the form.

If the contact was not scheduled, you can indicate this by selecting ‘Other’ and writing/typing ‘N/A’.

Contact successful? Check/select ‘Yes’ if the navigator completed a contact with the participant. Check/select ‘No’ if the navigator attempted a scheduled or unscheduled contact with the participant but it did not occur.

Site of contact: Check/select the setting where the contact started. Check/select ‘N/A’ if the contact did not occur.

> **<u>If the contact did not occur</u>**, skip to the next section, and provide additional information in the ‘Additional notes from this contact:’ (hard copy) or the ‘Description of other’ (Ripple) section at

the end of the form.

If unable to do the contact today: This means a successful contact was made but it was not completed. Check/select all that apply. Include more information in the open-ended space/text if you select 'Other'.

Navigation Services & Support Offered: Actions Taken

There are 8 categories in this section. Check/select each topic that is addressed during the contact. There is **no requirement** to select each box or to cover topics in each category. What you select will depend on the needs of the participant during that specific contact.

Actions taken:
After you select all the relevant topic(s) in the 'Navigator Services & Support Offered' column – there are four options you can check/select to indicate how you responded to each topic. You can check/select multiple actions for each topic you addressed with the participant. These actions include:

Referrals: When the navigator initiates a connection between individuals/entities such as a community service, clinical service, or research team member(s). The navigator is contacting this individual/entity to assist the participant in accessing additional support and/or services that they need.

Resources: The navigator shares information (fliers, brochures, websites, etc.) with the participant. The participant can use this content to obtain additional information, support, or services they need.

Discussion: The participant may simply ask the navigator to listen and/or to talk with them about a sensitive matter(s) relevant to the research study or in their personal lives. When appropriate, navigators are responsible for gently reminding participants that they are mandatory reporters. Discussion may be the first step to making a referral or providing a resource.

Other: Any other support the navigator provided that cannot be categorized as a referral, resource, or discussion.

Is follow-up needed with the research team? During a contact, the participant or the navigator may have concerns related to the research project. Potential topics of concern include but are not limited to informed consent, a participant's hesitation to complete the study visit, or the identification of participant circumstances that may warrant mandatory reporting. In this case, check/select 'Yes' to this question and contact the research team immediately.

Please explain why follow up is needed: If 'Yes' is checked/selected for the question above, indicate why follow-up is needed here. This will help the research team address this concern in a more expedient manner.

<u>When in doubt, always follow-up with the research team according to your site's protocols.</u>

If there are no concerns after this contact – please check/select 'No'.

Is another contact planned? Check/select 'Yes' if a date has been scheduled. Check/select 'No' if another contact is not planned or if scheduling is still in process by the end of the current contact.

Date of next contact: Write/input the date of the next contact if it is scheduled. You can write/type in 'TBD' if the next contact has not been scheduled by the end of the current contact.

Final Navigator Contact: If the navigator knows that the current or the next scheduled contact is their final contact with the participant for the entire study, please write/type/select the date here (mm/dd/yy).

If this is not the final contact for this participant the entire study, please write/type "N/A".

Additional notes from this contact (hard copy) OR 'Description of other' (Ripple): Please write/type any information in this box that would help the research team document and/or respond to specific matters or concerns. Please write/type this information in a non-judgmental manner and exclude any identifying information to protect the identity and privacy of the participant. ****IMPORTANT: PLEASE DO NOT WRITE/TYPE PII ANYWHERE INFORMATION ON THIS FORM, including in this text box.****