

## Phone Screen Battery

Is this a real participant/test/training session?

- ☐ Real data
- ☐ Fake data

Who is completing this phone screen? Enter RA last name.

- ☐ Fernandez
- ☐ Follen
- ☐ JohnsonHurwitz
- ☐ Nagler
- ☐ Schultz
- ☐ Other

Are you calling to screen or only to schedule?

- ☐ Screen
- ☐ Schedule only

Did you reach voicemail or the participant?

- ☐ Voicemail
- ☐ Participant

## Leaving a voicemail

Hello, my name is \_\_\_\_\_ and I am calling from the UW Psychology Department for \_\_\_\_\_ (**full name**). I'm calling back regarding your response to our ad about participating in a research study. If you are still interested, please call us back at **608-890-4796** and leave a message with your name, number, and the best time to reach you. Thank you.

**Participant answers the phone**

Hello, my name is \_\_\_\_\_, and I am calling from the Psychology Department at UW for \_\_\_\_\_ **(full name)**. Hi. I'm calling because you responded to our advertisement about participating in a mobile health study. Do you have time now for me to tell you about the study? It will take between 10-15 minutes.

- ☐ No, participant does not have time now
- ☐ Yes, participant has time now

**If you reach the participant:**

Hello, My name is \_\_\_\_\_ and I'm calling from the University of Wisconsin Department of Psychology for \_\_\_\_\_. [Wait until potential participant is on the phone] I'm calling about getting you scheduled for the mobile health study. Do you have time to schedule your first visit now?

Great! As a reminder, this first visit lasts about 2 - 3 hours and takes place at the psychology building on the UW-Madison campus. At that visit, we'll give you a lot more details about the study to help you decide if you want to participate.

Are you still interested in scheduling a first visit?

- ☐ Participant is no longer interested in the study
- ☐ Participant does not have time to schedule a visit right now
- ☐ **Participant is interested and ready to schedule**

Before I begin describing the study, can you please tell me how you heard about the study?

- ☐ ACCESS
- ☐ Journey
- ☐ Community Advertisement
- ☐ Facebook
- ☐ AA Meeting
- ☐ Other

If Other, please specify below

OK. Let's talk about the study now.

This study is a mobile health study. Mobile health is the use of mobile and wireless devices to improve health outcomes and health care services.

This research study will examine how mobile health technology can be used to provide individualized support to anyone recovering from alcoholism. Our ultimate goal is to create a mobile technology-based resource that is widely accessible and highly effective at providing support for people recovering from alcoholism at critical moments when risk of relapse is greatest.

We are looking for participants who will come to our office located in the UW Psychology Department for five visits over the course of three months.

At the first visit, you will complete a series of surveys. You will be asked to answer questions about your demographic information, alcohol use history, other substance use, and your personality and emotions. These surveys will help us determine if you are eligible to participate in additional visits for this study.

If you are eligible to participate in additional study visits, at visits 2-5 you will also complete a series of surveys. These surveys will contain information about your current life situation, recovery efforts, and personal support network.

Additionally, you will be asked to complete tasks in between visits to our office. These tasks will consist of completing very brief daily surveys using a cell phone. These surveys should take less than one minute to complete.

In between visits to our office, we will also track your daily locations through the collection of GPS information that we will obtain from a cell phone app, and sleep quality information that we will obtain from a sleep monitor that you will use while you sleep each night.

You will be compensated for all of the time you spend in our office at the rate of \$20 per hour. You will also receive bonus pay for providing GPS and other data we will collect from the phone, as well as a bonus if you complete the study.

Do you have any questions about anything I just described?

Does this sound like something you are interested in participating in?

- ☐ Participant is interested
- ☐ Participant is no longer interested

### Interested Participant

Great. Now I would like to ask you a few questions to determine your eligibility for the study. The questions are about your language ability, age, recovery status, and willingness to use a cell phone to collect data. These questions will only take a few minutes. Do you have time to answer them now?

- ☐ Yes, participant has time now
- ☐ No, participant does not have time now

**If the participant does not have time to complete the phone screen now...**

When is the best time for me to call you back to complete our call?

**Thank the participant for their time and let them know that you will contact them at their requested time.**

Your answers to these questions will be kept strictly confidential. We will be using your answers to determine eligibility, however even if you do not qualify for the study, we will be retaining a record of your name and phone number, along with the information that you were preliminarily either eligible or ineligible after this phone screening. This will aid us in considerations for recruiting future participants in other studies. This phone screening is voluntary; you can end your participation at any time.

If we determine that you are not eligible for participation in this study after responding to these questions, we will not be able to tell you the specific reasons why. Is that OK?

Do you consent to answering these questions to determine your eligibility and aid us in recruiting future participants?

- ☐ No
- ☐ Yes

**Participant is no longer interested...**

That's fine, we understand. Thank you for your interest in our study. If you change your mind, feel free to call us back.

That's fine, we understand. If you decide that you would like to participate in the future by answering the eligibility questions, please call us back. Thank you for your interest in our study.

**How old are you?**

- ☐ Over 18
- ☐ Under 18

**There are a number of forms that must be read and completed during the course of the study. Can you read and write in English?**

- ☐ No
- ☐ Yes

**This study is for people who are in recovery from alcoholism. How long has it been since you last had a drink? If under 8 weeks is selected, please enter the sobriety date in the text entry box below (mm/dd/yyyy).**

- ☐ Under 8 weeks
- ☐ Over 8 weeks

In this study we will be using a cell phone to collect data, we require that all study participants be willing to use their own cell phone, if they have a cell phone compatible with our study technology.

**Are you able and willing to use your own cell phone, and no other cell phone for the duration of the study?**

- ☐ No
- ☐ Yes

**Do you use an internet based calling service such as Google Voice or Talkatone as your primary phone number?**

- ☐ No
- ☐ Yes

### **Ineligible Participant**

Thank you for answering those questions. We ask them because we are looking for participants that have specific characteristics. Unfortunately, you do not meet the criteria for the participants we are currently recruiting. Thank you for your time. Have a good day.

### **Eligible Participant**

Thank you for answering those questions. Based on the information you have given it appears that you are eligible to come to our office to participate in a screening session.

Before we pick a date to schedule your appointment, Could you please tell me the last time you had an alcoholic drink?

- ☐ Less than 1 week
- ☐ 1 - 8 weeks
- ☐ more than 8 weeks (No longer eligible)

Thanks for sharing with us the last date you drank alcohol. As you learned from the phone screen we are looking for participants who have been without alcohol between 1 and 8 weeks. Unfortunately since you have been without alcohol for more than 8 weeks you are no longer eligible to participate in our research study.

Thank you for your interest in our study. We hope you have a good day.

Let me give you a few details about the screening session.

There is no need to worry about writing down any of the information I am about to share. I will send you this information in a letter after we complete our call.

The screening session will be located on the UW-Madison campus at: 1202 West Johnson Street, which is a large brick building on the corner of Charter St. and Johnson St.(Brogden Psychology Building). The screening session will take about 3 hours to complete.

During the screening session we will ask you to report the last time you drank alcohol. This study is recruiting people who have been without alcohol for at least one week, but no more than 8 weeks, so it is important for us to know the last time you had a drink prior to enrolling you in our study. We will simply reschedule your appointment if you have been without alcohol for less than one week at the time of the screening session.

The main goal of the screening session will be to give you a detailed description of the study and to determine if you are eligible to participate in additional study visits. You will complete some surveys to help us determine your eligibility to participate in these additional study visits.

If you are eligible to participate in future study visits at the end of your screening session we will invite you to enroll in our study and schedule additional visits at that time.

Do you have any questions?

Are you able to schedule the screening session now?

- ☐ No
- ☐ Yes
- ☐ Participant is no longer interested in scheduling an appointment

Thanks for sharing with us the last date you drank alcohol. As you learned from our last phone conversation we are looking to enroll participants in our study who have been without alcohol for at least one week, but no more than 8 weeks, so we needed to confirm that you are still within that time frame of eligibility before scheduling your appointment.

**Now, I would like to collect some basic contact information from you.**

- ☐ Please confirm the correct spelling of your first and last name?
- ☐ Please confirm the best number to reach you. Is this a cell phone or a land line?
- ☐ What is the best mailing address for us to send you notifications and appointment reminders?

OK, let's pick a date now.

**NOTE: Be mindful of sobriety date when scheduling a participant's appointment. Participants cannot be scheduled prior to one week of sobriety.**

Open up the RISK Google Calendar and schedule the screening session. Allot 3 hours for the session. This means that if an RA is available from 9:00 a.m. to 5:00 p.m. an appointment cannot be scheduled later than 2:00 p.m. Try to schedule appointments Monday-Thursday first, leaving Fridays open. However, please do schedule on a Friday as needed.

At this time we are not scheduling evening appointments, however if someone needs an evening appointment write down their availability and check with the study coordinator (Candace Johnson-Hurwitz) to see if it can be scheduled.

**List the appointment date below (mm/dd/yyyy).**

**List the appointment time below (Ex: 9:00 am).**

**After you schedule the participant's screening session, say....**

An appointment confirmation letter with the details we just discussed will be sent to your home address or via email within the next 24 hours so that you can have a written record of your appointment.

Please call us in advance if you are not going to be able to make this appointment. We can reschedule your appointment for another time that is more convenient for you. However, if you do not call in advance to reschedule, or fail to come to the appointment, it may be challenging to find another appointment time that works best for you.

Will you be taking the bus or driving?

**IF TAKING THE BUS...**

There are several bus lines that come near the psychology building. I will mail you a map to our building, which has information about the various bus routes that stop near our building.

**IF DRIVING...**

I will mail you a parking pass with the map of our building and where designated parking spots are located.

**APPOINTMENT REMINDER NOTIFICATIONS**

We would like to call you the day before your appointment as a reminder of your scheduled visit. In addition to the telephone call we are also able to send you email appointment notifications.

Do you wish to receive email appointment reminders?

**IF YES...**

What is your email address?

Please note that email is generally not a secure way to communicate about your health as there are many ways for unauthorized users to get access to these messages. You should avoid sending sensitive, urgent, or detailed personal information by email. When we email you, we will only state that this is a "reminder of your appointment" with the date, time, and street address. If you need to get a hold of us prior to your visit, instead of emailing, please call us back at 608-890-4796.

Do you have any questions before we end our call today? Thank you for your time today. We look forward to seeing you on (say scheduled appointment date and time).

**If the participant is not able to answer the eligibility questions now...**

When is the best time for me to call you back to complete the eligibility questions?

**If the participant wasn't able to schedule now...**

When is the best time for me to call you back to schedule?

**Thank the participant for their time and let them know that you will call them again at their requested time.**

**If the participant is no longer interested in scheduling...**

- 1) Find out why?
- 2) Determine if you can accommodate their request or concern. If so, let them know you will call them back with an answer.
- 3) If they no longer want to participate in the study, tell them: "That's OK, we understand. Thank you for your time and your welcome to call us back if you change your mind."
- 4) Document outcome of phone screen in phone recruitment database.

Send the study coordinator (Candace Johnson-Hurwitz) and the lab manager (Susan Schneck) an email about the situation.



## **Documenting Uninterested/Ineligible Participant:**

1) Make sure to document the outcome of the phone screen in the Phone Recruitment Database.

Powered by Qualtrics