## Session Form Followup 3-RISK

### Is this a real participant or pilot/test/training session?

○ Real data

○ Fake data

### Who were the research assistants today? Enter RA last name and separate RAs with a semicolon.

☐ JohnsonHurwitz

☐ Keiser

☐ Nagler

☐ Schneck

☐ Other ______

### SubID

______

### SOP Start

**RISK Follow Up 3 SOP & Session Form**
Location: P:\StudyData\RISK\Methods\SOPs\Session SOPs\Followup3 SOP and Session Form

STUDY TEAM

| | | |
|---|---|---|
| Principal Investigator | John Curtin | 608-217-6221 |
| Study Coordinator | Candace Johnson-Hurwitz | 314-899-3276 |
| Research Specialist/RA | Jill Nagler | 608-220-2631 |
| Research Specialist/RA | Kerry Keiser | 608-333-6741 |
| Lab Manager | Susan Schneck | 608-293-2412 |
| Assistant Director of PRTC | Chris Gioia | 608-235-3659 |

**<u>Prior to participant arrival (please arrive 45 minutes early):</u>**
Go to RISK file cabinet located in room #195. You will need the following items:

- Participant's Study Folder (Identified by Subject ID#)

- Participant's Study Folder (Identified by Subject ID#)
- Participant's mHealth Payment Form

**<u>Go to the RISK file cabinet located in room #187 to access the following items:</u>**
2 iPads
Clip Board
Bus Passes (if applicable)
Checkbook
If you are not an authorized check signer, be sure to have one of the following individuals sign the participant check:
Candace Johnson-Hurwitz
Kerry Keiser
Jill Nagler

The following can be found in the study visit rooms (Rooms #192 and #186). If the visit is being held in the clinic, the forms below are located in the clinic grad office.

- Final Visit Interview CoverSheet
- Monthly Contact Questions

- New Location Log (Check for Updates)
- New Contact Log (Check for Updates)
- Counseling Resources
- Participant Payment Form

**<u>Clinical Crises</u>**
If you are leading a session you have already been trained on each of the lab's clinical crises SOPs. Consult them as needed. Please **<u>NEVER</u>** hesitate to contact a member of the study team, especially clinical support (Chris Gioia), for guidance on how to address a crises situation.

**<u>Dates to Know</u>**
You will need to reference the dates below during the visit.

**<u>Date of Participant's Last Drink</u>**
Review participant's EMA Morning and EMA Later surveys in Qualtrics. Under the Data & Analysis tab, filter responses using the participant's Sub ID and the question EMA_1 to see if they have reported any alcohol since their last visit to the lab. If the participant's last alcoholic drink was prior to the in-person screening date, no date will be recorded in any of the EMA forms. If a participant has not reported drinking on the EMA surveys, the date of the participant's last reported drink can be found on a sheet of paper stapled to the inside of the participant's study folder.

**<u>Check for "False"/Incomplete EMA Morning and EMA Later Surveys</u>**
Review the participant's surveys in Qualtrics to identify the "false"/incomplete EMA surveys. Participants who have incomplete/false surveys, and have responded "yes" to drinking, need to have their "yes" response verified. Was the response truly yes, or was it accidentally marked? Document the outcome of this verification process in the Data Log.

**<u>Check for Uncertain responses on EMA Morning and EMA Later Surveys</u>**
Review the participant's surveys in Qualtrics to identify the uncertain responses to questions

EMAM_1.5 and EMAL_1.5 (Is your goal still to remain abstinent?). If the participant has responded uncertain on the EMA surveys, ask them to share their thoughts about why they responded uncertain. Document the outcome of this conversation in the study's data log and the participant's individual data log.

**At Scheduled Session Time:**
Meet participants in the Psychology Research and Training Clinic, Rm# 351 OR the Psychology Research Waiting Room, Rm# 151. Greet participant, introduce yourself, and take them to the assigned clinic room.

If the participant has not yet arrived, wait for 5 min.

- After 5 min, check for a voicemail from the participant.
- Phone Line: Mailbox: 8904796, Password: 12769#

- After checking the voicemail, return to the waiting room to see if the participant has arrived.

If the participant has still not arrived, wait an additional 5 minutes.

- If after 15 minutes there's no call from the missing participant, check voicemail again. Additionally, check email if you have ever corresponded with the participant via email: Go to wiscmail.wisc.edu (Study Email: arl4_psych@wisc.edu)

  NetID: arl4_psych
  Pass: Curtin@rl

- If you still haven't heard from the participant call them to verify that they cannot make it and/or reschedule.

- Remember to update the participant status in the Enrollment Database. If the appointment was rescheduled, enter in the new appointment time in the Enrollment Database.

**Did the participant arrive? (if yes, note what time they arrived (e.g. 4:00 pm))**

- ○ No
- ○ Yes ______

## Script start

Start Session:

*We will start our session today by doing a quick check-in about the last time you had any alcohol, as we've done during your other visits.*

*Today we will collect your call logs and text messages from your phone, as we did during your last two visits. Just like last time, someone from our staff will come to our room at the time we are ready to complete the transfer and transfer the data right here in the room onto our lab's computer.*

*During today's visit, you will also complete one questionnaire and a feedback form. The feedback form will allow us greater insight into your experience as a study participant in our lab.*

*We'll also go over any unreported locations and contacts since the last study visit.*

*Finally, you will be paid for the time you spend in the lab today, along with any collection bonuses you earned this month and the prior month up to $240. Any remaining money will be mailed to your home address one week from today.*

*Do you have any questions before we get started?*

**Utilize talking points below if you don't want to read the script:**
Checklist of today's Visit:

- Date of last alcohol use
- Transfer phone and text message content from cell phone to lab computer
- Completion of one questionnaire and feedback form
- Review unreported contacts and locations
- Payment

## Sobriety Check

**Sobriety Date Check-In**
*Before we get started I just need to do a quick check-in about the last time you had a drink of alcohol. On the daily surveys, you reported that your last alcoholic drink was on_____Is this accurate?*

***If the participant reports having a drink that they have not yet reported. Ask them the date and time of their first and last drink and make note of this information. If the participant has more than one drinking episode that they have not yet reported, make note of the dates and times of each drinking episode. If the participant does not know what time their lapse was, ask them the location of where the lapse occurred. Upon completion of the interview, this information will need to be added to the "Qualtrics EMA Later Battery" section of the Data Log. The data log is located here:**
**P://StudyData/RISK/Raw Data/data Log.docx**

## Has the participant had any alcohol to drink since their last visit?

- No
- Yes

**If No Read:**
*Thanks for sharing with me the last date you drank alcohol. As you know one of the main goals of our study is to create a resource that people trying to recover from alcoholism can use. Knowing when participants begin drinking again, even if it is only one drink, helps us accomplish our study goals.*

**If Yes-Read:**

*Thanks for sharing with me the last date you drank alcohol. As you know one of the main goals of our study is to create a resource that people trying to recover from alcoholism can use. Knowing when participants begin drinking again, even if it is only one drink, helps us accomplish our study goals. Knowing when people in our study have had a lapse will contribute to this resource because we will be able to see what circumstances lead an individual in recovery to begin drinking alcohol again.*

**If the participant is not enrolled in AODA treatment, ask them if they would like another list of mental health and substance use resources.**

## Call and Text Logs

**Upload Phone Log and Text Log Content to Shared Drive**
***Trained Staff will complete this task**
***Give participant a few minutes alone to review their call and text logs to be sure that they feel comfortable with the content that will be uploaded.**

*Now, we are going to upload your phone call logs and text message content from your phone to our lab's computer. This will take about 5 -10 minutes, depending on how much content you have stored on your phone. Please take a few minutes to review the content on your phone to be sure that you feel comfortable with the information you will be sharing with us. Please delete any call or text content that you do not wish to share.*

## Did lab staff retrieve phone log and sms content from participant's phone?

- No

○ Yes

**If no, please explain below.**

**Enter name of staff member below.**

**Returning Technology**

**Did the participant use a study iPhone?**

○ No

○ Yes

**Were the study iPhone, case, and power cord returned?**

○ No

○ Yes

**If no, please explain why. If participant plans to return it, note what the plan is below.**

## ID Followup 3 battery-Risk

**Qualtrics Procedure: Individual Differences Questionnaires**
*Next, I am going to have you complete one questionnaire about your experiences with the various devices that you used in the study. Please let me know if you have any questions as you complete the questionnaire.*
**Set-up all participants with an iPad and open the individual difference questionnaires in Qualtrics survey labeled: ID Followup3 Battery-RISK**

### Did the participant complete the ID Followup 3 battery?

- No
- Yes

### If no, please explain below.

## Contacts/Locations Updates

**Review Unreported Contacts and Locations**

1. Review with the participant any Unreported Locations. Use the Take-Home Location Log to document each new location. Fill in the requested information (location address, type of location, if participant has ever drank alcohol in this location, is alcohol available in this location, what emotional experience does participant typically have at the location, and the risk level of this location). You do not need to ask about future locations.

2. Review with the participant any Unreported Contacts. Use the Take-Home Contact Log to document each new contact and ask relevant follow up questions. You do not need to ask about future contacts.

## App removal

**App Removal/Logging Out of Study Related Apps**
Make sure to have the participant delete the FollowMee and SMS Back-up apps from their phone.

## Feedback Form

**Feedback Form**
*Now, you are going to complete your last questionnaire of the study. We are very interested in getting feedback about your experience participating in this study. This questionnaire will help us learn more about the things that are working well in our study, as well as the things that we need to improve.*

**Set-up participant with an iPad and open the individual difference questionnaires in Qualtrics survey labeled: Feedback Battery-RISK**

**Did participant complete feedback form?**

- ○ No
- ○ Yes

### If no, please explain below.

## Payment

**Payment for Today's Session**
*You will be paid for the time you spent in our lab today, using your cell phone service, and for any collection bonuses you earned for month two, and month three.*

- Complete the mHealth payment form for today's visit* ***Always round up to the next closest half hour***
- Review the participant's mHealth payment form for collection bonuses for month two and three.
- Pay participant for the time they spent in the lab today ($20 per hour), along with their earnings for month two and month three collection bonuses, up to $240. ***If the money owed to the participant is over $240, write the participant a check for $240 and let the participant know that the remaining payment owed to them will be mailed to them in a week.***
- Present check to the participant.
- Have the participant complete and sign the participant payment form.
- Give them a thank you letter and mHealth recruitment business cards.

***Thank participant for their efforts and let them know how much we appreciate their time and energy!***

### Check below when participant has been paid.

○ Completed

### What time did the participant depart from the lab? (e.g. 4:00 p.m.)

____________________

### Session Wrap-Up

### Did you complete mHealth payment form?

○ No

○ Yes

### If no, please explain below.

### Did participant receive final payment?

- No
- Yes

### If no, please explain below.

### Additional Notes on Followup #3

### Did participant complete the followup #3 session?

- No
- Yes

### Why was the session incomplete?

### RA Wrap up

## Once the Participant is Finished (Important):

1. Be sure to log off all computers logged into. Clean up any trash that may have been left by participants.

2. In the enrollment database, enter in the final study visit as completed, and "dispose" of the participant.

3. Add Interview to the Interview Data Entry Tracking spreadsheet located here: **P:\StudyData\RISK\Administration\Participants\Compliance\Interview Data Entry Tracking**. The hard copy of the interview form will be stored in the RISK filing cabinet in the participant's study file. **SEE STUDY PROTOCOL FOR ENTERING INTERVIEW DATA HERE: P:\StudyData\RISK\Methods\SOPs\RA SOPs**

4. In Asana, assign a subtask with the participant's SubId under the section "double data entry," and "download and review survey signal files" to RA.

5. Enter information from participant payment form into the RISK payment spreadsheet, found here:**P:\StudyData\RISK\Participants\Participant Payment\RISK Participant Payment Tracker**.

6. Update participant's mHealth payment form and file it alphabetically in the mHealth payment folder in the grey filing cabinet in Room #195A (second drawer). If the participant needs to have a final payment mailed, make a subtask in Asana to mail the final payment in one week under the RISK main task 'payments to be mailed.'

7. File the completed participant payment form in the folder labeled 'Completed RISK participant

payment forms’ located in the grey filing cabinet in Room #195A (second drawer).

8. Return participant study folder to the RISK filing cabinet. It should contain the interview forms and EMA forms. File away in the "off-study" section.

9. Return checkbook to the RISK file cabinet in room 187

10. Return iPads to the charging station and laptop to the cabinet in room 187

11. Update the participant's VisitDates file and their data log in their raw data file.

**Check below when session notes are complete.**

○ Completed

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