**RISK/ACHESS Meeting Notes**

**Date:** April 1, 2016  
**Meeting Time:** 1 pm-2 pm  
**Participants:** John Curtin, Cindy Colombo, Candace Johnson-Hurwitz, Dave Gustafson Sr,   
Dave Gustafson Jr, and Susan Schneck-Last 20 Minutes

**Funding for ACHESS**

* It was decided that payment for ACHESS services would be backdated to 3/1/16.
* The current budget for ACHESS looks acceptable. No modifications need to be made.

**iPhones**

* Due to the study’s use of other technology (wrist and arm band to collect behavior and physiology data) it was decided that exclusive use of iPhones is ideal for “interfacing” purposes.
* If participant loses the two allotted iPhones they will be out of the study.
* Participants who prefer to utilize their iPhone can have the ACHESS program loaded onto it by lab staff as long as they have the latest version of iOS.
* RISK team continues to explore alternative phone service options due to the university’s cell phone policy that will not allow us to port study participants cell phone numbers to a university cell phone account and then have the number ported back to the participant account.
* **To Do:** **Candace to work with Matthew Wright to address “one change in liability,” as it relates to the university’s cell phone policy. Dave Jr. will connect Candace to Matthew via email.**

***EMA Questions***

* It was decided that all participants will be given the same set of EMA questions and no notifications will be sent to participants based on how they respond to the questions.
* There will be a unique set of AM and PM EMA questions developed for participants.
* **To Do: RISK team to finalize EMA questions at lab meeting on 4/5/16. Susan to prepare information packet (BAM, EMA Measure Table, EMA Text and Sample Survey, and NRT1 use of EMA Questions) for lab meeting.**

***GPS Data***

* It was decided that we want the GPS data sampled as densely as possible despite the concern that it will reduce the battery life of the phone. The study will be purchasing battery packs for study phones to address this concern and participants will be asked to charge their phone each night.
* It isn’t necessary to be able to view GPS data daily.
* It is acceptable if the GPS data is downloaded after the participant has completed the study. We may consider viewing it monthly to allow lab staff to address any concerns with how study participants are complying with collection of GPS data.
* There is no format preference for the GPS data.
* **To Do: Candace to work with Daniel and Susan to purchase battery pack to send to Dave Sr. and Dave Jr. ASAP.**

**ACHESS Training and Level of Technology Support after Launch**

* The best method to train participants will be one-on-one training by lab staff.
* Participants will be able to access video tutorials and training manuals at home.
* Participants will be able to contact lab staff with questions.
* Lab staff will be able to contact Dave Sr. or Jr. for any technical questions.
* Dave Sr. and Jr. agreed that the ideal training mode would be “interactive” videos, but this type of ACHESS training tool has not been developed to date.
* **To Do: Dave Jr. to send RISK team ACHESS program to download on their iPhones. He will send information to access four accounts.**
* **To Do: Risk Team to download app on phone upon receiving Dave’s email and begin becoming familiar with app.**

**Audio Snippets**

* A tool to collect audio samples from participant environment has not been decided yet.
* iEar app is still under consideration.

**Study Recruitment**

* Cindy, Candace, and Chris met on Thursday (3/31/16) and discussed three possible methods that Access and Journey clinicians may use to inform clients about RISK study.
* **To Do: Cindy to Email John the three participant recruitment strategies for review and approval prior to Chris sending email to treatment sites requesting a meeting to select an ideal recruitment strategy for their site.**

**Other Discussion**

* ACHESS high-risk locator and discussion group features will not be used in study.

**Other Post Meeting Action Items**

* **To Do: Study team to make a list of data quality checks to complete and specify how often checks need to be completed.**

**Next Meeting with ACHESS:** Tuesday April 5, 2016 at 12:15 pm

**Location:** 1202 W. Johnson Street-Brogden Psychology Bldg Rm # 311  
*Dave Sr. will attend meeting via Skype by calling into Cindy’s Skype account* **Meeting Purpose:** To Finalize EMA Questions