## RISK I Standard Operating Procedures (SOPs)

**Sessions SOPs**

P:/StudyData/RISK/methods/sop/Session SOPs/RISK Screen SOP and Session Form.pdf

**RISK Intake SOP and Session Form**

The purpose of this SOP is to serve as a detailed guide and script for RA’s to administer the screening procedures. The session form is hosted on Qualtrics

P:/StudyData/RISK/methods/sop/Session SOPs/RISK Intake SOP and Session Form.pdf

**RISK Intake SOP and Session Form**

The purpose of this SOP is to serve as a detailed guide and script for RA’s to administer the intake procedures. The session form is hosted on Qualtrics

P:/StudyData/RISK/methods/sop/Session SOPs/RISK F1 and F2 SOP and Session Form.pdf

**RISK Follow Up 1 and Follow Up 2 SOP and Session Form**

The purpose of this SOP is to serve as a detailed guide and script for RA’s to administer the follow up 1 and follow up 2 procedures. The session form is hosted on Qualtrics.

P:/StudyData/RISK/methods/sop/Session SOPs/RISK F3 SOP and Session Form .pdf

**RISK Follow Up 3 SOP and Session Form**

The purpose of this SOP is to serve as a detailed guide and script for RA’s to administer the follow up3 procedures. The session form is hosted on Qualtrics

**RA SOPS**

P:/StudyData/RISK/methods/sop/RA SOPs/Audio Survey transfer step by step.docx

**RA Audio Transfer Step By Step**

The purpose of this SOP is to describe the procedure for transferring the audio survey from the “study phone” to P:\StudyData\RISK\Administration\Participants\Compliance\Audio Transcript Check using iMazing

P:/StudyData/RISK/methods/sop/RA SOPs/Checking\_FollowMee\_FinalVisit.docx

**Checking FollowMee for Final Visit**

The purpose of this SOP is to describe the final visit procedures for FollowMee. Essentially it reminds RA’s to check over the GPS raw data for any glaring issues before removing the app from participants phone, and to email the FollowMee support team to remove the participant from the labs account.

P:/StudyData/RISK/methods/sop/RA SOPs/Sending ID Batteries to participants.docx

**Sending ID Follow-up 1 & 2 Batteries to Participants**

The purpose of the SOP is to describe the procedure for sending follow-up 1 & 2 batteries (hosted on Qualtrics) to participants

P:/StudyData/RISK/methods/sop/RA SOPs/RISK\_SOP\_AudioTranscriptCheck\_2018\_1001.docx

**RISK Standard Operating Procedure (SOP) - Audio Transcript Check**

The purpose of this SOP is to describe the file locations for audio transcript and to provide instructions for how to check/review audio files before they are transferred to the Audio spreadsheet in the RawData folder

P:/StudyData/RISK/methods/sop/RA SOPs/RISK\_SOP\_EnrollmentDatabase\_2018\_0514.docx

**RISK Standard Operating Procedure (SOP) - Enrollment Database**

The purpose of this SOP is to describe the setup of the participant enrollment database and provide instructions for how to manage/make changes to the enrollment database. It also include helpful tips for how to not “break” the database

P:/StudyData/RISK/methods/sop/RA SOPs/RISK\_SOP\_InterviewDataEntry\_2018\_0524.docx

**RISK Standard Operating Procedure (SOP) - Interview Data Entry**

The purpose of this SOP is to describe the file locations for interview data and to provide detailed data entry instructions for the first round and second round interviews,

P:/StudyData/RISK/methods/sop/RA

SOPs/RISK\_SOP\_ParticipantFolders\_2018\_0524.docx

**RISK Standard Operating Procedure (SOP) - Participant Folders**

The purpose of this SOP is to describe the file locations for loose paperwork in the study rooms, file locations for screening folders, file locations for intake packets, and file locations for the follow up packets.

P:/StudyData/RISK/methods/sop/RA SOPs/RISK\_SOP\_AudioSMSDownloads\_2019\_1022.docx

**RISK Standard Operating Procedure (SOP)-Audio and SMS Downloads**

The purpose of this SOP is to describe how to export audio and sms downloads to lab computers. It includes instructions for both IPhones and Android Phones

P:/StudyData/RISK/methods/sop/RA SOPs/RISK\_SOP\_SurveySignal\_2019\_0117.docx

**RISK Standard Operating Procedure (SOP) - Survey Signal**

The purpose of this SOP is to describe how to set up the surveys, survey signal registration, and survey download for off study participants

P:/StudyData/RISK/methods/sop/RA SOPs/RISK\_SOP\_Alternative methods for SMS backup.docx

**Alternative methods for SMS backup (Android)**

The purpose of this SOP is to describe  methods can be used with Android phones when the SMS Backup & Restore backup is unable to be saved to the phone, or unable to be transferred from the phone to the lab computer

P:/StudyData/RISK/methods/sop/RA SOPs/Tech SOPs/Tech Set up SOP - Android\_2018\_1016.docx

**Android Tech Set – Up**

The purpose of this Standard Operating Procedure is to describe the steps participants with Androids use to set up FollowMee, SMS Backup and Restore, EMAs, and SurveySignal

**Clinical Crises SOPs**

P:/StudyData/RISK/methods/sop/Clinical Crises SOPs/Phone Screen Intoxicated Subject SOP\_2018\_1022.docx

**Standard Operating Procedure for Subjects who are Intoxicated/Under the Influence and Calling to be Screened for a Research Study**

The purpose of this Standard Operating Procedure (SOP) is to describe the steps phone screening staff will take when responding to phone screen subjects who are intoxicated or who sound as though they may be under the influence of a substance, are extremely upset or in distress, and/or who are otherwise unable to consent to phone screening.

P:/StudyData/RISK/methods/sop/Clinical Crises SOPs/SOP for Reporting Abuse and Neglect of Children.docx

**Standard Operating Procedure for Reporting Abuse/Neglect of Children**

The purpose of this Standard Operating Procedure (SOP) is to describe the clinical steps lab staff and volunteers must take when reporting observable, suspected, or threatened incidents of abuse/neglect to a child

P:/StudyData/RISK/methods/sop/Clinical Crises SOPs/SOP for Reporting Abuse and Neglect of Disabled and Elderly Persons.docx

**Standard Operating Procedure for Reporting Abuse/Neglect of Disabled or Elderly Persons**

The purpose of this Standard Operating Procedure (SOP) is to describe the clinical steps lab staff and volunteers should take when reporting observable, suspected, or threatened incidents of abuse/neglect/exploitation to elderly or disabled persons.

P:/StudyData/RISK/methods/sop/Clinical Crises SOPs/SOP for SI and HI over the phone.docx

**Standard Operating Procedure for Assessment of Suicidal and Homicidal Ideation over the Phone**

The purpose of this Standard Operating Procedure (SOP) is to describe the clinical steps lab staff must take when assessing suicidal ideation (SI) and homicidal ideation (HI) over the phone.

P:/StudyData/RISK/methods/sop/Clinical Crises SOPs/SOP for SI and HI.docx

**Standard Operating Procedure for Assessment of Suicidal Ideation and Homicidal Ideation**

The purpose of this Standard Operating Procedure (SOP) is to describe the clinical steps lab staff and volunteers must take when assessing suicidal ideation (SI) and homicidal ideation (HI).

P:/StudyData/RISK/methods/sop/Clinical Crises SOPs/Standard Operating Procedure for Intoxicated Participants.docx

**Standard Operating Procedure for Participants who are Intoxicated/Under the Influence -Non-Alcohol Administration Study**

The purpose of this Standard Operating Procedure (SOP) is to describe the clinical steps lab staff and volunteers should take when responding to intoxicated participants, or participants who appear to be under the influence of a substance.

P:/StudyData/RISK/methods/sop/Clinical Crises SOPs/Other Emergencies-PRTC Emergency Guidelines.docx

**Other Emergencies-PRTC Emergency Guidelines**

The following information has been reprinted from the University of Wisconsin-Madison Psychological Research & Training Clinic (PRTC) Policies & Procedures Manual (2016-2017). It includes information on the emergency guidelines for medical emergencies, fire emergencies, severe weather, client crises, referral for psychiatric evaluations, and referring for/obtaining inpatient services