**RISK Standard Operating Procedure (SOP)**

**Participant Folders**

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Contents

File Locations for loose paperwork in study rooms 3

[File Locations for Screening Folders 4](file:///P:\StudyData\RISK\Administration\RA\RISK_SOP_RA_TrainingSchedule_2018_0521.docx#_Toc499712162)

File Locations for Intake Packets [6](file:///P:\StudyData\RISK\Administration\RA\RISK_SOP_RA_TrainingSchedule_2018_0521.docx#_Toc499712163)

File Locations for Follow Up Packets [7](file:///P:\StudyData\RISK\Administration\RA\RISK_SOP_RA_TrainingSchedule_2018_0521.docx#_Toc499712164)

# File Locations for loose paperwork in study rooms

# The following documents should be kept in the study rooms (10-15 sheets each)

# Second floor copier code: see Susan for a code

# Make sure to log out once finished with copies! (press the moon symbol)

* Access to mental health services in Dane County
  + P:\StudyData\RISK\Methods\StudyForms\Handouts\Counseling Resources\DaneCountyMHResources
* EMA forms
  + P:\StudyData\RISK\Methods\StudyForms\Forms\EMA Form(latest update)
* Final visit interview forms
  + P:\StudyData\RISK\Methods\Measures\Interview\InterviewForm-Final Visit\_2018\_0208
* Reminder pamphlet
  + P:\StudyData\RISK\Methods\Study Forms\Handouts\RISK Reminders Pamphlet
* Payment forms
  + P:\StudyData\RISK\Methods\StudyForms\Forms\Payment Forms\Risk mHealth Payment Form
* Location logs
  + P:\StudyData\RISK\Methods\Measures\Interview\TakeHomeLocation
* Contact logs
  + P:\StudyData\RISK\Methods\Measures\Interview\TakeHomeContacts
* Monthly contact questions (should not need to be stocked)
  + P:\StudyData\RISK\Methods\Measures\Interview\Monthly Contact Question Card

# File Locations for Screening Folders

Manilla Folder

* Found in the supply closet on the fourth floor
  + Make sure to write down the date, how many you’ve taken, Curtin Lab, and alloc on the notebook in the room

Face Sheet

* P:\StudyData\RISK\Methods\Study\_Forms\Forms\RISK\_FolderFaceSheets\_
  + Cut these in half and staple each into a folder

mHealth Payment Form

* P:\StudyData\RISK\Methods\Study\_Forms\Forms\RISK\_mHealthPaymentForm\_

Consent Form (2 copies)

* Use copies in the RISK file cabinet in room 195A
  + We do not keep copies of these on the server to prevent accidentally using out of date forms

Information Sheet

* Use copies in the RISK file cabinet in room 195A
  + We do not keep copies of these on the server to prevent accidentally using out of date forms

W-9 Form

* P:\StudyData\RISK\Methods\Study\_Forms\Forms\RISK\_W9Form\_2016\_0420
  + Highlight the following portions: 1, 3, 5, 6, 7, Social security number, sign here

PRTC Resources Handout

* P:\StudyData\RISK\Methods\Study\_Forms\Handouts\Counseling Resources\PRTCResources\_2016\_1108

RISK Phone Information Form

* P:\StudyData\RISK\Methods\Study\_Forms\Forms\RISK\_PhoneInfoForm\_2017\_0927

EMA Form

* P:\StudyData\RISK\Methods\Study\_Forms\Forms\RISK\_EMAForm\_2018\_0227

Contact Logs (4 copies)

* P:\StudyData\RISK\Methods\Measures\Interview\RISK\_ContactLogs\_2017\_1206

Location Logs (2 copies)

* P:\StudyData\RISK\Methods\Measures\Interview\RISK\_LocationLogs\_2017\_1113

Envelope

* Found in the supply closet on the fourth floor
  + Make sure to write down the date, how many you’ve taken, Curtin Lab, and alloc on the notebook in the room
  + Use plain envelopes instead of ones with University logo
* Fold all 9 copies of contact and location logs into the envelope

Put everything in a manilla folder and put in file cabinet in room 187

# File Locations for Intake Packets

Interview Form

* P:\StudyData\RISK\Methods\Interview\RISK\_IntakeInterviewForm\_2017\_1113

Payment Form

* P:\StudyData\RISK\Methods\Study\_ Forms\Forms\RISK\_ParticipantPaymentForm\_2018\_0524
  + Cut this in half in put 1 in each packet

Study Pamphlet

* P:\StudyData\RISK\Methods\Study\_ Forms\Handouts\RISK\_ReminderPamphlet\_2018\_0322

# Paperclip the forms together and put in file cabinet in room 187

# File Locations for Follow Up Packets

RISK Interview-Updates

* P:\StudyData\RISK\Methods\Measures\Interview\RISK\_FollowUpInterviewForm\_2017\_0912

Payment Form

* P:\StudyData\RISK\Methods\Study\_Forms\Forms\RISK\_ParticipantPaymentForm\_2018\_0524
  + Cut these in half, 1 per packet

Paperclip the forms together and put in file cabinet in room 187