

REACH II CERTIFICATION PROCEDURES

Certification requirements have been established to ensure that study personnel are familiar with the various REACH II forms and procedures, and to increase consistency between interviewers, individuals completing tracking forms, and data management personnel. Site personnel can be certified in the following areas: conducting the screening interview and administering the SPMSQ; conducting the baseline and follow-up interviews; administering the transition batteries, administering the MMSE; completing tracking forms; and data management. The Coordinating Center regularly provides training for interviewers and persons completing tracking forms via conference calls, while data management training sessions are held at the Coordinating Center or at the site as needed. Each area of certification has specific certification requirements that are outlined in the individual certification checklists that follow. The Coordinating Center reviews the certification materials for completeness and quality. The site is contacted within 5 days with confirmation of certification. The certified person also receives feedback on the materials submitted for review and a certificate for each area of certification.

Learning Process Worksheets

Learning Process Worksheets (LPWs) are an integral part of each certification. The purpose of the LPWs is to make sure that study personnel are familiar with key aspects of the study protocol. They are not designed to test knowledge of study procedures, but rather to familiarize personnel with key aspects of the study and with methods for finding answers should questions arise. Core interviewers are to complete all of the LPWs for the REACH baseline interview and the tracking forms that they will be responsible for completing. Individuals who are to be certified only to complete tracking forms, the screening form, the MMSE form, or data entry should only complete the LPWs relevant to those tasks.

Individuals completing the LPWs are encouraged to use the QxQs and/or the PoP data entry manual to find the correct answers. After completing the LPWs, they should be submitted to the interviewer trainer or the Principal Investigator for review and discussion. Once the LPWs have been approved by the interviewer trainer or Principal Investigator, the appropriate line on the Certification Checklist should be initialed by that person and the LPWs should be sent to the Coordinating Center for review.

Special Certification Procedures for the Transition Batteries

In order to be certified to administer the transition batteries (placement, bereavement, and discontinued), an interviewer who is already certified to administer the baseline battery should submit an audiotape of the Bereavement form and the Bereavement Transition Formal Care and Services form to the Coordinating Center for review. There are no LPWs for the transition batteries.

Special Certification Procedures for Spanish Interviewers

The REACH II sites are recruiting Spanish speaking minorities to participate in their studies. For this reason, it is necessary for some interviewers at these sites to be fluent in Spanish as well as certified to administer the interviews in Spanish. For screeners, a Spanish screen will be completed as a role play and audio taped. The materials and audio tape will be sent to CC to be certified in Spanish. A Spanish speaking member of the REACH II team will review the tape and complete a checklist to inform the CC of the certification outcome. For interviewers, a role play of the first 30 minutes of a Spanish baseline will be audio taped and sent to the CC to be certified in Spanish. A Spanish speaking member of the REACH II team will review the tape and complete a checklist to inform the CC of the certification outcome. For interventionists, a 30 minute role play of a portion of the intervention will be conducted in Spanish, audio taped and sent to the CC to be certified in Spanish. The behavioral prescription used for certification will be completed in Spanish and sent to the CC as well. A Spanish speaking member of the REACH II team will review the tape and behavioral prescription and complete a checklist to inform the CC of the certification outcome.

Training Maintenance

A common occurrence is for interviewers to “drift” from the initial standardized format of delivering the interview. There is a tendency for experienced interviewers to develop “shortcuts,” paraphrase parts of the interview or introduction, and to become less formal in their interviewing style. All of these may be contributing factors to a less standardized interview across interviewers, more site-specific variation, and greater error variance. To prevent these difficulties and to preserve the most standardized interview possible, interviewers will be required to briefly review the assigned interviewer training readings, and conduct a sample interview with the Principal Investigator or Project Coordinator present every six months.

CERTIFICATION CHECKLIST FOR THOSE COMPLETING REACH II TRACKING FORMS

The following criteria must be met by every individual who will be completing REACH II tracking forms. The person who is responsible for completing the REACH II tracking forms may differ at each site and may include interviewers, data managers, project coordinators, or site PI's. In some cases, a site may assign an individual the responsibility of completing all tracking forms to someone who does not conduct REACH interviews (e.g., data manager). Regardless of the individual's role on the project, the individual who fills out any of the tracking forms must complete the tasks on the following checklist.

1. Read REACH II Question x Question (Q x Q) manual for all tracking forms and the General Instructions for administering REACH II interviews._____
2. Complete Learning Process Worksheets for the tracking forms._____

The individual responsible for completing tracking forms should complete the items in the above checklist in the order given. With the successful completion of each item, the individual should check the item completed and have the PI or Project Coordinator initial the item. The PI or the Project Coordinator should review the Learning Process Worksheets and discuss them with the individual. The completed checklist and Learning Process Worksheets should be signed and sent to the Coordinating Center. The Coordinating Center will review the Learning Process Worksheets, and notify the site PI or Project Coordinator the outcome. At this time the certification number will be provided.

Interviewer's signature _____ Date_____

Site PI's signature _____ Date_____

Learning Process Worksheet: Tracking Forms- Check the appropriate response.

1. The Participant Information (PI) form should be sent to the Coordinating Center after the final Follow-up visit.
True _____ False _____

2. Only events that cause the caregiver to discontinue in REACH II should be included on the Off-Protocol (OP) form.
True _____ False _____

3. When scheduling a follow-up visit, it is learned that the care recipient has died but the caregiver still desires to schedule the interview, you should:
____ (a) complete the Off-Protocol form.
____ (b) proceed as normal, a bereavement request form will be automatically generated.
____ (c) complete the Care Recipient Tracking (RT) form and Adverse Events (AE) form.
____ (d) discontinue the subjects participation in REACH II.

4. When scheduling a follow-up visit, it is learned that the caregiver is currently hospitalized for a one week stay due to gallbladder surgery. You should:
____ (a) schedule the appointment and interview the individual currently caring for the CR in the CG's absence.
____ (b) complete the Off-Protocol form to report "CG illness".
____ (c) complete the Care Recipient Tracking form to report "Change of CG".
____ (d) complete an Adverse Events (AG) form and call the CG back in a few weeks.

5. If there is a change of caregiver but the original caregiver continues to actively participate in the REACH II project you should:
____ (a) complete the Off-Protocol form.
____ (b) discontinue the subjects participation in REACH II.
____ (c) complete the Care Recipient Tracking (RT) form.
____ (d) reevaluate the new caregiver's eligibility status.

6. If a placement interview is completed because CR was recently institutionalized, and the interview is completed more than 30 days past the follow-up window, how many items need to be checked on the OP form?
____ (a) Three: 1 to report that the interview was conducted outside the window, 1 to report that the interview was a placement battery, and 1 to report the CR's institutionalization.
____ (b) None: all of the information needed to report is listed on the placement form.
____ (c) One: to report that the interview was conducted outside the window.
____ (d) None of the above.

Interviewer's Name: _____

REACH II Site: _____

CERTIFICATION CHECKLIST FOR REACH II SCREENING INTERVIEWERS

The following criteria must be met by every prospective interviewer before he/she is eligible to conduct a screening interview for the REACH II project.

1. View the NERI videotape on interviewing the elderly_____, and read the accompanying manual._____
2. Read chapter 3 from Fowler, F.J., Jr. & Mangione, T. W. (1990). Standardized survey interviewing: Minimizing interviewer-related error. Newbury Park, CA: Sage Publications._____
3. Read REACH Question x Question (Q x Q) manual for all forms relevant to conducting the screening interview and the General Instructions for administering REACH II interviews._____
4. Conduct at least six practice screening interviews, the first with the site P.I. or interview trainer present, covering all forms relevant to conducting the screening. One interview should be with the trainee in the role of the respondent. The remaining interviews will be with other site interviewers or caregivers not eligible for the study. _____
5. Carry out and audiotape a complete screening interview with a real caregiver or an individual who is not familiar with the screening form (this person doesn't have to be a caregiver). Send the audiotape to the Coordinating Center for review. _____
6. Complete Learning Process Worksheets for the screening._____

The prospective interviewer should complete the items in the above checklist in the order given. With the successful completion of each item, the prospective interviewer should check the item completed and have the PI or interviewer trainer initial the item. The PI or the interviewer trainer should review the Learning Process Worksheets and discuss them with the interviewer. The completed checklist and Learning Process Worksheets should be signed and sent to the Coordinating Center along with the audiotape of the completed interview. The Coordinating Center will review the Learning Process Worksheets, review the taped interview, and notify the site PI or Project Coordinator of the outcome. At this time the certification number will be provided.

Interviewer's signature _____ Date _____

Site PI's signature _____ Date _____

Learning Process Worksheet: **Screening Form** - Check the appropriate response.

1. A caregiver that is enrolled in another study that assists them with his or her physical or mental health is eligible for REACH II, as long as the participant is not taking any medications.
True _____ False _____

2. The participant ID must be entered on every page of the screening form prior to completion of the screening interview.
True _____ False _____

3. A participant has been screened and determined eligible for the study. Three weeks after the screening, the participant is called and an appointment for the assessment of the baseline core battery is made for two weeks from the date of the call. The interviewer must:
____ (a) reassess the subject eligibility shortly before the baseline assessment is administered by having the participant complete a new screening form.
____ (b) nothing - the participant is no longer eligible for the study.
____ (c) have the subject complete the baseline core battery.
____ (d) complete the Short Portable Memory Questionnaire.

4. If after the initial screen, the participant's eligibility status is "maybe", then:
____ (a) the participant must complete another screening form to determine eligibility.
____ (b) the core battery is administered to determine the participants eligibility status.
____ (c) the Principal Investigator is consulted to determine the subject's eligibility.
____ (d) the participant is ineligible for the study.

5. If the caregiver is determined to be ineligible following completion of the prescreen questions, the entire screening form must still be administered and entered into PoP.
True _____ False _____

6. If the caregiver has been caring for the care recipient for the past 5 years, of which the care recipient has had Alzheimer's Disease for just the past 1 year, the correct response to question #12 is 5 years.
True _____ False _____

7. If the caregiver spends 6 hours and 15 minutes a day caring for the care recipient, the correct way to record this response is:
____ (a) 6:15
____ (b) 6
____ (c) 06
____ (d) 07

8. Throughout the screening process the caregiver has a great deal of difficulty answering the questions. The interviewer administers the SPMSQ and the score is a 5. At that point the interviewer should categorize the caregiver as a “maybe” and consult with the Principal Investigator regarding the caregivers eligibility status.

True _____

False _____

Interviewer's Name: _____

REACH II Site: _____

CERTIFICATION CHECKLIST FOR REACH II MMSE INTERVIEWERS

The following criteria must be met by every prospective interviewer before he/she is eligible to conduct the Mini-Mental State Exam interview for the REACH II project.

1. View the NERI videotape on interviewing the elderly_____, and read the accompanying manual._____
2. Read chapter 3 from Fowler, F.J., Jr. & Mangione, T. W. (1990). Standardized survey interviewing: Minimizing interviewer-related error. Newbury Park, CA: Sage Publications._____
3. Read Personal Safety Handbook: Targeting Safety in Human Services. _____
4. Read REACH II Question x Question (Q x Q) manual for the MMSE form and the General Instructions._____
5. Conduct at least six practice interviews, the first with the site P.I. or interview trainer present, covering the REACH II MMSE. One interview should be with the trainee in the role of the respondent. The remaining interviews will be with other site interviewers or caregivers not eligible for the study. _____
6. Carry out and videotape a complete interview with a real care recipient. Send the videotape to the Coordinating Center for review. _____
7. Complete Learning Process Worksheets for the MMSE._____

The prospective interviewer should complete the items in the above checklist in the order given. With the successful completion of each item, the prospective interviewer should check the item completed and have the PI or interviewer trainer initial the item. The PI or the interviewer trainer should review the Learning Process Worksheets and discuss them with the interviewer. The completed checklist and Learning Process Worksheets should be signed and sent to the Coordinating Center along with the videotape of the completed interview. The Coordinating Center will review the Learning Process Worksheets, review the taped interview, and notify the site PI of the outcome. At this time the certification number will be provided.

Interviewer's signature _____ Date _____

Site PI's signature _____ Date _____

Learning Process Worksheet: Mini-Mental State Exam Form - Check the appropriate response.

1. Serial Sevens: What score would be given for the response:

97, 90, 83, 76, 69.

- (a) 4
- (b) 1
- (c) 5
- (d) 0

2. What should you do if the respondent gives more than one response?

- (a) Score incorrect.
- (b) Prompt the respondent with, "which one is it?", or "choose one".
- (c) Mark -3, unknown.
- (d) Mark -4, refused.

3. If the responses to all of the sub-score items are don't knows, "0" (zero) should be entered for the total score.

- True False

Interviewer's Name: _____

REACH II Site: _____

CERTIFICATION CHECKLIST FOR REACH II BASELINE INTERVIEW

The following criteria must be met by every prospective interviewer before he/she is eligible to conduct a baseline interview for the REACH II project.

1. View the NERI videotape on interviewing the elderly_____, and read the accompanying manual._____
2. Read Personal Safety Handbook: Targeting Safety in Human Services. _____
3. Read chapter 3 from Fowler, F.J., Jr. & Mangione, T. W. (1990). Standardized survey interviewing: Minimizing interviewer-related error. Newbury Park, CA: Sage Publications._____
4. Read REACH Question x Question (Q x Q) manual and General Instructions._____
5. Conduct at least six practice interviews, the first with the site P.I. or interview trainer present, covering the entire REACH II baseline measures battery. One interview should be with the trainee in the role of the respondent. The remaining interviews will be with other site interviewers or caregivers not eligible for the study. _____
6. Carry out and videotape a complete interview with a real caregiver. Send the videotape to the Coordinating Center for review. _____
7. Complete Learning Process Worksheets for all baseline battery forms._____

The prospective interviewer should complete the items in the above checklist in the order given. With the successful completion of each item, the prospective interviewer should check the item completed and have the PI or interviewer trainer initial the item. The PI or the interviewer trainer should review the Learning Process Worksheets and discuss them with the interviewer. The completed checklist and Learning Process Worksheets should be signed and sent to the Coordinating Center along with the videotape of the completed interview. The Coordinating Center will review the Learning Process Worksheets, review the taped interview, and notify the site PI of the outcome. At this time the certification number will be provided.

Interviewer's signature _____ Date _____

Site PI's signature _____ Date _____

Learning Process Worksheet: **General** - Check the appropriate response.

1. The interview should always be completed in one session.
True _____ False _____
2. When recording frequency response, "only weekdays" is equal to 20 days per month.
True _____ False _____
3. When should "Unknown" be checked.
____ (a) When the respondent will not answer the question.
____ (b) If after probing, the respondent reports that he or she does not know.
____ (c) If the initial response is "I don't know".
____ (d) If the response is "That's too personal, I do not wish to answer that".
4. When should an interviewer erase a response on a form.
____ (a) Never.
____ (b) If it is the interviewer's mistake.
____ (c) If it is the respondent's mistake.
____ (d) If it is either the interviewer's mistake or the respondent's mistake.

Learning Process Worksheet: **Baseline Battery** - Personal Appearance Form - Check the appropriate response.

1. If the care recipient has a fresh drink next to her chair and some wetness on her shirt, question 9 should be recorded as "clothing is dry".
____ True _____ False
2. If the care recipient was just in the kitchen helping to cook lunch and now has a stain on his shirt, question 10 should be recorded as "clothing unstained".
____ True _____ False

Interviewer's Name: _____

REACH II Site: _____

Learning Process Worksheet: **Baseline Battery** - Caregiver and Care Recipient Sociodemographic Form – Check the appropriate response.

1. If the caregiver states that the care recipient dropped out of school during the sixth grade, then the appropriate response for the number of years of formal education would be:

 (a) six.
 (b) five.
 (c) unknown.
 (d) no formal education.

2. If the caregiver refuses to answer question 12, the interviewer should remind him/her that all information is kept strictly confidential and that this information is very important to the study. The interviewer should then ask the question again.

True _____ False _____

3. When collecting the occupation of the caregiver and the spouse of the caregiver, the interviewer should ask the caregiver to please wait while the interviewer fills out the job code using the appropriate table.

True _____ False _____

4. If the caregiver is bi-racial, then the interviewer should:

 (a) check each box that pertains to the caregiver's races.
 (b) ask them to specify a racial group.
 (c) check "No primary group".
 (d) check "Other" and enter "BI-RACIAL" in the appropriate text field.

5. If the caregiver states that he or she is not working, then the correct response for the caregiver's current employment status is:

 (a) check "Not currently employed, retired".
 (b) check "Not currently employed, not retired".
 (c) check "Homemaker, not currently working for pay".
 (d) to probe to determine if the caregiver has retired or is a homemaker, and then check the appropriate response.

Interviewer's Name: _____

REACH II Site: _____

6. If the caregiver is living with their spouse, a parent (the care recipient) and two children, one of which is away at college and only lives at home during the summer, then the number of people identified living in the home is:
- ___ (a) 03
 - ___ (b) 04
 - ___ (c) 05
 - ___ (d) cannot be determined.

Learning Process Worksheet: **Baseline Battery** - Activities of Daily Living Form - Check the appropriate response.

1. For question 5, if the caregiver answers that the care recipient has never done the laundry, this response should be recorded as a “yes”, the care recipient needs help with the activity.
True _____ False _____
2. For the IADL questions, the subquestion “Do you help with this” should be answered for all subjects at all core sites if the caregiver states that the care recipient needed help with the particular task.
True _____ False _____
3. For question 18, if three other family members or friends provided help, the answer should reflect the combined amount of days help was received in the past week.
True _____ False _____

Learning Process Worksheet: **Baseline Battery** - Vigilance Form - Check the appropriate response.

1. When asked how long the caregiver feels that they are “on duty” for the care recipient, if a response of “24 hours a day” is given, then:
 - ___ (a) the caregiver is probed for a more exact number.
 - ___ (b) the value of “24” is recorded.
 - ___ (c) record a maximum level of 12 hours.
 - ___ (d) none of the above.
2. If, when asking about the number of hours the caregiver spends doing things for the care recipient, a response of 4 and a half hours is given, then the number of hours recorded on the data collection form is:
 - ___ (a) 4
 - ___ (b) 04
 - ___ (c) 05
 - ___ (d) 4.5

Interviewer's Name: _____

REACH II Site: _____

3. If, when asking about the number of hours the caregiver spends doing things for the care recipient, a response “all day long” is given, then:
- (a) the caregiver is probed for a more exact number.
 - (b) the value of “24” is recorded.
 - (c) record a maximum level of 12 hours.
 - (d) none of the above.

Learning Process Worksheet: **Baseline Battery** - Revised Memory and Behavior Problems Checklist Form - Check the appropriate response.

1. When asking if the care recipient has had memory or behavior problems, the time frame of the questions is the:
- (a) last day.
 - (b) last week.
 - (c) last month.
 - (d) last year.
2. When inquiring about “other” memory and behavior problems, if more than three “other” problems are identified, then:
- (a) an additional sheet from another Revised Memory and Behavior Problems Checklist should be filled out.
 - (b) only the first three problems mentioned by the caregiver should be recorded.
 - (c) ask the caregiver to identify the three most important problems and record these.
 - (d) write the remaining problems on the bottom of the form.

Learning Process Worksheet: **Baseline Battery** – Burden Inventory – Check the appropriate response.

1. If the respondent states that he/she felt angry with the care recipient quite frequently during the past four days but has rarely felt angry with the care recipient today, then the following response should be recorded.
- (a) quite frequently
 - (b) sometimes
 - (c) rarely

Interviewer's Name: _____

REACH II Site: _____

Learning Process Worksheet: **Baseline Battery** - Formal Care and Services Form - Check the appropriate response.

1. If a care recipient responds to a frequency of the use of a care or service question with the answer “only weekdays” the interviewer should:
 (a) record 20.
 (b) record 5.
 (c) probe for the actual number of days per month.
 (d) determine the number of weekdays in the prior month and record this value.

2. The time frame for the questions asked about the frequency of the use of formal care and services is:
 (a) the past day.
 (b) the past week.
 (c) the past month.
 (d) the past year.

Learning Process Worksheet: **Baseline Battery** - Positive Aspects of Caregiving Form - Check the appropriate response.

1. If the caregiver gives a response that is not included on the response card, then:
 (a) the interviewer should attempt to fit this answer as best he or she can to the available responses.
 (b) the caregiver should be probed for a response that matches one of the responses on the response card.
 (c) the interviewer should record the response in the margin.
 (d) the interview should re-ask the question at the end of the interview.

Learning Process Worksheet: **Baseline Battery** – Desire to Institutionalize Form – Check the appropriate response.

1. If the respondent has called a nursing home for information regarding the services provided, this is considered “taking steps towards placement”.
True False

Interviewer's Name: _____

REACH II Site: _____

Learning Process Worksheet: **Baseline Battery** - Caregiver Health and Health Behaviors Form -

Check the appropriate response.

1. The subject states that his or her blood pressure is 170 over 80. When indicating if the subject has high blood pressure, the interviewer should check "No".
True _____ False _____
2. If the subject indicates that he or she has been "cured" of cancer, then the interviewer should check "No" when asking if the subject currently has cancer.
True _____ False _____
3. If the subject indicates that he or she has a heart murmur, then the interviewer should check "No" when asking if the subject currently has a heart condition.
True _____ False _____
4. The question to determine if the subject currently has diabetes should be checked "Yes" only if the subject is currently taking insulin or oral hypoglycemics.
True _____ False _____

Learning Process Worksheet: **Baseline Battery** - CES-D Form - Check the appropriate response.

1. If, when asking if the caregiver has felt depressed in the past week, the caregiver asks the interviewer to define depression, then the interviewer should inform the caregiver that depression:
 - _____ (a) refers to a clinical diagnosis of depression.
 - _____ (b) refers to at least three bouts of crying in the past week.
 - _____ (c) is self-defined by the respondent.
 - _____ (d) refers to currently seeing a psychiatrist for depressive episodes.

Interviewer's Name: _____

REACH II Site: _____

Learning Process Worksheet: **Baseline Battery** - Social Support Form - Check the appropriate response.

1. The response options for all question that are asked to the caregiver are read out loud.
True _____ False _____

2. If, when asking if the caregiver has been satisfied with the amount of help he or she has received with transportation, housework, yardwork and shopping, the caregiver states that he or she does not receive any help. The interviewer should then:

____ (a) check "Not at all".
____ (b) probe the caregiver to see if he or she is satisfied with no help and record the appropriate response.
____ (c) check "Unknown".
____ (d) check "Refused".

Learning Process Worksheet: **Baseline Battery** – Religious/Spiritual Coping Form - Check the appropriate response.

1. If, when determining the religious preference of the caregiver, a response of "Agnostic" is given then the interviewer should:

____ (a) check "Other" and record the response in appropriate text field.
____ (b) check "None".
____ (c) probe the caregiver for a specific religion.
____ (d) ask the caregiver to pick the religion which best fits his or her religious preference.

Learning Process Worksheet: **Baseline Battery** – Quality of Care Form - Check the appropriate response

1. The caregiver should accompany the interviewer on the home tour.
True _____ False _____

Interviewer's Name: _____

REACH II Site: _____

Learning Process Worksheet: **Baseline Battery** – Risk Appraisal Form - Check the appropriate response.

1. The caregiver has a smoke detector, but not a fire extinguisher. The “yes” response should be marked.

True _____ False _____

2. If a caregiver’s response triggers an alert at baseline, the caregiver will be contacted by a REACH team member who will follow the established alert procedures. The caregiver will then be contacted at 3 months to follow-up with the caregiver regarding the alert.

True _____ False _____

Learning Process Worksheet: **Baseline Battery** - Care Recipient and Caregiver Medication Forms - Check the appropriate response.

1. If aspirin is included in the bag of drugs, then it should be recorded on the forms.

True _____ False _____

2. If the respondent receives insulin injections, then the dosage should be recorded on the form.

True _____ False _____

3. If more than thirty medications are included in the bag, then the interviewer should:

- _____ (a) randomly choose and record nineteen medications.
- _____ (b) ask the caregiver which nineteen are taken the most often and record these medications.
- _____ (c) use the second page of a separate medications form.
- _____ (d) use the second page of a separate medications form and then notify the Coordinating Center before attempting to enter the data.

4. If the caregiver and care recipient are taking the same medication, but it is only prescribed for the care recipient, then:

- _____ (a) record for both the caregiver and care recipient.
- _____ (b) record for the care recipient only.
- _____ (c) record for the caregiver only.
- _____ (d) record only for the person who has the prescription.

Interviewer’s Name: _____

REACH II Site: _____

REACH II DATA ENTRY CERTIFICATION

The purpose of the Data Entry Certification is to make sure that study personnel are familiar with key aspects of the REACH II PoP data entry system. They are not designed to test your knowledge but rather to familiarize you with key aspects of data entry and management and with methods for finding answers should questions arise. The Data Entry Certification should be completed by all personnel who will be conducting data entry or data management tasks. Individuals completing the Data Entry Certification are encouraged to use the PoP data entry manual to find the correct answers. After completing the Data Entry Certification, they should be submitted to the site data entry trainer or Principal Investigator for review and discussion. After the Data Entry Certification has been approved by the data entry trainer or Principal Investigator, the Data Entry Certification should be sent to the Coordinating Center for review.

Learning Process Worksheet: PoP Data Entry - Check the appropriate response.

1. The following is a list of commonly used computer terms. Match the term with its definition.

- | | |
|--------------------------------------|--|
| <input type="checkbox"/> Backup | A. A copy of any program or data. |
| <input type="checkbox"/> Login | B. The smallest unit of data. Also called a variable, data item, or attribute. |
| <input type="checkbox"/> Range check | C. A control procedure used to ensure that the value or a numeric data element is within a particular range. |
| <input type="checkbox"/> Field | D. A collection of related data items or fields. |
| <input type="checkbox"/> Record | E. Detection of logical consistency and completeness in the data |
| <input type="checkbox"/> Edit | F. Process whereby authorized users are identified by the system |

2. FORM VERIFICATION refers to the process of:

- (a) determining the accuracy of the responses.
- (b) checking that forms are completed on time.
- (c) re-entering the form in order to check for typographical errors.

3. During FORM ENTRY, the F6 function key:

- (a) inserts the number '6' into the entry field.
- (b) inserts the not applicable (N/A) value for the field.
- (c) deletes the response from the entry field.

Data Entry Specialist's Name: _____

REACH II Site: _____

4. All REACH II core data must be:

- (a) entered, verified and updated.
- (b) entered, verified and prepared.
- (c) entered, verified, edited and prepared.
- (d) entered, verified, edited, updated, prepared.

5. To fill the remainder of an entry screen with MISSING values:

- (a) press the F7 function key.
- (b) press the ALT and F7 function keys simultaneously.
- (c) press the ALT and F5 function keys simultaneously.

6. The PREPARE module of PoP:

- (a) sets up the appropriate subdirectories for the data processing programs.
- (b) collects valid records for retrieval by telecommunication.
- (c) runs edit checks on data records.

7. To view records which did not pass an edit set, you would select:

- (a) Reports/Data/*.ERP
- (b) Reports/Edit/*.MRP
- (c) Reports/Edit/*.ERP

8. PoPBACK (Automated Backup Procedure) is invoked:

- (a) daily
- (b) weekly
- (c) when the PoP Data Entry menu is selected
- (d) all of the above

Data Entry Specialist's Name: _____

REACH II Site: _____

9. If during data entry a value entered is out of range and the data coordinator is not available:
- (a) the missing value should be entered.
 - (b) entry should be aborted.
 - (c) complete the rest of the form, then enter that value through update.
 - (d) A or C.
10. If during verify a different value is entered than during entry the data entry and the original value is determined to be the correct value the data entry specialist should:
- (a) press "O" to select the original value and move to the next field.
 - (b) press "N" to select the new value and move to the next field.
 - (c) press "R" to enter a different value and move to the next field.
11. In the edits screen the edited block;
- (a) shows the number of records entered but not verified.
 - (b) shows the location of records within the edit sets.
 - (c) shows the number of records that have successfully passed through the required edit sets.
 - (d) shows the number of records for which an ASCII file has been created.
12. If during edits an error is determined to be correct the data entry specialist should:
- (a) push the record through the edit.
 - (b) notify the data coordinator and complete an edit bypass request form.
 - (c) enter the missing command.
 - (d) any of the above.
13. CORRECT refers to the process of
- (a) making corrections to participant records that have been run through the edit and prior to Prepare.
 - (b) making corrections found during data entry.
 - (c) making corrections to participant records at any point after Prepare.
 - (d) making corrections to participant records at any point.

Data Entry Specialist's Name: _____

REACH II Site: _____

14. EDIT refers to the process of:

- (a) "cleaning" the records.
- (b) checking that forms are completed on time.
- (c) re-entering the form in order to check for typographical errors.
- (d) all of the above

15. A CLIP report contains data:

- (a) about study participants and the status (entered, verified, prepared) of the records that have been entered for these participants in the PoP system
- (b) about the status (prepared/not prepared) of all records entered in the system for all participants (records prepared : records in Entry cycle).
- (c) about the status (prepared/not prepared) of all records entered for each form type (records prepared : records in Entry cycle).
- (d) all of the above

16. A virus scan is automatically invoked by PoP weekly.

True False

17. All records must pass through the edit set.

True False

Data Entry Specialist's Name: _____

REACH II Site: _____