	Title:	Preparation for a DCSatHOME Interview		
clsa élcv Canadian Longitudinal Study on Aging Étude longitudinale canadienne sur le vieillissement	Version Date:	2017-FEB-23	Document Number:	SOP_DCS_0059_1
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Data Collection Site (DCS)	Version:	1.1	Number of Pages:	5

1.0 Purpose:
The purpose of this document is to describe the standardized procedure for preparing for a DCSatHOME Interview.

2.0 Scope:
This document is to be used by DCS/IH staff when preparing for a DCSatHOME Interview.

3.0 Responsibilities:
- It is the responsibility of the staff to perform the procedures as described in the current and approved version of the standard operating procedure.

4.0 Related Documents:
- **SOP_DCS_0056** – Assessing Accommodation Needs & Scheduling IH or DCS Interviews

- **DOC_DCS_0059** – DCSatHOME Checklist

- **MAN_DCS_0207** – Beartooth F1, V2.0 Interviewer and + Technical Manual

- **SOP_DCS_0003** – Confidentiality

- **MAN_GEN_0223** – Proxy Process Guidance Manual

- **DOC_DCS_0201_1 –** Contraindication Questionnaire - Medical Terms

- **DOC_DCS_0201_2 –** Contraindications Questionnaire – Guidance Manual

- **SOP_DCS_0005** – Hip and Waist Circumference

- **SOP_DCS_0006** – Standing Height and Weight Measurement

- **SOP_DCS_0061** – Tanita Body Composition Analyzer BF-350

- **SOP_DCS_0062** – Tanita Calibration & Maintenance

- **SOP_DCS_0008** – Heart Rate and Blood Pressure Measurement

- **SOP_DCS_0039** – BpTRU Machine SOP – Calibration and Maintenance

- **SOP_DCS_0012** – Spirometry

- **SOP_DCS_0042 –** Spirometer SOP – Calibration and Maintenance

- **SOP_DCS_0019 –** Neuropsychological Battery DCS

- **MAN_DCS_0019 –** CLSA Comprehensive – Follow Up 1 Cognition Administration Guidance Manual

- **SOP_DCS_0028** – Hand Grip Strength

- **SOP_DCS_0047 –** Tracker Grip Strength Machine SOP – Calibration and Maintenance

- **SOP_DCS_0029 –** Timed-based Prospective Memory Test (TMT)

5.0 Definitions:
Not applicable

6.0 Equipment:
- Equipment travel cases;
- DCSatHOME Laptop;
- Signature pad (if participant is ≥ 70);
- Measuring Tape;
- Stadiometer;
- Tanita;
- BpTRU Vital Signs Monitor;
- Blood pressure cuffs;
- TruFlow Easy-on Spirometer;
- Hygrometer;
- External headset with microphone;
- Timer;
- Large Clock; and,
- Tracker Freedom Wireless Grip dynamometer.

7.0 Supplies:
- Barcode;
- Extension cord/Power bar;
- DCS Pocketbook;
- Alcohol wipes;
- Mouthpieces (*Spirette*);
- Nose clips;
- Certainty Wipes;
- Cavi Wipes;
- DCSatHOME SOP, CRF, Questionnaire, and Training Manual Binder (To be left in the car);
- DCSatHOME Test binder containing:
  - Event-based PMT envelope with money;
  - Neuropsychological Questionnaire Response cards;
  - Envelope containing numbered cards for TMT;
  - Stroop stimulus cards (set of 3) – **DO NOT LAMINATE**;
  - Disease Questionnaire Response cards;
  - Paper Proxy Forms; and,
  - Paper Proxy Information packages.

8.0 Procedure Steps:
For detailed information on the ideal candidate and how to book a DCSatHOME Interview refer to *SOP_DCS_0056 - Assessing Accommodation needs & Scheduling IH or DCS Interviews*.

Step 1: The day before the interview, call the participant to:

- Confirm the appointment;

- Confirm the participant's address;

- Ask/confirm additional information regarding directions and/or parking;

- Ask for additional entry instructions for apartments or condominiums (areas designated for loading, buzzer codes on entry panels, access to elevators or stairs closest to suites, etc.);

- Remind the participant that you will need a clear and clean table to conduct the interview. Be clear with participant minimum space needed so they are prepared on your arrival; and,

- If the participant is over 70 and has not already established a proxy, remind them to have the information available if they wish to establish a proxy at this visit.

Step 2: Plug the DCSatHOME laptop into a power outlet. Connect an internet cord to the laptop, ensuring that the internet cord is connected to a working internet receptacle and turn on the laptop.

Step 3: The DCSatHOME laptop has a secured log in, when you turn on the laptop you will get a black screen asking for a password, at this screen enter password 1.

Step 4: Click on the **Admin** icon and enter password 2.

Step 5: You should now be at the Windows home page. Test that the internet is working by logging into Beartooth.

Step 6: Click on the ONYX icon, when prompted enter your ONYX user name and password.

Step 7: Click the **Participants** tab.

Step 8: Click the **Update appointment list** button.

Step 9: On the pop up window select "*Update appointments with latest appointment file available*", click **Update Appointments**.

Step 10: Click **Close.**

Step 11: The participant list is now updated. Ensure that the participant appears in the "All Participant" list and verify that the appointment date is correct.

Step 12: Click **Close**.

Step 13: If a proxy consent;

- Needs to be printed continue refer to the "Printing a Proxy" section of *MAN_DCS_0207 - Beartooth F1, V2.0 Interviewer and + Technical Manual*

- Doesn't need to be printed, continue.

Step 14: File the printed copy of the proxy consent in the DCSatHOME Test binder and take to the participant's house for verification on the day of the interview.

Step 15: Using: http://elevationmap.net/#menu2, obtain the altitude of the participants address.

Step 16: Create a print screen of the altitude and save it, by address, in the altitude folder on the desktop of the DCSatHOME laptop.

Step 17: Review the DCSatHOME Test binder to ensure all documents are accounted for.

Step 18: Using *DOC_DCS_0059 - DCSatHOME Checklist*, and ensure all equipment is in the cases.

Step 19: Plug in and turn on all equipment to ensure it is working.

Step 20: Check, complete and document any required calibrations for all of the equipment.

Step 21: Charge all of the equipment that requires charging overnight.

Step 22: Carefully repack the equipment that doesn't require charging.

Step 23: Review *SOP_DCS_0059_2 – Performing a DCSatHOME Interview*, CRFs, & Test binder to ensure all documents required are filed accordingly.

9.0 Documentation and Forms:

- **DOC_DCS_0059 –** DCSatHOME Checklist

- **CHA_DCS_0006_1 –** Height Conversion Chart (metric to imperial)

- **CHA_DCS_0006_2 –** Weight Conversion Chart (metric to imperial)

- Participant Consent for Proxy Decision Maker and Proxy Information Provider Contact Form

- Participant Consent for Proxy Decision Maker and Proxy Information Provider Contact Information Package

- Paper copy of Data Collection Site Questionnaire (Follow Up 1)

- Paper copy of all CRFs for all measurements & questionnaires listed in this SOP

10.0 References:

- **CHA_DCS_0059** – DCSatHome Visit Flow

F1 Revision History:

New Version #	Revision Date	Revision Author	Content Approval
1.1	2017-FEB-23	Lorraine Moss	Mark Oremus
Summary of Revisions			

Updated section 9.0
Updated printing a proxy consent directions