



# HCHS/SOL V3- Individual Eligibility (ELE)

QxQ  
7/6/2021

## General Instructions

Individual Eligibility Form (ELE) is completed at the time of initial contact or on subsequent contact occasions with SOL-Visit 3 participants. This form is designed to identify factors that may affect the participant's ability to complete a study Visit 3. The ELE form will be used to document the scheduled appointment date and time for a phone interview or in-person exam and will be used by the coordinating center to track recruitment at each center.

Each form should then be entered into the HCHS/SOL study data management system within 48-72 hours after collection. Note that weekly recruitment and scheduling reports that are being shared with the Steering Committee are generated every Monday based on data entered into the DMS by 9:00 a.m. PST.

## When to complete the ELE

- Complete the ELE at the time of the eligibility screening and phone or visit scheduling call.
- Complete for participants invited to V3 who: refuse to participate ELE=1, are ineligible ELE=4, or agree to participate ELE=5.
- Complete for participants who have their current year window closed and who are lost to follow-up ELE=2 (Unable to contact, status unknown). If you find them in the future, you can update the ELE accordingly.
- When a participant reschedules, continue to update the ELE. If at some point they do not provide a new scheduling date, then leave the last scheduled date on the **ELE** and proceed to create an occurrence of the **ETF** form with code =3 '**Screened, Eligible, Not Scheduled**'.

## Refusal at time of V3 Scenarios

### a) No Forms or Procedures completed

1. Complete the **ELE** and **ETF** as V3 Refused.
2. In **ETF** use code Letter(s) in Notes field to identify barriers to participation (see ETF QxQ for details).
3. Check the **CHK22 Refusal** box and use comment field for further clarification.
4. If participant would like to continue participating in AFU,s or would like to be contacted in the future for related studies DO NOT complete **ICT**. See ICT QxQ for details.
5. If participant gives a hard refusal at time of V3 screening, complete the **ICT** accordingly. See ICT QxQ for details.

### b) Some Forms or Procedures completed

If participant refuses to continue participation after some questionnaires and/or procedures have been completed, the visit should be coded as Partial.

1. Complete ICT, See ICT QxQ for details.
2. Code CHK22=Partial

## QxQ Instructions

[Do not read this section to participants] Questions 1 and 2 ascertain if there are reasons a participant might not be eligible. In order to assess multiple reasons for ineligibility, all questions are asked of each respondent, regardless of the response given. Actual individual participation status is recorded in

Question 3 for administrative purposes. The date and time of the scheduled call or clinic visit for those respondents who are eligible and agree to participate are noted in Questions 4a and 4b.

Q1 Reported language of preference from Visit 1: 1=Spanish, 2-English

This item is a CDART pre-fill from Visit 1. Read the prompt and confirm the participant’s language preference now. This field can be edited if there has been a change since Visit 1.

If the language of preference needs to be changed, click on the red “lock” icon to open the field and change the language preference as needed, marking 1 for Spanish or 2 for English.

If a person responds, “It does not matter”, probe further to determine his/her language of preference. Continue to Q2.

Q2 Do you have any plans to move away from this area in the next 6 months (more than 100 miles at San Diego and Chicago, or more than 250 miles at Bronx and Miami)?

The definition of “out of area” differs for each site. Record “Yes” or “No”. If the person reports that he/she has plans to move out of the defined area, the person can still participate. Mark the appropriate response and continue to Q3.

Q3 Individual Participation Status:

This question is for administrative purposes only. It is a status code for the individual level of eligibility and participation.

Code	Description
0.	Participant is reported deceased. NOTE: If ppt is reported deceased, please tell AFU staff so they can complete GHEQ1-6 to officially record the death in CDART.
1.	Refused screen, eligibility not confirmed – respondent is a hard refusal and will not agree to the eligibility screen so that their status can be confirmed. Respondent has completed the ELE fully and is considered eligible, but the person refuses to participate.
2.	Unable to contact, eligibility not confirmed – NO contact has been made after the required number of attempts to contact this individual and his/her individual eligibility status is unknown.
3.	Moved out of area. Respondent has moved outside the area and cannot participate (too far).
4.	Ineligible- completed screen, but Ineligible – respondent is ineligible due to a response on Q2 or another reason the individual does not fully meet eligibility criteria. This can include their being institutionalized, which will not allow for a clinic or home visit to be made or cases of administrative ineligibility, such a participant who is known to be hard to handle, etc. Consult with your clinic manager as needed. Be sure to complete a Notelog on Q3 to specify the reason for ineligibility.
5.	Eligible, agrees to participate – Respondent is eligible at the individual level and agrees to participate. If person is eligible and agrees to participate, schedule a clinic visit date and time in Q4a and 4b.

Q3a Participant requires a home visit: No/Yes

**Do not tell the participant that a home visit might be an option.**

This question is to record the interviewer’s judgement about the participant’s age, health or status at the time of the interview.

Select the reason a home visit might be indicated:

- 1=Health limitations/concerns
- 2=Work conflicts
- 3=Family commitments
- 4=Other, specify

All **FINAL CODES** in the **ELE** should pair correctly with final codes in the **ETF**. Use reference table below for correct pairing of final codes in these forms.

**Final Code reference table for ELE and ETF:**

<b>ELE Codes</b>	<b>ETF Codes</b>
0=Deceased	8=Reported Deceased
1=Refuses to participate	6=Contacted, Refused to participate
2=Unable to contact, status unknown	9=Unknown
3=Moved out of area	5=Screened, Not eligible
4=Ineligible	5=Screened, Not eligible
5=Eligible and agrees to participate	3=Screened, Eligible, and Scheduled

Q4a Appointment **Date** (mm/dd/yyyy):

Set appointment date and record with two-digit month, two-digit day, and four-digit year.

**Note:** If participant reschedules, continue to update the ELE. If at some point they do not provide a new scheduling date, then leave the last scheduled date on the ELE and proceed to create an occurrence of the ETF with code =4 'Screened, Eligible, but Not Scheduled'.

Q4b Appointment **Time**:

Set appointment time and record with two-digit hour and two-digit minute using 24-hr format, i.e. 13:00 = 1:00 pm.

**Note:** If participant reschedules, continue to update the ELE. If at some point they do not provide a new scheduling date/time, then leave the last scheduled date/time on the ELE and proceed to create an occurrence of the ETF with code =3 'Screened, Eligible, but V3 Not Scheduled'.