



SV3
ID: _____

SV3 Visit Form

DONE?

- Check visit window.....
- Informed consent (if applicable)
- Complete SV3 Blood Pressure Form **eligible** 1
ineligible 2
- Complete Baseline Symptoms Questionnaire.....
- Review completed SV2 Food Record..... **eligible** 1
 Needs to be repeated **ineligible** 2
- Review SV3 Activity Fact Sheet.....
- Motivational session with interventionist
- Complete Diet and Physical Activity Change Questionnaire **eligible** 1
ineligible 2
- 24-hour food interviews: review instructions
complete convenient time schedule
fax schedule to Penn State
- SV3 Visit Outcome **eligible** 1
ineligible 2
refused 3

Treadmill Test Visit Date: _____
 Other Interim Visit Date: _____
 Randomization Visit Date: _____

Reviewed by (staff ID): _____
Entered by (staff ID): _____

SV3 Visit Form Overview

The SV2 Visit form is filled out by clinic staff and is used to track the progress of the participant through the components that make up the SV2 visit.

As soon as a participant is determined to be ineligible, check the “Ineligible” box under the Visit Outcome and terminate the visit. If a participant refuses to complete the visit, check the “Refused” box under the Visit Outcome and terminate the visit. For eligible participants, all items must be completed.

Do not enter this form until the visit is complete and a final outcome is determined. If visit is incomplete and will not be completed, either enter “Refused” (if appropriate), or close out the participant using the closeout form and do not enter the visit form.

Administration Instructions

Using a blue or black pen, fill out each of the items on page 1. If a participant becomes ineligible at any point, you do not need to complete the remaining items.

<u>Question</u>	<u>Special Administration Instructions (if any)</u>
Check visit window	Make sure that at least 7 days have elapsed since the SV2 blood pressure date.
Informed consent	The need for a consent to be done at a specific visit will vary by site. If consent is being done at this visit, check the “Done?” box.
SV3 BP Form	After completing form #14, enter the eligibility outcome. If ineligible, skip to the SV3 Outcome field, check the “ineligible” box, and terminate the visit.
Symptoms Questionnaire	After the Symptoms Questionnaire has been completed, check the “Done?” box.
SV2 Food Record	The SV2 Food Record needs to be complete and acceptable for the participant to be eligible. If the Food Record is complete and acceptable (at least four foods are listed and an attempt made to write in the amounts), then check “eligible.” If the Food Record is not acceptable, and the participant is willing to try again, then check the “needs to be repeated” box. If participant refuses or is unable to complete an acceptable food record, then check “ineligible.”
Review fact sheet	After reviewing form #107 with the participant, check the “Done?” box. If the participant decides after reviewing the fact sheet that they do not wish to continue with the study, skip to the SV3 Outcome field, check the “refusal” box, and terminate the visit.
Motivational Session	After the motivational session with the interventionist has been completed, check the “Done?” box.

Question**Special Administration Instructions (if any)**

Diet and PA Change Q	After the Diet and Physical Activity Change Questionnaire (Form #40) has been completed, record the outcome.
Food Interviews	Check the “Done?” boxes as each item is completed.
SV3 Visit Outcome	see Coding Instructions below

Coding Instructions

SV3 Visit Outcome: After all other items are complete, enter the visit outcome. If the outcomes for blood pressure, SV2 Food Record, and Diet and Physical Activity Change Questionnaire are all “eligible” and the participant wishes to continue, check the “eligible” box. If any item is marked “ineligible,” check the “ineligible” box. If the participant refused at any point, check the “refused” box. If visit is incomplete and will not be completed, either enter “refused” (if appropriate), or close out the participant using the closeout form and do not enter the visit form.

Review Instructions

Do not review this form until the visit is complete and a final outcome is determined. If visit is incomplete and will not be completed, either enter “Refused” (if appropriate), or close out the participant using the closeout form and do not enter the visit form.

For all participants:

- Make sure that the ID label has been attached.

For eligible participants:

- Check that all items have been completed.
- Make sure that all of the eligible/ineligible responses have been checked “eligible.”

For ineligible participants:

- All items do not have to be completed, but make sure that at least one eligible/ineligible response has been checked “ineligible.”

For refusals:

- No other items are required.

After reviewing the form, enter your staff ID on the “Reviewed by” line.

Additional Instructions

Do not enter this form until:

- the visit is complete
- a final outcome is determined
- all other forms related to the visit (#14, 16, 18, 40) have been entered.