SPIR⊙MICS
SubPopulations and InteRmediate Outcome Measures In COPD Study

ENROLLMENT TRACKING FORM, RTF
QUESTION BY QUESTION (QxQ), VERSION 1.0

I. GENERAL INSTRUCTIONS

The Enrollment Tracking Form (RTF) is to be completed following the phone call with a participant to discuss the SPIROMICS III study and schedule the in-person visit.

Please answer every question on this form. *NOTE: All response options in the paper form may not appear in CDART (e.g., 'Don't know', 'Declines to answer', etc.). Beside each item input is a small double bracket icon which looks like this:* ⟫. *Clicking this icon displays a field dialogue box in which the "Field Status" selection menu allows you to choose from the following options: 'Refused', 'No response', 'Doesn't know', 'Not applicable', 'Maximum value', 'Minimum value', and 'Missing'.* **See MOP 6 – Section 3.2 for additional instructions on how to select a Field Status option.**

II. INSTRUCTIONS FOR INDIVIDUAL ITEMS

Header Information: Consists of key fields which uniquely identify each subject and recorded occurrence of a form. For the "ID NUMBER", record the 2- or 3-character, 6-digit number assigned to the specific participant. For the "Event", record if this is happening at the E1 clinic visit or another event.

Item 0a. Record the date the data was collected or abstracted in the MM/DD/YYYY format either by selecting the pop-up calendar in CDART or entering the date in the space provided.

Item 0b. Record the SPIROMICS III staff code of the person who collected or abstracted the data. This code is assigned to each person at each site by the GIC. If you do not have a staff code and are collecting SPIROMICS III data, please contact the GIC in order to receive your own individual staff code.

Note: Items 1 and 2 have been removed.

Item 3. Select only one option among the eight possible choices.
- If 'Contacted but not interested' is selected, go to Item 3c.
- If 'Other' is selected, go to Item 3a.
- If any other option than the above is selected, go to Item 4.

Item 3a. Specify other contact status for the individual in the space provided. Then, go to Item 4.

Note: Item 3b has been removed.

Item 3c. Select only one option among the six possible choices.
- If 'Other' is selected, go to Item 3c1.
- If any other option than the above is selected, go to Item 4.

Item 3c1. Specify other reason the individual was not interested in SPIROMICS III in the space provided. Then, go to Item 4.

Item 4. Select only one option among the five possible choices.

NOTE: This form has only 1 occurrence. Therefore, please update Item 4 and the rest of the form as necessary. For example, if the individual is contacted and there is no response, enter the applicable response in Item 3 and '1' in Item 4. If the individual is then reached on the 2nd attempt, update the response in Item 3 and enter '2' in Item 4. The form is not considered 'complete' until the individual is contacted or until it is confirmed that the individual cannot be reached.

Select **Save and Close** at the bottom of the page/screen.