

## **Appendix B – Routine Forms and Letters**

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FACILITATING PROTOCOL COMPLIANCE IN TREATMENT RESEARCH

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**Intake Form**

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PID \_\_\_\_\_ H# \_\_\_\_\_ hours \_\_\_\_\_

Name \_\_\_\_\_ Listed to \_\_\_\_\_

Address \_\_\_\_\_ Apt# \_\_\_\_\_ B# \_\_\_\_\_

City \_\_\_\_\_ St \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_ ext \_\_\_\_\_ hours \_\_\_\_\_

Name of collateral \_\_\_\_\_

Permanent address (if different from above) \_\_\_\_\_

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Date of birth \_\_\_\_\_ Target date \_\_\_\_\_

Social Security # \_\_\_\_\_ Schedule date/time \_\_\_\_\_

Method of interview: Site \_\_\_\_\_ Home \_\_\_\_\_ Telephone \_\_\_\_\_ Other \_\_\_\_\_

Confirmation letter sent \_\_\_\_\_ Telephone to confirm \_\_\_\_\_

*Locators:*

Name \_\_\_\_\_ Name \_\_\_\_\_

Address \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ St \_\_\_\_\_ Zip \_\_\_\_\_ City \_\_\_\_\_ St \_\_\_\_\_ Zip \_\_\_\_\_

Telephone# \_\_\_\_\_ hours \_\_\_\_\_ Telephone# \_\_\_\_\_ hours \_\_\_\_\_

Relationship \_\_\_\_\_ Relationship \_\_\_\_\_

*Group Affiliations:* (Community centers, religious organizations)

*Hobbies/activities:*

*Support groups:* (AA, Parents Without Partners, etc.)

*Students:*

ID# (include school name) \_\_\_\_\_

Source of income—scholarship, work study \_\_\_\_\_

Activities/major \_\_\_\_\_

Roommates \_\_\_\_\_

*Personal comments:* (Events or changes that may affect the participant's life and possible commitment to the study)

## Timetable for Followup Procedures

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### Schedule followup appointment

- Limit time availability to two choices—one in the morning and one in the afternoon of a different day
- Note any unique needs to enhance successful completion (babysitting, transportation, time constraints)
- Remind of commitment
- Appointment card
- Thank-you!!

### *Three months later:*

### Confirmation letter mailed

- 2 weeks prior to scheduled appointment
- Address correction requested, do not forward (ACRDNF)
- Returned; moved with a forwarding address
  - Reissue confirmation letter
- Returned; moved, left no address
  - Customized strategies; identify problem

### Telephone confirmation

- 3 days prior to scheduled interview
- Telephone number disconnected; new listing
  - Call new number, confirm appointment, confirm address
- Telephone number disconnected; no new listing
  - customized strategies; determine problem

### Conduct interview

- Client cancels appointment
  - Reschedule appointment
  - Determine reason for canceling
  - Verify demographic information
- Client is late
  - Determine reason/problem
  - Reiterate the importance of being prompt

### Confirm demographic data

- Address
- Telephone numbers
- Locators
- Collateral
- Anticipated changes in lifestyle, etc.

### Schedule followup appointment

**Routine Notification and Reminder Letter**

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(Date)

(Client Name)

(Address)

(City/State/Zip)

Dear (Client's Name):

You recently applied for possible treatment in our alcohol treatment research project. It appears from the telephone screen that you are eligible to participate. Since we have not yet had an opportunity to follow up with the inperson interview that will allow us to make a final decision regarding your involvement in the project, I am writing to invite you to complete the interviewing process.

If you are still interested in participating in the project, and if your circumstances have not changed dramatically (your drinking or drug use, for example), please call (Phone Number) and inform (Name of staff person) of your decision. You will be able to schedule an interview at that time. If I don't hear from you within 10 days of receiving this letter, I will assume that you are not interested in the project and will close your file.

Sincerely,

(Name of Project Coordinator)

(Title)

**Interim Contact Letters (Prior to Initial Followup Appointment)**

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(Date)

Dear (Client's Name),

Welcome to the followup phase of this research study. As has been explained, we will be contacting you every 3 months to conduct followup interviews. You, of course, will be compensated for your participation.

We appreciate your time and commitment to this project. We have scheduled your first followup interview for (date, time, location). I look forward to meeting with you in (room) of (building). If you have any questions or need to re-schedule, feel free to call me. If you call long distance, we accept collect calls at (telephone number).

Sincerely,

(Name)

(Title)

(Telephone number)

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(Date)

To: (Client's Name)

I would like to remind you of your upcoming (indicate which followup) month followup interview to be scheduled around (due date).

(This is not your actual appointment date; only a *tentative* target date.)

The interview will last approximately 1½ to 2 hours, and you will be reimbursed (amount of money being paid for this interview) for your help.

Blood will be drawn and, as usual, a breathalyzer reading will be taken.

I will call you during the next week to set up this appointment. However, you can call me or any of the research assistants, day or evening, at (office phone number) to schedule this appointment at your convenience.

Remember, if you have any concerns or need other assistance, call (name and telephone number of Project Coordinator or other assigned staff person).

Thank you for your time and attention.

(Name)

(Title)

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**Anniversary Letter for Reminding of Interview (2 Weeks Prior to Interview)**

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(Date)

Dear (Client's Name),

We are coming up on the 1-year anniversary of our meeting through our research study. Your continuing commitment and time are appreciated.

Our next scheduled appointment is (day, date, time, location). Again, you will be compensated for completing the interview. If you have any questions or need to reschedule, please feel free to call me. If you are calling long distance, we accept collect calls at (telephone number).

I look forward to meeting with you.

Sincerely,

(Name)

(Title)

(Telephone number)

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**Notification That Laboratory Work Is Not Within Normal Range**

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(Date)

Dear (Client's Name),

We recently received your bloodwork results from our laboratory. As is indicated in the enclosed copy of these results, some of your levels are not within the normal range.

We suggest that you discuss this information with your doctor. Please feel free to call us if you have any questions. If you are calling long distance, we accept collect calls at (telephone number).

Sincerely,

(Name)

(Title)

(Telephone number)

Enc.

**Reluctant to Attend, Remind of Commitment To Study**

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(Date)

Dear (Client's Name),

As a volunteer in our study on alcohol abuse treatment effectiveness, you received treatment at (location of treatment center).

We appreciate your contribution to the study and wish to emphasize that your continued participation in this study is important to its success. Remember that compensation for these confidential interview is (\$ amount) and is still available to you.

We can schedule an appointment for (day, date, time, location) for this interview. Please contact me at (telephone number) to confirm this appointment or make other arrangements. As you know, we do accept collect calls. I look forward to hearing from you.

Sincerely,

(Name)

(Title)

(Telephone number)

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**No Show for Scheduled Appointment**

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(Date)

Dear (Client's Name),

We had an appointment scheduled for the (date and time) for the followup interview for our research study. Since you were unavailable for this meeting, we have scheduled a tentative appointment for (day, date, time, location)

Your continued participation is valuable and important to the success of the study. Please call me at (telephone number) to confirm this appointment or make other arrangements. If you are calling long distance, we do accept collect calls. Thank you for your cooperation.

Sincerely,

(Name)

(Title)

(Telephone number)

**Thank You Letters**

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(Date)

TO: (Client's Name)

Thank you again for your participation in our research study. You have completed our treatment, and this check is to reimburse you for your time and travel for the followup visit.

The information you share with us will help us understand what happens to people after they receive alcohol treatment. We know that individuals respond differently to treatment, so please don't think that we have any expectations about what *YOU* will do. Your honesty and openness about your situation is what we need to draw accurate conclusions about the study. Your name and what you tell us will be treated with complete confidentiality.

If you have any questions or concerns at any time during the next year, I am available to you. We will be contacting you again in three months to schedule your next followup visit.

Sincerely,

(Name of Project Coordinator) (Title) Enc.

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(Date)

To: (Name of Client)

Re: 39-month followup interview

Thank you again for your participation in our research study. This check is to reimburse you for your time and travel for the interview you just completed.

We expect this to be your last followup interview. We feel proud to have been a part of an effort that involved so many professionals from around the country and such a large and dedicated group of participants, like yourself. Your willingness to share the details of your life for the last 4 years will be a great help to understanding treatment for alcohol problems.

As you may know, the results of this study will not be known until some time in 1999. If you have requested information, it will be sent to you when it becomes available.

If you have a question or we can be of some assistance to you, feel free to call. We will be glad to help in any way we can.

Sincerely,

(Name of Project Coordinator) (Title) Enc.

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