

INTERACTIVE VOICE RESPONSE  
CALMS-D FIDELITY CHECKLIST

DATE:			
START TIME:			
END TIME:			
STAFF:			
LANGUAGE:			
PARTICIPANT GENDER:			
OBSERVER:			
INSTRUCTIONS	YES	NO	OBSERVATIONS
<i>Introduce substudy to pt:</i>			
For next 7 days you will be asked to take a survey 2x/day over the phone. The main part of the study allows researchers to know how study helped your glucose measured by sensor. It's important to try to do all 14 surveys & that it is only you completing surveys.			
Each call takes about 10-15 mins. It will take less time as you get into the routine.			
Will receive \$4 each time complete survey call (2x/day/7days). For each day you don't miss any surveys, you will receive an extra \$2 (\$10/day)= (\$70 total). If take all 14 surveys when asked to, you will be entered into a contest for prize = to approx. \$100			
Can use own phone to call survey or can use cell phone loaned to you. Will answer most questions w keypad so should use headphones/telephone w handset separate from keypad for convenience.			
System will call to remind you to take each survey at 8AM and 8PM. It will ask if you want to take survey now or call back within 1 hr to remind again. You will only have 1 hr left to take survey. Have to take survey within 1 hr of 2 <sup>nd</sup> call to be paid			
Any questions so far?			
<b><i>Teach pt how to log in to phone system</i></b>			
IVR "sandbox" has been set up to train pts on IVR system. Call IVR line and have pt log into system using any of "practice" IDs that allow pt to try taking survey w/o entering "real" data. Some practice IDs lead to AM survey, some to PM survey. Make a few calls, try different scenarios. Highly recommended to use speaker phone so both can follow along.			
Each time take survey, have to enter ID# followed by # button. Write down ID number to leave for pt & remind them what # button looks like.			
Practice logging in together			
<b><i>Teach participant how to answer phone survey</i></b>			

Check to see that sensor went under skin properly (if not remove and try again)			
Drag senserter away from sensor along skin & put it down			
Pull tab & remove white tape			
Remove hands and take deep breath			
Holding sensor by sides w 1 hand, use other hand to grasp wing and pull out needle at same angle that it went in. Try not to let pt see needle.			
Put needle in sharps container			
If site bleeding, apply gentle pressure w gauze for a few mins until stops (don't get blood inside recorder)			
Let sensor sit for 15 minutes			
Take recorder off charger. At this point, should be solid green light on dock			

HOLTER MONITOR  
CALMS-D FIDELITY CHECKLIST

DATE:			
START TIME:			
END TIME:			
STAFF:			
LANGUAGE:			
PARTICIPANT GENDER:			
OBSERVER:			
INSTRUCTIONS	YES	NO	OBSERVATIONS
<b>PREP:</b>			
Put on gloves			
Shave chest hair where necessary			
Clean with alcohol swab			
Dry with gauze square			
Rub with sandpaper tape			
Put pt in position they will be in most of day (sitting/standing)			
Apply electrodes to prepped spots (have pt shrug shoulders)			
Put batteries in monitor			
View 3 channel recording on controller			
If necessary, re-prep & reapply "new" electrodes to improve recording			
Secure monitor in pouch, assuring min movement of wires			
Put med tape over wire & electrodes			
Leave pt extra electrodes			
Review instructions w/ pt (below), leave handout, remind about incentive			
Enter logbook			
<b>INSTRUCTIONS:</b>			
Keep it on for 24-h			
Do not remove battery			
Remove hands and take deep breath			
Do not get wet. Can't take shower/bath			
Do not rub/scratch skin where stickers are placed			
Do not sleep on stomach or stickers may pull off			
<b>REMOVAL:</b>			
Put on gloves			
Remove tape and electrodes and throw away			
Label monitor and put in bag w/ wires still attached			
If necessary, apply cortisone cream to skin			
Give pt incentive			
Enter logbook			
<b>TRANSFER &amp; CLEANUP:</b>			
Turn on controller			
Enter ID#			

CONTINUOUS GLUCOSE MONITOR  
CALMS-D FIDELITY CHECKLIST

DATE:			
INSERT START TIME:	GLUCOMETER START TIME:	SENSOR START TIME:	
INSERT END TIME:	GLUCOMETER END TIME:	SENSOR END TIME:	
STAFF:			
LANGUAGE:			
PARTICIPANT GENDER:			
OBSERVER:			
INSTRUCTIONS	YES	NO	OBSERVATIONS
<i>To insert sensor at home:</i>			
At pt's home, put recorder on charger and plug into wall			
Temp flashing green light on dock			
Tell pt most people find it comfortable in lower back			
Expect it to feel like flu shot/less, once in should not feel at all			
Try to keep needle out of their sight if possible			
Wash hands and put gloves on			
Pick site on Pt (fleshy part of side of lower back is best, away from waistband and bra)			
Wipe site w/ alcohol & allow to dry			
Open sensor package & allow it to sit open on flat surface			
Pick up sensor by sides (not the wing)			
Insert sensor into senserter w/ honey in hole. Black rings will disappear if it's sitting in senserter correctly			
Cock senserter			
Remove clear plastic tape from sensor & needle guard			
Place senserter "feet" on skin & tip onto it's tippy toes (60 degree angle)			
Press trigger (white button on end of senserter) quickly and all at once			
Check to see that sensor went under skin properly (if not remove and try again)			
Drag senserter away from sensor along skin & put it down			
Pull tab & remove white tape			
Remove hands and take deep breath			
Holding sensor by sides w 1 hand, use other hand to grasp wing and pull out needle at same angle that it went in. Try not to let pt see needle.			
Put needle in sharps container			
If site bleeding, apply gentle pressure w gauze for a few mins until stops (don't get blood inside recorder)			
Let sensor sit for 15 minutes			
Take recorder off charger. At this point, should be solid green light on dock			