

WOMEN'S INTERAGENCY HIV STUDY
QUESTION-BY-QUESTION SPECIFICATIONS
MISSED VISIT FORM

The goal of this form is to gather information about specific efforts to locate women who have missed their WIHS visits and to determine, if possible, the reason(s) for the missed visits. This form is to be completed only in cases where the participant never showed for the visit. Do not complete this form if the participant had a visit that was only partially completed. Also, if a participant is being disenrolled and a *Disenrollment Form* is completed, do not complete a *Missed Visit Form* for the same visit.

- A1. Enter the WIHSID number or affix the WIHSID label in the space provided.
- A2. Enter the number of the visit that was missed and for which you are recording information.
- A4. Record the initials of the person completing the form. It is required that at least two initials and no more than three be recorded.
- A5. Enter the date on which the form is being completed.
- A6. Enter the visit number for the last completed WIHS core visit.
- A7. Circle the type of visit that was missed. Circle code "1" if the participant missed her core (plus any substudy) visits.
- A8a-k: Code "1" ("yes"); "2" ("no") or "3" ("not applicable") for each strategy listed. Circle all of the strategies the site used to contact the participant. Only circle the strategies that were used. Enter the number of calls, letters/postcards/telegrams and field visits that were made or sent for each category circled. If code "2" or "3" is circled, skip to the next subquestion. If a strategy not listed in **Questions A8a through A8j** is used, specify what was done on the lines provided in **Question A8k**.
- A9. Record the date of last direct contact with the participant.

SECTION B. REASON FOR MISSED VISIT

- B1. Record the number of appointments made with the participant for this study visit. If none, enter "00." Record appointments made in the following ways: via telephone contact with participants, when participants are given appointments at their prior study visits, when they are sent letters (not returned) with appointments, or when appointments are made and confirmed through contact individuals.
- B2. Circle all of the reasons you were unable to contact the participant. The reason(s) why you were unable to contact the participant should correspond with the strategies used in **Question A8**. For example, if "phone disconnected" is circled in **Question B2**, "telephone call(s) to participant's home" should be circled in **Question A8**, with at least 01 calls made. If code "13" is circled, specify the reason on the lines provided.
- B3. Circle all of the reasons that apply for the missed visit.
- If "*unknown*" is circled, do not circle anything else; **END** the form. "*Unknown*" can be circled when you have no idea why she failed to come for the visit. For example, this code could be circled in a situation where the participant's telephone number isn't correct or is temporarily disconnected, but the mail is not returned and the contact assures you that she gave the message to the participant. This should be circled only if you can't circle any other reason, a presumably infrequent situation.
- Circle "unable to contact participant" if you were unsuccessful in contacting her through telephone calls (including contacts) and letters or perhaps home visits.
- Circle "no show for multiple appointments" when you have either spoken with the participant to make appointments or are relatively certain she received mail with appointments but didn't come in.
- Circle "illness of participant" if she is too ill at home to tolerate coming in for her visit or does not consent to the completion of an Abbreviated Visit.

Circle “hospitalized” if you know the participant is hospitalized during the visit window and you are unable to perform a study visit in the hospital.

Circle “moved/relocated” if the participant has moved and you have reason to believe she will return for a subsequent study visit. If there is no expectation she will ever return for a visit, fill out a ***Disenrollment Form*** instead of the ***Missed Visit Form***.

Circle “incarcerated” if there is reason to believe the participant will be released from prison within the time frame of the WIHS study. If the participant will be incarcerated beyond this time, fill out a ***Disenrollment Form*** instead of the ***Missed Visit Form***.

Circle any and all of the following that apply if the participant indicates these as reasons for missing her study visit. In order to circle these reasons, you must have contact with the participant:

“conflict with other studies an/or study visits”

“family or home problems”

“partner objects to participation”

“illness of family member”

“unable to obtain baby-sitter”

“transportation problems”

“too much time required”

“weather”

“fear of HIV test results”

“fear of AIDS”

“fear of study procedures”

“worries about confidentiality”

Circle “does not wish to participate at this time” when a participant tells you she is still willing to consider coming in for her next visit; then specify her reason for not wanting to come in for the current visit. If the participant indicates she is unwilling to ever return for a visit, fill out a ***Disenrollment Form*** for this visit instead of the ***Missed Visit Form***.

Circle “other” and specify the reason if the participant has a particular reason for missing the visit that is not listed above.