

Appendix O.1 Follow-Up Phone Calls

Note: Previously we had proposed the Follow-Up Phone Call as a written script. After consulting with professional interviewers, we propose to change the Follow-Up Calls to a list of tasks to accomplish during the call. This will allow the interviewers to develop rapport with the participants through a more conversational tone.

Public Reporting Burden Statement

Public reporting burden of this collection of information is estimated to average 20 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to CDC/ATSDR Reports Clearance Officer; 1600 Clifton Road NE, MS D-74, Atlanta, Georgia 30333; ATTN: PRA (0920-XXXX)

Outlines for Follow-Up Calls

First Follow-up Call

- 1) Introduce self, explain purpose of call and ask if ok to tape call for quality assurance purposes
- 2) Verify that participant received enrollment packet
- 3) Ask if participant had a chance to review the materials sent
- 4) inquire if participant had any questions regarding the information provided in the enrollment packet (copy of written consent form to review, materials that further explain the study, Study Bill of Rights, Study Flow Sheet, Picture Story, prep guides for caregiver interview and clinic visit, HIPPA letter, provider checklist, and medical release forms, Buccal Swab kit)
- 5) inquire if the participant had the chance to complete the HIPPA forms and buccal sample and return these materials; if not ask if participant needs assistance in completing forms; if participant does not need assistance in completing forms encourage participant to return as soon as able
- 6) Explain purpose of the caregiver interview, length of time needed to complete, and schedule the interview
- 7) Complete the pregnancy reference form
- 8) discuss the two questionnaire packets, explain the purpose of the first questionnaire packet and that it is to be completed after the caregiver interview
- 9) Offer the option of completing questionnaires in person at separate clinic visits or home visits, over the phone, or on their own through mailings
- 10) Schedule first questionnaire phone, clinic or home appointment; verify address for mailing or home visit

Second Follow-up Call

- 1) Introduce self, explain purpose of call and ask if ok to tape call for quality assurance purposes
- 2) If the participant asked to complete the First Questionnaire Packet as a self-administered packet:
 - a) Verify that participant received first questionnaire packet
 - b) Ask if participant had a chance to review the materials sent
 - c) Inquire if participant had any questions regarding the information provided in the first questionnaire packet (Paternal Medical History, Maternal Medical History, Autoimmune History, Paternal Occupational Exposures, Gastrointestinal Questionnaire, Services and Treatments Questionnaire (cases only), Early Development Questionnaire (cases only), Medical Glossary)
 - d) Inquire if the participant had the chance to complete the questionnaires and return these materials; if not ask if participant needs assistance in completing forms; if participant does not need assistance in completing forms encourage participant to return as soon as able.
- 3) Explain purpose of the second questionnaire packet
- 4) Offer the option of completing questionnaires in person at separate clinic visit or home visit, over the phone, or on their own through mailings

- 5) Schedule second questionnaire phone, clinic or home appointment; verify address for mailing or home visit
- 6) Discuss the clinic visits for parent and child
- 7) Schedule the clinic visits for parent and child

Third Follow-up Call

- 1) Introduce self, explain purpose of call and ask if ok to tape call for quality assurance purposes
- 2) If the participant asked to complete the First Questionnaire Packet as a self-administered packet:
 - a) Verify that participant received second questionnaire packet
 - b) Ask if participant had a chance to review the materials sent
 - c) Inquire if participant had any questions regarding the information provided in the second questionnaire packet (Child Behavior CheckList, Carey Temperament Scale, Child Sleep Habits Questionnaire, Child Social Responsiveness Scale, Parent Social Responsive Scales)
 - d) inquire if the participant had the chance to complete the questionnaires and return these materials; if not ask if participant needs assistance in completing forms; if participant does not need assistance in completing forms encourage participant to return as soon as able
- 6) Answer questions about the clinic visits
- 7) Remind participant about scheduled clinic visits