

## Promotion of the National ALS Registry to Non-referral Centers: Checklist for Key Informant Interview Invitation to Participate Phone Call to Selected Neurologists' Offices

Checklist of points to be covered during each call to selected neurologists one week after the Key Informant Interview invitation mailing:

All practices:

- Identify self, where calling from and project
- Identify name and title of person who answered the phone
- Request to speak with neurologist selected for KII (or his/her support staff)
- Remind neurologist (or his/her support staff) about the KII invitation letter that was mailed one week ago
- Do you remember receiving a letter about the KII? Yes/No
  - o If no:
    - Confirm address and fax number
    - Ask neurologist (or his/her nurse) if we can:
      - Read/summarize the letter over the phone
        - o If yes, summarize letter over the phone
        - o Do you have any questions about the letter? Yes/No
  - OR
    - Fax a copy of the letter
      - o If yes, inform we will call back within 24 hours of sending the fax
  - o If yes or if read letter over the phone:
    - Do you have any questions about the letter? Yes/No
    - Would you be interested in being interviewed? Yes/No
    - What days/times work best for you?

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- Set interview date/time
  - Ask if there are any questions
  - Confirm mailing address
  - Inform neurologist (or his/her support staff) that a confirmation letter and informed consent form will be mailed within 24 hours
  - Provide our contact information for any questions in the future
  - Thank speaker for their time