Living a Healthy Life
With Chronic Conditions

Instructions for Informed Consent Procedures and Survey Distribution

Dear Master Trainers and Leaders,

You will ask all participants in the "Living a Healthy Life with Chronic Conditions" to complete a health survey. The purpose of this survey is to gather information about chronic health conditions and their affects on the people who attend this class. Although participants have the right to refuse completing the survey, gathering this information is a requirement of the NCOA grant.

I. Preparation for Each CDSMP Course: (have pens on-hand for participants to complete forms)

1) Complete page 1 (Host Organization) and page 2 (Implementation Site Data) of the Survey. Make a copy of these completed forms for your files. You will send a copy to Constance with the completed surveys and consent forms at the end of each CDSMP course.

2) Informed Consent Forms- make 2 copies for each participant. They will sign both, hand in one copy to you, and keep one for their own records.

3) Surveys- make enough copies of the survey (pages 2-7) for each participant.

4) Attendance Log- make 1 copy.

II. Procedures on First Day of Class:

1) Attendance Log: Ask each participant to sign in. You are going to use this form each day the course is taught. Check the box under each session they attend.

2) Hand out 1 copy of the Survey and 2 copies of the Informed Consent Form to each participant. Allow participants a few minutes to review these documents.

3) Tell participants about the Survey and the Consent Form (use this script if you need to):

   - *This survey is part of an evaluation the Indiana State Department of Health and their partners are doing to meet the requirements of a grant they received to offer the Living a Healthy Life with Chronic Conditions programs. We are evaluating the program to see how well it helps people. There will be a survey now, and then some of you will get another one in the mail 6 months after you complete the class.*

- *Each Survey will take about 5-10 minutes to complete. Each of the questions asks about your health.*

- *Completing the survey is completely voluntary.*

- *Along with the Survey there is a Consent Form that explains what the survey is for and what it involves. Please read it over and sign it before you fill out the questionnaire. Keep a copy of this form to take home with you.*

- *Return the questionnaire and signed consent form to the basket at the front. I will collect them and mail them to the program evaluator. I will review them for completeness but I won't be keeping track of your answers. All of your information will be kept confidential.*

4) Trainers: Please assist those individuals who do not understand a question or cannot read the survey.
   - Note on the survey when an individual cannot read so that participant receives a phone call instead of a mailed survey at the 6 month follow-up time.

5) NOTE: Please review the Surveys and Informed Consent forms during the break to see if they have been filled in properly. When you find a form that has not been filled in properly, please assist the participant with completing it. This is really important! Thanks for doing this. If the data isn't complete, it really messes up the results.

6) After the last day of class, put the following items into a mailing envelope, and mail this to Constance:

   - Participant health surveys. Be sure that all items have been filled out by each participant.

   - Page 1 of the survey (Host Organization Data) and page 2 of the survey (Implementation Site Data)

   - Attendance form, which should have attendance record for each participants for the entire 6 weeks of the class.

Thank you very much for your assistance with collecting this information! Please contact me if you have any questions about these procedures.

Constance McCloy, EdD, PT

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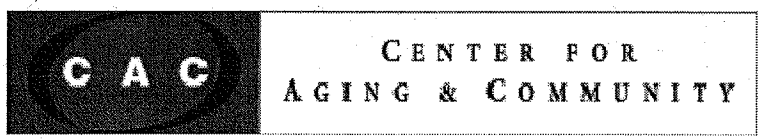
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