



INSTRUCTIONS FOR THE CES DEPRESSION for TELEPHONE FORM (CEST) FORM



I. General instructions

The ARIC CES form was developed for the ARIC in-clinic visits to measure symptoms of depression in community populations using the Center for Epidemiologic Studies Depression (CES-D) Scale 11-item questionnaire. The CEST form contains a subset of the questions from the ARIC CES form. The shortened version facilitates telephone interviewing. The CEST will be collected on paper with the rest of the telephone neurocognitive battery and entered into CDART after the interview is completed and the participant is off the telephone.

II. Instructions for the telephone interview

1. Administration

- a) Say **“These next questions are about how you might have felt or behaved recently. For each question, please tell me how often you felt this way during the past week.”**
- b) Read each item to the participant.

2. Prompts

- a) The interviewer may re-read the answer options if the participant has problems recalling them or choosing a category.
- b) When asking these questions, interviewers should be careful to not comment on respondent’s answers and to record answers in a non- judgmental manner.

3. Scoring

- a) Mark each item according to the frequency indicated by the participant.

4. Procedures if Participants Report Depressive Symptoms Beyond Those Addressed in the CEST Questionnaire (Off-the-Record) or Report Suicidal Thoughts:

- a) During administration of measures of depressive symptom, it is not uncommon for participants to reveal additional symptoms of depression. Participants who acknowledge significant depression should be advised to see their physician (psychiatrist or psychologist if they have one) within 48 hours so that an appropriate referral can be made. Participants who acknowledge suicidal thoughts to interviewers should be referred immediately to the emergency room of the nearest hospital. If a participant refuses to go to the emergency room, he/she should be strongly encouraged to seek care as soon as possible. If a participant expresses intent and/or a specific plan, staff will call 911 for assistance to transport the participant to an ER.

III. Data entry into CDART

0a. Enter the date on which the participant was interviewed on the telephone.

0b. Enter the staff ID for the person who completed this form.

1-5. Enter the PPT's responses from the dropdown.

Upon the completion of data entry in CDART, Save and Reload the form, then run the Missing Fields Report (link found on bottom left corner of last tab in form). Complete any fields that were left blank or add a field status that indicates the reason the field is blank. Save and Close the form.