



## INSTRUCTIONS FOR THE PET SLEEP RECRUITMENT AND ELIGIBILITY FORM (SRE)

### I. General Instructions

The PET Sleep Recruitment and Eligibility Form is completed by the staff recruiting for PET Sleep to track and document the status of each Eligible ARIC participant who is invited for PET Sleep.

The form is opened and initiated when the recruitment process begins for a cohort participant. Ultimately, it is to be completed for all ARIC cohort participants who are eligible and for whom an attempt to give recruitment materials is made until recruitment goals are met. Only one record per invited participant is expected for this form. The form is also NOT completed for participants not invited to participate in the PET Sleep study (i.e. for those for whom an attempt to give recruitment materials was not made). In cases where the participant could not be reached after numerous attempts or where the participant never explicitly stated whether or not they were interested in the study (item 0c), items 0a and 0b should be completed, and item 0c should be marked missing.

The purpose of the SRE is to allow field centers to track the scheduling status of invited participants, not to identify those who need to be recruited. Participants who are eligible to be recruited are identified using the 'V6V7 Ancillary Report' available in CDART.

### II. Detailed Instructions for Each Item

**0a-0b.** Record the completion date and the staff ID in these fields.

**0c.** This item refers to willingness to participate in the polysomnography (sleep study) as described. If the response to Item 0c is "yes", then please ask the following question:

"Are you also interested in the optional component where you would wear an actigraph on your wrist for up to three one-week periods?"

If the response is either yes or no, proceed to item 1. The response to 0c should remain "yes" even if the participant is not interested in the actigraphy component.

If the participant stated "yes" to the optional actigraph component, please record on the participant's chart and in the notes file for item 0c that they agreed to participate in this as well.

If the participant stated "yes", please then ask, "Do you consider yourself left-handed or right-handed?"; please also record this information in the notes file for SRE item 0c.

(If unclear, ask for the hand that they write with and list that for handedness).

If attempts to invite a participant to take part in the PET Sleep study were made, but contact was never established or the participant did not explicitly state whether or not they were interested (e.g., they asked for time to think about it, requested a phone call back, etc.), mark 0c as missing. A notelog may be added to explain the situation.

**0d.** If the participant does not wish to participate, record his or her reasoning in field **0d**.

**1.** You do not need to ask them again if they agree; please simply enter the appropriate response based on their response to 0c (the sleep study; again, a decision about actigraphy should not impact the response to #1).

**2-5.** Record the participant's responses to these questions regarding devices to help them sleep and other sleep habits.

**\*\*PLEASE NOTE: This is not on the form itself. After item 4, please ask: "Do you currently have a tracheostomy? (or a hole in your neck to help you breathe?)"** If the participant answers yes, this makes them ineligible for the sleep study. Please say, "I'm sorry, we are unable to include you in the sleep study", and go to the Closing Script/ continue as specified in the selected Recruitment Script.

**6a-b.** These fields are for site staff to record appointment times for future participant PET Sleep visits. **Please note:** We are able to conduct sleep studies in hotel rooms for those participants interested in the study but who do not wish to have the sleep study in their homes. It is the preference to do the studies in their homes, but if they appear to be uncomfortable setting this up, you can offer them scheduling in a hotel. You should defer scheduling the actual date, however, until you can first check with the nearby hotel (Hagerstown Hampton Inn; 1716 Dual Highway; phone 301-739-6100), on availability.