

### **Cue Cards Procedure- ACHIEVE**

Cue cards will be sent to participants in advance of telephone visits for all 6m and annual appointments. Data collectors will have a “interviewer” set which will be the key for the participant’s copy of the cards.

The following data is collected at appointments, and will coincide with the card colors listed:

Form	6m	12m	18m	24m	30m	36m	Card color
ICF	x	x	x	x	x	x	n/a
ICHI	x	x	x	x	x	x	Hearing/White
SAI	x	x	x	x	x		n/a
ESU	x	x	x	x	x	x	n/a
SISA	x	x	x	x	x	x	n/a
ADSA*	*	*	*	*	*	*	n/a
HHF	x <sup>†</sup>	x	x <sup>†</sup>	x	x <sup>†</sup>	x	n/a
HOS	x	x	x	x	x	x	n/a
CES	x	x	x	x	x	x	6m= GREEN; 1, 2, 3 year=YELLOW
HHI	x	x		x		x	n/a
SFH	x	x		x		x	PINK
SNI	x	x		x		x	n/a
ULS	x	x		x		x	6m= GREEN; 1, 2, 3 year=YELLOW
FAM		x		x		x	YELLOW
PAC		x		x		x	BLUE

1. When participant answers call, verify they received the cue cards and have them on hand.
2. When starting a form that has cues, orient the participant to the correct color paper. (e.g. “For this next set of questions, we will use the [color] responses. Do you have that in front of you?”)
3. For each question that has a cue:
  - a. Verify the cue number for the form/question number- the form/question number is located in the top right of the cue, the participant’s cue number is in the top left of the cue.
  - b. Orient the participant to the correct numbered block on the page. (e.g. “The responses for this question are in block [#].”)
  - c. Read the question.
  - d. Read the response options.
  - e. Document the participant response (may give the response or corresponding number).