

NUTRITIONQUEST TRACKING FORM, NQT QUESTION BY QUESTION (QxQ), VERSION 1.0

I. GENERAL INSTRUCTIONS

The NutritionQuest Tracking Form (NQT) is to be completed when the NutritionQuest questionnaire has been received from a participant either from the Baseline visit or from the Bronchoscopy sub-study. The coordinator should have affixed a lab sample barcode label, which matches the Subject ID, to the top right of the NutritionQuest questionnaire at the clinic visit.

Please answer every question on this form. *NOTE: All response options in the paper form may not appear in CDART (e.g., 'Don't know', 'Declines to answer', etc.). Beside each item input is a small double bracket icon which looks like this: . Clicking this icon displays a field dialogue box in which the "Field Status" selection menu allows you to choose from the following options: 'Refused', 'No response', 'Doesn't know', 'Not applicable', 'Maximum value', 'Minimum value', and 'Missing'. See MOP 6 – Section 3.2 for additional instructions on how to select a Field Status option.*

II. INSTRUCTIONS FOR INDIVIDUAL ITEMS

Header Information: Consists of key fields which uniquely identify each subject and recorded occurrence of a form. For the "ID NUMBER", record the 3-character, 6-digit number assigned to the specific participant. For the "Event", record if this is happening at Baseline or another event.

- Item 0a.** Record the date the data was entered in CDART in the MM/DD/YYYY format either by selecting the pop-up calendar in CDART or entering the date in the space provided.
- Item 0b.** Record the SOURCE staff code of the person who entered the data in CDART. This code is assigned to each person at each site by the GIC. If you do not have a staff code and are collecting SOURCE data, please contact the GIC in order to receive your own individual staff code.
- Item 1.** Scan the lab sample barcode label (located at the top right of the NutritionQuest questionnaire) or record the NutritionQuest Questionnaire Label ID in the space provided. If manually entering the NutritionQuest Questionnaire Label ID, capitalize all characters. *NOTE: The NutritionQuest Questionnaire Label ID should MATCH the Subject ID (i.e., the 3-character, 6-digit number assigned to the specific participant) in CDART.*
- Item 2.** Record the date the NutritionQuest questionnaire was received at the Michigan Reading Center in the MM/DD/YYYY format either by selecting the pop-up calendar in CDART or entering the date in the space provided.

Select **Save and Close** at the bottom of the page/screen.