

APPENDIX B

DIMES Dietary Interview Schedules

APPENDIX C

ISIS Data Transfer Guide

APPENDIX D

DIMES Day 2 Scheduling Procedures

1. Recruitment Procedures

The **MEC coordinator** will be responsible for recruiting the sample. She will offer a second interview to all SPs. If a SP agrees to participate, the coordinator will check one of two utility checkboxes in the coordinator's system – "Second Exam" or "Second Dietary." The "Second Exam" refers to the second MEC exam (which will not be active until Stand 113). The "Second Dietary" checkbox refers to the DIMES Day 2 interview.

2. Scheduling Procedures

The **FO scheduler** will call up the **Second Exam Recruitment Report** to get a list of SPs eligible for a Day 2 dietary interview. The scheduler will click on a drop down box accessed through the Appointment Manager's Reports Menu, and select the "Second Dietary" option to access the list. The procedures for scheduling are slightly different, depending on the mode of the interview.

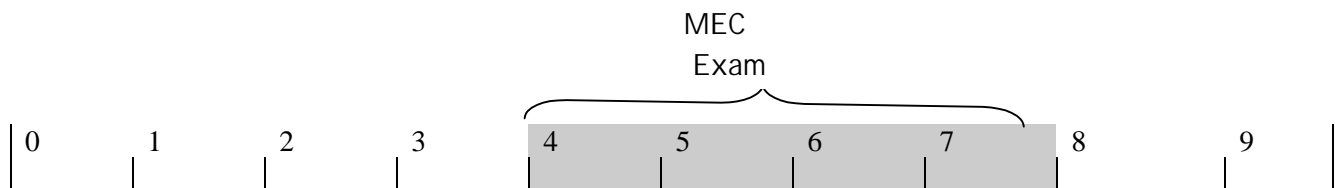
IN-PERSON MEC INTERVIEW - Procedures for Scheduling SPs

1. Identify SPs eligible for a Day 2 **In-person** interview by referring to the column with the heading "**Original Diet Intv Mode**" on the report. SPs who completed a Day 1 In-person interview will be listed in this column as "In Person."
2. Using the **In-person** Scheduler script, make contact with the SP. Referring to the **2nd Exam Not Before** column, schedule the SP for a date on or after the listed date.
3. Avoid scheduling on weekend sessions since those are the most desirable times for MEC exams
4. If possible, try to distribute the Day 2 interview evenly across sessions to ensure that no session is overbooked.

5. It is acceptable to schedule SPs towards the end of the stand when there are fewer SPs scheduled for each session.
6. Try to schedule SPs for **morning sessions** ONLY. However, if a SP can only return to the MEC for an afternoon or evening interview, you may schedule for those sessions.
7. Enter the information into the Appointment Manager and set the interview for "MEC." If the interview is set for an afternoon/evening session, then record on the hard-copy **DIMES Dietary Interviewer Schedule** (this will be discussed in detail below). This will serve as notification to the MEC staff that an In-Person interview is scheduled for a session that would otherwise be devoted to telephone interviews and scheduling.

TELEPHONE INTERVIEW – Procedures for Scheduling

1. Identify SPs eligible for a Day 2 **Telephone** interview by referring to the column with the heading "Original Diet Intv Mode" on the report. The SPs who completed a Day 1 interview by phone will be listed in this column as "By Phone" with a "C" for Complete and the date of the Day 1 interview.
2. Using the Telephone Scheduling script, make contact with the SP. Schedule an appointment on or after the date listed in the 2nd Exam Not Before column. In order to reduce the possibility of scheduling conflicts, the FO scheduler should not schedule in the Day 1 telephone interview window (4-7 days post MEC exam). For example, in the timeline below Day 0 represents the MEC exam day (afternoon/evening sessions). The MEC scheduler will schedule SP telephone appointments in a window that is 4-7 days after the MEC exam. If the FO scheduler is also scheduling during that day and session, they will be competing for time slots on days 4-7. The FO scheduler can avoid the conflict by scheduling on Days 1-3 or Days 8+. To maximize the time slots, if a SP is eligible for a Day 2 interview within the next 3 days, the scheduler can try to schedule an appointment during that time period. If the SP is not eligible during that time period, the scheduler can schedule 8+ days later.



3. Record the appointment on the hard-copy **DIMES Dietary Interviewer Schedule** in the appropriate time slot. The dietary interviewer will fax or hand deliver the schedule to the FO on a daily basis (usually at the end of a shift). If the FO is not open at that time, the interviewer will fax the schedule from the hotel or deliver to the FO the next day.

4. Enter the appointment information into the Appointment Manager and set the interview for "HO." Enter the appointment time slot time in the "arrival time" field in the Appointment Manager.
5. If the FO scheduler has been scheduling during a morning session or when the MEC is closed, he/she should email the scheduled appointments to the MEC scheduler, so that the MEC scheduler can record the Day 2 appointments before the start of the next session. If the FO scheduler is scheduling during a MEC afternoon or evening session, he/she should phone the MEC scheduler after each appointment is scheduled, so that the MEC scheduler can record the Day 2 appointment immediately. The MEC scheduler will reschedule any Day 1 appointments that conflict with the newly scheduled Day 2 appointment.
6. Once the FO dietary interviewer informs you that she has completed, edited, and transferred the data for the SP's Day 2 exam, mark the interview as "completed" into ISIS.