

Appendix B. Checklist for FoodCORE Initial Interview Practices

Yes	No	Partial	Will be implemented (Date)	Practice
				1. Review laboratory data to identify case-patients of enteric disease
				2. Review direct report data (physicians, other jurisdictions, etc.) to identify case-patients of enteric disease
				3. Review complaint system data to identify potential enteric diseases case-patients, clusters, or other trends
				4. Utilize electronic system to track reported case-patients
				5. Utilize electronic system to track interviewed case-patients
				6. Utilize electronic system to store case-patient demographic data
				7. Utilize electronic system to store case-patient exposure data
				8. Routinely review case-patient data to identify trends
				9. Attempt an interview with all identified case-patients of enteric disease
				10. Begin interview attempts as soon as a case-patient is reported, not necessarily waiting for subtyping to be completed
				11. Make at least three attempts to reach a reported case-patient of enteric disease
				12. Conduct interview attempts at different times of day
				13. Conduct interview attempts during "off-hours" including nights and weekends
				14. Provide call-back information for case-patients (either toll free or a direct line to an interviewer) to promote responsiveness
				15. Determine if the interview would be better conducted at a different time, confirm case-patient contact information, and (resource dependent) arrange for the interview to be conducted with an interpreter or other means of translation service, if necessary
				16. Send letters to case-patients who are not reached via phone to provide information, educational materials, and to promote responsiveness (i.e., encourage case-patients to call back)
				17. Provide alternative method (non-phone-based) to provide exposure history for case-patients who cannot or will not complete a phone-based interview
				18. Train interviewers so they are familiar with the questionnaire content and details
				19. Train interviewers so they are familiar with jurisdictional policies for education and intervention
				20. Order of questions within initial interview has been designed to promote user acceptance for interviewee
				21. Elements within the initial interview are prioritized so interviewers can focus on highest priority exposures if necessary
				22. Initial interview includes telling case-patients they may be re-contacted for additional information or clarification
				23. Initial interview includes confirming case-patient preference for contact including the means of contact and primary contact information, preferred language, etc.

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Collect data elements in following initial interview major categories:

Yes	No	Partial	Will be implemented (Date)	Content
				24. Collect data elements for Demographics
				25. Collect data elements for Clinical History
				26. Collect data elements for Travel
				27. Collect data elements for Risk to others
				28. Collect data elements for Local Cluster/Events, Finding Additional Cases
				29. Collect data elements for Food Sources/Diet Information
				30. Collect data elements for Other Exposures (animal, water, environmental, etc.)