

Post-24-Hour Physical Activity Monitoring Instructions
PPA Version A, 11/03/2000
QxQ Date 02/23/2001

I. GENERAL INSTRUCTIONS

The Post Physical Activity Monitoring Form (PPA) is completed after the participant's baseline clinic visit to document the process of returning the physical activity CSA monitor and step counter worn by the participant for the 24 hours following the baseline clinic visit. The PPA also documents the downloading of data from the CSA monitor after it is returned to the clinic. The JHS Sample Coordinator most often completes the first portion of the form at the time of pick-up from the participant's home or office. JHS clinic personnel may complete it if the participant returns the monitor to the clinic. The data download section is completed by a clinic staff member. The technician must be certified with training in the proper operation and application of the Physical Activity Monitor (PAM). The technician should have a working knowledge of physical activity monitoring procedures. The technician should be familiar with the data entry procedures for electronic form versions and understand the document titled "General Instructions for Completing Paper Forms" prior to completing this form. ID Number, Contact Year and Name should be completed as described in that document.

II. SPECIFIC INSTRUCTIONS

A. CSA Monitor

1. Document that the participant agreed to wear the CSA monitor from Item 4, Pre Physical Activity Monitoring Form (BPA). Confirm that the participant wore the monitor for at least a portion of the 24-hour period. If the monitor was not worn, proceed to Item 9.
2. Enter the date the CSA monitor was removed.
3. Enter the time in hours and minutes, circling either AM or PM, that the CSA monitoring ended. If the participant removed the monitor prior to the 24-hour time period, record the time the participant removed the monitor.
4. Enter the CSA ID number. This number should be the same as that recorded on the PPA form. Do not record from the PPA form. Open the pouch and record the CSA monitor number engraved (or on the label) on the monitor.
5. This item is intended to verify that the participant wore the monitor for the entire 24-hour period. If s/he did wear the monitor for the entire 24-hour period while awake, continue with Item 7.

If s/he did not wear the monitor continuously for the entire 24-hour period, record the reason(s) for not wearing it. Circle "Y" for all responses that apply and "N" for those that do not apply. If there are any other reasons, record them in the note boxes provided.

6. If the participant removed the monitor except to bathe or sleep, ask her or him to tell you as best s/he can remember, what time s/he took it off and put it back on again. Record the times in hours and minutes, circling AM or PM, in Items 6a. through 6h., as needed for the number of times removed and replaced.
7. This item is intended to assess the level of comfort in wearing the monitor. Record the response most closely approximating the participant's perception of comfort while wearing the CSA monitor.
8. This item assesses the participant's willingness to repeat this procedure at some later date if asked.

B. Step Counter

9. Document that the participant agreed to wear the step counter from Item 5, Pre Physical Activity Monitoring Form (PPA). Confirm that the participant wore the monitor for at least a portion of the 24-hour period. If the monitor was not worn, proceed to Item 17.
10. Enter the date the step counter was removed.
11. Enter the time in hours and minutes, circling either AM or PM, that the step counter monitoring ended. If the participant removed the monitor prior to the 24-hour time period, record the time the participant removed the monitor.
12. Enter the step counter ID number. This number should be the same as that recorded on the PPA form. Do not record from the PPA form. Record the number marked on the outside of the step counter.
13. Record the step count.
14. This item is intended to verify that the participant wore the monitor for the entire 24-hour period. If s/he did wear the monitor for the entire 24-hour period while awake, continue with Item 15.

If s/he did not wear the monitor continuously for the entire 24-hour period, record the reason(s) for not wearing it in Items 14 b. through 14e. Circle "Y" for all responses that apply and "N" for those that do not apply. If there are

any other reasons, record them in the note boxes provided.

15. This item determines if the participant reset the step counter at any time during the 24-hour period. If “No” continue with Item 17.
16. Record the time the step counter was reset in hours and minutes, circling AM or PM. If the step counter was reset on more than one occasion during the 24-hour period, record the time of the LAST reset.

C. Administrative Information

17. Record the date that the CSA monitor and step counter were removed and readings were completed, using leading zeroes as needed.
18. Record “C” if the form was completed on the computerized data entry system, or “P” if the paper form was used. If the form was completed partially on paper and partially on the computer, code as “P.”
19. Enter the 3-digit JHS code of the person completing this form

When the step counter is returned to the clinic, place it in the tray marked “To be downloaded” in the PAM office.

TO BE COMPLETED BY THE PERSON DOWN LOADING THE CSA FILE:

20. This item is to be completed when the CSA file is downloaded into the host computer. Monitors ready for downloading should be placed in the “To be Downloaded” basket after they have been retrieved from participants. Remove the CSA monitor from its pouch. Follow the procedure for downloading the file that is posted near the host computer. The CSA file name must be correct in order for the file to be identified with the JHS participant who wore the monitor. Name the file as follows: the letter cj, followed by the participant’s 6-digit JHS number, followed by the extension “.dat”. For example, participant number 123456 would have the CSA file name: **CJ123456.dat**. You may use upper case or lower case letters for the file name. When the downloading procedure is complete, use the posted procedure to “stop” the monitor. This will preserve battery life for future use. Get the tracking folder labeled with the number for this monitor. Record the download activity in the tracking file as well as any problems you had downloading the data.
21. Enter the 3-digit JHS code for the person in the clinic downloading the data file.
22. Enter the date the CSA data file was downloaded.