

ANDA-AQSMA 2014

HOW TO COMPLETE ANDA-AQSMA 2014 FORMS

Printing and Copying

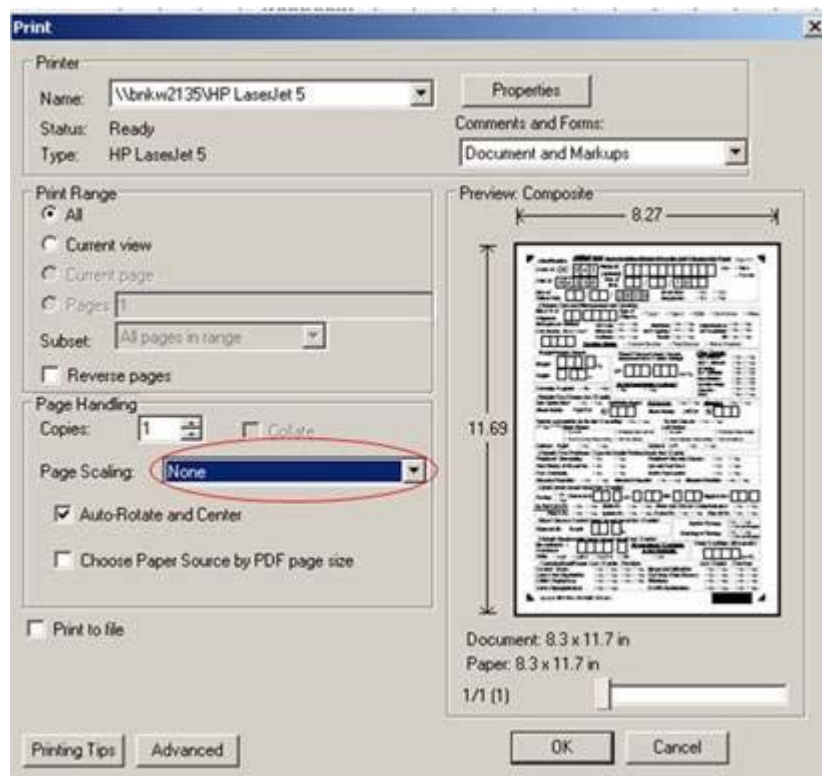
- For scanning purposes it is vital that printouts and photocopies of the ANDA-AQSMA Data Collection Form (the Form) are of perfect quality, correct size, straight on the page and appropriately centred.
- If any of the four black cornerstones (black triangles) on the form are damaged in any way or not completely visible, please DO NOT complete that form as the computer system will not accept it.
- In case you need to photocopy extra Forms for use, please retain the master copies in a safe place.
- Please DO NOT reduce the size of the Forms when printing or photocopying them.

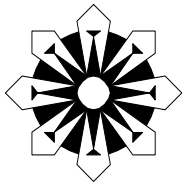
PLEASE READ CAREFULLY

Please take care when printing the DCxxx ANDA-AQSMA 2014 Data Collection Form as there is a possibility that the printed version can be smaller than expected.

If this shrinkage occurs then there is a possibility that the scanner software, used to import the completed form data, will not recognise the form and all completed forms may require manual entry into the reporting system. As you can imagine this would be a very time consuming exercise.

To avoid this shrinkage when printing simply ensure that the Page Scaling option is set to **None** as confirmed below:





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Completing the Forms

- Forms should be completed for each patient **WITH A BLACK BIRO** (DO NOT use a pencil or fountain or felt tip pen).
- Writing should be upright, clear and within the boxes.
- Try not to write on the box borders.
- Fill in all required fields.
- Leave boxes blank if data is missing or the box is not required.
- DO NOT use dashes or other symbols if data is missing. (All boxes with markings will be interpreted as data.)
- The N/Y boxes can be filled in with an 'X'. This must go through the **centre** of the box, not the edge:

CORRECT No Yes

INCORRECT No Yes

- If a mistake is made **DO NOT USE WHITEOUT** - put a line through it and clearly mark the correct choice eg:

No Yes

- DO NOT use leading zeros in number fields :

CORRECT

	1	2	3
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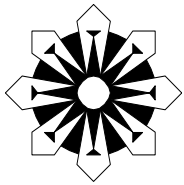
INCORRECT

0	1	2	3
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- The Patient ID field (eg medical record number) is compulsory, and enables you to check the records if data needs to be verified or corrected and would enable progress reports for individuals to be generated if the individual was seen previously.

Data Field Definitions

- The Data Field Definitions sheet indicates the interpretation of each field and the valid entries for each.
- Please reference these definitions as required when completing the ANDA-AQSMA Data Collection Forms.



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Quality of Life Assessment

- Part A: Self Assessment of Health Status
 - **Each** patient should complete a separate Self Assessment of Health Status Form (Appendix 1). The patient's response to 'Own Health State Rating (0-100)' should be transferred to the ANDA-AQSMA Data Collection Form 7.1.
 - The patient's responses to Screening Scale Questions Q1 and Q2 should be transferred to the ANDA-AQSMA Data Collection Form 7.2 and 7.3.
 - **If the patient scored 3 or greater in the Screening Scale Questions Q1 or Q2 the patient should be asked to complete The Diabetes Distress Scale 17 (Appendix 2).**

- Part B: Diabetes Distress Scale 17 (DDS17)
 - **DO NOT administer the DDS17 Questionnaire if the patient DID NOT score 3 or greater in the Self Assessment of Health Status Screening Scale Questions Q1 or Q2.**
 - IF the patient completes the DDS17 their Total DDS17 score should be calculated and transferred onto the ANDA-AQSMA 7.4.1 of the ANDA-AQSMA Data Collection Form.
 - In addition, calculate the score for each of the four sub-scale sections (A-D) and transfer this into 7.4.2 - 7.4.5 of the ANDA-AQSMA Data Collection Form.
 - Please see DDS17 Scoring Sheet (Appendix 3) for detailed instructions on how to score the DDS17 and assistance with calculations.

- **Please retain for your own records** the Self Assessment of Health Status, Diabetes Distress Scale 17 Questionnaires and DDS17 Scoring Sheets, please **DO NOT** return these to the ANDA secretariat.

Submitting the ANDA-AQSMA Data Collection Forms

- Only the original one page ANDA-AQSMA Data Collection Forms should be returned to the ANDA secretariat.
- Please photocopy and retain a copy of the ANDA-AQSMA Data Collection Forms in a secure place at your site, and then forward the **ORIGINAL** copies to the ANDA secretariat.
- The original ANDA-AQSMA Data Collection Forms can be returned to you after data entry and analysis if you wish.
- When mailing the Forms to be scanned:
 - Please **DO NOT staple** Forms together
 - Mail forms flat
 - **DO NOT fold** them.

What to return to the ANDA Secretariat?

PLEASE RETURN: Original one page ANDA-AQSMA Data Collection Forms.

PLEASE DO NOT RETURN: Self Assessment of Health Status (Appendix 1)
Diabetes Distress Scale 17 Questionnaire (Appendix 2)
DDS17 Scoring Sheet (Appendix 3).

If you have any questions please do not hesitate to contact the ANDA Secretariat, Elspeth Lilburn on anda@nadc.net.au