ELSA-HCAP2
Quality Checks Report #0000

Guidelines

- Use this template to fill a **monthly report** showing 4-week progress in data collection.
- Upon completion of the data collection, this template should be used to fill a **final report** covering the full period of data collection and shared with the UCL team along with a copy of the raw dataset to facilitate final quality checks.

Section 1: Administration

1	Research Team	Name: Email: Name: Email:
2	Dataset information	Dataset name or ID: Total number of cases: Fieldwork date ranges:
3	Report submission date	dd/mm/yyyy

Section 2: Real-Time Quality Checks

4	(Early) Checks on CAPI	Date conducted: dd/mm/yyyy ☐ Question routing (filters/ conditional questions) ☐ Section skipping ☐ Refused/don't know shortkeys ☐ Comment box (called upon at any point during the interview) ☐ Audio recording ☐ etc… Identified errors: • Error 1 • Error 2 • …	Actions taken: • Action 1 (Resolved: Yes/No) • Action 2 (Resolved: Yes/No) • … Further comments:
5	Fieldwork progress	Total number issued cases to date: XXX • Number of completed interviews: XX • Number of partial interviews: XX • Number refused: XX • Number died: XX	Actions taken: • Action 1 (Resolved: Yes/No) • Action 2 (Resolved: Yes/No) • … Further comments:

6	Fieldwork implementation	Summary of feedback from interviewers' free text and comment boxes in CAPI: Summary of feedback from project champion:	Actions taken: • Action 1 (Resolved: Yes/No) • Action 2 (Resolved: Yes/No) • … Further comments:
7	Audio recordings check	Total number of available recordings: XX out of XXX total interviews conducted. Random sample of files listened to (max 10): XX Problems with test administration: ☐ Yes, number of files: XX ☐ None detected (interviewers read script as trained) Interviewer provided feedback to participant on test performance: ☐ Yes, number of files: XX ☐ None provided (interviewers did not give feedback)	Actions taken: • Action 1 (Resolved: Yes/No) • Action 2 (Resolved: Yes/No) • … Further comments:

Section 3: Summary Statistics of Cognitive Tests

Total score or key variable	Total valid N	Mean (SD)	Min - Max	25th – 50th – 75th percentiles	n(%) zeros (if applicable)	n(%) don't know	n(%) refused	n(%) not applicable or system missing	Reason for system missing	Comments by interviewer
1. MMSE										
2. HRS-TICS										
3. CERAD (immediate)										
4. Animal Naming										
5. Letter cancellation										
6. Backward counting										
7. 10/66 naming items										
8. CERAD (delayed)										
9. Logical Memory (immediate)										
10. CERAD recognition										
11. PRAXIS										
12. SDMT										
13. PRAXIS recall										
14. Logical Memory (delayed)										
15. Logical Memory (recognition)										
16. Number series										
17. Raven's test										
18. Trail making										
19. CESD scale										

Section 4: Cognitive Tests Distribution and Flags

Total score or key variable	Histogram of original variable	Inflated zeros (yes/no)	Extreme values (yes/no)	Detected coding errors (yes/no)	Corrections to data (if any)	Histogram of corrected variable (if applicable)	Communication with interviewers/ further training (if any)	Communication with UCL team (further actions if required)
1. MMSE								
2. HRS-TICS								
3. CERAD (immediate)								
4. Animal Naming								
5. Letter cancellation								
6. Backward counting								
7. 10/66 naming items								
8. CERAD (delayed)								
9. Logical Memory (immediate)								
10. CERAD recognition								
11. PRAXIS								
12. SDMT								
13. PRAXIS recall								
14. Logical Memory (delayed)								
15. Logical Memory (recognition)								
16. Number series								
17. Raven's test								
18. Trail making								
19. CESD scale								

Section 5: Data variations across sites/ interviewers

Total score or key variable	Noticeable differences in mean (SD) across sites (yes/no)	Noticeable differences in n(%) zeros or missing data due to "don't know" and "refusal" across sites (yes/no)	Corrections to data (if any)	Noticeable differences in mean (SD) across interviewers (yes/no)	Noticeable differences in n(%) zeros or missing data due to "don't know" and "refusal" across interviewer (yes/no)	Corrections to data (if any)	Communication with interviewers/ further training (if any)
1. MMSE							
2. HRS-TICS							
3. CERAD (immediate)							
4. Animal Naming							
5. Letter cancellation							
6. Backward counting							
7. 10/66 naming items							
8. CERAD (delayed)							
9. Logical Memory (immediate)							
10. CERAD recognition							
11. PRAXIS							
12. SDMT							
13. PRAXIS recall							
14. Logical Memory (delayed)							
15. Logical Memory (recognition)							
16. Number series							
17. Raven's test							
18. Trail making							
19. CESD scale							

Section 6: Interview time

Total score or key variable	Mean (SD) interview time in dataset (all cases)	Noticeable differences in mean(SD) of interview time across sites	Noticeable differences in mean(SD) of interview time across interviewers	Communication with interviewers/ further training (if any)
Total Interview time*				
1. MMSE				
2. HRS-TICS				
3. CERAD (immediate)				
4. Animal Naming				
5. Letter cancellation				
6. Backward counting				
7. 10/66 naming items				
8. CERAD (delayed)				
9. Logical Memory (immediate)				
10. CERAD recognition				
11. PRAXIS				
12. SDMT				
13. PRAXIS recall				
14. Logical Memory (delayed)				
15. Logical Memory (recognition)				
16. Number series				
17. Raven's test				
18. Trail making				
19. CESD scale				

*Produce below a histogram of interview time by study week (all cases): Y axis = interview time and X axis = date of interview (show in increments of up to 7 days at a time)

Histogram of interview time by study week (all cases)