|  | Action Item | Person(s) Responsible | Status | Initial and date upon completion |
| --- | --- | --- | --- | --- |
| 1 | Confirm that qualitative folder is included in the clinic files being sent to receiving site. |  |  |  |
| 2 | Ensure that certified copies of qualitative documents [e.g. checklist, transcripts, DRs, interview notes, audio CDs, etc.] have been finalized and certified per SSP. |  |  |  |
| 3 | Notify the QMT that qualitative files have been sent to receiving site. |  |  |  |
| 4 | Store participant audio files and other electronic files in a secure location once the transfer has been certified complete. |  |  |  |
| *Items 5 & 6 apply to only to SIDI participants who have not completed SIDI #3.* |
| 5 | Include a statement on the QPL Log 2 that is similar to the following “Participant transferred to \_\_\_\_\_\_ site and will complete her remaining SIDIs there.” |  |  |  |
| 6 | Schedule a phone call between interviewers at receiving and transferring site to discuss participant details. |  |  |  |

# MTN-034/REACH Participant Transfer Checklist for IDI participants: **Transferring Site**

*\*\*\*This checklist should be filed at sites with the overall transfer paper paperwork once tasks have been completed, and a copy should be emailed to the QMT.*

**Transferring site:** **Receiving site:** **PTID:**