



Data Collection Worksheet

Please Note: The Data Collection Worksheet (DCW) is a tool to aid integration of a PhenX protocol into a study. The PhenX DCW is not designed to be a data collection instrument. Investigators will need to decide the best way to collect data for the PhenX protocol in their study. Variables captured in the DCW, along with variable names and unique PhenX variable identifiers, are included in the PhenX Data Dictionary (DD) files.

✓ Instructions for Filling Out the Timeline Cigarette Use Calendar

To help us evaluate your cigarette use, we need to get an idea of what your smoking was like in the past ____ days. To do this, we would like you to fill out the attached calendar.

✓ Filling out the calendar is not hard!

✓ Try to be as accurate as possible.

✓ We recognize you won't have perfect recall. That's OKAY.

✓ WHAT TO FILL IN

•The idea is to record how many cigarettes you smoked for **each day** on the calendar.

•On days when you **did not smoke cigarettes**, not even one, you should write a "0."

It's important that something is written for every day, even if it is a 0".

✓ YOUR BEST ESTIMATE

•We realize it isn't easy to recall things with 100% accuracy.

•If you are not sure whether you smoked 15 or 16 cigarettes or whether you smoked on a Thursday or a Friday, give it your best guess! What is important is that 15 or 16 cigarettes is very different from 1 cigarette. The goal is to get a sense of how frequently you smoked, how much you smoked, and your patterns of smoking.

✓ HELPFUL HINTS

- If you have an appointment book you can use it to help you recall your use.
- Holidays such as Thanksgiving and Christmas are marked on the calendar to help you recall your smoking. Also, think about how much you smoked on personal holidays & events such as birthdays, vacations, or parties.
- If you have **regular patterns to your smoking**, you can use these to help you recall your use. For example, some people may only smoke during social situations.

✓ **COMPLETING THE CALENDAR**

• A blank calendar is attached. Write in the number of cigarettes you smoked on each day.

• The time period we are talking about on the calendar is

from _____ to _____.

• In estimating the number of cigarettes you smoked, be as accurate as possible.

• **DOUBLE CHECK THAT ALL DAYS ARE FILLED IN BEFORE RETURNING THE CALENDAR.**

• Before you start look at the **SAMPLE CALENDAR.**

✓ **SAMPLE CALENDAR**

2000	SUN	MON	TUES	WED	THURS	FRI	SAT
S E P T						1 20	2 0
	3 20	4 Labor Day 20	5 23	6 28	7 21	8 20	9 23
	10 20	11 20	12 20	13 28	14 25	15 0	16 24

	17 20	18 20	19 20	20 20	21 22	22 22	23 24
	24 21	25 22	26 26	27 24	28 23	29 0	30 22

Protocol source: <https://www.phenxtoolkit.org/protocols/view/720101>