

Minutes: Maintenance Supplement Meeting 4/8/2008

Draft manuscript

Collaborators received a revised version of the manuscript for review. A question was raised about the inclusion of the Lapham study. Rachel will talk to Sandra about the appropriateness of inclusion (telephone call scheduled for 4/16). After this issue has been addressed, Rachel will send out a new version to all collaborators for review and comments.

- New tables
 - We agreed that the new column describing the interventions was useful, but that the entries were too long. Maintenance Supplement collaborators will revise their entries and return them to Rachel. Chris volunteered to send a request to other HMC investigators. Rachel will send Chris an example to include with her email.
 - We also agreed to add an additional table: a grid indicating the behaviors targeted by each study (Rachel will create and include with the new version to be distributed to collaborators).
- Summary within and across behaviors in Findings
 - Considerable progress was made on the summary section of the manuscript. Additional comments are encouraged.
- Journals: We discussed a few new options (listed below). Rachel is creating a table with requirements for each journal and the editor's name and contact information. Sue and Rachel will send inquiries to each editor, including an abstract, about the appropriateness of the manuscript for the journal.
 - International Journal of Behavioral Medicine
 - American Journal of Health Behavior
 - Preventing Chronic Disease
 - Annals of Behavioral Medicine
 - American Journal of Preventive Medicine

Data transfer schedule

- Baseline data from remaining collaborating sites
 - UIC has received data from Martinson, Kirby, and Elliot.
 - John Roll will send baseline data to Rachel at the lead site within next month.
 - Geof Williams plans to use his first cohort for the maintenance supplement analyses.
 - Friedman study data is currently outstanding. Rachel will work with Jeff Migneault to come up with a plan to transfer the data.
 - Klesges study data is currently outstanding. Rachel will contact Bob Klesges about the data transfer.
- Post-test data – how many and what specific waves of post test data make sense in terms of ability to make cross-site comparisons at the same time points?

- All sites have baseline and 12 mos data; all but one collect at 6 mos
- UIC will send all investigators a detailed request to transfer 6 and 12 mos data. We need to specify whether data was collected during the active intervention phase or represents maintenance. Rachel will create and distribute a table that will require collaborators to designate data collection time points and maintenance vs. active intervention.

Data Archiving

- The group discussed data archiving. We agreed that all collaborators are currently following appropriate documentation procedures that will make the archiving process easier. As the lead site is coordinating all data management efforts for the supplement, UIC will be responsible for providing the HMCRC with a final data set for archiving after analyses are complete.

- Study timeline

Adherence Trajectories across Behaviors and Associated Impact on Quality of Life

	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
Year 1 -- July 2005- June 2006				
Develop data sharing protocol				
Review adherence survey data				
Participating sites meet at HMC meeting				
Participating site conference calls				
Develop outline for descriptive manuscript on conceptualization and measurement of adherence				
Year 2 -- July 2006- June 2007				
Transfer baseline, 6, and 12 month data to lead center				
Merge baseline, 6, and 12 month data from all 8 sites				
Analyze baseline, 6 and 12 month data				
Manuscript preparation				
Participating sites meet at HMC meeting				
Participating site conference calls				
Year 3 -- July 2007-June 2008				
Participating sites meet at HMC meeting				
Participating site conference calls				
Transfer 24 month data to lead center				
Merge 24 month data from all 8 sites				
Analyze 24 month data				
Manuscript preparation				
SBM pre/post conference workshop				
Develop monograph describing analytic techniques/strategies				
Prepare data for archiving				

- Next steps

- Next conference call?