

RISE Above Smoking

SOP for Running Treatment and Assessment Visit 5

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Purpose:

This SOP describes the procedures for running in-person (pages 2-7) and remote (pages 8-15) Treatment and Assessment (T/A) Visit 5 for the RISE project.

[In-Person Procedure](#)

[Remote Procedure](#)

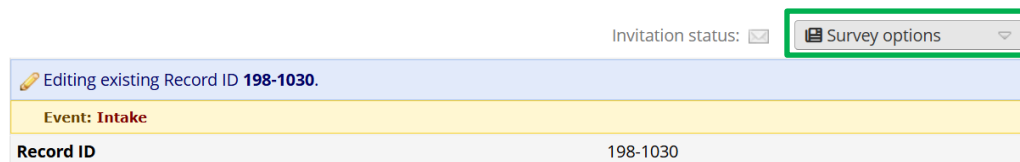
✳ On visit days:

- Dress appropriately: business casual; no cut-off shorts, shirts that show your tummy, etc.

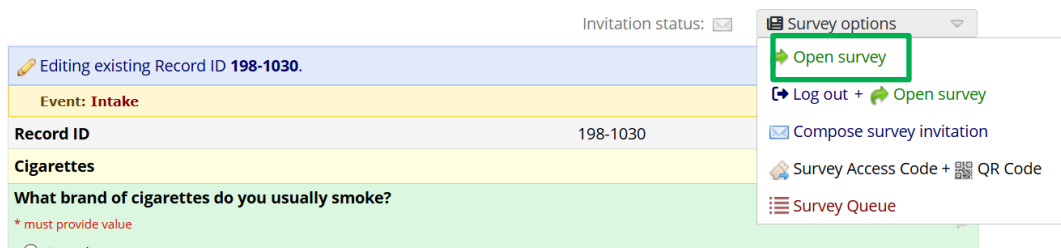
Procedures for Running IN-PERSON T/A Visit 5

Preparations for In-Person T/A Visit 5

1. Preparations should be done about 30 minutes prior to your scheduled Intake visit (just in case your participant (PPT) arrives early)
2. Prepare PPT Room
 - a. In-person T/A Visits should happen primarily in Rooms 304B & 319
3. Have the following available for during and at the end of the visit:
 - a. Printed TLFB substance definition sheets
 - b. Have your copy of the Quit Kit in case you need to refer to it
 - c. Get CO monitor from the left cabinet in RM 308A from the left cabinet in Rm 308A (see more detailed information in the Intake SOP on Page 2, Section 3d)
 - i. Ensure the CO monitor does NOT need to be calibrated; if it does, calibrate if time allows or switch to the other monitor if no time to calibrate
 - ii. Check to see if the plastic mouthpiece (i.e., D-piece) needs to be changed
 - iii. Set the CO monitor and a wrapped plastic mouthpiece on the cabinet or table – be sure to keep the wrapping on the mouthpiece until the PPT is in the room so they can see you’re using a new mouthpiece
4. Set up PPT desktop
 - a. Use your UB credentials to log in to REDCap and open the RISE project
 - b. Navigate to the PPT’s Record ID using “Add / Edit Records”
 - c. Prepare the PPT facing survey set
 - i. Open the “QSU Phenx” form
 - ii. Click on “Survey options” in the upper right of the form (see image below)



- iii. Select “Open survey” (see image below)



- iv. After the survey opens in a new window, make sure to leave the survey without saving changes in the original window
 - v. Minimize the window for this survey set
5. Set up your laptop
 - a. Use your UB credentials to log in to REDCap and open the RISE project
 - b. Navigate to the PPT's Record ID using "Add / Edit Records"
 - c. TLFB Setup
 - i. Under "T/A V5" column, open "TLFB Setup" form and set the "Calendar Start Date" to yesterday's date, then Save as "Unverified"
 - ii. Open "TLFB" form and put any major holidays that occurred within the TLFB period into that day's "List important events" field, then Save as "Unverified"
6. Check the PPT's name so you can greet them correctly when they arrive
7. Open the T/A 5 Record Form and use it as a checklist and procedure guide as you proceed with the visit

Running In-Person T/A 5 Visit

1. PPTs have been instructed to call the study line ...
 - a. ... after they've parked in either a clinic spot or the Diefendorf Lot (if they are driving)
 - b. ... OR when they arrive on the ground floor of Diefendorf Hall (if they took public transportation, walked, or were dropped off)
2. If the PPT hasn't arrived or called by 10 minutes after the scheduled visit time, call the PPT to get an update on their status or leave a voicemail (VM) if they do not answer; refer to the Rescheduling SOP for more information and for scripts
 - a. If the PPT shares that they will be 30 minutes late or more, check the calendar to determine if we have staff availability to run the visit; reschedule if needed
 - i. If we are able to accommodate, stress the importance of arriving on time to the PPT and share that we will likely be unable to accommodate lateness in the future
 - b. If the PPT doesn't answer or is running late, wait in the visit room; if the PPT does not show up either within 20 minutes of the original visit time or the new time they shared - milestone as "Reschedule Pending" OR "Missed" depending on the situation
 - c. If the PPT is not going to attend the visit that day, proceed to "In-Person Post Visit Tasks"
3. When your PPT calls, ask if they need a new parking pass; make sure their parking pass is prominently displayed on the dashboard of their car
4. When you see the PPT:
 - a. If you have already met them, say: **"Hi [PPT name]. It's good to see you. Please follow me to the visit room."**
 - b. If you have NOT already met them, say: **"Are you [PPT name]? My name is [Name] and I will be working with you today. It's very nice to meet you. Please follow me."**
5. Go to the room you've reserved for your T/A 5 visit:
 - a. Have the PPT sit in the chair facing the desktop computer

- b. You can sit in the other chair

Visit Overview

1. Say: **“Today is your last visit with the RISE Above Smoking project. I’m going to ask you questions about your use of nicotine and other tobacco products, as well as about any changes to medications you use. You will also complete surveys and do a breath sample.”**
 - a. After explaining visit overview, ask PPT: **“Do you have any questions about the visit today?”**
 - i. Note any questions asked by the PPT as well as your answers in the “Notes” box at the bottom of the T/A 5 Record Form
 - b. After answering any questions the PPT has, update the T/A 5 Record Form

Administer TLFB

1. Navigate to “TLFB Setup” on your laptop
2. At T/A 5, we are asking about cigarettes, e-cigarettes, Nicotine Replacement Therapy patches, Nicotine Replacement Therapy lozenges, any other tobacco/nicotine product, and combustible marijuana
 - a. If PPT says they use e-cigarettes, any other tobacco/nicotine products or combustible marijuana, provide them with the definition card(s)
3. Administer TLFB using instructions in REDCap and Appendix A in the Intake SOP
 - a. After TLFB Setup is complete, you may use a shortened script to introduce TLFB: **“Just like we’ve done before, we are now going to review your use of those products over each of the past 7 days, starting with yesterday. Each day we will review what you did as well as what products you used. Our purpose is to get the most accurate information for each day but if you’re not sure of the exact number for a particular day, give your best guess. Keep in mind that each day is considered Midnight to 11:59pm. Do you have any questions?”**
4. Save TLFB form as “Complete”

Medications

1. Say, **“Have there been any changes to your prescription medications since your last visit?”**
 - a. If yes, open the “Medications” form (in the “Intake” column) and make any necessary changes
 - i. Click “Updates were made in the Medications form”
 - ii. Save “Unverified”
 - b. If no, click “There was nothing to update in the Medications form”
 - i. Save “Unverified”

Contact Info

1. Go to “Contact Info” form (under Phone Screen) and confirm that nothing has changed with their contact info saying, **“Have there been any changes to your name, address, phone number or email since your last visit?”**

- a. If yes, update info as necessary
 - i. Copy and paste the old information into a text box in the “Contact info” form so we have a record of what was changed and when the change was made (e.g., 2026.02.25 CGD: PPT’s phone number was changed from 716-555-5555 to 716-777-7777 today)
- b. If no changes, move on to Survey Set

Survey Set

1. Set up the survey on the PPT computer by maximizing the earlier minimized “QSU Phenx” window
2. Remind PPT, **“There are several different surveys that you will fill out. Please pay attention to any instructions that appear at the beginning of each one. I’ll just be in the other room, let me know if you have questions and I’ll come back over. I can see your survey list on my laptop and will know when you are done; I’ll come back into the room then.”**
3. The survey set includes:
 - a. QSU [Questionnaire of Smoking Urges; consists of 10 statements about the respondent’s feelings and thoughts about his or her desire to smoke cigarettes as he or she is completing the questionnaire (i.e., right now)]
 - b. MNWS [Minnesota Nicotine Withdrawal Scale; now known as the Minnesota (Tobacco) Withdrawal Scale is a self-report protocol which reviews symptoms of withdrawal]
 - c. PPT Cost Measure [created for the RISE study; PPT survey of time, productivity loss, transportation cost and any other forgone resources for participation]
 - d. SE Checklist V20 [Side Effect Checklist; 25 item-checklist of symptoms; PPTs check each one experienced in the previous month then rate the severity]
 - e. Continuing Quit Strategies [created for the RISE study to assess what strategies PPTs are still using to quit or remain quit]

Side Effect Tracking

1. After PPT completes Survey Set, open the Side Effect Tracking form
2. Follow instructions in the Intake SOP AND the SOP for Handling Participant Side Effects to determine if there are any symptoms that meet criteria for review and should be discussed with the PPT
3. If there are symptoms to report to the study physician:
 - a. Collect additional information from PPT about each symptom
 - b. After gathering more information about the symptoms reported by the PPT, answer the two questions that appear below the text box
 - i. Verify their smoking status based on TLFB completed earlier
 - c. You will need to send an email to send to the study physician, et al, after the visit
 - d. Save the form as “Unverified”
4. If there are NO symptoms to report to the study physician, save the form as “Complete”
5. Move on to Breath CO

Breath CO

1. Collect breath CO according to the instructions in the REDCap form

- a. If PPT asks more about the carbon monoxide reading, say: **“Carbon Monoxide is a colorless, odorless gas produced from the incomplete burning of virtually any combustible product. It may accumulate indoors as a result of tobacco smoking, poorly ventilated appliances, and attached garages.”**
 - b. If PPS asks for feedback about their reading, you can tell them that people who smoke daily generally fall into the 10-60 ppm range. If reading is >60 there may be additional factors in the environment influencing the reading
 - c. If a participant has a reading >60, please consult with the PI or Coordinator after the visit
2. Record the reading in the T/A 5 Breath CO Form
 3. Save the form as “Complete”

Ending the visit

1. Smoking Status:

- a. If PPT has quit smoking, say something like: **“Congratulations on quitting smoking – and staying quit! You’ve built a strong foundation for living a life without cigarettes. Keep in mind that being a non-smoker is a lifelong process – stay aware of things that may make you want to smoke again and how you plan to deal with those situations. Consult your Quit Kit any time you need a refresher.**

I’ve enjoyed working with you and wish you the best for a smoke-free life.”

- b. If PPT has **NOT** quit smoking, say something like: **“As you know, quitting smoking is not easy, and it usually takes people multiple attempts to kick the habit for good.**

We encourage you to consider making another quit attempt soon. We hope some of the strategies from this program were helpful for you and you can use them when you try again. Remember, you can also call the Quitline, use the quitSTART app, or use the texting service described on page 10 of your Quit Kit.

I enjoyed working with you and wish you the best in the future.”

2. Say **“Payment for today’s visit will be available on your US Bank card in 1-2 business days”**
3. Thank PPT for their time today and end the visit
4. Complete final fields in T/A 5 Record Form, noting PPT’s use of nicotine and/or tobacco product(s) during the visit, and any significant distractions that diverted PPT’s attention from the visit

In-person Post Visit Tasks

1. Change the color of the event on the RISE Google calendar from lavender to sage green to indicate that the PPT attended the visit

Cleaning the Visit Room:

1. Log out of the desktop computer
2. Wipe down the keyboard, mouse, computer desk, and chair with 70% isopropyl alcohol solution
3. Sanitize the CO Monitor with a Covita wipe

- a. Make sure to squeeze out extra liquid before wiping down the monitor
 - b. Dry the monitor with a tissue
4. Ensure that all materials from the session are returned to their proper location (e.g., CO monitor, TLFB Sheets)

Completing Post-T/A 5 Visit Record Form:

1. Update Milestones
 - a. If the visit went according to protocol and the PPT achieved the visit:
 - i. The overall Study Status will be updated to “ITT Finished”
 - ii. Change the T/A 5 visit status to “Achieved”
 - iii. Update the “Date of most recent update to T/A 5 Status” to the date the T/A 5 was completed and add any notes about what occurred during the visit, if applicable
 - iv. All other options can be found in the dropdown menu – refer to the Milestones SOP if you have questions about what status to select
2. Complete the sections on Side Effects and AEs as well as Ad Hoc AE
 - a. Follow the SOP for Handling Participant Side Effects to determine if there is anything that needs to be reported to the study physician
3. Save “Complete” and exit the record
4. For info on “Payment” refer to page 43 in the SOP for Intake Visits

Procedures for Running REMOTE T/A 5 Visit

Preparations for Remote T/A 5 Visit

1. Zoom meeting link

- a. The morning of the visit, schedule a meeting for the established T/A 5 time in Zoom, and send the meeting invitation to the PPT via text and/or email depending on preference discussed at Phone Screen
 - i. Ensure that the following meeting settings are enabled (see pictures below):
 1. Set Meeting Security to “Waiting Room” (Passcode is enabled by default)
 2. Set Video for both Host & Participant to be “On”
 3. Under Advanced, select “Allow participants to join anytime” and deselect “Mute participants upon entry”

Schedule Meeting

The screenshot shows the 'Schedule Meeting' interface in Zoom. The 'Topic' field is set to 'RISE1212 T/A 1'. The 'When' field shows the date '02/26/2026' and time '3:00 PM'. The 'Duration' is set to '1 hr 0 min'. The 'Time Zone' is '(GMT-5:00) Eastern Time (US and Canada)'. The 'Recurring meeting' checkbox is unchecked. The 'Invitees' field contains the placeholder text 'Enter user names or email addresses'. The 'Registration' checkbox is unchecked. The 'Meeting ID' is set to 'Generate Automatically'. The 'Template' dropdown is set to 'Select a template'. The 'Whiteboard' and 'Docs' sections have 'Add Whiteboard' and 'Add Docs' buttons respectively. The 'Security' section has 'Passcode' unchecked and 'Waiting Room' checked. Under 'Waiting Room', 'Follow Zoom web portal setting' is selected.

* Topic: RISE1212 T/A 1
+ Add Description

When: 02/26/2026 3:00 PM

Duration: 1 hr 0 min

Time Zone: (GMT-5:00) Eastern Time (US and Canada)

Recurring meeting

Invitees: Enter user names or email addresses

Registration: Required

Meeting ID: Generate Automatically Personal Meeting ID 583 805 6475

Template: Select a template

Whiteboard [ⓘ]: Add Whiteboard

Docs: Add Docs

Security: Passcode
Only users who have the invite link or passcode can join the meeting
 Waiting Room
Only users admitted by the host can join the meeting
 Follow Zoom web portal setting
 Select who should go into the waiting room for this meeting
 Require authentication to join

AI Companion

AI Companion

- Automatically start AI Companion ⓘ
- Automatically start meeting questions
- Automatically start meeting summary

Meeting summary template

General template ▾

[Change default summary template ↗](#)

Video

- Host on off
- Participant on off

Audio

- Telephone Computer Audio Both
- Dial from **United States** and other 3 countries ✎

Options

[Hide](#)

- Allow participants to join anytime
- Q&A
- Mute participants upon entry
- Breakout Room pre-assign
- Automatically record meeting
- Enable focus mode when meeting starts
- Enable additional data center regions for this meeting
- Approve or block entry to users from specific regions/countries

Alternative Hosts

Enter user name or email addresses ▾

Allow the alternative host to manage this meeting's assets as co-owner after the meeting. ⓘ

- Meeting summary
- Meeting cloud recording
- Add or edit polls

Student Life Tracking (pilot)

Select ▾

Interpretation

- Enable language interpretation
- Select sign language interpretation video channels below. You can assign interpreters at any time.

2. Preparations should be done about 30 minutes prior to your scheduled T/A 5 visit (just in case your PPT joins the Zoom call early)
 - a. Zoom visits should happen primarily in Rooms 304, 307A, & 307B
3. Have the following available for the visit:
 - a. TLFb substance definitions pdf file
 - b. Have your copy of the Quit Kit in case you need to refer to it

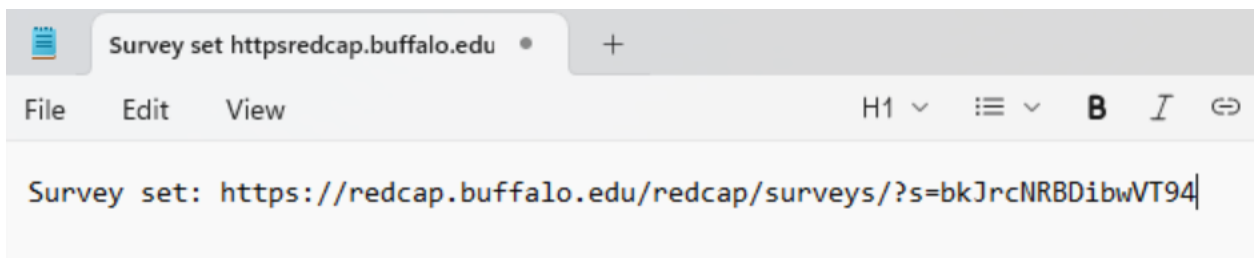
c. Instructions for the iCO monitor:

- i. RISE_iCO SOP – the steps are in REDCap but the SOP contains extra information plus troubleshooting tips
- ii. “The Quit Kit’s Guide to Your CO Monitor” is a truncated version of the steps for creating and registering an account and for collecting a sample

4. Set up REDCap

- a. Use the desktop computer for the Zoom meeting and your laptop for REDCap OR use a split screen layout on the desktop computer so that Zoom and REDCap can be used at the same time
- b. Use your UB credentials to log in to REDCap and open the RISE project
- c. Navigate to the PPT’s Record ID using “Add / Edit Records”
- d. TLFB Setup
 - i. Under “T/A V5” column, open “TLFB Setup” form and set the “Calendar Start Date” to yesterday’s date, then Save as “Unverified”
 - ii. Open “TLFB” form and put any major holidays that occurred within the TLFB period into that day’s “List important events” field, then Save as “Unverified”

5. Open and copy survey set link into notepad on computer



6. To save time later, you can enter PPT’s username and password into the iCoQuit App (if account was registered together at Intake) so that after the PPT collects their CO sample, you can sign in to get the screenshot of their reading

Sign In

Remember Email [Forgotten Password?](#)

OR

7. Check the PPT's name so you can greet them correctly when they arrive on the Zoom call
8. Open the T/A 5 Record Form and use it as a checklist and procedure guide as you proceed with the visit

Running Remote T/A 5 Visit

1. About 10 minutes prior to the scheduled visit time, start the Zoom call
2. PPTs have been instructed to attempt to join the zoom meeting about 10 minutes prior to the scheduled appointment time; that will allow a few minutes for troubleshooting if needed
3. If the PPT hasn't joined or called by 10 minutes after the scheduled session time, call the PPT to get an update on their status or leave a voicemail (VM) if they do not answer. Refer to the Rescheduling SOP for more information and for scripts
 - a. If the PPT shares that they will be 30 minutes late or more, check the calendar to determine if we have staff availability to run the session; reschedule if needed
 - i. If we are able to accommodate, stress the importance of arriving on time to the PPT and share that we will likely be unable to accommodate lateness in the future
 - b. If the PPT doesn't answer or is running late, return to the visit room. If the PPT does not show up either within 20 minutes after the scheduled visit time or the new time they shared - milestone as "Reschedule Pending" OR "Missed" depending on the situation
 - c. If the PPT is not going to attend the visit that day, proceed to "Remote Post Visit Tasks"
4. When the PPT joins the Zoom meeting ...
 - a. Introduce yourself and welcome the PPT
 - b. Ensure that PPT is in a private, distraction-free space
 - i. Ask **"Are you in a private area where you feel comfortable talking and no one will disturb you."**
 1. If PPT is not in a private area and is unable/unwilling to move to a private area, ask if they would like to reschedule the appointment to a day/time when they can be in a private area
 2. It is up to the PPT to decide whether to continue if they are not in a private area

Visit Overview

1. Review with PPT what will be happening at the T/A 5 Visit, say: **"Today is your last visit with the RISE Above Smoking project. I'm going to ask you questions about your use of nicotine and other tobacco products, as well as about any changes to the medications you use. You will also complete surveys and do a breath sample."**
 - a. After explaining visit overview, ask PPT: **"Do you have any questions about the visit today?"**
 - i. Note any questions asked by the PPT as well as your answers in the "Notes" box at the bottom of the T/A 5 Record Form
2. After answering any questions the PPT has, update the T/A 5 Record Form

Administer TLFB

1. Navigate to TLFB Setup on your laptop

2. At T/A 5, we are asking about cigarettes, e-cigarettes, Nicotine Replacement Therapy patches, Nicotine Replacement Therapy lozenges, any other tobacco/nicotine product, and combustible marijuana
 - a. If PPT says they use e-cigarettes, any other tobacco/nicotine products, or combustible marijuana, provide them with the definition card(s)
3. Administer TLFB using instructions in REDCap and Appendix A in Intake SOP
 - a. After TLFB Setup is complete, you may use a shortened script to introduce TLFB: **“Just like we’ve done before, we are now going to review your use of those products over each of the past 7 days, starting with yesterday. Each day we will review what you did as well as what products you used. And remember, if you’re not sure what the exact number was for a particular day, you can just give your best guess. Keep in mind that each day is considered Midnight to 11:59pm. Do you have any questions?”**
4. Save TLFB form as “Complete”

Medications

1. Say, **“Have there been any changes to your prescription medications since your last visit?”**
 - a. If yes, open the “Medications” form (in the “Intake” column) and make any necessary changes
 - i. Click “Updates were made in the Medications form”
 - ii. Save “Unverified”
 - b. If no, click “There was nothing to update in the Medications form”

Contact Info

1. Go to “Contact Info” form (under Phone Screen) and confirm that nothing has changed with their contact info saying, **“Have there been any changes to your name, address, phone number or email since your last visit?”**
 - a. If yes, update info as necessary
 - i. Copy and paste the old information into a text box in the “Contact info” form so we have a record of what was changed and when the change was made (e.g., 2026.02.25 CGD: PPT’s phone number was changed from 716-555-5555 to 716-777-7777 today)
 - b. If no changes, move on to Survey Set

Medication Accountability

1. There is no Medication Accountability at this visit so check “No” in the T/A 5 Record Form

Survey Set

1. Send PPT a link to the QSU survey (effectively, the link for the whole survey set)
 - a. You may opt to send via Zoom chat, email, or access code based on your evaluation of what is best for that individual PPT
2. Tell PPT, **“There are several different surveys that you will fill out. Please pay attention to any instructions that appear at the beginning of each one. I will have my camera and microphone off while I prepare your care pack. Please let me know if you have questions as you go through. I**

can see your survey list on my laptop and will know when you are done; I'll turn my camera and microphone back on then."

- a. If you need to step out of the visit room for any reason, make sure the PPT is informed and that you let them know once you've returned
3. The survey set includes:
 - a. QSU [Questionnaire of Smoking Urges; consists of 10 statements about the respondent's feelings and thoughts about his or her desire to smoke cigarettes as he or she is completing the questionnaire (i.e., right now)]
 - b. MNWS [Minnesota Nicotine Withdrawal Scale; now known as the Minnesota (Tobacco) Withdrawal Scale is a self-report protocol which reviews symptoms of withdrawal]
 - c. PPT Cost Measure [created for the RISE study; PPT survey of time, productivity loss, transportation cost and any other forgone resources for participation]
 - d. SE Checklist V20 [Side Effect Checklist; 25 item-checklist of symptoms; PPTs check each one experienced in the previous month then rate the severity]
 - e. Continuing Quit Strategies [created for the RISE study to assess what strategies PPTs are still using to quit or remain quit]

Side Effect Tracking

1. After PPT completes the Survey Set, open the Side Effect Tracking form
2. Follow instructions in the Intake SOP AND the SOP for Handling Participant Side Effects to determine if there are any symptoms that meet criteria for review and should be discussed with the PPT
3. If there are symptoms to report to the study physician:
 - a. Collect additional information from PPT about each symptom from the PPT
 - b. You will need to send an email to send to the study physician, et al, after the visit
 - c. Save the form as "Unverified"
4. If there are NO symptoms to report to the study physician, save the form as "Complete"
5. Move on to Breath CO

Breath CO

1. Open the "Breath CO" form in REDCap
 - a. Say, "**Next, I'll be collecting a breath sample from you. Do you have your iCOquit device with you?**"
 - i. If Yes, select the matching radio button in REDCap and proceed with steps below
 - ii. If No, select the matching radio button in REDCap and read the script that is displayed there, essentially letting PPT know they can submit the reading within 12hrs to receive the \$10 breath sample payment
2. When you see that the PPT has their iCO device and instructions out, say "**Great! Do you remember the process?**"
 - a. If yes, say, "**Okay, you can go right ahead then. I'm here to help as needed.**"

- b. If no, guide PPT through the collection steps using the instructions in the REDCap Breath CO Form
 - c. If needed, refer to the top of the Breath CO form and remind PPT of their login information
3. Guide PPT through collection of CO sample using instructions in REDCap
4. Do your best to ensure that PPT is visible from the chest up during the collection process
 - a. If they're using their smartphone for Zoom, their camera feed may stop once they enter the iCO app:
 - i. If this happens, first let them log in
 - ii. Then ask them to return to Zoom
 - i. Then go back into the iCO app
 - b. If the camera is still not working with the app, you will have to record that the collection could not be observed in the appropriate field of the REDCap Breath CO form
5. If PPT asks more about the carbon monoxide reading, say: **“Carbon Monoxide is a colorless, odorless gas produced from the incomplete burning of virtually any combustible product. It may accumulate indoors as a result of tobacco smoking, poorly ventilated appliances, and attached garages.”**
6. If PPT asks for feedback about their reading, you can tell them that people who smoke generally fall into the 10-60 ppm range. If reading is >60 there may be additional factors in the environment influencing the reading
 - a. If a participant has a reading >60, please consult with the PI or Coordinator after the visit
7. Record the reading in the T/A 5 Breath CO Form

Ending the visit

1. Smoking Status:
 - a. If PPT has quit smoking, say something like: **“Congratulations on quitting smoking – and staying quit! You’ve built a strong foundation for living a life without cigarettes. Keep in mind that being a non-smoker is a lifelong process – stay aware of things that may make you want to smoke again and how you plan to deal with those situations. Consult your Quit Kit any time you need a refresher.**
I’ve enjoyed working with you and wish you the best for a smoke-free life.”
 - b. If PPT has **NOT** quit smoking, say something like: **“As you know, quitting smoking is not easy, and it usually takes people multiple attempts to kick the habit for good.**
We encourage you to consider making another quit attempt soon. We hope some of the strategies from this program were helpful for you and you can use them when you try again. Remember, you can also call the Quitline, use the quitSTART app, or use the texting service described on page 10 of your Quit Kit.
I enjoyed working with you and wish you the best in the future.”
2. Say **“Payment for today’s visit will be available on your US Bank card in 1-2 business days”**
3. Thank PPT for their time today and end the visit

Remote Post Visit Tasks

1. Change the color of the event on the RISE Google calendar from blueberry to basil green to indicate that the PPT attended the visit

Cleaning the Visit Room:

2. Log out of the desktop computer
3. Sanitize the CO Monitor with a Covita wipe
4. Ensure that all materials from the session are returned to their proper location (e.g., TLFB Sheets)

Completing Post-T/A 5 Visit Record Form:

1. Update Milestones
 - a. If the visit went according to protocol and the PPT achieved the visit:
 - i. The overall Study Status will be updated to “ITT Finished”
 - ii. Change the T/A 5 visit status to “Achieved”
 - iii. Update the “Date of most recent update to T/A 5 Status” to the date the T/A 5 was completed and add any notes about what occurred during the visit, if applicable
 - iv. All other options can be found in the dropdown menu – refer to the Milestoning SOP if you have questions about what status to select
2. Complete the sections on Side Effects and AEs as well as Ad Hoc AE
 - a. Follow the SOP for Handling Participant Side Effects to determine if there is anything that needs to be reported to the study physician
3. Save “Complete” and exit the record
4. For info on “Payment” refer to page 43 in the SOP for Intake Visits

REVISION HISTORY		
Date	Staff member	Brief description of revision(s)
04/02/2026	CGD	Updated for website
2/26/26	AH	Copied over edits from T/A 1 after meeting with CeCe, fixed formatting for TLFB setup appendix
2/19/26	AH	Accepted edits, updated scripts to match previous visit SOPs + REDCap
11/06/2025	MKP	Updated scripts & procedure throughout document to match current RISE protocol