

POST-ICECAP

Subject Retention Plan



PRIOR TO DISCHARGE

- Confirm and update contact information at discharge.
- Ask the patient to save your site's contact info into their phone to ensure they recognize your calls
- Start planning for follow-up visit windows.

BEFORE EACH FOLLOW-UP VISIT

- Send visit confirmation letter/email with: date, time, location, visit length, and reminders for eyeglasses/hearing aids.
- Make reminder phone calls a few days before and on the morning of the visit.

DIFFICULT-TO-REACH PARTICIPANTS

- Attempt contact at different times/days (including evenings/weekends).
- Use all contact methods: phone, email, text, mail, or alternate contacts.
- Search public directories if necessary.

AT THE TIME OF CONSENT

- Explain follow-up schedule (30, 90, 180, 270, 365 days post-cardiac arrest).
- Discuss location, timing, visit duration, and procedures covered.
- Emphasize the value of the participant's involvement now and at each visit.
- Collect detailed participant and family contact information: Home address, home phone, work phone, cell phone, email.
- Collect alternate contacts who would know how to reach the participant (partner, children, roommate, neighbor, friend, etc.)

FOLLOW-UP VISIT SCHEDULING

- Schedule visits at: 30, 90, 180, 270, and 365 days (try to align with other hospital appointments).
- Schedule visits at times convenient for participants.
- Assist with transportation logistics and identify travel companions if needed.

VISIT DAY

- Keep visits short, efficient, and pleasant.
- Offer home or community visits if participant does not want to come to the hospital.
- Modified Rankin Scale (F144) – must be collected first for all participants.
- Reminder: NIH Toolbox neuropsych measures are only done in person.

ADDITIONAL TIPS

- Maintain a strong connection with a clinician (e.g., site PI, or neurointensivist who routinely takes care of post-arrest patients, etc.) to help connect patients with resources if a need arises during a visit.
- If a participant experiences fatigue, divide the interview as needed. Refer to the [FAQ](#) section on the website for the priority order of measures.
- Aim to complete all tests on the scheduled day. If incomplete, finish them within 3 days of the initial appointment. However, neuropsych tests must be completed in one session and not split into multiple interviews.
- Email POST-ICECAP-contact@umich.edu before the visit window ends for support with any visit challenges.