

SECTION 1.0. ON-SITE STRATEGIES TO PROMOTE RETENTION IN REPRIEVE

We strongly encourage REPRIEVE sites to implement some of these simple on-site practices that may increase participant retention at study sites.

1.1. Team Meetings to Discuss Participants at Risk of Loss to Follow-Up

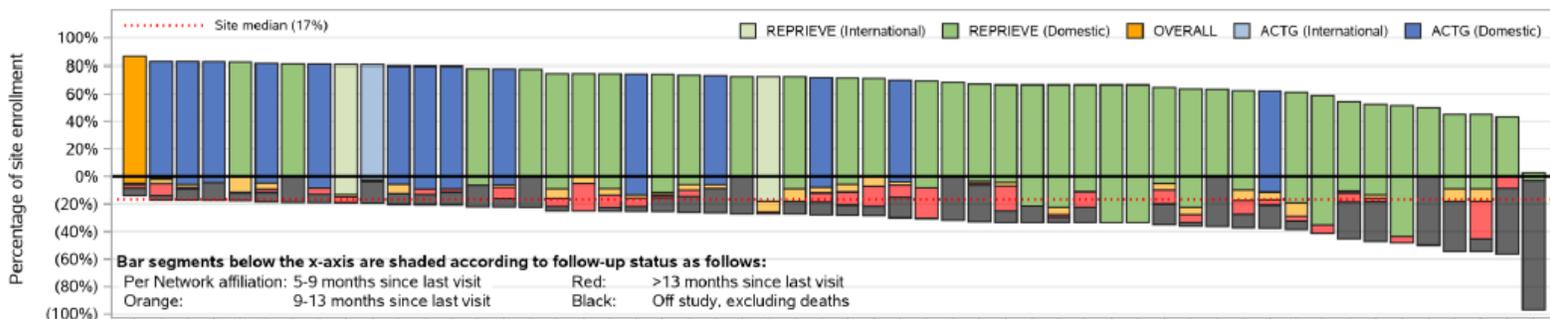
Retention Strategy: Hold monthly meetings with all relevant REPRIEVE site staff to discuss any participants who may be at risk for loss to follow-up.

It is extremely important to identify any participants who are at risk of loss to follow-up (LTFU) (i.e. have not been in for a visit in >1 missed visit). Once an at-risk participant is identified, sites should have a common practice in place (perhaps from the site's own LTFU SOP or the REPRIEVE MOPs section on LTFU) to try and make contact with the participant. Through conversations with the REPRIEVE sites, including international sites, we learned of various approaches sites use to locate a participant who has missed visits. The Retention and Lost-to-Follow-Up SOPs section of the Retention Toolkit outlines some of these strategies. We encourage you to implement them at your site, if appropriate.

Tools:

To help sites keep track of their participants who may be at risk of LTFU, the REPRIEVE Data Coordinating Center (DCC) generates a figure that indicates whether your site has any participants LTFU or at risk of LTFU. **Figure 0.4: Site Summaries of Participants Off-Study or at Risk for Loss to Follow-Up** is included in the Monthly Site Scorecard and is an important tool to help identify if your site has any participants at risk of LTFU. An example of Figure 0.4 is included below. **We recommend site teams review this figure monthly and keep an eye on the proportion of orange/red at your site.** If your site's bar has a red section this indicates a participant, or number of participants, has gone >13 months since their last visit. You can then work as a team to try and identify the participant(s) and then take measures to try and contact them.

(b) Sites above the site median percentage of enrolled participants off-study or at risk of loss to follow-up



1.2. Visit Scheduling Flexibility and Coordination

Retention Strategy: Be flexible when scheduling REPRIEVE study visits. If possible allow early morning or evening appointments and coordinator study visits with the participants clinic visits, if they occur at or near the study site.

The majority of REPRIEVE sites that took part in the Retention Champion Initiative already identified visit scheduling flexibility and coordinating study visits with clinic visits and current on-site retention strategies, and data shows that these strategies are effective. Study participants are volunteering their time to the REPRIEVE study in addition to working full-time jobs and managing day-to-day tasks and additional visits with health care providers. While being cognizant of both the CRS Coordinator and Investigator time and schedules, it goes a long way with participants when sites make an effort to coordinate REPRIEVE visits with already scheduled clinic visits. This helps minimize travel time and costs, and time away from work for participants. Additionally, in an effort to minimize time away from work, many sites offer early morning or evening study appointments and find this practice very well received among participants. ***Please note we recognize not all sites have the ability to offer early morning or evening appointments, or coordinate study and clinic visits.***

Tools:

- Log onto the Protocol Specific Web Page to access the **Visit Schedule Template** and **Visit Calendar**.
- In the most recent Protocol Amendment, the REPRIEVE Team lengthened the visit windows from 21 days to **30 days** to allow for more flexibility when trying to schedule participants within the allotted visit window.

1.3 Between Visit Monthly Check-In Calls

Results from the Retention Champion Initiative indicated that sites performing a monthly between visit phone call had a significantly lower number of participants off-study and off-treatment compared to sites that did not do between visit check-in calls. **This is an easy, cost effective way to ensure participant retention.**

1.4. Develop Standard Agreed Upon Language to Discuss REPRIEVE and Review Goals of REPRIEVE at Every Visit

REPRIEVE is a long trial, so it can be helpful to remind participants about the importance of the trial, why the study is being conducted and what the goals of the study are. It may be helpful to sites to develop standard agreed upon language to use when discussing REPRIEVE with participants. To help you develop this language, please see the REPRIEVE Key Messages section of the Retention Toolkit.