

BRIDGES TRACKING FORM

Therapist name: _____

Your practice name: _____



www.bridgecouples.com

Couples will use their street name to retain anonymity in the online survey system (SurveyMonkey).

Couple’s Street Name (e.g., “Main”)

If not cohabiting, please list both partners’ street names:

Do not put their names on this, but you might write down something on the back of this page that is memorable about them to help you match up the couple correctly if needed.

*This is the only form you should have to complete by paper and fax/email to us (unless a couple prefers paper copies to the online surveys).

Date of meeting	Did you complete the online survey for this meeting? (Y/N)	Did the couple complete the online survey? (Y/N)	Honorarium for clinician’s work	What to do	For Bridges office only. Check of online data.
			\$5	Just track, unless drop out.	
			\$5	Just track, unless drop out.	
			\$5	Just track, unless drop out.	
			\$5	Just track, unless drop out.	
			\$5	Just track, unless drop out.	
			\$5	FAX/ Email this form. Store for your records.	

If they cancel, do not track that here. Only record actual meetings. While **missing an online questionnaire** on rare occasion is understood, the couple is not actually participating in the study if they are not regularly completing the online questions. While we try to be timely with payments, it can take a few weeks to process and send out batches of payments to clinicians. Thank you for your patience. Email us with any questions/comments.

Send this form after the LAST SESSION (6th session or termination/drop out if before 6th session).

Therapists, please fax forms to 757-352-4304, or email to bridgecouplesresearch@gmail.com.

INSTRUCTIONS FOR THE STUDY



www.bridgecouples.com

Thank you for participating in this study. We hope you will enroll up to 10 couples in the study in the course of the coming year. You should have been provided invitation cards and back-up paper packets for several couples. To get more cards and back-up paper packets ask Elizabeth Loewer (bridgecouplesresearch@gmail.com) for more packets for couples for this study.

1. **Invite** the couple to participate in the study at the beginning of the intake session. (If existing patients, offer at the next session). Answer any questions.
2. If yes, give them the **invitation card** with website address.
3. They need to **complete the consent and intake questionnaires prior** to leaving your office at that meeting. Either before or after the session is acceptable.

The couple completes a survey each session. Encourage them to complete these surveys before or after each session. Check in with them each time to make sure they are completing the surveys.

4. As the therapist, go online and complete the **session checklist** for the couple's session after the couple's session. Do this each time you meet with them.
5. Set up and **keep your Tracking Sheet** in a safe place (client's file or your own research study file) so you have a record of which couples are participating, their street name (which is their pseudonym for the study), and dates of sessions as the couples progress through the study. They will likely ask you which session number they are at, and you should cue them when it is session 6 (end of study).
6. At **Session 6** (or termination if prior to session 6), the online SurveyMonkey system will automatically give you and the couple some extra questions.
7. When the research is complete for a couple, **fax or email the completed tracking form** to us, which cues us for payment of your honorarium.

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