

**Tool used by state partners to report time spent on AFIX intervention for UNC study**

**AFIX weekly time log**

Thank you for taking a few minutes to fill out your AFIX time log for the week of: Saturday, Mar 28 through Friday, Apr 3. Please provide us with your name, your information is strictly for our time record keeping purposes, and will not be shared.

This section for BOTH in-person and webinar consultations.  
Report time in hours, rounded to the nearest half hour.

Time spent on activities before AFIX visits:

- \_\_\_\_\_ Identification of eligible clinics
- \_\_\_\_\_ Recruitment and scheduling of clinics
- \_\_\_\_\_ Visit preparation, including completion of Report Cards

Time spent on activities after AFIX visits:

- \_\_\_\_\_ Update each clinic’s Report Card with progress reports
- \_\_\_\_\_ Prepare and send email coaching messages

Time spent on evaluation activities:

- \_\_\_\_\_ Survey providers

Time spent on other activities:

- \_\_\_\_\_ Please describe: \_\_\_\_\_
- \_\_\_\_\_ Please describe: \_\_\_\_\_
- \_\_\_\_\_ Please describe: \_\_\_\_\_

This section for IN-PERSON consultations only.  
Report time in hours, rounded to the nearest half hour.

Time spent on the following activities:

- \_\_\_\_\_ Travelling to clinics
- \_\_\_\_\_ Conducting in-person AFIX visits
- \_\_\_\_\_ Communication with immunization coordinator (for clinics not meeting QI goals only)

Time spent on other activities:

- \_\_\_\_\_ Please describe: \_\_\_\_\_
- \_\_\_\_\_ Please describe: \_\_\_\_\_
- \_\_\_\_\_ Please describe: \_\_\_\_\_

This section for WEBINAR consultations only.  
Report time in hours, rounded to the nearest half hour.

Time spent on the following activities:

\_\_\_\_\_ Troubleshooting webinar connection

\_\_\_\_\_ Conducting webinar AFIX visits

\_\_\_\_\_ Communication with immunization coordinator (for clinics not meeting QI goals only)

Time spent on other activities:

\_\_\_\_\_ Please describe: \_\_\_\_\_

\_\_\_\_\_ Please describe: \_\_\_\_\_

\_\_\_\_\_ Please describe: \_\_\_\_\_

## Glossary

This glossary defines categories of project activities. For each category, we note the chapter in the intervention protocol where you can find more information about these activities. You can always click on the “Forward” and “Back” buttons to access this Glossary.

Identification of eligible clinics: The time used to identify all eligible clinics for study inclusion, see Chapter 2. This one-time activity will occur at the beginning of the study.

Recruitment and scheduling of clinics: The time used to contact clinics and schedule (and re-schedule, if necessary) AFIX visits, see Chapter 2.

Visit preparation, including preparation of Report Cards: The time used to extract data from IIS and complete each clinic’s Immunization Report Card, see Chapter 2. Please also include the time used to review intervention materials before the AFIX visit. Do NOT include time for data extraction solely for study purposes (i.e., not related to completion of report cards).

Update each clinic's Report Card with progress reports: The time used to extract data from IIS and update each clinic’s Immunization Report Card at 3- and 6- month follow-up, see Chapter 5.

Prepare and send email coaching messages: The time used to prepare and distribute email coaching messages according to the schedule listed in Chapter 4.

Survey immunization coordinators: The time used to administer 3 electronic surveys to clinic staff according to the schedule listed in Chapter 5. Please also include the time used to follow-up with non-respondents.

Travelling to clinics: The time used to travel to and from in-person AFIX visits.

Conducting AFIX visits: The time used to deliver AFIX consultations, see Chapter 3.

Communication with immunization coordinators: The time used to contact clinic staff by phone to discuss clinic specific barriers among those clinics not meeting their QI goals only, see Chapter 4.

Other activities: Please describe any missed items from the list, for example, “communications with UNC staff regarding ...”