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## CHAPTER 9A

SUPPLEMENT FOR HORMONE ANCILLARY STUDY  
COLLECTION OF MENSTRUAL CYCLE DATA9A.1 DISC Calendars

Because hormones change dramatically over the menstrual cycle, day of the cycle needs to be taken into account during analysis of hormone data. Beginning with the 36-month clinic visit, menstrual cycle data will be collected in DISC by weekly calendars completed by girls at home. Girls who have reached menarche and who will be asked to keep calendars will initially be identified through a telephone interview with their mothers. Girls will keep calendars for six weeks before and six weeks after clinic visits at which a blood draw is scheduled (36 and 37 months, Year 05, Year 07, Year 09, and the two final visits at 18 years of age). Girls will also keep calendars for all weeks between the 36 and 37-month visits and the two final visits at 18 years of age.

Menstrual cycle calendars will be completed by girls at home each week and mailed back to the clinic the following week. If a calendar is not received within the expected time, a telephone interview will be performed. In some instances, a calendar will have been sent by the participant but not yet received at the clinic when the telephone interview is performed. When this happens there will be two sources of the same data, the calendar completed at home and the one completed over the telephone. The calendar completed at home will be used in the main database. A reliability study will be performed to evaluate how well the two calendars agree.

## 9A.2 Before the Clinic Visit

### 9A.2.1 Telephone Interview with Mothers Before the Clinic Visit

Approximately eight weeks before the 36-month visit, mothers/female guardians of all DISC girls will be called and DISC Form 54 will be administered. If there is no mother/female guardian, the father/male guardian can be called. At visits after the 36-month visit, DISC Form 54 should only be completed for girls who had not reached menarche at the time of their last clinic visit and for girls who had reached menarche but who, for some reason, did not complete DISC menstrual cycle calendars. The purpose of this form is to ascertain if DISC girls have reached menarche, and if yes, to obtain parental permission to ask the girl to keep weekly menstrual cycle calendars. If we already know the girl has reached menarche and have permission to contact her, we do not have to get this information again.

Telephone calls to administer Form 54 should be made until the mother/female guardian is contacted. This may require calling at different times on several days. Instructions for completing DISC Form 54 follow:

#### **Part 1 - Initial Telephone Interview**

Question 1: Date of initial interview: Self-explanatory.

Question 2: Parent/guardian relationship to DISC child: Put an 'X' in the box next to the relationship of the respondent to the child. Since the mother/female guardian is more likely to be able to provide the information, she should be the respondent in most cases. However, if there is no mother/female guardian in the house, the father/male guardian can be the respondent.

Question 3: Sex of parent/guardian: These data will be used in combination with data from question 2 to identify the respondent.

Question 4: At the her next clinic visit, your daughter (name), will have blood drawn for the analysis of cholesterol, hormones, and other substances. The levels of these substances in her blood can be influenced by monthly menstrual cycles. Has (name) ever had a period or any menstrual bleeding or spotting? A response must be recorded for all girls. If a mother says she does not know, the interviewer should probe by asking her to explain. If she describes any menstrual bleeding or spotting the response should be recorded as 'yes'. If she still does not know, the response should be recorded as 'unknown'. If the mother refuses to answer, mark 'refusal' and record the reason for refusing in part B.

If a mother answered 'no' or refused to answer question 4, the interviewer should thank her, end the interview, and skip to question 8. If a mother answered 'yes' or 'unknown' to question 4, the interviewer should continue with question 5. 'Unknown' responses to question 4 are being treated the same as 'yes' responses to give us the opportunity to contact girls directly.

Question 5: Since the levels of substances in the blood vary over the month, we need to know the exact day of girls' menstrual cycles when blood is drawn. We are asking DISC girls to keep weekly menstrual cycle calendars for six weeks before and for six weeks after their next clinic visit. Would it be alright with you if we sent your daughter a letter asking her to fill out weekly menstrual cycle calendars? A 'yes' or 'no' response must be recorded for all girls who have had their first period or whose mothers do not know. If a mother answers 'yes' to question 5, thank

her and tell her we will send her a copy of the material being sent to her daughter so she receives it a couple days earlier than her daughter and can be prepared to answer any questions. Then skip to question 8. If a mother answers 'no', record the reason in part B and continue with question 6.

Question 6: Information on the day of your daughter's menstrual cycle will be very important for the interpretation of other data collected at the DISC clinic visit. We would like to send you a copy of the calendars we would send your daughter so you can review them before making a final decision. Would you be willing to look at the calendars before deciding? A 'yes' or 'no' response must be recorded for all mothers who answered 'no' to question 5. If a mother answers 'yes', send her the materials and call her back a week later to get a final answer. Skip to question 8 now and start with Part II, question 9 when you call her back. If a mother answers 'no', record the reason in part B and continue with question 7.

Question 7: Would you be willing to keep the weekly menstrual cycle calendars for your daughter? A 'yes' or 'no' response must be recorded for all mothers who answered 'no' to question 6. If the mother answers 'yes', all mailings should be sent to her rather than the girl. If she says 'no', the interviewer should record the reason in part B. She should then politely inform her that we will be asking a question about the dates of her daughter's last menstrual period at the clinic visit and it would be helpful if she could write down the dates her daughter has bleeding or do something to help her remember.

Question 8: Initial interview completed by: Self-explanatory.

**Part II - Follow-up Telephone Interview** (This section is to be completed only if the answer to part I, question 6A was 'yes'.)

Question 9: **Date of follow-up interview:** Self-explanatory.

Question 10: **Parent/guardian relationship to DISC child:** Put an 'X' in the box next to the relationship of the respondent to the child. Since the mother/female guardian is more likely to be able to provide the information, she should be the respondent in most cases. However, if there is no mother/female guardian in the house, the father/male guardian can be the respondent.

Question 11: **Sex of parent/guardian:** These data will be used in combination with data from question 10 to identify the respondent.

Question 12: We hope you received the materials we sent you about collecting menstrual cycle data from the girls participating in DISC. Now that you've had a chance to look at them, would it be alright with you if we sent your daughter a letter asking her to complete weekly menstrual cycle calendars? A 'yes' or 'no' response must be recorded for all girls whose mothers answered 'yes' to question 6. If a mother answers 'yes' to question 12, thank her and then skip to question 14. If a mother answers 'no', record the reason in part B and continue with question 13.

Question 13: This information will be very important for the interpretation of other data collected at the DISC clinic visit. Would you be willing to complete weekly menstrual cycle calendars for your daughter? A 'yes' or 'no' response must be recorded for all mothers who answered 'no' to question 12. If the mother answers 'yes' to question 13, all mailings should be sent to her rather than the girl. If she says 'no', the interviewer should record the reason in part B and politely

inform her that we will be asking a question about the dates of her daughter's last menstrual period at the clinic visit and it would be helpful if she could write down the dates her daughter has bleeding or do something to help her remember.

Question 14: Follow-up interview completed by: Self-explanatory.

#### 9A.2.2 Mailing Information to Mothers Before the Clinic Visit

Mothers of girls who have not previously completed menstrual cycle calendars and who agreed to let their daughters complete calendars during the telephone interview should be sent a letter of explanation and a copy of the materials that will be sent to their daughters immediately following the telephone interview. Mothers of girls who have previously completed calendars will not be interviewed by telephone before the visit. These mothers should be sent a letter reminding them of the menstrual cycle data collection process approximately 8 weeks before the scheduled visit. All letters should instruct the mother to call the clinic if she has any questions. Sample letter to mothers of girls who have and have not previously completed calendars are included at the end of this chapter. Copies of all calendars to be completed by the girl before the clinic visit should be enclosed with either letter so that if the girl loses her copy, her mother will have an extra. Affix ID labels to calendars in the space provided in the upper right hand corner before mailing.

Mothers who were not sure if they would let their daughters complete menstrual cycle calendars, but who agreed to look at the materials before making a final decision, should be sent a letter requesting participation.

A sample letter is included at the end of this chapter. Copies of materials that will be sent to their daughters (including six calendars) if they do participate should be sent with the letter. These mothers should be called the following week to get a final decision regarding participation. If they agree to participate they do not need to be sent another letter.

Mothers who would not allow their daughters to participate, but who are willing to complete menstrual cycle calendars for them, should be sent the information that would otherwise be sent to the girls.

#### 9A.2.3 Mailing Calendars to Girls Before the Clinic Visit

Each week for six weeks before the scheduled clinic visit, a DISC calendar should be mailed to each DISC girl whose mother gave permission before the current or a previous clinic visit. If the mother did not agree to allow her daughter to participate but agreed to complete menstrual cycle calendars for her daughter, the calendar and other materials should be sent to the mother. We are mailing calendars each week because receipt of a calendar in the mail will remind the girl to complete and mail her calendar for the previous week. Remember to affix ID labels to calendars before mailing.

The first DISC calendar sent to the girl should be for the last full week that occurs six complete weeks before the clinic visit (see table at end of chapter for schedule of mailings). The calendar should be mailed so that it is received by the girl on the Saturday (or thereabouts) before the week of data collection. A letter of explanation with instructions on how to fill out the calendar should be included. The letter should solicit the girl's cooperation in filling out the calendar and ask her to



mail it back to the clinic on the Monday or Tuesday of the following week in an enclosed stamped envelope. The letter should also inform the girl that she will get coupons for any calendars that she mails back to the clinic on time. She can redeem these coupons for gifts at the clinic. If she mails all her calendars back on time, she will get a bonus. Enclosing a list of examples of gifts that would be available at the clinic and their value in coupons would also be a good idea. Sample letters to girls who have and have not previously completed calendars are attached at the end of this chapter.

It is anticipated that some girls will not be willing to keep menstrual calendars. If the first calendar is not received at the clinic by the end of the following week, the girl's mother should be called to see if her daughter is willing to complete the calendars. If she says 'no', the mother should be asked if she would be willing to complete the calendars for her daughter. If she says 'yes', calendars should be sent to the mother rather than the girl, but otherwise, data collection procedures should be the same. If she says 'no', the interviewer should politely inform her that we will be asking a question about the dates of her daughter's last menstrual period at the clinic visit and it would be helpful if she could write down the dates her daughter has bleeding or do something to help her remember.

A new calendar should be mailed to the girl each week before the clinic visit and she should be asked to complete it and return it by mail no later than Tuesday of the following week. For the week of the clinic visit, the girl should be asked to bring her calendar with her to the clinic rather than mailing it. If a clinic visit is postponed or

canceled, the girl should continue to complete calendars until the rescheduled visit.

When a calendar that was completed at home (even it is returned blank) is received at the clinic, either by mail or in person, the box at the bottom of the calendar labelled 'For Clinic Use' (the clinic space) should be filled out. A '1' should be written in the box to the left of 'Post Mark' if the calendar was mailed to the girl and a '2' should be written in the box if it was mailed to the mother. If the calendar was returned by mail, the date postmarked on the envelope should be written in the spaces to the right of 'Post Mark'. If the calendar was returned in person, the date it was received should be recorded.

If a calendar is returned that is blank or there is an apparent problem, the mother or girl should be called to make sure there is no confusion on how to fill out the calendar and to ascertain the correct information. Because of the sensitivity of the information being collected for adolescent girls, the mother should be interviewed unless the girl volunteers. Some things to look for when reviewing calendars and some suggested probes are as follow:

- If the girl marked single days, the interviewer should ask if she bled for one day or more and mark additional days as appropriate.
- If a girl circled two days within a week of each other, the interviewer should ask if she had any bleeding on the days in between. The interviewer should mark additional days if indicated by the response.
- If the girl circled days that are more than one week but less than three weeks apart, the interviewer should make sure the girl

understood that she was only supposed to mark days on which she had bleeding.

- If the girl marked more than seven consecutive days of bleeding, the interviewer should ask if she bled on all days marked and correct the calendar if appropriate. If she bled for more than ten consecutive days, a Clinical Monitoring Form 69 should be initiated, and the case should be reviewed by the clinic physician for possible referral to a private physician.

If a telephone interview is performed, the respondent should be identified by writing the appropriate number in the box to the left of 'Phone' in the clinic space on the calendar. The date of the telephone interview should be recorded in the spaces to the right of 'Phone'. The respondent and the date of the interview should be recorded on the calendar in question even if no changes are made to the calendar as a result of the interview. This way we will know that data that appear problematic have been checked.

If a calendar is not received from a girl, her mother should be called and asked to make sure she or her daughter mails the calendar to the clinic. At that time the mother or girl (if she volunteers) should also be asked if the girl had her period or any menstrual bleeding during the week for which no calendar was received. This question should be asked even if the mother says the calendar is in the mail. To limit how far back the respondent has to remember, the call should be made within a couple of days of the expected day of receipt of the calendar at the clinic. The earlier the call can be made the better. However, the time that elapses will have to vary somewhat among clinics because of the

different ways in which mail is handled at institutions. For example, if local mail is usually received at a clinic within 5 work days from when it was mailed, a mother should be called if a calendar for the week of February 9, 1992 to February 15, 1992 is not received by February 25, 1992. She should be asked if her daughter had her period or any menstrual bleeding during the week of February 9 - February 15 and the calendar for that week should be completed.

When a calendar is not received from a girl, information from the telephone interview should be recorded on a new calendar for the week in question. The box to the left of 'Phone' in the clinic space should be filled in to indicate the respondent to the questions about dates of menses. The date of the interview should be recorded to the right of 'Phone'. If a calendar for that week is subsequently received from the girl, clinic personnel should determine if the two calendars can be used in the validation study. Calendars can be used in the validation study if the date postmarked on the envelope that the calendar was returned in preceded the date of the telephone interview. That is, the calendar truly was in the mail when the telephone interview was done.

If a calendar completed at home was in the mail when the telephone interview was done, and therefore, the calendars can be used in the validation study, both calendars should be sent to the coordinating center. If the calendar completed at home was mailed after the telephone interview, only the calendar from the telephone interview needs to be sent to the coordinating center. Calendars are sent to the coordinating center with a cover sheet after the clinic visit. Instructions for completing

cover sheets and sending calendars to the coordinating center are provided in section 9A.2.6 after a description of the clinic visit.

#### 9A.2.4 Asking Questions About Menarche at the Clinic Visit

All girls will be asked about menarche at the 36-month visit. This is necessary because 11 - 13 years is a prime age for menarche to occur, and therefore, even if a girl's mother said the girl had not yet had her period during the telephone interview eight weeks earlier, she may have had her first period during the interval. Also, the date of the first menstrual bleeding will have to be obtained from all girls during a clinic visit.

Any girl who had not reached menarche before the 36-month clinic visit needs to be asked about menarche during the 37-month visit and subsequent visits until menarche is reached and we have a date of first menses recorded. Before the 37-month visit, the interviewer or other clinic staff should review forms from the 36-month visit and answer question 8A on the 37-Month Visit Summary Form (DISC Form 66), Had she reached menarche at the time of the 36-month clinic visit? If the response is 'yes', the interviewer can skip questions about menarche at the 37-month visit. At subsequent visits, the interviewer should review forms collected at earlier visits and answer a comparable question on the appropriate form.

Information on menarche from girls on whom we do not already have a date of menarche from a previous clinic visit will be ascertained at the clinic visit following completion of Tanner staging. If at all possible the individual who performs the Tanner staging will also interview the

girl regarding menarche. If this is not feasible, another woman should perform the interview. During the interview, it should be kept in mind that this may be a sensitive topic for many girls.

If the girl's mother is present during Tanner staging, she can stay and help her daughter respond to questions about menarche if her daughter has difficulty. However, the interviewer should keep in mind that the girl is the primary respondent and questions should be directed to her. If the girl and her mother disagree on an answer, the girl's response should be recorded. If a girl does not remember the date of her first menstrual bleeding, her mother should be asked. If her mother is present at the clinic visit, she can be asked at that time; if she is not present, she should be called.

Information on menarche is recorded on the DISC 36-Month Physical Examination Form (Form 57) for all girls. Only girls who have not previously provided a date of menarche are asked for this information at visits after 36 months. Instructions for answering questions about menarche on Form 57 follow. For subsequent visits, questions will remain the same but form numbers and question numbers will change.

**Question 17A: Have you ever had a period or any menstrual bleeding?**

A 'yes' or 'no' response to this question must be recorded for all girls. If a girl says she does not know, the interviewer should ask her to explain. If the girl describes any menstrual bleeding or spotting the response should be recorded as 'yes'.

If a girl answers 'yes' to question 17A, the interviewer should proceed with question 17B. If a girl answers 'no' to question 17A, the interviewer should probe to find out if the girl ever had any spotting with a question like 'Some girls have just a little bleeding, what we call

spotting, and then don't have another period for many months. Did you ever have any spotting?' If the girl says 'yes', the response should be recorded as 'yes' and the interviewer should continue with question 17B. If the girl still says 'no', record the response and end the interview. The girl does not have to answer any more questions.

**Note:** At clinic visits after the 36 month visit, only girls who did not report having a first menstrual period at a previous visit will be asked about their first periods.

**Question 17B:** When did you have your first period or menstrual bleeding? Any girl who has had a menstrual period or spotting must answer this question. The interviewer will need to probe all girls to make sure that the date recorded is the girl's first menstrual bleeding even if it was just light spotting. Since girls who were already menstruating were not eligible for DISC, the date recorded at the 36-month visit should be between the girl's randomization date and the date of the clinic visit. At subsequent visits, the date of menarche will be between the last and current visit. It probably is best to start by simply asking the girl if she remembers when she had her first menstrual bleeding, even if it was light and lasted only for a day. If she says 'no' or hesitates for more than a few seconds, the interviewer should ask her if it was during the past year or earlier. Once the year is established, the interviewer should ask the girl if she remembers when during the year, was it winter, spring, summer, or fall. A calendar with all months on a single page will be useful to determine the month and day. National/State and religious holidays and community and school events can be used to delimit intervals of time to try to hone in on the date the girl had her first menstrual

period. For example, if a girl says she had her first period in the fall, the interviewer can ask if it was before or after Thanksgiving. If the girl says before, the interviewer can ask if it was before or after school started. Note that the interviewer should always say 'before or after' rather than just 'before' or just 'after' to avoid leading the girl. Once an interval of a few months is established, the interviewer can ask the girl to recall about how long after a holiday or specific event she had her first period. Asking her what she was doing, where she was, what the weather was like, and if it was a weekday or weekend day will also help narrow down the month and possibly the day. Unless the girl had her first period during the previous month she probably will not be able to recall the exact day. If the girl's first period was not during the last month, the interviewer should not frustrate the girl or herself trying to get the day but should just record the month and year.

#### 9A.2.5 Asking Girls About Date of Last Menses at the Clinic Visit

All girls who have reached menarche will be interviewed about the dates of their last menstrual period during the clinic visits at 36 and 37 months, Year 05, Year 07, Year 09, and at the two final visits at 18 years of age. This includes girls who kept menstrual cycle calendars or whose mothers kept calendars for them and girls who did not keep menstrual cycle calendars.

Girls who completed menstrual cycle calendars or whose mothers completed calendars for them should be asked for the calendar for the week of the clinic visit. The full set of calendars for six weeks before the visit should then be reviewed with the girl and her mother if she is present. The interviewer should essentially interpret the calendars for



the girl and see if she concurs by saying something like 'Based on these calendars it looks like you had your period on Monday, February 17 and Tuesday, February 18. Is this correct?' The interviewer should then probe to see if the girl is currently having her period or had any bleeding on any other days. Because the girl is now recalling information, the interviewer should be reluctant to make changes in the data and only do so if the girl is certain she made a mistake when filling out the calendars.

Some girls will not have completed a full set of calendars for the six weeks before the clinic visit and it may not have been possible to perform a telephone interview with their mothers. In these cases blank copies of calendars for missing weeks should be completed during the clinic visit. It probably will work best if the blank calendars are put in chronological order with completed calendars and they are all reviewed as a set, filling in the blank calendar in sequence. If the girl says that a missing calendar has been mailed but it has not been received at the clinic, a blank calendar for that week should still be filled out during the visit. If a calendar for that week is received subsequently and it was postmarked before the clinic visit, the calendars can be used in the validation study.

Some girls will not have completed any calendars before the clinic visit because they forgot and their mothers could not be interviewed by telephone, or refused, or had their first period between the telephone interview and clinic visit. In these cases, a blank set of calendars should be completed during the visit. It will probably be easiest if the interviewer begins with the calendar for the week of the clinic visit and

asks the girl if she is currently having her period. If she says 'yes' the interviewer should probe to ascertain the day the girl started her period and what other days she had bleeding. If she says 'no', the interviewer should ask her when she had her last period or menstrual bleeding. If she says she does not remember or hesitates for more than a few seconds, the interviewer should ask if it was during the last six weeks. If it was not during the last six weeks, the interviewer should mark all calendars for the six weeks indicating no period that week. No further probing is needed. If her last period was during the past six weeks, the interviewer should try to ascertain the exact day the girl started her period or had any menstrual bleeding. If the girl bled for more than one day, all days that she had bleeding should be marked. Questions about whether the girl started her period on a school day, weekend, or holiday, what she was doing on that day such as did she have a test, gym class, or a piano lesson, did she go to a party or movie, did she get her report card, what she was wearing or what the weather was like might help her remember the first day. Asking her how long her period lasted will help determine what additional days to mark. This is very important information for analyzing the hormone data so every attempt should be made to help the girl remember the days.

When reviewing calendars at the 37-month visit, the interviewer should keep in mind that a girl may have more than one episode of bleeding between the 36 and 37-month visits even if the visits are only one month apart. Every effort should be made to get the dates of all episodes of bleeding. This is necessary because we need to know the date of the first bleed after the 36-month visit as well as the date of the last bleed

before the 37-month visit. This also applies to the time between the two final visits at 18 years of age.

The calendars should be reviewed and corrections made during the clinic visit so the visit can serve as an instructional session. Interviewers should keep in mind that data are now being recalled so changes should only be made to calendars when girls are sure they made a mistake. Calendars that were completed or reviewed (even if no changes were made) during the clinic visit should be identified by filling in the box to the left of 'Clinic' with the number for the respondent and recording the date of the visit in the spaces to the right.

Once the calendars have been reviewed, the interviewer should determine how many DISC coupons the girl has. The girl should get a bonus if all calendars were mailed on time. She should be able to redeem her coupons at the time of the clinic visit or save them.

#### 9A.2.6 Completing DISC Calendar Cover Sheets and Sending Calendars to the Coordinating Center

A full set of calendars must be completed for each girl who has reached menarche. Only one calendar can be submitted to the coordinating center for each week except if a calendar is submitted for the validation study. Clinic personnel should make sure that all of the necessary calendars have been completed, fill out a DISC calendar cover sheet (Form 64), and staple the calendars and cover sheet together before sending them to the coordinating center.

Calendars should be submitted for the validation study any time an interview is performed by telephone or in the clinic while a calendar is in the mail. The postmark on the envelope should be used to determine if

a calendar actually was in the mail at the time of the interview. When calendars are submitted for the validation study, the calendar completed at home and mailed to the clinic should be submitted under the same cover sheet as other calendars for the time period. The calendar completed by interview over the phone or in the clinic should be submitted to the coordinating center under a separate cover sheet for validation study calendars. More than one validation study calendar can be submitted under the same cover sheet.

Instructions for completing the DISC calendar cover sheet (Form 64) follow:

**Question 1: Date of interview:** The date of the clinic visit should be recorded for calendars reviewed with the girl at the visit. For calendars completed after the visit, the date the full set of calendars is reviewed, after any telephone clarifications that might be necessary have been made, should be recorded. If validation study calendars are attached, the date the cover sheet is completed should be recorded.

**Question 2: Check the time period of calendars attached and enter the figures in parentheses in the "VN" blanks above.** Check the box next to the six weeks that indicates the time period the attached calendars cover in relation to the clinic visits. Write the figures in parentheses after "VN" on the label in the top right corner on the form. This is necessary to discriminate cover sheets since the same form is used for all visits.

**Question 3: Cover sheet completed by:** This should be the person who reviews the calendars with the girl and makes the assessment of accuracy.

Question 4: Are the attached calendars being submitted for the validation study? Mark 'yes' if calendars are being submitted for the validation study, and 'no' if they are not for the validation study.

Question 5: Number of calendars attached: Record the number of calendars attached to the cover sheet. If the calendars attached are for the validation study, stop here. If the calendars are for the main study, complete the rest of the form. If a visit is on a Saturday, the calendar for that week should be attached since a full week of data are included. If a visit is on any day other than Saturday, the calendar should not be submitted until the next clinic visit after the full week of data have been collected.

Question 6A: Number of weeks in time period of calendars attached: Write the number of weeks in the space provided. If a visit is on a Saturday, that week should be counted in the number of weeks in the time period. If a visit is on any day other than Saturday, the week of the visit should not be counted.

Question 6B: Number of weeks with no data available: No data will be available in some instances when a form was not received in the mail for that week, it was not possible to do a telephone interview, and the child and mother were not able to recall the information at the clinic visit. The sum of the number of weeks with no data available and number of calendars attached should equal the number of weeks in the time period of the calendars attached.

Question 7: Rating of accuracy of the calendars attached: The interviewer who reviews the calendars with the girl at the clinic visit should make an assessment of the accuracy of the data and record it as

'good', 'fair', or 'poor'. Only one response can be marked so if the interviewer is not sure, she should mark the response closest to how she feels. If it was not possible to get any data on dates of menstrual bleeding during the previous six weeks, the interviewer should mark 'no data available'. For calendars completed after the visit, the individual who reviews the full set of calendars before submitting them to the coordinating center should make the assessment of accuracy.

#### 9A.2.7 Distributing Calendars for Completion After the Clinic Visit

After the interviewer finishes reviewing the DISC calendars completed before the clinic visit with the girl, she should thank her and tell her we need her cooperation in recording information about any menstrual bleeding she might have after the visit. For the 36-month visit this will be all weeks between the 36 and 37-month clinic visits. For subsequent visits, including the 37-month visit, each girl will be asked to complete calendars for the six weeks following the visit or until she gets her next period, whichever comes first. The two final visits at age 18 should be handled similarly to the 36 and 37 month visits. Any girl who has had her first menstrual period should be asked to complete calendars at home following the clinic visit. If a girl refused to collect the information before the clinic visit, she may be more comfortable and willing to collect the information after discussing it in person.

The interviewer should give the girl a new calendar for the week of the clinic visit so she can finish collecting data for that week. It may be useful to write in the clinic visit date on the calendar as a cue to the girl. If the girl had her period the week of the clinic visit, it might also be useful to mark the dates on the new calendar as a reminder

to the girl. These cues will also help clinic staff, since information from the calendar returned, or filled out, at the clinic visit will need to be combined with information recorded by the girl on the new calendar when it is sent back to the clinic. Calendars completed or reviewed during the clinic visit should be kept at the clinic. Do not let the girls or their mothers take them back home. If you do we may never get them back and will lose the data.

If the clinic visit is on a Saturday a new calendar for that week is not needed. Instead, the girl should be instructed that if she begins her period after leaving the clinic on the day of the visit, she should mark the Saturday of the clinic visit on the calendar for the following week. The interviewer should look for this when the calendar is returned and update the calendar for the previous week if appropriate.

The interviewer should tell the girl that she will be getting weekly calendars in the mail and that she should complete them each week and send them back to the clinic the beginning of the following week. The interviewer should give the girl's mother a complete set of calendars so an extra will be available in the house if one sent in the mail gets lost. At the 36-month visit and the first final visit, the mother should be given calendars for all weeks until the 37 month and second final visits, respectively. At subsequent visits, including the 37-month and second final visits, the mother should be given calendars for the following six weeks. If the mother is not present at the visit, the set of calendars should be mailed to her. The interviewer should also review the instructions on how to complete the calendars with the girl, and ask her if she has any questions. The interviewer should stress that even if the

girl only has light bleeding for one day she should mark that day on the calendar. The interviewer should also remind the girl to mark any day she has menstrual bleeding on that day so she is sure not to forget.

### 9A.3 After the Clinic Visit

#### 9A.3.1 Mailing Calendars to Girls After the Clinic Visit

The same procedure used for mailing calendars to girls before the clinic visit will be used after the clinic visit. After the 36-month and first final visits, girls should be mailed calendars each week up to and including the week of the 37-month and second final visits, respectively, even if the visits are more than six weeks apart. After subsequent visits, including the 37-month and second final visits, calendars should be mailed to girls for each of the six complete weeks following the visit or until a calendar is received that indicates she had her next period, whichever comes first. If the girl is having her period during the clinic visit, she needs to complete calendars for the next six complete weeks or until her next period. Calendars will be reviewed when they are received at the clinic in the same manner as before the clinic visit with one exception. Information from the calendar returned in the mail that includes the week of the clinic visit will have to be combined with information on the calendar submitted at the visit so that there is only one calendar for that week. If the clinic visit was on a Saturday, there will only be one calendar for that week, but clinic personnel will need to check the calendar for the week following the visit to see if the girl marked the Saturday of the clinic visit. If she did mark that Saturday, the calendar for the week of the visit will need to be updated.



### 9A.3.2 Reviewing Calendars After the Clinic Visit

Similar to before the clinic visit, the mother (or girl, if she volunteers) should be interviewed by telephone if a calendar is not received by the expected date. Each girl should have a complete set of calendars by seven or eight weeks after the clinic visit. At that time, the complete set should be reviewed and if there are any questions the mother (or girl) should be called to get clarification. After any necessary corrections are made to the calendars, a cover sheet should be completed and the calendars and cover sheet should be stapled together and sent to the coordinating center. Validation study calendars should be submitted with a separate cover sheet.

Coupons earned after the clinic visit will probably have to be redeemed using a mail order type approach, since the girls will not be seen in the clinic for awhile.

### 9A.4 Certification for Menses Data Collection

All menses data collection for DISC shall be performed by certified personnel. In order to be certified initially, an individual must pass a written certification exam with a grade of 80% or better. For subsequent data collection years, one individual at each clinical center must be recertified by participating in a discussion of procedures with personnel at other clinical centers, MMRI, NCI, and NHLBI. Other personnel at clinical centers will then be recertified by this individual by discussing procedures either individually or in groups.

Name \_\_\_\_\_

Clinic Number \_\_\_\_\_

**Diet Intervention Study in Children (DISC)**

**Certification Exam for Menstrual Cycle Data Collection**

*To be certified to collect menstrual cycle data in DISC, individuals must read chapter 9A of the DISC Manual of Operations and pass this exam with a grade of 80% or better. The Manual of Operations can be referred to when answering the questions. There is only one correct answer to each question.*

1. How many weeks before the scheduled 36-month DISC clinic visit should a DISC girl's mother be called to ascertain if her daughter has reached menarche?

- a. 1 week.....( )
- b. 4 weeks.....( )
- c. 6 weeks.....( )
- d. 8 weeks.....( )

2. If a girl does not have a mother or female guardian in her household, who should respond to the telephone interview?

- a. the girl.....( )
- b. a sister.....( )
- c. the father or male guardian.....( )
- d. the interview should not be done.....( )

3. If a mother said that her daughter had spotting only one time, two months earlier, what response should be recorded for question 4 of the telephone interview (DISC Form 54)?

- a. yes.....( )
- b. no.....( )
- c. unknown.....( )
- d. refused.....( )

4. A follow-up telephone interview should be performed one week after the initial interview under what conditions?

- a. answer to question 4A on the telephone interview was no....( )
- b. answer to question 5A on the telephone interview was yes...( )
- c. answer to question 6A on the telephone interview was yes...( )
- d. never.....( )

5. What materials should be sent to mothers who agreed to let their daughters complete menstrual cycle calendars?

- a. a letter of explanation.....( )
- b. copies of materials sent to girls.....( )
- c. a complete set of calendars to be filled out by the 36-month visit....( )
- d. all of the above.....( )

6. How frequently should DISC calendars be mailed to girls?

- a. daily.....( )
- b. weekly.....( )
- c. bimonthly.....( )
- d. monthly.....( )

7. If a girl's 36-month clinic visit is postponed, should she keep filling out calendars until the re-scheduled visit?

- a. yes.....( )
- b. no.....( )

8. When a calendar completed at home is received by mail, what date should be put in the space after 'Post Mark' on the form?

- a. the date the calendar was mailed to the girl.....( )
- b. the date the calendar was received at the clinic.....( )
- c. the date post marked on the envelope sent by the girl.....( )
- d. leave it blank.....( )

9. If a telephone interview is performed to obtain clarifications about a calendar returned in the mail, but no changes are made to the calendar, should the respondent and date of the telephone interview still be recorded in the clinic space?

- a. yes.....( )
- b. no.....( )

10. If a calendar has not been received by the expected date and the mother says the calendar is 'in the mail' when called, what should the interviewer do?

- a. stop the interview.....( )
- b. ask when it was mailed.....( )
- c. continue the interview.....( )
- d. talk about something else....( )

11. To be used in the validation study, when must calendars received in the mail be postmarked in relation to the date of the interview?

- a. before.....( )
- b. same date.....( )
- c. after.....( )
- d. it does not matter.....( )

12. Which girls should be asked about menarche at the 36-month visit?

- a. no girls.....( )
- b. only those whose mothers said they had not reached menarche before the telephone interview.....( )
- c. only those whose mothers said they had reached menarche before the telephone interview.....( )
- d. all girls.....( )

13. What date should be recorded as the date of the girl's first menses in response to question 17B on the DISC Physical Examination Form (Form 57)?

- a. the date of her first menses regardless of amount or duration.....( )
- b. the date of her first menses that lasted at least a day.....( )
- c. the date of her first menses once she started a monthly cycle.....( )
- d. the date of her first regular menses.....( )

14. If a girl has reached menarche, under which conditions should she be asked about the dates of her last menses during the clinic visit?

- a. she kept calendars before the visit.....( )
- b. her mother kept calendars before the visit...( )
- c. neither she nor her mother kept calendars before the visit.....( )
- d. all of the above.....( )

15. Not counting calendars submitted for the validation study, what is the maximum number of calendars that can be submitted to the coordinating center for a girl for a single week?

- a. one.....( )
- b. two.....( )
- c. three.....( )
- d. four.....( )

16. When two calendars are submitted for the same week, one for the main database and one for the validation study, which calendar is submitted for the main database?

- a. the calendar completed at home.....( )
- b. the calendar completed over the phone...( )
- c. the calendar completed in the clinic.....( )
- d. none of the above.....( )

17. If calendars are being submitted for the time period between the 36 and 37 month visits, what should be written in the space after 'VN' in the label of the DISC calendar cover sheet?

- a. MN35.....( )
- b. MN36.....( )
- c. MN37.....( )
- d. MN38.....( )

18. Should a girl be allowed to take a partially completed calendar home with her after her 36 or 37 month clinic visit?

- a. yes.....( )
- b. no.....( )

19. After the 36 and 37 month clinic visits, what should the interviewer give the girl's mother?

- a. a single calendar for the following week.....( )
- b. two calendars for the following two weeks.....( )
- c. a complete set of calendars for the following interval.....( )
- d. no calendars.....( )

20. Can DISC calendar coupons be exchanged for DISC dollars?

- a. yes.....( )
- b. no.....( )

**Sample Letter to Girls Who Have Completed  
Menstrual Cycle Calendars Previously**

*Date*

Dear       (Name)      ,

Your next DISC clinic visit is coming up in about one month. At that visit you will see a doctor, have a blood sample taken, and be asked questions. Some of the questions will be about your menstrual period. This information is very important for DISC, because your period changes many of the tests we take at the visit. Before the clinic visit we would like you to write down on a calendar when you have your period. We want you to do this the same way you did before your clinic visit last year. You need to fill out a calendar each week and mail it back to the clinic. You will receive a gift for filling out the calendars at the clinic visit.

Just like last year, you will receive a calendar in the mail each week until your next clinic visit. The calendar covers one week of time. If you have your period or any menstrual bleeding during that week, put an X in the circle on that day on the calendar. Mark an X in the circle for each day that you have bleeding. If you do not have your period that week, put an X in the box below the calendar where you see the arrow. Make sure that either the circles are marked to show the days you had your period or the box below is marked to show that you did not have a period that week.

Mail your filled in calendar back to the clinic in the envelope by Monday or Tuesday of the next week. You will be sent a coupon for a gift if you mail your calendar by Tuesday. Bring the coupons to the clinic like you did last year to get a gift. You will be sent a new calendar each week to fill out until your clinic visit. If you mail all your calendars back to the clinic on time, you will get a bonus gift.

For example, the sample calendar is for the week of February 2 to February 8. If your period started on February 6, you mark an X in the circle for February 6. You mark an X in the circles for every day you have your period. So if you had your period for 3 days, you mark an X in the circles for February 6, 7 and 8. If you had your period for 4 days, you mark an X in the circles for February 6, 7, and 8 on this calendar and mark an X in the circle for February 9 on the calendar for the next week. If you do not have your period this week, you mark an X in the box that the arrow points to below the calendar. You should mail the filled in calendar back to the clinic by Tuesday, February 11. When we receive your calendar, we will send you a coupon for a gift.

Your first calendar is enclosed. Thank you for filling it out. Remember to mail it back to the clinic in the envelope provided by the next Tuesday. If you have any questions, please ask your mother for help or call the clinic. Our telephone number is (number). Ask to speak to (name). See you at your next visit.

**Sample Letter to Mothers of Girls Who Have Not Completed Calendars  
Previously and Who Agree To Let Their Daughters Fill Out Calendars Now**

*Date*

Dear     (Name)    ,

Thank you for letting your daughter fill out menstrual cycle calendars. This information is very important for DISC because the menstrual cycle affects many of the measurements we take at the clinic.

It is important that we know the exact days of your daughter's period or any menstrual bleeding. We will send her a calendar in the mail each week until her clinic visit. She needs to fill it out and mail it back to the clinic the following week. To fill out the calendar, your daughter should put an X in the circle on each day she has bleeding. If she does not have any menstrual bleeding during the week, she should put an X in the box next to the arrow below the calendar. She should mail the calendar back to the clinic by Tuesday of the next week. We will provide stamped envelopes addressed to the clinic. Your daughter will receive a new calendar to fill out each week. We will send her a coupon for each calendar she fills out and mails back to the clinic on time. She will be able to exchange the coupons for a gift at the clinic.

We need you to remind your daughter to fill out her calendar each week and mail it back to the clinic. If it is hard for her to fill out the calendars, you can help. If you have any questions about how to fill out the calendars, please call the clinic. When you call ask to speak with     (name)    . The clinic telephone number is     (number)    .

We have enclosed a copy of the letter we will be sending your daughter. We have also enclosed a set of calendars. This way you can have extras if one that we send your daughter gets lost.

Thank you for helping your daughter complete and mail the menstrual cycle calendars. We look forward to seeing you and your daughter at her clinic visit.

Sincerely,



**Sample Letter to Mothers of Girls Who Have Not Completed Calendars  
Previously and Who Want to Review Materials**

*Date*

Dear       (Name)      ,

Thank you for looking at the menstrual cycle calendars for girls in DISC. The menstrual cycle affects many of the measurements we are taking in DISC. The information we are collecting on the calendars is very important. We have tested the calendars on a group of 11 - 13 year old girls. They were able to fill them out by themselves or with their mothers' help.

It is important that we know the exact days of your daughter's period or any menstrual bleeding. If you agree, we will send your daughter a calendar in the mail each week until her clinic visit. She needs to fill it out and mail it back to the clinic the following week. To fill out the calendar, your daughter should put an X in the circle on each day she has bleeding. If she does not have any menstrual bleeding during the week, she should put an X in the box next to the arrow below the calendar. She should mail the calendar back to the clinic by Tuesday of the next week. We will provide stamped envelopes addressed to the clinic. Your daughter will receive a new calendar to fill out each week. We will send her a coupon for each calendar she fills out and mails back to the clinic on time. She will be able to exchange the coupons for a gift at the clinic.

We will need you to remind your daughter to fill out her calendar each week and mail it back to the clinic. If it is hard for her to fill out the calendars, you can help. If you have any questions about how to fill out the calendars, please call the clinic. When you call ask to speak with       (name)      . The clinic telephone number is       (number)      .

We have enclosed a copy of the letter we will send your daughter. We have also enclosed a set of calendars. This way you can have extras if one that we send your daughter gets lost.

We hope you will let your daughter fill out calendars before her 3-year clinic visit. We will call you in a few days. We will be glad to answer any questions you have about the calendars at that time.

Sincerely,

**Sample Letter to Mothers of Girls Who Have Completed Calendars Previously**

*Date*

Dear     (Name)    ,

Your daughter's next DISC clinic visit will be coming up in about a month. Before her clinic visit last year, your daughter completed menstrual cycle calendars. We appreciate her willingness to complete the calendars before her visit last year. We would like her to complete calendars again before her clinic visit this year. This information is very important for DISC because the menstrual cycle affects many of the measurements we take at the clinic.

It is important that we know the exact days of your daughter's period or any menstrual bleeding. Just like last year, we will send her a calendar in the mail each week until her clinic visit. She needs to fill it out and mail it back to the clinic the following week. To fill out the calendar, your daughter should put an X in the circle on each day she has bleeding. If she does not have any menstrual bleeding during the week, she should put an X in the box next to the arrow below the calendar. She should mail the calendar back to the clinic by Tuesday of the next week. We will provide stamped envelopes addressed to the clinic. Your daughter will receive a new calendar to fill out each week. We will send her a coupon for each calendar she fills out and mails back to the clinic on time. She will be able to exchange the coupons for a gift at the clinic like she did last year.

We need you to remind your daughter to fill out her calendar each week and mail it back to the clinic. If it is hard for her to fill out the calendars, you can help. If you have any questions about how to fill out the calendars, please call the clinic. When you call ask to speak with     (name)    . The clinic telephone number is     (number)    .

We have enclosed a copy of the letter we will be sending your daughter. We have also enclosed a set of calendars. This way you can have extras if one that we send your daughter gets lost.

Thank you for helping your daughter complete and mail the menstrual cycle calendars. We look forward to seeing you and your daughter at her clinic visit.

Sincerely,

**Schedule for Initiation of Menstrual Cycle Data Collection  
Before DISC Clinic Visits in 1995**

<b>Week of Clinic Visit</b>	<b>Week of Telephone Interview with Mother</b>	<b>Week of First Calendar to be Cometed</b>
01/01/95-01/07/95	11/06/94-11/12/94	11/20/94-11/26/94
01/08/95-01/14/95	11/13/94-11/19/94	11/27/94-12/03/94
01/15/95-01/21/95	11/20/94-11/26/94	12/04/94-12/10/94
01/22/95-01/28/95	11/27/94-12/03/94	12/11/94-12/17/94
01/29/95-02/04/95	12/04/94-12/10/94	12/18/94-12/24/94
02/05/95-02/11/95	12/11/94-12/17/94	12/25/94-12/31/94
02/12/95-02/18/95	12/18/94-12/24/94	01/01/95-01/07/95
02/19/95-02/25/95	12/25/94-12/31/94	01/08/95-01/14/95
02/26/95-03/04/95	01/01/95-01/07/95	01/15/95-01/21/95
03/05/95-03/11/95	01/08/95-01/14/95	01/22/95-01/28/95
03/12/95-03/18/95	01/15/95-01/21/95	01/29/95-02/04/95
03/19/95-03/25/95	01/22/95-01/28/95	02/05/95-02/11/95
03/26/95-04/01/95	01/29/95-02/04/95	02/12/95-02/18/95
04/02/95-04/08/95	02/05/95-02/11/95	02/19/95-02/25/95
04/09/95-04/15/95	02/12/95-02/18/95	02/26/95-03/04/95
04/16/95-04/22/95	02/19/95-02/25/95	03/05/95-03/11/95
04/23/95-04/29/95	02/26/95-03/04/95	03/12/95-03/18/95
04/30/95-05/06/95	03/05/95-03/11/95	03/19/95-03/25/95
05/07/95-05/13/95	03/12/95-03/18/95	03/26/95-04/01/95
05/14/95-05/20/95	03/19/95-03/25/95	04/02/95-04/08/95
05/21/95-05/27/95	03/26/95-04/01/95	04/09/95-04/15/95
05/28/95-06/03/95	04/02/95-04/08/95	04/16/95-04/22/95
06/04/95-06/10/95	04/09/95-04/15/95	04/23/95-04/29/95
06/11/95-06/17/95	04/16/95-04/22/95	04/30/95-05/06/95
06/18/95-06/24/95	04/23/95-04/29/95	05/07/95-05/13/95
06/25/95-07/01/95	04/30/95-05/06/95	05/14/95-05/20/95
07/02/95-07/08/95	05/07/95-05/13/95	05/21/95-05/27/95
07/09/95-07/15/95	05/14/95-05/20/95	05/28/95-06/03/95
07/16/95-07/22/95	05/21/95-05/27/95	06/04/95-06/10/95
07/23/95-07/29/95	05/28/95-06/03/95	06/11/95-06/17/95
07/30/95-08/05/95	06/04/95-06/10/95	06/18/95-06/24/95
08/06/95-08/12/95	06/11/95-06/17/95	06/25/95-07/01/95

<b>Week of Clinic Visit</b>	<b>Week of Telephone Interview with Mother</b>	<b>Week of First Calendar to be Cometed</b>
08/13/95-08/19/95	06/18/95-06/24/95	07/02/95-07/08/95
08/20/95-08/26/95	06/25/95-07/01/95	07/09/95-07/15/95
08/27/95-09/02/95	07/02/95-07/08/95	07/16/95-07/22/95
09/03/95-09/09/95	07/09/95-07/15/95	07/23/95-07/29/95
09/10/95-09/16/95	07/16/95-07/22/95	07/30/95-08/05/95
09/17/95-09/23/95	07/23/95-07/29/95	08/06/95-08/12/95
09/24/95-09/30/95	07/30/95-08/05/95	08/13/95-08/19/95
10/01/95-10/07/95	08/06/95-08/12/95	08/20/95-08/26/95
10/08/95-10/14/95	08/13/95-08/19/95	08/27/95-09/02/95
10/15/95-10/21/95	08/20/95-08/26/95	09/03/95-09/09/95
10/22/95-10/28/95	08/27/95-09/02/95	09/10/95-09/16/95
10/29/95-11/04/95	09/03/95-09/09/95	09/17/95-09/23/95
11/05/95-11/11/95	09/10/95-09/16/95	09/24/95-09/30/95
11/12/95-11/18/95	09/17/95-09/23/95	10/01/95-10/07/95
11/19/95-11/25/95	09/24/95-09/30/95	10/08/95-10/14/95
11/26/95-12/02/95	10/01/95-10/07/95	10/15/95-10/21/95
12/03/95-12/09/95	10/08/95-10/14/95	10/22/95-10/28/95
12/10/95-12/16/95	10/15/95-10/21/95	10/29/95-11/04/95
12/17/95-12/23/95	10/22/95-10/28/95	11/05/95-11/11/95
12/24/95-12/30/95	10/29/95-11/04/95	11/12/95-11/18/95

**Sample Letter to Girls Who Have Not Completed  
Menstrual Cycle Calendars Previously**

*Date*

Dear \_\_\_\_\_ (*Name*) \_\_\_\_\_,

Your next DISC clinic visit is coming up in about one month. At that visit you will see a doctor, have a blood sample taken, and be asked questions. Some of the questions will be about your menstrual period. This information is very important for DISC, because your period changes many of the tests we take at the visit. Before the clinic visit we would like you to write down on a calendar when you have your period. You need to fill out a calendar each week and mail it back to the clinic. You will receive a gift for filling out the calendars at the clinic visit.

Each week until your clinic visit you will receive a DISC calendar in the mail. The calendar covers one week of time. If you have your period or any menstrual bleeding during that week, put an X in the circle on that day on the calendar. Mark an X in the circle for each day that you have bleeding. If you do not have your period that week, put an X in the box below the calendar where you see the arrow. Make sure that either the circles are marked to show the days you had your period or the box below is marked to show that you did not have a period that week.

Mail your filled in calendar back to the clinic in the envelope by Monday or Tuesday of the next week. You will be sent a coupon for a gift if you mail your calendar by Tuesday. Bring the coupons to the clinic to get a gift. You will be sent a new calendar each week to fill out until your clinic visit. If you mail all your calendars back to the clinic on time, you will get a bonus gift.

For example, the sample calendar is for the week of February 2 to February 8. If your period started on February 6, you mark an X in the circle for February 6. You mark an X in the circles for every day you have your period. So if you had your period for 3 days, you mark an X in the circles for February 6, 7 and 8. If you had your period for 4 days, you mark an X in the circles for February 6, 7, and 8 on this calendar and mark an X in the circle for February 9 on the calendar for the next week. If you do not have your period this week, you mark an X in the box that the arrow points to below the calendar. You should mail the filled in calendar back to the clinic by Tuesday, February 11. When we receive your calendar, we will send you a coupon for a gift.

Your first calendar is enclosed. Thank you for filling it out. Remember to mail it back to the clinic in the envelope provided by the next Tuesday. If you have any questions, please

ask your mother for help or call the clinic. Our telephone number is (number). Ask to speak to (name). See you at your next visit.

**Sample Letter to Girls Who Have Completed  
Menstrual Cycle Calendars Previously**

*Date*

Dear       (Name)      ,

Your next DISC clinic visit is coming up in about one month. At that visit you will see a doctor, have a blood sample taken, and be asked questions. Some of the questions will be about your menstrual period. This information is very important for DISC, because your period changes many of the tests we take at the visit. Before the clinic visit we would like you to write down on a calendar when you have your period. We want you to do this the same way you did before your clinic visit last year. You need to fill out a calendar each week and mail it back to the clinic. You will receive a gift for filling out the calendars at the clinic visit.

Just like last year, you will receive a calendar in the mail each week until your next clinic visit. The calendar covers one week of time. If you have your period or any menstrual bleeding during that week, put an X in the circle on that day on the calendar. Mark an X in the circle for each day that you have bleeding. If you do not have your period that week, put an X in the box below the calendar where you see the arrow. Make sure that either the circles are marked to show the days you had your period or the box below is marked to show that you did not have a period that week.

Mail your filled in calendar back to the clinic in the envelope by Monday or Tuesday of the next week. You will be sent a coupon for a gift if you mail your calendar by Tuesday. Bring the coupons to the clinic like you did last year to get a gift. You will be sent a new calendar each week to fill out until your clinic visit. If you mail all your calendars back to the clinic on time, you will get a bonus gift.

For example, the sample calendar is for the week of February 2 to February 8. If your period started on February 6, you mark an X in the circle for February 6. You mark an X in the circles for every day you have your period. So if you had your period for 3 days, you mark an X in the circles for February 6, 7 and 8. If you had your period for 4 days, you mark an X in the circles for February 6, 7, and 8 on this calendar and mark an X in the circle for February 9 on the calendar for the next week. If you do not have your period this week, you mark an X in the box that the arrow points to below the calendar. You should mail the filled in calendar back to the clinic by Tuesday, February 11. When we receive your calendar, we will send you a coupon for a gift.

Your first calendar is enclosed. Thank you for filling it out. Remember to mail it back to the clinic in the envelope provided by the next Tuesday. If you have any questions, please

ask your mother for help or call the clinic. Our telephone number is (number). Ask to speak to (name). See you at your next visit.



**Sample Letter to Mothers of Girls Who Have Not Completed Calendars  
Previously and Who Agree To Let Their Daughters Fill Out Calendars Now**

*Date*

Dear     (Name)    ,

Thank you for letting your daughter fill out menstrual cycle calendars. This information is very important for DISC because the menstrual cycle affects many of the measurements we take at the clinic.

It is important that we know the exact days of your daughter's period or any menstrual bleeding. We will send her a calendar in the mail each week until her clinic visit. She needs to fill it out and mail it back to the clinic the following week. To fill out the calendar, your daughter should put an X in the circle on each day she has bleeding. If she does not have any menstrual bleeding during the week, she should put an X in the box next to the arrow below the calendar. She should mail the calendar back to the clinic by Tuesday of the next week. We will provide stamped envelopes addressed to the clinic. Your daughter will receive a new calendar to fill out each week. We will send her a coupon for each calendar she fills out and mails back to the clinic on time. She will be able to exchange the coupons for a gift at the clinic.

We need you to remind your daughter to fill out her calendar each week and mail it back to the clinic. If it is hard for her to fill out the calendars, you can help. If you have any questions about how to fill out the calendars, please call the clinic. When you call ask to speak with     (name)    . The clinic telephone number is     (number)    .

We have enclosed a copy of the letter we will be sending your daughter. We have also enclosed a set of calendars. This way you can have extras if one that we send your daughter gets lost.

Thank you for helping your daughter complete and mail the menstrual cycle calendars. We look forward to seeing you and your daughter at her clinic visit.

Sincerely,

**Sample Letter to Mothers of Girls Who Have Not Completed Calendars  
Previously and Who Want to Review Materials**

*Date*

Dear       (Name)      ,

Thank you for looking at the menstrual cycle calendars for girls in DISC. The menstrual cycle affects many of the measurements we are taking in DISC. The information we are collecting on the calendars is very important. We have tested the calendars on a group of 11 - 13 year old girls. They were able to fill them out by themselves or with their mothers' help.

It is important that we know the exact days of your daughter's period or any menstrual bleeding. If you agree, we will send your daughter a calendar in the mail each week until her clinic visit. She needs to fill it out and mail it back to the clinic the following week. To fill out the calendar, your daughter should put an X in the circle on each day she has bleeding. If she does not have any menstrual bleeding during the week, she should put an X in the box next to the arrow below the calendar. She should mail the calendar back to the clinic by Tuesday of the next week. We will provide stamped envelopes addressed to the clinic. Your daughter will receive a new calendar to fill out each week. We will send her a coupon for each calendar she fills out and mails back to the clinic on time. She will be able to exchange the coupons for a gift at the clinic.

We will need you to remind your daughter to fill out her calendar each week and mail it back to the clinic. If it is hard for her to fill out the calendars, you can help. If you have any questions about how to fill out the calendars, please call the clinic. When you call ask to speak with       (name)      . The clinic telephone number is       (number)      .

We have enclosed a copy of the letter we will send your daughter. We have also enclosed a set of calendars. This way you can have extras if one that we send your daughter gets lost.

We hope you will let your daughter fill out calendars before her 3-year clinic visit. We will call you in a few days. We will be glad to answer any questions you have about the calendars at that time.

Sincerely,

**Sample Letter to Mothers of Girls Who Have Completed Calendars Previously**

*Date*

Dear     (Name)    ,

Your daughter's next DISC clinic visit will be coming up in about a month. Before her clinic visit last year, your daughter completed menstrual cycle calendars. We appreciate her willingness to complete the calendars before her visit last year. We would like her to complete calendars again before her clinic visit this year. This information is very important for DISC because the menstrual cycle affects many of the measurements we take at the clinic.

It is important that we know the exact days of your daughter's period or any menstrual bleeding. Just like last year, we will send her a calendar in the mail each week until her clinic visit. She needs to fill it out and mail it back to the clinic the following week. To fill out the calendar, your daughter should put an X in the circle on each day she has bleeding. If she does not have any menstrual bleeding during the week, she should put an X in the box next to the arrow below the calendar. She should mail the calendar back to the clinic by Tuesday of the next week. We will provide stamped envelopes addressed to the clinic. Your daughter will receive a new calendar to fill out each week. We will send her a coupon for each calendar she fills out and mails back to the clinic on time. She will be able to exchange the coupons for a gift at the clinic like she did last year.

We need you to remind your daughter to fill out her calendar each week and mail it back to the clinic. If it is hard for her to fill out the calendars, you can help. If you have any questions about how to fill out the calendars, please call the clinic. When you call ask to speak with     (name)    . The clinic telephone number is     (number)    .

We have enclosed a copy of the letter we will be sending your daughter. We have also enclosed a set of calendars. This way you can have extras if one that we send your daughter gets lost.

Thank you for helping your daughter complete and mail the menstrual cycle calendars. We look forward to seeing you and your daughter at her clinic visit.

Sincerely,