

How to complete the SCOPA Diary Card?

- Fill in one Diary Card each day and indicate the date.
- Indicate at each time point, by means of a cross, which description best reflects your situation *over the previous time period*. For example: if you experienced slight difficulty walking during the period from waking up until breakfast, place a cross in box '1' in the row 'walking' under the heading 'breakfast'. Always estimate an *average over the relevant time period*. At 'mid-morning', place a cross in the box that on average best reflects the period from breakfast until mid-morning.
- On waking in the morning, fill in the column 'previous night'. You may not be able to assess some categories in the column 'previous night' (e.g. walking). In that case, do not fill anything in. If you used the bathroom facilities, then you can assess this.
- Also on waking, record in the category 'Sleep' *how well* you slept (by means of a cross in the appropriate box), as well as the *number of hours* you slept the previous night. This means the number of hours you *actually slept* and not the number of hours you spent in bed. At the end of the day (at 'bed time') record the total number of minutes you slept during that day.
- In the other columns always indicate first whether you slept the greater part of the relevant time period. If you slept during the greater part of a particular time period during the day, then do not place a cross in any of the categories, but place a cross in the box 'yes' in the row 'slept greater part?'. If you did not sleep during the relevant time period, or only during the lesser part of the time, then fill in the categories 1 to 4 and do not place a cross in the row 'slept greater part?'.
• If your daily time table is very different, e.g. because you do not eat breakfast in the morning, use the times specified under the column headings.
- Do not write in the row labelled 'sum 1-3' or in the column labelled 'sum'.