

## Appendix 1: Methods: Recruitment Log Items

Level of recruitment	Stage of recruitment	Data Items
Site recruitment	Enrollment	FHT name Method of contact Email # email follow-up Responded Additional information provided Presentation Consented Consented via Reasons declined
Physician recruitment	Enrollment	FHT name Date initiated #eligible physicians Method of contact Email # email follow-up Responded Additional information provided Presentation Consented Consented via Reasons declined Date completed

	Allocation	Allocated to Baseline questionnaire Received intervention # times tool used Did not receive intervention Reasons for not receiving
	Follow-up	Complete 6-month questionnaire completed 12-month questionnaire completed Reasons lost
Patient recruitment	Identification	FHT name Date initiated Physician name Potentially eligible patients <ul style="list-style-type: none"> <li>- Number of rostered patients</li> <li>- Number of patients with diabetes</li> <li>- Number of patients with <math>\geq 2</math> comorbidities</li> </ul> Excluded patients <ul style="list-style-type: none"> <li>- Number of patients excluded</li> <li>- Do not speak English</li> <li>- Documented cognitive deficits</li> <li>- Unable to give informed consent</li> <li>- Limited life expectancy (&lt; 1year)</li> <li>- Not available for follow-up</li> <li>- Resident patient</li> </ul>
	Random selection	Date completed # eligible patients (randomized) # patients contacted
	Enrollment	Date mailed Consent

		<p>Consented via</p> <p>Reason declined</p> <p>Date phoned</p> <p>Result of phone call</p> <p>Link to consent sent on</p>
	Allocation	<p>Allocated to</p> <p>Baseline questionnaire</p> <p>Received intervention</p> <p># times tool used</p> <p>Did not receive intervention</p> <p>Reasons for not receiving</p>
	Follow-up	<p>Complete</p> <p>6-month questionnaire completed</p> <p>12-month questionnaire completed</p> <p>Reasons lost</p>
	Analysis	<p>Included</p> <p>Excluded</p> <p>Reasons why</p>