

CHERRIES Checklist, included in original submission, likely largely replaced by answer to question #1 in response to editor and reviewers document

Item Category	Checklist Item	Investigator Response (section and page of manuscript containing information)
Design	Describe survey design	Convenience sample of parents/guardians presenting to the Emergency Department (ED) in an Ontario Academic Health Science Centre with a neonate in the first 28 days of life. (methods, participants p3)
IRB(Institutional Review Board) approval and informed consent process	IRB Approval	Approved at all participating centres. (methods, ethics p4)
	Informed Consent	The letter of information told participants the names of the researchers, why we were doing the survey, how many questions were in the survey, how long it would take, data storage procedures and duration and that their participation was voluntary. There was no formal consent, completion of the survey implied consent and they were told they could skip any question they wanted. (methods, <b>ethics p4</b> <u>participants p3</u> )
	Data Protection	No personal information collected. (methods, <u>participants p3</u> , ethics p4)
Development and Pre-Testing	Development and Testing	The survey was developed using a framework from the literature, existing literature on pediatric ED use and research team expertise. Each item was mapped to a domain (included in the methods section of manuscript). Face validity was checked by expert reviewers and the survey was piloted at the coordinating site for usability,

		acceptability and other user input. The survey was adjusted based on these results. (methods, survey tool development p3,4)
Recruitment process and description of the sample having access to the questionnaire	Open survey versus closed survey	This was not an electronic survey. Qualifying parents were handed an information letter and survey by ED staff. (methods, participants p3)
	Contact Mode	In person at the time of ED visit. (methods, participants p3)
	Advertising the survey	Not advertised. Information sheet accompanied survey. <a href="#">(methods, participants p3)</a>
Survey Administration	Web-email	On paper.
	Context	Given to eligible parents whenever ED staff or volunteers trained in the study were present. (methods, participants p3)
	Mandatory/voluntary	Voluntary (methods, <del>ethics</del> <a href="#">participants p4p3</a> )
	Incentives	No incentives <a href="#">(survey, participants p3)</a>
	Time/Date	Each site participated for a minimum of 6 months with survey distribution overall between December 2013 and June 2015. (methods, participants p3)
	Randomization of items or questionnaires	Paper survey, no randomization
	Adaptive Questioning	Paper survey, no branching logic
	Number of Items	Paper survey – 2 to 7 questions on a page, depending on the number of potential responses. 38 total items. <a href="#">Survey tool included in Appendix.</a>
	Number of screens(pg)	10 pages

	Completeness check	Paper survey so no check on submission. Partially completed surveys were included and the N for each answer calculated separately to account for any missing answers. <a href="#">(methods, analysis p4)</a>
	Review Step	No reminder to review but participants had access to the full survey until submitted and could change answers at any point.
Response Rates	Unique Site Visitor	NA – paper survey
	View Rate(Ratio of unique survey visitors/unique visitors)	NA – paper survey
	Participation rate(Ratio of unique visitors who agreed to participate/unique first visitors)	Cannot calculate this way for paper survey. Reported total potentially eligible visits to the ED during the period of recruitment and the number of completed surveys. (results p4)
	Completion rate (Ratio of users who finished the survey/user who agreed to participate)	Not specifically calculated, however, review of the database shows that 69% of those who submitted the survey answered the last question.
Preventing multiple entries from the same individual	Cookies Used	NA - paper
	IP Check	NA - paper
	Log File Analysis	NA - paper
	Registration	NA - paper
Analysis	Handling of incomplete questionnaires	Incomplete questionnaires were included. <a href="#">(methods, analysis p4)</a>
	Questionnaires submitted with an atypical timestamp	NA - paper
	Statistical Correction	No

