



HCHS/SOL Question by Question Instructions, Household Screening Form (HSR), Version A

General Instructions

This form is to be used during recruitment of households. Copies of forms with pre-printed addresses, Household ID Numbers, and numbers for *selection p* and *cut-point c* will be provided by the Coordinating Center to each Field Center. Both English and Spanish language scripts that are to be used when completing this form can be found in Appendix IV of the Recruiter's Manual (Appendix IV Household Screening Form Script: English and Spanish).

The questions refer to individuals who are living in the household at the time and date of the recruitment visit or call. Please record all responses by respondent on the paper form. Each form should then be entered into the HCHS/SOL study data management system within 48-72 hours after collection. Note that weekly screening and recruitment reports that are being shared with the Steering Committee are generated every Monday based on data entered into the DMS by 9:00 a.m. PST.

Question by Question Instructions

Q1 This question asks if anyone lives in the household who is Hispanic or Latino. The populations of interest for HCHS/SOL are persons or descendants of persons from Cuba, Mexico, Puerto Rico, and Spanish speaking countries in the Caribbean and Central and South America. A complete list of countries of interest is provided in Appendix I. This list is provided as a reference tool for recruiters and is NOT to be read during actual recruitment visits nor shown to respondents.

If a person states that he/she is not Hispanic or Latino but states that he/she is from or a descendant of one of the countries of interest for HCHS/SOL, the recruiter can further define the population of interest to HCHS/SOL to the respondent with the following statement: "The focus of HCHS/SOL is on persons or descendants of persons from Cuba, Mexico, Puerto Rico, and Spanish speaking countries in the Caribbean and Central and South America. According to this, does anyone live in this household who is Hispanic/Latino?"

"Living in the household" is defined as anyone who resides at the sampled address and considers the address their permanent residence, regardless of their relationship to others who may be living at the same address. College students who still consider the address their permanent residence meet this eligibility recruitment. An exception to this definition is individuals on active military duty. Persons on active military duty who still consider the sampled address their permanent residence do not meet this eligibility requirement and are NOT eligible for participation in HCHS/SOL.

If there are not any Hispanic/Latino persons living in the household, read closing script and end recruitment. If there are 1 or more Hispanic/Latino persons living in the household, continue to Q2.

Q2 The question asks for the TOTAL number of people who live in the household who are Hispanic/Latino. This number should include all individuals, and not just those who meet the age requirements to be eligible to participate in HCHS/SOL. Enter the number of persons as a two digit value, i.e. 01, 05, etc...

If the respondent reports that there are zero (00) persons of Hispanic/Latino origin living in the household, read closing script and end recruitment. If the respondent reports 01 person or more, then continue to Q3.

Q3 The question asks the respondent to report how many people living in the household are Hispanic/Latino and between the ages of 18 – 74 years. Age is determined at the actual time and date of the initial contact. For example, if someone is going to turn 18 in 1 week, he/she is not eligible to participate. Likewise if someone is going to be 75 in a week, at the time of the screening interview he/she is 74 and is considered to be eligible. Enter number in a two digit value, i.e. 01, 05, etc...

If respondent reports that there are not any individuals living in the household who are Hispanic/Latino between the ages of 18 – 74, read closing script and end recruitment. If the person reports 1 or more Hispanic/Latino persons between the ages of 18-74, continue to Q4.

Q4 The question asks if ALL the persons reported in Q3 are between the ages of 45 – 74 years of age. If respondent answers “yes”, then read script and continue to Q5. If respondent answers “no”, then continue to Q4a.

A “yes” response to this question means that every Hispanic/Latino person that was reported in Q3 as being between the ages of 18-74 years and living in the household is at least 45 years of age. A “no” answer means that of the Hispanic/Latino persons reported in Q3 between the ages of 18-74 years living in this household, at least one of them is under the age of 45 years (at least one person aged 18-44 years).

Q4a The text is NOT intended to be read to the respondent, but rather contains instructions for the interviewer. The interviewer compares the preprinted *selection p* and *cut-point c* on the form to determine if household is selected to participate in HCHS/SOL. If *selection p* is LESS THAN *cut-point c*, the household has been selected to participate, read script and continue to Q5. If not, the household has not been selected to participate. Read closing script and end recruitment.

Q5 This question is a roster of all eligible individuals who are living in the household. Read the introductions to the question as it appears on the form, making sure to capture the information on all eligible persons living in the household who are Hispanic/Latino and between the ages of 18 – 74 years of age. The respondent is the first person rostered, person A.

First Name: Enter one letter in each box. It is not necessary to record each letter of the first name; interviewers may record only the first 4 letters of the first name. However, it is important to record enough information so that when the person is contacted for scheduling or goes to the clinic, he/she can be correctly identified.

Last Name: Enter one letter in each box. It is not necessary to record each letter of the last name; interviewers may record only the first 5 letters of the last name. As with the first name, it is important to record enough information so that when the person is contacted for scheduling or goes to the clinic, he/she can be correctly identified.

Gender: Enter either M (male) or F (female).

Age: Enter the two digit age.

Relationship to respondent: Ask respondent for the relationship that he/she has with each person that is being rostered. Use the numerical codes that are located at the bottom of the HSR form to identify each type of relationship. The respondent is the first person rostered, and has the numerical code "01". Please note the list of relationships is not exhaustive. If the relationship is not listed, it is considered "other". Enter the two digit numerical code for the relationship to respondent in the appropriate boxes.

Telephone number: Ask the respondent for his/her telephone number (including area code). If other members of the household who are being rostered are present at the time of contact, obtain their phone numbers also.

It is possible that households will have a "general" household phone number and household members will have individual cell phone numbers. If this is the case, ask the person for the number that is the best one to reach them. Record this number as the main contact phone number on the roster. If additional numbers are given, write these numbers in the margins on the paper form. When entering the information into the DMS, additional numbers can be captured in the DMS using the note log function.

Case code: This number is used for information obtained on the person being rostered at the time of initial contact. This information may or may not be captured at the time of initial recruitment. If information is captured, enter the 1 digit numerical code for the situation/status listed.

Non-English AND non-Spanish speaker – Refers to a person who is unable to verbally communicate in either English or Spanish. Note: this does not include the hearing impaired.

Active military – Refers to a person who is currently in active military duty.

Moving away – Refers to a person who has plans to move out of the recruitment area within the next 6 months. Distances are: more than 100 miles/160 kilometers at San Diego and Chicago, more than 250 miles/400 kilometers at Bronx, or out of Miami -Dade County in Miami.

Homebound – Refers to a person who is unable to leave the home for a clinic visit.

Refusal – Refers to a person who at the time of initial contact states that he/she does not want to participate in the HCHS/SOL study.

Individual eligibility pending – Code is used if eligibility for the person is yet to be determined at initial contact.

Individual eligibility determined – Code is used if eligibility for the person was determined at initial contact. This means that the Individual Eligibility Form (ELE) was completed.

Appendix I – HCHS/SOL Countries of Interest

Caribbean

Cuba
Dominican Republic
Puerto Rico

Central America

Costa Rica
Guatemala
Honduras
El Salvador
Nicaragua
Panama

North America

Mexico

South America

Argentina
Bolivia
Chile
Colombia
Ecuador
Paraguay
Peru
Uruguay
Venezuela