



HCHS/SOL Question by Question Instructions, Screening Call Tracking Form (SCT), Version A

General Instructions

Screening Call Tracking Form (SCT) is completed at the conclusion of household screening. The form contains a single summary status code for the household. This form is used to report household level eligibility after completing the Household Screening Form (HSR) for a household.

Each SCT form should then be entered into the HCHS/SOL study data management system within 48-72 hours after completion. Weekly household recruitment and scheduling 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 Date of initial contact taken from the worksheet portion of the form. This date marks when the screening process began for a household. Fully complete the fields in month / day / year format.
- Q2 The question captures the final summary status code that results from administration of the household screen and roster.

Address not a household – some address on the sample list may not be valid recruitment sources. Those include retail shops, group homes, vacant lots, or an unoccupied seasonal home.

Unable to contact household after repeated attempts – all contacts have been unsuccessful in reaching a respondent at the selected address, including in person visits and phone calls.

Able to contact household but household screening refused – the respondent contacted at the selected sample address refused to answer screening questions. This is a hard refusal.

Able to contact household but screening not fully completed, household eligibility is unknown – the recruiter started the screening process, but did not complete the first page of the HSR where household eligibility is determined.

Screening completed, household not eligible – the household screens out on the HSR because there are no Hispanics/Latinos in the eligible age range.

Screening completed, household eligible and not selected – there are Hispanics /Latinos at the address in a mixed age household, but they are not selected because above the cut-point.

Screening completed, household eligible and selected, but refused to participate – there are Hispanics /Latinos at the address that meet selection criteria, but the gatekeeper refused to the roster of the household and any further participation. The roster was not completed for this household.

Screening completed, household eligible and selected, and HH agreed to participate (i.e. roster completed) – there are Hispanics /Latinos at the address that meet selection criteria, and the gatekeeper agrees to the roster of the household. The roster was completed for this household.

- Q3 Date of final contact taken from either the worksheet portion of the form or from the HSR. This date is when the **eligibility** of the household itself was determined, and the final status code for HH eligibility was assigned as a result of the screening.