



INSTRUCTIONS FOR CONTACT INFORMATION FORM CIF, VERSION 3.0, QUESTION BY QUESTION (QxQ)

I. GENERAL INSTRUCTIONS

The Contact Information Form is reviewed and updated with current contact information during the participant's visit and phone contact.

Header Information: The header information consists of key fields which uniquely identify each recorded instance of a form. For the Event field, record if this is happening at Visit 5 or another event.

0a. Date of Collection: Record the date the data was reviewed or collected. Select the date from the pop-up calendar in the data management system (DMS) or type the date in the space provided. Dates should be entered in the mm/dd/yyyy format.

0b. Staff Code: Record the SPIROMICS staff code of the person who reviewed or collected the data. This code is assigned to each person at each site by the GIC. If you do not have a staff code and are collecting SPIROMICS data, please contact the GIC in order to receive your own individual staff code.

II. DETAILED INSTRUCTIONS FOR EACH ITEM

Item 1. **Current home address** Enter the subject's complete home address.

- Item 1a. Enter the subject's street address.
- Item 1b. Enter the second line of the subject's street address.
- Item 1c. Enter the subject's city.
- Item 1d. Use the dropdown menu list to enter the subject's state.
- Item 1e. Enter the subject's complete zip code, or the first 5 digit of the code.
- Item 1f. Record the date the subject began living at this address. Select the date from the pop-up calendar in the data management system (DMS) or type the date in the space provided. Dates should be entered in the mm/dd/yyyy format.
- Item 1g. Enter the subject's current email address.

Item 2. **Lived at current address during last 12 month** Select only one option among the two possible choices.

- Select No if the subject has not lived at his/her current address during the last 12 months.
- Select Yes if the subject has lived at his/her current address during the last 12 months. [Go to Item 9.]

Item 3. **Additional Addresses** Enter any address as well as dates of residence for all places that the subject has lived in the past 12 months, starting with the most recent.

- Item 3a. Enter the subject's street address.
- Item 3b. Enter the second line of the subject's street address.
- Item 3c. Enter the subject's city.
- Item 3d. Use the dropdown menu list to enter the subject's state.
- Item 3e. Enter the subject's complete zip code, or the first 5 digit of the code.
- Item 3f. Record the date the subject began living at this address. Select the date from the pop-up calendar in the data management system (DMS) or type the date in the space provided. Dates should be entered in the mm/dd/yyyy format.

- Item 3g. Record the date the subject stopped living at this address. Select the date from the pop-up calendar in the data management system (DMS) or type the date in the space provided. Dates should be entered in the mm/dd/yyyy format.

Item 3h. **Lived at current address during last 12 month** Select only one option among the two possible choices.

- Select No if the subject has not lived at his/her current address during the last 12 months.
- Select Yes if the subject has lived at his/her current address during the last 12 months. [Go to Item 9.]

Item 4. **Additional Addresses** Enter any address as well as dates of residence for all places that the subject has lived in the past 12 months, starting with the most recent.

- Item 4a. Enter the subject's street address.
- Item 4b. Enter the second line of the subject's street address.
- Item 4c. Enter the subject's city.
- Item 4d. Use the dropdown menu list to enter the subject's state.
- Item 4e. Enter the subject's complete zip code, or the first 5 digit of the code.
- Item 4f. Record the date the subject began living at this address. Select the date from the pop-up calendar in the data management system (DMS) or type the date in the space provided. Dates should be entered in the mm/dd/yyyy format.
- Item 4g. Record the date the subject stopped living at this address. Select the date from the pop-up calendar in the data management system (DMS) or type the date in the space provided. Dates should be entered in the mm/dd/yyyy format.

Item 4h. **Lived anywhere else in the last 12 months** Select only one option among the two possible choices.

- Select No if the subject has not lived at his/her current address during the last 12 months.
- Select Yes if the subject has lived at his/her current address during the last 12 months. [Go to Item 9.]

Item 5. **Additional Addresses** Enter any address as well as dates of residence for all places that the subject has lived in the past 12 months, starting with the most recent.

- Item 5a. Enter the subject's street address.
- Item 5b. Enter the second line of the subject's street address.
- Item 5c. Enter the subject's city.
- Item 5d. Use the dropdown menu list to enter the subject's state.
- Item 5e. Enter the subject's complete zip code, or the first 5 digit of the code.
- Item 5f. Record the date the subject began living at this address. Select the date from the pop-up calendar in the data management system (DMS) or type the date in the space provided. Dates should be entered in the mm/dd/yyyy format.
- Item 5g. Record the date the subject stopped living at this address. Select the date from the pop-up calendar in the data management system (DMS) or type the date in the space provided. Dates should be entered in the mm/dd/yyyy format.

Item 5h. **Lived at current address during last 12 month** Select only one option among the two possible choices.

- Select No if the subject has not lived at his/her current address during the last 12 months.
- Select Yes if the subject has lived at his/her current address during the last 12 months. [Go to Item 9.]

Item 6. **Additional Addresses** Enter any address as well as dates of residence for all places that the subject has lived in the past 12 months, starting with the most recent.

- Item 6a. Enter the subject's street address.

- Item 6b. Enter the second line of the subject's street address.
- Item 6c. Enter the subject's city.
- Item 6d. Use the dropdown menu list to enter the subject's state.
- Item 6e. Enter the subject's complete zip code, or the first 5 digit of the code.
- Item 6f. Record the date the subject began living at this address. Select the date from the pop-up calendar in the data management system (DMS) or type the date in the space provided. Dates should be entered in the mm/dd/yyyy format.
- Item 6g. Record the date the subject stopped living at this address. Select the date from the pop-up calendar in the data management system (DMS) or type the date in the space provided. Dates should be entered in the mm/dd/yyyy format.

Item 6h. **Lived at current address during last 12 month** Select only one option among the two possible choices.

- Select No if the subject has not lived at his/her current address during the last 12 months.
- Select Yes if the subject has lived at his/her current address during the last 12 months. [Go to Item 9.]

Item 7. **Additional Addresses** Enter any address as well as dates of residence for all places that the subject has lived in the past 12 months, starting with the most recent.

- Item 7a. Enter the subject's street address.
- Item 7b. Enter the second line of the subject's street address.
- Item 7c. Enter the subject's city.
- Item 7d. Use the dropdown menu list to enter the subject's state.
- Item 7e. Enter the subject's complete zip code, or the first 5 digit of the code.
- Item 7f. Record the date the subject began living at this address. Select the date from the pop-up calendar in the data management system (DMS) or type the date in the space provided. Dates should be entered in the mm/dd/yyyy format.
- Item 7g. Record the date the subject stopped living at this address. Select the date from the pop-up calendar in the data management system (DMS) or type the date in the space provided. Dates should be entered in the mm/dd/yyyy format.

Item 7h. **Lived at current address during last 12 month** Select only one option among the two possible choices.

- Select No if the subject has not lived at his/her current address during the last 12 months.
- Select Yes if the subject has lived at his/her current address during the last 12 months. [Go to Item 9.]

Item 8. **Additional Addresses** Enter any address as well as dates of residence for all places that the subject has lived in the past 12 months, starting with the most recent.

- Item 8a. Enter the subject's street address.
- Item 8b. Enter the second line of the subject's street address.
- Item 8c. Enter the subject's city.
- Item 8d. Use the dropdown menu list to enter the subject's state.
- Item 8e. Enter the subject's complete zip code, or the first 5 digit of the code.
- Item 8f. Record the date the subject began living at this address. Select the date from the pop-up calendar in the data management system (DMS) or type the date in the space provided. Dates should be entered in the mm/dd/yyyy format.
- Item 8g. Record the date the subject stopped living at this address. Select the date from the pop-up calendar in the data management system (DMS) or type the date in the space provided. Dates should be entered in the mm/dd/yyyy format.

Item 8h. **Lived at current address during last 12 month** Select only one option among the two possible choices.

- Select No if the subject has not lived at his/her current address during the last 12 months.
- Select Yes if the subject has lived at his/her current address during the last 12 months. [Go to Item 9.]

Item 9. **Primary Phone Number** Enter the subject's primary phone number as a 10-digit number.

Item 10. **Best time of day to reach subject**

Item 10a. Morning

- Select No if morning is not the best time to contact the subject.
- Select Yes if morning is the best time to contact the subject.

Item 10b. Afternoon

- Select No if afternoon is not the best time to contact the subject.
- Select Yes if afternoon is the best time to contact the subject.

Item 10c. Evening

- Select No if evening is not the best time to contact the subject.
- Select Yes if evening is the best time to contact the subject.

Item 11. **Secondary Phone Number** Enter the subject's secondary phone number as a 10-digit number.

Item 12. **Best time of day to reach subject**

Item 12a. Morning

- Select No if morning is not the best time to contact the subject.
- Select Yes if morning is the best time to contact the subject.

Item 12b. Afternoon

- Select No if afternoon is not the best time to contact the subject.
- Select Yes if afternoon is the best time to contact the subject.

Item 12c. Evening

- Select No if evening is not the best time to contact the subject.
- Select Yes if evening is the best time to contact the subject.

Item 13. **Local Contact 1**

Item 13a. Title. Enter the title of the first local contact.

Item 13b. First Name: Enter the first name of the first local contact.

Item 13c. Middle/Second Name: Enter the middle/second name of the first local contact.

Item 13d. Last Name: Enter the last name of the first local contact.

Item 13e. Maternal Last Name: Enter the maternal last name of the first local contact.

Item 14. **Relationship of Local Contact 1** Enter the relationship of the first local contact to the subject.

Item 15. **Current home address of local contact 1**

- Item 15a. Enter the first local contact's street address.
- Item 15b. Enter the second line of the first local contact's street address.
- Item 15c. Enter the first local contact's city.
- Item 15d. Use the dropdown menu list to enter the first local contact's state.
- Item 15e. Enter the first local contact's complete zip code, or the first 5 digit of the code.

Item 16. **Local Contact 1 Primary phone number.** Enter the first local contact's primary phone number.

- Item 17. **Local Contact 1 Secondary phone number.** Enter the first local contact's secondary phone number.
- Item 18. **Local Contact 1 Email address.** Enter the first local contact's email address.
- Item 19. **Local Contact 2**
- Item 19a. Title. Enter the title of the second local contact.
 - Item 19b. Second Name: Enter the second name of the second local contact.
 - Item 19c. Middle/Second Name: Enter the middle/second name of the second local contact.
 - Item 19d. Last Name: Enter the last name of the second local contact.
 - Item 19e. Maternal Last Name: Enter the maternal last name of the second local contact.
- Item 20. **Relationship of Local Contact 2** Enter the relationship of the second local contact to the subject.
- Item 21. **Current home address of local contact 2**
- Item 21a. Enter the second local contact's street address.
 - Item 21b. Enter the second line of the second local contact's street address.
 - Item 21c. Enter the second local contact's city.
 - Item 21d. Use the dropdown menu list to enter the second local contact's state.
 - Item 21e. Enter the second local contact's complete zip code, or the second 5 digit of the code.
- Item 22. **Local Contact 2 Primary phone number.** Enter the second local contact's primary phone number.
- Item 23. **Local Contact 2 Secondary phone number.** Enter the second local contact's secondary phone number.
- Item 24. **Local Contact 2 Email address.** Enter the second local contact's email address.
- Item 25. **Local Contact 3**
- Item 25a. Title. Enter the title of the third local contact.
 - Item 25b. Third Name: Enter the third name of the third local contact.
 - Item 25c. Middle/Second Name: Enter the middle/second name of the third local contact.
 - Item 25d. Last Name: Enter the last name of the third local contact.
 - Item 25e. Maternal Last Name: Enter the maternal last name of the third local contact.
- Item 26. **Relationship of Local Contact 3** Enter the relationship of the third local contact to the subject.
- Item 27. **Current home address of local contact 3**
- Item 27a. Enter the third local contact's street address.
 - Item 27b. Enter the second line of the third local contact's street address.
 - Item 27c. Enter the third local contact's city.
 - Item 27d. Use the dropdown menu list to enter the third local contact's state.
 - Item 27e. Enter the third local contact's complete zip code, or the third 5 digit of the code.
- Item 28. **Local Contact 3 Primary phone number.** Enter the third local contact's primary phone number.
- Item 29. **Local Contact 3 Secondary phone number.** Enter the third local contact's secondary phone number.
- Item 30. **Local Contact 3 Email address.** Enter the third local contact's email address.

Item 31. **Local Contact 4**

Item 31a. Title. Enter the title of the fourth local contact.

Item 31b. Fourth Name: Enter the fourth name of the fourth local contact.

Item 31c. Middle/Second Name: Enter the middle/second name of the fourth local contact.

Item 31d. Last Name: Enter the last name of the fourth local contact.

Item 31e. Maternal Last Name: Enter the maternal last name of the fourth local contact.

Item 32. **Relationship of Local Contact 4** Enter the relationship of the fourth local contact to the subject.

Item 33. **Current home address of local contact 4**

- Item 33a. Enter the fourth local contact's street address.
- Item 33b. Enter the second line of the fourth local contact's street address.
- Item 33c. Enter the fourth local contact's city.
- Item 33d. Use the dropdown menu list to enter the fourth local contact's state.
- Item 33e. Enter the fourth local contact's complete zip code, or the fourth 5 digit of the code.

Item 34. **Local Contact 4 Primary phone number.** Enter the fourth local contact's primary phone number.

Item 35. **Local Contact 4 Secondary phone number.** Enter the fourth local contact's secondary phone number.

Item 36. **Local Contact 4 Email address.** Enter the fourth local contact's email address.

Save and close the form.