INSTRUCTIONS FOR NUTRITIONQUEST QUESTIONNAIRE ID FORM
NQS, VERSION 1.0, QUESTION BY QUESTION (QxQ)

I. GENERAL INSTRUCTIONS

The Nutritionquest ID Form is filled out by the study staff when a participant has been given the Nutritionquest questionnaire at Visit 5 and/or the Bronchoscopy substudy visit. This form will link the Nutritionquest ID to the Subject ID.

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 such as Bronchoscopy Substudy.

0a. Date Given to Participant: Record the date the Nutritionquest questionnaire was given to the participant. 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 collected or abstracted 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 unique staff code.

II. DETAILED INSTRUCTIONS FOR EACH ITEM

Please answer every question on this form.

Item 1. Carefully enter the Nutritionquest ID that has been assigned to the participant for this visit. If the assigned number has fewer than four digits, please add leading zeros. For example, the assigned number 11 would be 0011 and 123 would be 0123. Please double check to make sure all characters have been entered correctly. Please capitalize the first two letters of the ID (NQ) followed by the four numbers.

Note: On the Brief Food Questionnaire, Respondent ID is the ID found at the top of the questionnaire. This ID begins with four numeric digits (the assigned number plus leading zeros) with the last five digits filled in with zeros. For example, an assigned number of 23 has a Brief Food Questionnaire Respondent ID Number of 002300000 and an NQS Nutritionquest ID of NQ0023.

Save and close the form.