



INSTRUCTIONS FOR PERSONAL IDENTIFIERS FORM PID, VERSION 2.0 (QxQ)

I. GENERAL INSTRUCTIONS

The Personal Identifiers Form is filled out by the study coordinator at the baseline visit.

Header Information: The header information consists of key fields which uniquely identify each recorded instance of a form.

FORM DATE: Record date this is being completed. Select the date from the pop up calendar or type in the date in the space provided. Dates should be entered in the mm/dd/yyyy format.

INITIALS: Record the staff code of the person entering the data on this form. 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

It is important that every question on this form is answered.

Before asking for address information read the script that is printed in bold before the first question:

“I’m going to ask you for your full name, address, and phone number. Please remember that all information that you give us is confidential, and only certified SPIROMICS personnel will have access to this information.”

- Item 1. Carefully record the participant’s complete name, including his/her title and extension or suffix as appropriate. If the participant does not have an extension or suffix leave this field blank. If participant is a married female record her maiden name in item 1e. If the participant is not a married female, leave this field blank.
- Item 2. Record the participant’s date of birth by either typing it in the space provided using the mm/dd/yyyy format or select the date of birth from the calendar to the right of the answer space.
- Item 3. Ask the participant if s/he was born in the United States; select ‘Y’ for yes and ‘N’ for no. If ‘Yes’ answer item 3a; if ‘No’ answer item 3b.
 - Item 3a. Record the state the participant was born in.
 - Items 3b. Record the country the participant was born in.
- Item 4. Before asking for the participant’s social security number read aloud the statement on the screen regarding confidentiality and the option to refuse. If the participant agrees to provide his/her social security number record the number in the space provided. If the participant does not wish to give his/her social security number mark the field as permanently missing by clicking the arrows beside the upper right hand corner of the answer space and selecting the check box beside “Set Field to Permanently Missing” and then clicking “Save”.

- Item 5. Record the participant's current home address.
- Item 5a. Ask the participant when s/he began residing at the current address. If an exact date cannot be given record the month and year the participant began living at his/her current residence.
- Item 6. Record the area code and phone number at which the participant can be reached most often.
- Item 7. Select the time of day at which it is best to call the participant at this number. More than one time period may be selected; for example if this number is best for afternoon and evening, but not morning, select the check box beside 'Afternoon' and the checkbox beside 'Evening'.
- Item 8. Record the area code and phone number of any secondary telephone line that can be used to reach the participant.
- Item 9. Select the time of day at which it is best to call the participant at this number. More than one time period may be selected; for example if this number is best for afternoon and evening, but not morning, select the check box beside 'Afternoon' and the checkbox beside 'Evening'.
- Item 10. Carefully record the complete name of the person the participant wishes to list as a local contact. This can be a spouse, family member or friend. Include his/her title and extension or suffix as appropriate. If the participant does not have an extension or suffix leave this field blank. If the contact is a married female record her maiden name in item 1e. If the contact is not a married female, leave this field blank or mark as permanently missing.
- Item 11. Record the relationship of the person the participant has chosen to list as a local contact (such as husband/wife, sister, neighbor/friend, etc)
- Item 12. Record the current home address of the person listed.
- Item 13. Record the area code and phone number of the local contacted listed above.
- Item 14. Record a secondary phone number, including area code, for the contacted listed. If no other number is available set the field to permanently missing.
- Item 15. Carefully record the complete name of a second person the participant wishes to list as a local contact. This can also be a spouse, family member or friend. Include his/her title and extension or suffix as appropriate. If the participant does not have an extension or suffix leave this field blank. If the contact is a married female record her maiden name in item 1e. If the contact is not a married female, leave this field blank or mark as permanently missing.
- Item 16. Record the relationship of the person the participant has chosen to list as the second local contact (such as husband/wife, sister, neighbor/friend, etc)
- Item 17. Record the current home address of the person listed.
- Item 18. Record the area code and phone number of the second local contacted listed above.
- Item 19. Record the area code and phone number of the local contacted listed above.

Save and close the form.