BASELINE EMPLOYMENT HISTORY FORM, EHB
QUESTION BY QUESTION (QxQ), VERSION 2.0

I. GENERAL INSTRUCTIONS

The Baseline Employment History Form (EHB) is to be completed by the study coordinator during the participant's baseline clinic visit. Carefully answer each question regarding employment. For check box questions, please select 'Yes' or 'No' on all items. Please answer all questions.

Please answer every question on this form. *NOTE: All response options in the paper form may not appear in CDART (e.g., 'Don't know', 'Declines to answer', etc.). Beside each item input is a small double bracket icon which looks like this:* ⧸⧸ *. Clicking this icon displays a field dialogue box in which the "Field Status" selection menu allows you to choose from the following options: 'Refused', 'No response', 'Doesn't know', 'Not applicable', 'Maximum value', 'Minimum value', and 'Missing'.* **See MOP 6 – Section 3.2 for additional instructions on how to select a Field Status option.**

Whenever numerical responses are required, enter the number so that the last digit appears in the rightmost box. Enter leading zeroes where necessary to fill all boxes (e.g., enter 0.25 rather than .25).

II. INSTRUCTIONS FOR INDIVIDUAL ITEMS

Header Information: Consists of key fields which uniquely identify each subject and recorded occurrence of a form. For the "ID NUMBER", record the 3-character, 6-digit number assigned to the specific participant. For the "Event", record if this is happening at Baseline or another event.

Item 0a.   Record the date the data was collected or abstracted in the MM/DD/YYYY format either by selecting the pop-up calendar in CDART or entering the date in the space provided.

Item 0b.   Record the SOURCE 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 SOURCE data, please contact the GIC in order to receive your own individual staff code.

NOTE: Read the script preceding Item 1 to the participant.

Item 1.   Select only one option among the two possible choices. If 'No' is selected, **Go to End** of the form, and **Save and Close** the form.

Item 2.   **Read all options before recording an answer.** Select only one option among the nine possible choices.
- If 'Working', 'On leave but still employed', or 'Temporarily laid off' is selected, go to Item 3.
- If 'Other' is selected, go to Item 2a.
- If any other option is selected, go to Item 8.

Item 2a.   Specify other current employment situation in the space provided. Then, go to Item 8.

Item 3.   Select only one option among the twenty-four possible choices.
- If 'Other' is selected, go to Item 3a.
- If any other option is selected, go to Item 3b.

Item 3a. Specify other current job description in the space provided. Then, go to Item 3b.

Item 3b. Select only one option among the two possible choices.

Item 4. Record the participant's job title or role in their current job in the space provided.

Item 5. Select only one option among the five possible choices. If 'Other' is selected, go to Item 5a.

Item 5a. Specify other physical activity involved in the participant's current job in the space provided.

Item 6. Record the date the participant began working in their current job in the MM/DD/YYYY format either by selecting the pop-up calendar in CDART or entering the date in the space provided.

Item 7. Record the number of hours the participant works per week in their current job in the space provided.

Item 8. Select only one option among the two possible choices. <mark>**NOTE: If 'Unemployed and looking for work', 'Unable to work due to health reasons', 'Going to school', 'Taking care of house or family', 'Retired', or 'Other' was selected in Item 2 <u>AND</u> 'No' was selected in Item 8, go to Items 16, 18, and 20. If none of these items was selected for Item 2 <u>BUT</u> 'No' was selected for Item 8, go to Item 15.**</mark>

Item 9. Select only one option among the twenty-four possible choices.
- If 'Other' is selected, go to Item 9a.
- If any other option is selected, go to Item 9b.

Item 9a. Specify other longest held job in the space provided. Then, go to Item 9b.

Item 9b. Select only one option among the two possible choices.

Item 10. Record the participant's job title or role in their longest held job in the space provided.

Item 11. Select only one option among the five possible choices. If 'Other' is selected, go to Item 11a.

Item 11a. Specify other physical activity involved in the participant's longest held job in the space provided.

Item 12. Record the date the participant began working in their longest held job in the MM/DD/YYYY format either by selecting the pop-up calendar in CDART or entering the date in the space provided.

Item 13. Record the date the participant stopped working in their longest held job in the MM/DD/YYYY format either by selecting the pop-up calendar in CDART or entering the date in the space provided.

Item 14. Record the number of hours the participant worked per week, on average, in their longest held job in the space provided.

NOTE: Read the script preceding Item 15 to the participant.

Item 15.

Items 15a-15j. For the participant's current job, select only one option among the two possible choices. If 'Yes' is selected, record the total number of years of exposure to that type of dust in the space provided.

Item 15j1a. Specify other type of dust in the space provided if 'Yes' is selected in Item 15j.

Item 16.

Items 16a-16j1a. Follow the instructions as in Items 15a-15j1a as the question pattern is identical. However, select and record answers per any job the participant has ever held (i.e., include detail from current and/or former jobs).

Item 17.

Items 17a-17m. For the participant's current job, select only one option among the two possible choices. If 'Yes' is selected, record the total number of years of exposure to that type of fume in the space provided.

Item 17m1a. Specify other type of fume in the space provided if 'Yes' is selected in Item 17m.

Item 18.

Items 18a-18m1a. Follow the instructions as in Items 17a-17m1a as the question pattern is identical. However, select and record answers per any job the participant has ever held (i.e., include detail from current and/or former jobs).

Item 19.

Items 19a-19e. For the participant's current job, select only one option among the two possible choices. If 'Yes' is selected, record the total number of years of exposure to that type of gas or vapor in the space provided.

Item 19e1a. Specify other type of gas or vapor in the space provided if 'Yes' is selected in Item 19e.

Item 20.

Items 20a-20e1a. Follow the instructions as in Items 19a-19e1a as the question pattern is identical. However, select and record answers per any job the participant has ever held (i.e., include detail from current and/or former jobs).

Select **Save and Close** at the bottom of the page/screen.