



HCHS/SOL Question by Question Instructions, Individual Eligibility Form (ELE), Version A

General Instructions

Individual Eligibility Form (ELE) is completed at the time of initial contact or on subsequent contact occasions with individual members of the household. It is to be used to assess individual eligibility after completing the Household Screening Form (HSR) for a household. This form is to be completed for individuals on the HSR whose case code (last column of HSR) was a code of 6, eligibility pending, or a code of 7, eligible. An ELE does NOT need to be completed for individuals who were determined to be ineligible or for those who refused to participate (HSR case codes 1 – 5).

Each form should then be entered into the HCHS/SOL study data management system within 48-72 hours after collection. Note that weekly 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.

Questions 1 – 5 obtain information on reasons why a person is not eligible. In order to assess multiple reasons for ineligibility all questions are asked of each respondent, regardless of the response given. Actual individual participation status is recorded in Question 6 for administrative purposes. This question is not to be read to participants. The date and time of the scheduled clinic visit for those respondents who are eligible and agree to participate are noted in Questions 7a and 7b

Question by Question Instructions

Q1 This question asks the respondent his/her language of preference. Mark language of preference. If the respondent does not feel comfortable communicating in either Spanish or English, the person is ineligible. Mark “0, neither language” and continue to Q2.

If a person responds, “It does not matter”, probe further to determine his/her language of preference. Mark either Spanish or English. Continue to Q2.

Q2 The question asks for the age of the respondent. Fill in the age in the boxes provided. Continue to Q3. For administrative purposes, if the respondent is younger than 18 years of age, he/she is ineligible to participate.

Note: there will be cases in which a respondent reports being 75 years of age if he/she has had a birthday in between time of initial contact with his/her household and time of scheduling. If the person’s age is 74 on the roster, the person is eligible to participate. Continue to Q3.

Q3 This question asks respondent if he/she considers themselves to be Hispanic or Latino. Record “yes” or “no”. The populations of interest for HCHS/SOL are persons or descendants of persons from Cuba, Mexico, Puerto Rico, and Spanish speaking countries in the Caribbean and Central and South America. A complete list of countries of interest is provided in Appendix I. This list is provided as a reference tool for recruiters and is NOT to be read during recruitment visits nor shown to respondents.

If a person states that he/she is not Hispanic or Latino but states that he/she is from or a descendant of one of the countries of interest for HCHS/SOL, the recruiter can further define the population of interest to HCHS/SOL to the respondent with the following statement: “The focus of HCHS/SOL is on persons or descendants of persons from Cuba, Mexico, Puerto Rico, and Spanish speaking countries in the Caribbean and Central and South America. According to this, does anyone live in this household who is Hispanic/Latino?”

After further explanation and probing and the person responds “no”, the person is ineligible. Mark the appropriate response and continue to Q4.

- Q4 The question asks if the respondent has plans to move out of the area in the next 6 months. The definition of “out of area” differs for each site (see form for specific details). Record “yes” or “no”. If the person reports that he/she has plans to move out of the defined area, the person is ineligible to participate. Mark the appropriate response and continue to Q5.
- Q5 This question is asking about active military duty. If a person is on active duty military, he/she is ineligible. Mark the appropriate response and continue to Q6.
- Q6 This question is for administrative purposes only. It is a status code for the individual level eligibility.

Unable to contact, eligibility not confirmed – NO contact has been made after the required number of attempts to contact this individual and his/her individual eligibility status is unknown. Information on participant eligibility from the HSR remains unconfirmed.

Refused screen, eligibility not confirmed – respondent is a hard refusal and will not agree to the eligibility screen so that their status can be confirmed.

Completed screen, but ineligible – respondent is ineligible due to a response on Q1 – Q5 that has established that the individual does not fully meet eligibility criteria.

Eligible, refuses to participate – respondent has completed the ELE fully and is considered eligible, but the person refuses to participate.

Eligible, agrees to participate – Respondent is eligible at the individual level and agrees to participate. If person is **eligible** and agrees to participate, go to 7a to schedule clinic visit.

- Q7a Set appointment date and record with two digit month, two digit day, and four digit year.
- Q7b Set appointment time and record with two digit hour and two digit minute. Record “am/pm” in the spaces provided.

Appendix I – HCHS/SOL Countries of Interest

Caribbean

Cuba

Dominican Republic

Puerto Rico

Central America

Costa Rica

Guatemala

Honduras

El Salvador

Nicaragua

Panama

North America

Mexico

South America

Argentina

Bolivia

Chile

Colombia

Ecuador

Paraguay

Peru

Uruguay

Venezuela