



HCHS/SOL Question by Question Instructions

Personal Identifiers (IDE/IDS), Version A

General Instructions

The participant's name, address, phone and social security number are confidential data items that are recorded on the HCHS Personal Identifiers Form (IDE). As part of informed consent study participants indicate their willingness to voluntarily provide this confidential information, as well as equivalent information for contacts who HCHS is authorized to approach to locate the study participant if necessary. The HCHS also requests the voluntary disclosure of the participant's social security number for purposes of record linkage. If provided, the social security number also is recorded on the Personal Identifiers Form.

The information collected on this form is a sign of the trust placed by the participant in the HCHS, and in our commitment and ability to protect this confidential information. It is also information that is critical to our ability to re-contact the HCHS participants and to conduct a long term follow-up of a population known to be mobile. An additional purpose of the information on the participant's place of residence is the ability of the HCHS to convert the addresses to a code defined by longitude and latitude that will then be used to estimate aggregate information of the area of residence of the participant.

Question by Question Instructions

A. Identifying information

It will be common for participants to be members of the same household and to be related to each other. Because it is possible that offspring are given a parent's name and because many Hispanic surnames are quite common it is important to fully identify each study participant. The study's ability to protect confidentiality and also the completeness of follow-up will be critically dependent on our ability to uniquely identify each individual.

- Q1 Record the respondent's preferred title, the first, middle and paternal names, as well as the maternal last name as commonly used by Hispanics/Latinos. Do not use abbreviations for names. Ask the men if they use an extension (or suffix) to their name such as Sr. or Jr.
- Q2 Social security number. After checking on the Itinerary Form whether the participant prefers to use Spanish or English, hand the corresponding response card / disclosure statement to the participant. Read aloud the first part of the script while handing the card to the participant. Ask participant to review the statement as you read it aloud. Read it slowly, allowing enough time for the participant to review the statement. Ask if the participant has questions about this statement or any reservations about providing a social security number.

If the participant hesitates, mention that providing a social security number is entirely voluntary and that there are no penalties or consequences to not providing a number. If asked about the purpose of the social security number in the study, indicate that it will only be used to link with health data made available by health care providers and government agencies that prepare health reports.

If the participant does not provide a social security number use ===== signs in the fields for Q2

If the participant mentions that his/her SSN is an Individual Taxpayer Identification number (ITN) or is for purposes of work (or uses equivalent wording that suggests that the SSN is not genuine), thank the participant and indicate that we don't need to have that number in our records. Use ===== signs in the fields for Q2 and proceed to Q3.

B. Participant's address and telephone

Read the script as shown and if the respondent has no questions proceed to ask for the current home address. As noted on page 3 of the IDE form, if the participant has more than one residence or lives at more than one location, ask the participant to provide the address where she/he lives most of the time. It is important to obtain and record a complete and accurate address.

Q3 Current home address has been parsed into ten major components: **[3.A.1] PO Box, Box & / or Route and Number**; **[3.B.1-3] Street Number**; **[3.C.1-4] Street Name**; **[3.D.1-4] Unit**; **[3.E.1] Other**; **[3.F.1] City**; **[3.G.1] County**; **[3.H.1] State**; **[3.I.1]; Country/Territory**; and **[3.J.1] Zip Code**. Pertinent fields should be completed only when necessary. Other fields should remain blank.

Item **[3.A.1] PO Box, Box & / or Route and Number** should include all relevant descriptors and numbers, e.g. “PO BOX” (post office box), “BOX”, “R” (route), or “RR” (rural route). For example, if the address is reported as “Route 16, Box 14-A”, item **[3.A.1] PO Box, Box & / or Route and Number** = ROUTE 16 BOX 14 A.

If the only address provided is a post office box, box & / or route and number, complete item **[3.A.1]**, but also ask about the intersection or street closest to the home location. If a closest street is provided, enter the information about it in items **[3.C.1-4]**, described below. If a closest intersection is provided, enter “INTERSECTION” in upper case letters in item **[3.C.2]**, then record the information about both of the two intersecting streets in the note log using item **[3.C.1-4]** format. If available, enter the name of the building at the street or intersection in item **[3.E.1]**.

Items **[3.B.1] Street Number Prefix** and **[3.B.3] Street Number Suffix** are alphanumeric characters or character strings that may precede or follow the street number (item **[3.B.2]**) and may be separated from it by a hyphen (-). Hyphens (-) should be dropped at data entry. For example, the “B” in B-21 East Main Street, would be entered in item **[3.B.1]** and the “B” in 21-B East Main Street, would be entered in item **[3.B.3]**. Item **[3.B.2] Street Number** should include numeric data only. For the above examples, the “21” would be recorded in item **[3.B.2]**.

If the address includes "1/2" as in "21 ½ West Elm St", "1/2" is a number suffix since it comes after a number so that is how it would be recorded 1, /, 2 in the set of boxes.

Items **[3.C.1] Street Name Prefix** and **[3.C.4] Street Name Suffix** are typically street directions (e.g. EAST; NORTH; SOUTH; WEST), their common abbreviations (E; N; NO; S; SO; W), or combinations (NE; NW; SE; SW). Generally, only a street name suffix or prefix—but not both—are available. For example, if the address is reported as 21-B East Main Street, “East” would be entered in item **[3.C.1]**. However, “East” would be entered in item **[3.C.4]** if the address is reported as 21-B Main Street East.

Item **[3.C.2] Street Name** refers to the name of the street, avenue, etc. If the address is reported as 21-B East Main Street, then “Main” would be entered into item **[3.C.2]**. Digits should be used for entering numbered street names, e.g. for 1300 South Second Street, “2nd” would be entered in item **[3.C.2]**.

Item **[3.C.3] Street Name Type** refers to the type of roadway used in the address. If the address is reported as 21-B East Main Street, then “Street” would be entered into item **[3.C.3]**. Special reference needs to be made to street name type abbreviations, since these are frequently used in addresses and often reflect idiosyncratic rather than standard abbreviations. A look-up table of these abbreviations is provided in the Data Entry System to help staff record the standard U.S.P.S abbreviations that are used for geocoding. This look-up table also translates commonly used (but non-standard) abbreviations into the U.S.P.S. abbreviations needed in HCHS/SOL.

Items **[3.D.1] Unit Type** and **[3.D.3] Unit Subtype** usually designate buildings, apartments, floors or other units in a residential complex or neighborhood. These units are often abbreviated in standard format, such

as “BLDG” or “APT.” A look-up table of unit type abbreviations is also provided in the Data Entry System. If in doubt, enter the designation of the unit type and subtype in full. They are often labeled by alphanumeric identifiers. For example, if the address is reported as “Apartment A-1”, then item **[3.D.1] Unit Type = APT; [3.D.2] Unit Type Identifier = A; [3.D.3] Unit Subtype = blank; and [3.D.4] Unit Subtype Identifier = 1.**

When a unit type and subtype are included in the same address, e.g. “Building A, Apartment 1”, record them as follows: **[3.D.1] Unit Type = BLDG; [3.D.2] Unit Type Identifier = A; [3.D.3] Unit Subtype = APT; [3.D.4] Unit Subtype Identifier = 1.** However, if the address provided only includes “A1”, **[3.D.1] Unit Type = blank; [3.D.2] Unit Type Identifier = A; [3.D.3] Unit Subtype = blank; and [3.D.4] Unit Subtype Identifier = 1.**

Formal names of e.g. professional or business offices, residential neighborhoods or complexes, that may accompany street addresses are typically superfluous. They should be separated from the remainder of the address and recorded in item **[3.E.1] Other**, as illustrated in the example.

In completing item **[3.F.1] City**, only standardized abbreviations of city can be used. These are Brklyn, CH, MI, and SD. All other names must be transcribed in full into the address entry panel, but to save time in transcribing cities, a look-up table of commonly encountered cities is provided in the DES. As is the case for other look-up tables in the DES, the table is displayed by placing the cursor on the field (**[3.F.1] City** in this case) and pressing F3. Entering the first letters of a city will highlight the closest match in the table. After verifying that the appropriate city is highlighted in the table HCHS staff can double-click the mouse or press the <Enter> key to import the city name into the data field on the form. If the city is *not* included in the table, pressing the <ESC> key will clear the look-up table so that the full name of the city can be entered.

Information for item **[3.G.1] County** should not be problematic. If unavailable or suspect it can be compared to information in a look-up table. Similarly for item **[3.H.1] State**, a table listing Postal Service two-character state abbreviations is provided at the end of this text, and a table of Location Codes are provided on the last page of the IDE form for use in questions 3.I.1, 10.I.1, 14.I.1, and 18.I.1. **[3.J.1] Zip Code** should be relatively straightforward. If available, Zip code information in 5+4 format should be transcribed in full, since they are more informative.

Numbered highway addresses can be challenging to record and require careful attention. Consider “1098 US Hwy 15-501 S”. It should be entered in three fields as follows: **[3.B.2] Number = 1098, [3.C.2] Name = US HWY 15 501, and [3.C.4] Name Suffix = S.** Please note that with this address, **[3.C.2] Name** may contain numbers (in this case, 15 501), and that **[3.C.3] Name Type** remains blank (although we know 15 501 is a highway). In other words, **[3.C.2] Name** is best defined in such cases by including both components (“US HWY” and “15 501”) in this single field.

It is well to mention that occasionally one encounters addresses that seem to defy attempts to parse them without making assumptions. Such addresses are thankfully uncommon, but when these or similar problems arise, completely describe them in a note log.

Length of residence. Ask the participant about how long she/he has lived at the current address, and prompt the participant by asking “Since”? Record the year, and if provided, the month and day.

Q. 4-7. Ask the participant for a primary and secondary phone number, and the best times to reach the participant at each of these numbers. Having a land line number available to the HCHS would typically be preferable.

C. Local contact 1

Mention to the participant that “The HCHS / SOL center will contact you mail or telephone once a year to answer a brief questionnaire about your health. Please provide the name and address of a relative or another person who can help us get in touch with you if we are unable to reach you at your current address.”

Note: at the discretion of field centers at the time of scheduling the field center visit participants are asked to select three persons who can help us get in touch with him/her if in the future we are unable to reach the participant at their current address. This is done to give participants time to write down the addresses and phone numbers of the contact persons of their choice. With their instructions for the visit to the field center participants are reminded to have that information with them on the day of the visit.

If that is the practice of the field center the interviewer asks the participant for the information. “*Since HCHC/SOL center will contact you once a year we would like to have the name and address of a relative or another person who can help us get in touch with you if we are unable to reach you at your current address. Did you bring this information with you?*” If the participant has the information, the interviewer asks which person is the preferred contact and enters the information as Contact 1 and gets clarification from the participant if the details are unclear.

If the participant does not have a written record of the addresses and phone numbers of possible contacts and is unable to provide a complete address and phone number for at least two contacts the interviewer needs to make arrangements for contacting the participant at home to obtain the information.

Q8 The title and names of the primary contact person are recorded.

Q9 Record the relationship without using abbreviations. If the contact person is unrelated record None, whether the contact is described as a friend, a neighbor, or in another role.

Q10 Record the current home address of the primary contact following the item-by-item instructions listed for Q3 for the participant’s current address.

Q11 Request and record the primary contact’s telephone number.

D. Local contact 2

Ask the participant to provide the same information for a second contact person. If already done prior to the examination ask to see the information and enter it on the IDE form with assistance from the participant as needed. If another contact person is not available/not provided, ask the participant if this information could be collected at later time, by phone. If the participant agrees, make a note on the Itinerary Form for a follow-up call to be scheduled during the exit interview. If the participant indicates that she/he does not have or does not wish to provide another contact person, add a note log to this effect and then go the end of the form.

Q12 Record the names as above, followed by the relationship in Q13.

Q14 This question serves to record the current address of the secondary contact, following the item-by-item instructions detailed for Q3.

Q15 Request and record the telephone number for the secondary contact.

E. Local contact 3

The participant is then asked to provide the same information for a third contact person. If the participants was notified prior to the examination ask to see the information for the third contact person and enter it on the form, asking for clarification if required. If a third contact person is not available/not provided, leave this section blank and go to the end of the form.

WAY	WAY	WAY
WAY	WY	WAY
WAYS	WAYS	WAYS
WELL	WELL	WL
WELLS	WELLS	WLS
WELLS	WLS	WLS

**Table 2. Official United States
Postal Service Unit
Abbreviations**

Unit	Abbreviation
APARTMENT	APT
BASEMENT	BSMT
BUILDING	BLDG
DEPARTMENT	DEPT
FLOOR	FL
FRONT	FRNT
HANGAR	HNGR
LOBBY	LBBY
LOT	LOT
LOWER	LOWR
OFFICE	OFC
PENTHOUSE	PH
PIER	PIER
REAR	REAR
ROOM	RM
SIDE	SIDE
SLIP	SLIP
SPACE	SPC
STOP	STOP
SUITE	STE
TRAILER	TRLR
UNIT	UNIT
UPPER	UPPR

Table 3. Official United States Postal Service Two-Character State Abbreviations

State*	Abbreviation
ALABAMA	AL
ALASKA	AK
AMERICAN SAMOA	AS
ARIZONA	AZ
ARKANSAS	AR
ARMED FORCES AFRICA	AE
ARMED FORCES AMERICAS (EXCEPT CANADA)	AA
ARMED FORCES CANADA	AE
ARMED FORCES EUROPE	AE
ARMED FORCES MIDDLE EAST	AE
ARMED FORCES PACIFIC	AP
CALIFORNIA	CA
COLORADO	CO
CONNECTICUT	CT
DELAWARE	DE
DISTRICT OF COLUMBIA	DC
FEDERATED STATES OF MICRONESIA	FM
FLORIDA	FL
GEORGIA	GA
GUAM	GU
HAWAII	HI
IDAHO	ID
ILLINOIS	IL
INDIANA	IN
IOWA	IA
KANSAS	KS
KENTUCKY	KY
LOUISIANA	LA
MAINE	ME
MARSHALL ISLANDS	MH
MARYLAND	MD
MASSACHUSETTS	MA
MICHIGAN	MI
MINNESOTA	MN
MISSISSIPPI	MS
MISSOURI	MO
MONTANA	MT
NEBRASKA	NE
NEVADA	NV
NEW HAMPSHIRE	NH
NEW JERSEY	NJ
NEW MEXICO	NM
NEW YORK	NY
NORTH CAROLINA	NC
NORTH DAKOTA	ND
NORTHERN MARIANA ISLANDS	MP
OHIO	OH
OKLAHOMA	OK
OREGON	OR
PALAU	PW
PENNSYLVANIA	PA
PUERTO RICO	PR
RHODE ISLAND	RI
SOUTH CAROLINA	SC
SOUTH DAKOTA	SD
TENNESSEE	TN
TEXAS	TX
UTAH	UT
VERMONT	VT
VIRGIN ISLANDS	VI
VIRGINIA	VA
WASHINGTON	WA
WEST VIRGINIA	WV
WISCONSIN	WI
WYOMING	WY

*Includes military "states" and possessions