



HCHS/SOL Recruiter's Manual Version 1.1, October 1, 2008

Addendum 1: Alternate Age Sub-Sampling Plan

An alternate age sub-sampling plan was developed in order to improve efficiencies in household recruitment while maintaining the target age distribution for the study, namely 62.5% (10,000 out of 16,000 subjects) aged 45-74 years and 38.5% (6,000 out of 16,000 subjects) aged 18-44 years. The plan is as follows:

1. Households are first screened for eligibility (at least one Hispanic/Latino person aged 18-74 years at the sampled address).
2. All persons aged 45-74 years are invited to participate.
3. A random subsample of households is selected in which all other persons (18-44 years) are also invited to participate.

The original 'Take All Persons' sub-sampling plan initially implemented for HCHS/SOL keeps the household intact, so that either everyone in the household is in the study, or no one is. This alternate plan treats households as consisting of two clusters, those aged 45-74 yrs and those aged 18-44 yrs. The older adult cluster is always selected, thus always invited to participate, and the younger adult cluster is only selected a fraction of the time. The age distribution of the population at each location drives the sampling fraction applied to the younger adult cluster.

A selection probability is generated during the screening interview to determine whether the younger cluster (ages 18 – 44 years) from the sampled household is in the sample or not. Once selection is determined based on the probability, either all persons 18 – 74 years are invited to participate in the study OR only those household members age 45 – 74 are invited to participate in the study, and the scheduling of clinic exams begins (Addendum Appendix I and II).

The number of households needed to participate at each field center (FC) in order to achieve the study sample size of 4,000 individuals per FC with the required age distribution (2,500 aged 45-74 years and 1,500 aged 18-44 years) depends on the average number of 45 – 74 year-old persons per household in the FC's target geographic region. The rate at which remaining household members are selected depends on the average number of 18 – 44 year old persons per household in the region. Both of these averages are estimated from the household composition data collected during recruitment and recorded as household rosters on the ELE form. It is important that each recruiter completes the household rosters and enters the data into the study wide data management system (DMS) as soon after screening as possible. The coordinating center monitors the roster data regularly to inform and adjust the sampling process.

The alternate sub-sampling plan enables FCs with younger age distributions in their target geographic areas to screen substantially fewer households in order to meet the 62.5% target for older adults. In addition, as with the original plan, the sub-sampling at the household level is preserved; there is no need to apply probabilities of selection at the individual level within a household.

With this plan there is a fundamental shift in the recruitment message that is used when the entire household is not selected. Rather than delivering the message that a household is not selected for the study during the screening visit, field staff focus on the fact that ALL persons aged 45- 74 yrs are being recruited. This plan may simplify the messages sent through community relations efforts about the study design.

As with the original plan, the alternate age sub-sampling design is used to provide a representative sample of Hispanics/Latinos living in the four FC communities. However, the representative nature of the sample is only maintained through recruitment efforts that will ensure high participation rates among household members, once they are selected and identified as eligible.

With the alternate age sub-sampling plan remember...

The older cluster (persons aged 45 – 74 years old) is ALWAYS selected.

The younger cluster (persons aged 18 – 74 years old) is SOMETIMES selected.

Screening Interview Process

As with the original sampling plan, recruitment steps include the mailing of an introduction letter, telephone contact (optional), and in-person contact. For details on each step of the recruitment process see the Recruiter's Manual, Section 3.2.

As in the original sampling plan, each household contacted in the sample must be screened to determine eligibility. Eligibility at the household level is defined as:

- The household contains at least one member who is Hispanic/Latino aged 18-74 years
- The household does not have definite plans to move out of the area (at least 250 miles away for the Bronx FC; at least 100 miles away for the Chicago and San Diego FCs, and out of Miami-Dade county for the Miami FC) in the next six months

Once eligibility is determined, the information on the household is recorded on the alternate age sub-sampling screening form (Addendum Appendix I and II). If the household is eligible to participate the interviewer proceeds to determine if only the older cluster is invited to participate or if both the older and younger cluster (18- 44 years of age) are invited to participate. Since the older cluster is always invited to participate under the alternate age sub-sampling plan, the interviewer must first determine if the younger cluster is selected to participate.

To determine selection for the younger cluster, the selection probability (p) generated for the household is compared to the cut-point (c) for the FC. The numbers p and c are provided by the Coordinating Center on pre-printed HSRB forms.

- Scenario A: If the selection probability is greater than or equal to the cut-point ($p \geq c$), the younger cluster is NOT selected for participation. Only the older cluster is invited to participate, i.e. all Hispanic/Latino persons 45 – 74 years of age.

- Scenario B: If the selection probability is less than or equal to the cut-point ($p < c$), the younger cluster is selected for participation. Both the younger and older clusters are invited to participate, i.e. all Hispanic/Latino persons 18 – 74 years of age.

Once it is determined if the younger cluster is selected to be invited for participation in the study, continue with the original study protocol, read the appropriate scripts (Addendum Appendix III), roster all appropriate persons in the household, and determine individual eligibility. In addition to script in both English and Spanish, frequently asked questions (Addendum Appendix IV) are available to assist recruiters in their efforts.

- The household roster is completed, with the name, age, gender, and relationship to the respondent (person with whom you are speaking) included on the roster
- Screen individual household members for eligibility criteria established by the Steering Committee. Any household member that fits into the following situations is deemed ineligible to participate and should not be recruited:
 1. Household member is in active military duty
 2. Household member plans to relocate the following distances within the next 6 months
 - Bronx, New York – more than 250 miles away
 - Chicago, Illinois and San Diego, California – more than 100 miles away
 - Miami, Florida – out of Miami-Dade County
 3. Household member does not speak English or Spanish. (Please note: this does NOT include hearing impaired. For more information on hearing impaired participants, see Section 6.2.1).

Note: A household member who is a college student that is absent for part of the year, but can complete the clinic visit next year or before the end of the baseline examination period is deemed to be eligible.

As with the original plan, adherence to the alternate age sub-sampling plan is critical to the success of the study. Recall from Section 2.2.4 of the Recruiter's Manual that Hispanics/Latinos living in the US tend to be a young population, while the HCHS/SOL sample requirements are for 62.5% of the sample to be 45-74 years of age. To accomplish this goal under the alternate age sub-sampling plan, all Hispanic/Latino adult aged 45 – 74 years of age are invited to participate in the study (older cluster), while only a subset of the younger clusters (18-44 years of age) is selected for the study.

Training

Training on the alternate age sub-sampling plan was conducted in August of 2008 in North Carolina by the CC. The goal of the training was to prepare FC supervisors to return to their sites and train their field staff, a train the trainers approach. The objectives of the training were to:

- Re-train on the study recruitment protocol
- Explain the alternate age sub-sample design
- Develop training modules and materials to use in training FC recruitment staff at each site
- Prepare for certification of recruitment staff

Powerpoint presentations used for the August training session are available on the study website (www.csc.unc.edu/hchs/) under study members area/training materials/sampling & recruitment (password protected). FC trainers should use these presentations for recruitment staff training.

Certification

Attendees of the August 2008 training were certified in the alternate age sub-sampling plan for HCHS/SOL. Through the use of the Recruiter's Manual and addendums and training sessions at each field center, recruitment staff who did not attend the training can be certified.

For certification, previously certified HCHS/SOL recruitment staff are required to attend a training session on the alternate age sub-sampling plan at their site that is conducted by the certified recruitment trainer. Staff are expected to be familiar with the alternate age sub-sampling plan and materials pertaining to the alternate plan. The certification checklist and quiz should be completed by each staff and submitted to the CC for final approval (Addendum Appendix V).

New staff that have not been previously certified in HCHS/SOL recruitment must be trained and certified as outlined in Section 4 of the Recruiter's Manual in addition to receiving training and becoming certified on the alternate age sub-sampling plan.

Remember, all new staff need training and certification prior to field work. In addition, refresher training may be needed at regular intervals for continuing staff.

Retraining

Retraining can be a good opportunity to share what is working and what is not in the field. The need for retraining of recruitment staff is assessed throughout the project. This assessment is based on CC's monitoring of recruitment efforts, mid-course changes in recruitment protocol, or when conversion from paper forms to hand-held devices occurs. If it is deemed necessary to have a refresher training, recruitment staff are expected to attend with the goal of re-certification.

In addition, weekly recruitment calls for addressing questions and issues and sharing success stories are scheduled by the CC. All recruitment staff are encouraged to attend these calls.



Public reporting burden for this collection of information is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: NIH, Project Clearance Branch, 6705 Rockledge Drive, MSC 7974, Bethesda, MD 20892-7974, ATTN: PRA (0925-0584). Do not return the completed form to this address.

HCHS/SOL Household Screening Roster Form

HOUSEHOLD ID NUMBER:	
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FORM CODE: HSR
VERSION: B 8/04/08Contact
Occasion

0	1
---	---

SEQ #

0	1
---	---

ADMINISTRATIVE INFORMATION

0a. Completion Date:

		/			/				
mm		dd		yyyy					

0b. Staff ID:

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Instructions: Mark a check in the appropriate box for the response. Unless instructed, mark ONLY one response. Complete only one form per household. If p is less than c, roster ALL eligible Hispanic/Latino individuals age 18-74 (Script B). If p is greater than or equal to c, roster ONLY eligible Hispanic/Latino individuals who are age 45-74 (Script A).

1. Does anyone live in this household who is Hispanic/Latino?

No 0 ☐

>

STOP, READ CLOSING SCRIPT

¿En esta casa vive alguna persona hispana o latina?

Yes 1 ☐

2. What is the total number of people living in this household who are Hispanic/Latino?

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Total number

En total, ¿cuántos hispanos o latinos viven en este hogar?

3. Of the individuals living in the household who are Hispanic/Latino, how many are between the ages of 18-74?

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Number of individuals

De los individuos hispanos o latinos que viven en este hogar, ¿cuántos tienen entre 18 a 74 años de edad?

If Q3 = 00 >

STOP, READ CLOSING SCRIPT

(Interviewer review selection p and cut-point c)

3a. Is Selection p less than Cut-point c?

(If no, roster ONLY individuals 45 – 74)

No 0 ☐

>

READ ROSTER SCRIPT AYes 1 ☐

>

READ ROSTER SCRIPT BSelection p = 0.
Cut-point c = 0.

Script A: We would like to invite all persons who are between the ages of 45-74 who are Hispanic/Latino living in this household to participate in the study. Please list the names of all individuals aged 45 – 74 who are Hispanic/Latino and who consider this their permanent residence (include yourself). We will need first name and last name, gender of the person, age, and relationship to you, and, if possible, the telephone number.

Nos gustaría invitar a todas las personas que tienen entre 45 a 74 años de edad que son hispanas o latinas que viven en este hogar para participar en el estudio. Por favor, déjenos saber los nombres de todas las personas que tienen entre 45 a 74 años de edad que son hispanas o latinas y que

consideran este lugar su dirección (hogar, vivienda) permanente (inclúyase usted). Necesitamos el nombre, el apellido, el sexo, la edad, y el parentesco o tipo de relación que tienen estas personas con usted. Y, si es posible, el número de teléfono.

Script B: We would like to invite all persons who are between the ages of 18 – 74 who are Hispanic/Latino living in this household to participate in this study. Please list the names of all individuals aged 18 – 74 who are Hispanic/Latino and who consider this their permanent residence (include yourself). We will need first name and last name, gender of the person, age, and relationship to you, and, if possible, the telephone number. *Nos gustaría invitar a todas las personas que tienen entre 18 a 74 años de edad que son hispanas o latinas que viven en este hogar para participar en el estudio. Por favor, déjenos saber los nombres de todas las personas que tienen entre 18 a 74 años de edad que son hispanas o latinas y que consideran este lugar su dirección (hogar, vivienda) permanente (inclúyase usted). Necesitamos el nombre, el apellido, el sexo, la edad, y el parentesco o tipo de relación que tienen estas personas con usted. Y, si es posible, el número de teléfono.*

	First Name						Last Name						Gender M/F	Age	Relationship ^a to Respondent	Telephone Number ^b	Case Code ^c	
A.															0 1			
B.																		
C.																		
D.																		
E.																		
F.																		
G.																		
H.																		
I.																		
J.																		

a. Relationship to Respondent Codes

Respondent	01	Daughter	03	Mother	05	Sibling	07	Niece	09	Son-in-Law	11	Mother-in-Law	13	Other relative	15
Spouse	02	Son	04	Father	06	Cousin	08	Nephew	10	Daughter-in-Law	12	Father-in-Law	14	Other	16

b. Note on telephone number

Obtain telephone number on all persons who are in the home at the time of recruitment visit/call

c. Case Codes

1 Non-English AND non-Spanish speaker	3 Moving away	5 Refusal	7 Eligible
2 Active military	4 Homebound	6 Eligibility pending	



HCHS/SOL Question by Question Instructions, Household Screening Form (HSR), Version B

General Instructions

This form is to be used during recruitment of households. Copies of forms with pre-printed addresses, Household ID Numbers, and numbers for *selection p* and *cut-point c* will be provided by the Coordinating Center to each Field Center. Both English and Spanish language scripts that are to be used when completing this form can be found in the Recruiter's Manual.

The questions refer to individuals who are living in the household at the time and date of the recruitment visit or call. Please record all responses by respondent on the paper form. Each form should then be entered into the HCHS/SOL study data management system within 48-72 hours after collection. It is important to note that in the DMS you will have to select 'HSR Household Screening RosterPIL' in the drop down menu to enter the HSRB.

Note that weekly screening and recruitment 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.

Question by Question Instructions

Q1 This question asks if anyone lives in the household who is Hispanic or Latino. 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 actual 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?"

"Living in the household" is defined as anyone who resides at the sampled address and considers the address their permanent residence, regardless of their relationship to others who may be living at the same address. College students who still consider the address their permanent residence meet this eligibility recruitment. An exception to this definition is individuals on active military duty. Persons on active military duty who still consider the sampled address their permanent residence do not meet this eligibility requirement and are NOT eligible for participation in HCHS/SOL.

If there are not any Hispanic/Latino persons living in the household, read closing script and end recruitment. If there are 1 or more Hispanic/Latino persons living in the household, continue to Q2.

- Q2 The question asks for the TOTAL number of people who live in the household who are Hispanic/Latino. This number should include all individuals, and not just those who meet the age requirements to be eligible to participate in HCHS/SOL. Enter the number of persons as a two digit value, i.e. 01, 05, etc...

If the respondent reports that there are zero (00) persons of Hispanic/Latino origin living in the household, read closing script and end recruitment. If the respondent reports 01 person or more, then continue to Q3.

- Q3 The question asks the respondent to report how many of the Hispanic/Latino people living in the household are between the ages of 18 – 74 years. Age is determined at the actual time and date of the initial contact. For example, if someone is going to turn 18 in 1 week, he/she is not eligible to participate. Likewise if someone is going to be 75 in a week, at the time of the screening interview he/she is 74 and is considered to be eligible. Enter number in a two digit value, i.e. 01, 05, etc...

If respondent reports that none of the Hispanic/Latino individuals living in the household are between the ages of 18 – 74, read closing script and end recruitment. If the person reports 1 or more Hispanic/Latino persons between the ages of 18-74, continue to Q4.

- Q3a The text for this question is NOT intended to be read to the respondent, but rather contains instructions for the interviewer. The interviewer compares the preprinted *selection p* and *cut-point c* on the form to determine if every individual in the household is invited to participate in the study OR if only individuals between the ages of 45 – 74 are invited to participate. If *selection p* is LESS THAN *cut-point c*, the whole household has been selected to participate, read script B and continue to the roster. If *selection p* is GREATER THAN or EQUAL TO *cut-point c*, only those individuals between the ages of 45 and 74 are invited to participate, read script A and continue to the roster.

If $p < c$, whole HH is invited to participate (script B)

If $p \geq c$, only 45 – 74 year olds are invited to participate (script A)

- Roster Read the appropriate script based on Q3a as it appears on the form, making sure to capture the information on all eligible persons living in the household who are Hispanic/Latino and are in the appropriate age group (based on Q3a). The respondent is the first person rostered, person A.

First Name: Enter one letter in each box. It is not necessary to record each letter of the first name; interviewers may record only the first 4 letters of the first name. However, it is important to record enough information so that when the person is contacted for scheduling or goes to the clinic, he/she can be correctly identified.

Last Name: Enter one letter in each box. It is not necessary to record each letter of the last name; interviewers may record only the first 5 letters of the last name. As with the first name, it is important to record enough information so that when the person is contacted for scheduling or goes to the clinic, he/she can be correctly identified.

Gender: Enter either M (male) or F (female).

Age: Enter the two digit age.

Relationship to respondent: Ask respondent for the relationship that he/she has with each person that is being rostered. Use the numerical codes that are located at the bottom of the HSR form to identify each type of relationship. The respondent is the first person rostered, and has the numerical code “01”. Please note the list of relationships is not exhaustive. If the relationship is not listed, it is considered “other”. Enter the two digit numerical code for the relationship to respondent in the appropriate boxes.

Telephone number: Ask the respondent for his/her telephone number (including area code). If other members of the household who are being rostered are present at the time of contact, obtain their phone numbers also.

It is possible that households will have a “general” household phone number and household members will have individual cell phone numbers. If this is the case, ask the person for the number that is the best one to reach them. Record this number as the main contact phone number on the roster. If additional numbers are given, write these numbers in the margins on the paper form. When entering the information into the DMS, additional numbers can be captured in the DMS using the note log function.

Case code: This number is used for information obtained on the person being rostered at the time of initial contact. This information may or may not be captured at the time of initial recruitment. If information is captured, enter the 1 digit numerical code for the situation/status listed.

Non-English AND non-Spanish speaker – Refers to a person who is unable to verbally communicate in either English or Spanish. Note: this does not include the hearing impaired.

Active military – Refers to a person who is currently in active military duty.

Moving away – Refers to a person who has plans to move out of the recruitment area within the next 6 months. Distances are: more than 100 miles/160 kilometers at San Diego and Chicago, more than 250 miles/400 kilometers at Bronx, or out of Miami -Dade County in Miami.

Homebound – Refers to a person who is unable to leave the home for a clinic visit.

Refusal – Refers to a person who at the time of initial contact states that he/she does not want to participate in the HCHS/SOL study.

Individual eligibility pending – Code is used if eligibility for the person is yet to be determined at initial contact.

Individual eligibility determined – Code is used if eligibility for the person was determined at initial contact. This means that the Individual Eligibility Form (ELE) was completed.

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



Household Screening Form (HSR Version B)_Scripts_English

Thank you for agreeing to answer some general questions about your household. This information is needed to determine if your household is eligible to be in the study. When I ask about “ people living in your household”, I am referring to individuals who consider this their permanent residence.

Q1	Does anyone live in this household who is Hispanic/Latino?	If no → Read text: <i>I am sorry but unfortunately your household is not eligible to participate. We are only interested in households whose residents are Hispanic/Latino. Thank you for your time.</i> If yes → CONTINUE
Q2	What is the total number of people living in this household who are Hispanic/Latino?	Record number on household sheet.
Q3	Of the individuals living in the household who are Hispanic/Latino, how many are between the ages of 18 – 74?	If zero (00) → Read text: <i>I am sorry, unfortunately your household is not eligible to participate. We are only interested in households whose residents are of Hispanic/Latino origin AND between the ages of 18 – 74. Thank you for your time.</i> If 1 or more → CONTINUE
Q3a	[Is selection p less than cut-point c?]	If no→ [GO TO Q4, Script A, Roster ONLY individuals 45- 74] If yes → [GO TO Q4, Script B]
Q4 Script A	We would like to invite all persons who are between the ages of 45-74 who are Hispanic/Latino living in this household to participate in the study. Please list the names of all individuals aged 45 – 74 who are Hispanic/Latino and who consider this their permanent residence (include yourself). We will need first name and last name, gender of the person, age, and relationship to you, and, if possible, the telephone number.	<i>Remember that all information you give us is confidential. Let's start with your name, age, and telephone number.</i> Once information is gathered on respondent → Read text: <i>Now, the next person who is Hispanic/Latino and between the ages of 45 - 74.</i>
Q4 Script B	We would like to invite all persons who are between the ages of 18 – 74 who are Hispanic/Latino living in this household to participate in this study. Please list the names of all individuals aged 18 – 74 who are Hispanic/Latino and who consider this their permanent residence (include yourself). We will need first name and last name, gender of the person, age, and relationship to you, and, if possible, the telephone number.	<i>Remember that all information you give us is confidential. Let's start with your name, age, and telephone number.</i> Once information is gathered on respondent → Read text: <i>Now, the next person who is Hispanic/Latino and between the ages of 18 - 74.</i>



Household Screening Form (HSR)_Spanish Scripts

Thank you for agreeing to answer some general questions about members of your household. When I ask about "people living in your household", I am referring to individuals who consider this their permanent residence.

Q1	<i>¿En esta casa vive algún hispano/latino?</i>	If no → Read text: <i>Lo siento, pero desafortunadamente su hogar no es elegible para participar. Estamos interesados en hogares cuyos residentes sean hispanos o latinos. Gracias por su tiempo.</i> If yes → CONTINUE
Q2	<i>En total, ¿cuántos hispanos/latinos viven en este hogar?</i>	Record number on household sheet.
Q3	<i>De los individuos hispanos/latinos que viven en este hogar, ¿cuántos tienen entre 18 a 74 años de edad?</i>	If zero (00) → Read text: <i>Lo siento, pero desafortunadamente su hogar no es elegible para participar. Únicamente estamos interesados en hogares cuyos residentes sean hispanos o latinos y que tengan entre 18 – 74 años de edad. Gracias por su tiempo.</i> If 1 or more → CONTINUE
Q3a	[Is selection p less than cut-point c?]	If no→ [GO TO Q4, Script A, Roster ONLY individuals 45- 74] If yes → [GO TO Q4, Script B]
Q4 Script A	Nos gustaría invitar a todas las personas que tienen entre 45 a 74 años de edad que son hispanas o latinas que viven en este hogar para participar en el estudio. Por favor, déjenos saber los nombres de todas las personas que tienen entre 45 a 74 años de edad que son hispanas o latinas y que consideran este lugar su dirección (hogar, vivienda) permanente (inclúyase usted). Necesitamos el nombre, el apellido, el sexo, la edad, y el parentesco o tipo de relación que tienen estas personas con usted. Y, si es posible, el número de teléfono.	<i>Recuerde que toda de la información que nos da es confidencial. Vamos a empezar con su nombre, su edad, y su número de teléfono.</i> Once information is gathered on respondent → Read text: <i>Ahora, el siguiente individuo hispano o latino en su hogar entre las edades de 45 a 74.</i>
Q4 Script B	Nos gustaría invitar a todas las personas que tienen entre 18 a 74 años de edad que son hispanas o latinas que viven en este hogar para participar en el estudio. Por favor, déjenos saber los nombres de todas las personas que tienen entre 18 a 74 años de edad que son hispanas o latinas y que consideran este lugar su dirección (hogar, vivienda) permanente (inclúyase usted). Necesitamos el nombre, el apellido, el sexo, la edad, y el parentesco o tipo de relación que tienen estas personas con usted. Y, si es posible, el número de teléfono.	<i>Recuerde que toda de la información que nos da es confidencial. Vamos a empezar con su nombre, su edad, y su número de teléfono.</i> Once information is gathered on respondent → Read text: <i>Ahora, el siguiente individuo hispano o latino en su hogar entre las edades de 18 a 74.</i>



HCHS/SOL Household Screen and Roster, Version B Frequently Asked Questions

1. Why can't everyone in the HH participate?

Although we would like to invite everyone in the HH to participate the focus of the study is to identify prevalence of and risk factors for cardiovascular disease and other conditions in the US Hispanic/Latino population. Generally speaking older persons are more susceptible to medical problems.

Interviewer: offer to gather names and contact information of persons that may be interested in being a clinic volunteers or a possible participant in an ancillary study

2. Why are you only inviting persons 45 – 74 years old?

Although there will be a small set of people under 45 years of age invited to participate, the specific age group of interest for this study is person aged 45 – 74. In general these persons are at greater risk to develop health problems of interest to the study like cardiovascular disease, diabetes, obesity, etc...over time.

3. I am 25 but am not in good health (have diabetes, CVD, etc...). Why don't I qualify?

We understand your concerns about your health, but the main focus of this study is on following older adults over time. A smaller number of persons under 45 years of age chosen by chance is also being invited.

Interviewer - offer to provide a list of resources of health related information to person. Ask for the persons contact information so information call be mailed to the person.



HCHS/SOL RECRUITMENT RE-CERTIFICATION CHECKLIST AND QUIZ

Recruitment Re-certification Checklist		
1. Have attended a recruitment re-certification training session.	YES	NO
2. Am familiar with the FAQs.	YES	NO
3. Am familiar with the prepared scripts.	YES	NO
4. Know the definition of an eligible household.	YES	NO
5. Understand the modified sampling scheme.	YES	NO
6. Understand the use of the cut-point to determine if a screened household is selected.	YES	NO
7. Have completed role-playing exercise using the scripts, screening forms, and FAQs.	YES	NO
8. Understand the reasons a household may be ineligible for HCHS/SOL.	YES	NO
9. Have received training on the mini-pc device and managing data files.	YES	NO
10. Understand the process of integration between the mini-pc device and the HCHS/SOL study data management system.	YES	NO

*Note that items 9 and 10 are not applicable until hand held devices are implemented for recruitment.

Quiz

1. What is the definition of an eligible household?
2. What are the reason(s) a household member is considered to be ineligible and is not included in the household roster?
3. With the new sampling protocol, what is the general rule regarding the use of selection p and cut-point c values?
4. What is the shift in the recruitment message with the new sampling protocol (HSRB)? How does this relate to the study objectives?
5. The following scenarios describe situations you may encounter during HH screening when using Household Screening Roster, Version B:
 - a. Household includes a woman aged 53 years and her mother aged 72 years. Both of are Hispanic/Latino origin. Is this HH eligible to participate? If selection p is greater than cut-point c , who is invited to participate?
 - b. Household includes a married couple aged 45 and 46 years, and two children aged 18 and 20. All are of Hispanic/Latino origin. If selection p is less than cut-point c , who is invited to participate?
 - c. Household includes a mom aged 23, her husband aged 25 and two children ages 3 and 5. The mom is of Hispanic/Latino origin and her husband is not. Is the HH eligible to participate?
 - d. If HH C above is eligible to participate AND selection p is greater than cut-point c , who is invited to participate?
 - e. Household includes a couple, ages 40 and 45. Both of are Hispanic/Latino origin. If selection p is equal to cut-point c , who is invited to participate?