I. GENERAL INSTRUCTIONS

The Household Enumeration Form (HEF) is the first form to be completed during the Home Induction Interview. The interviewer must be certified and should have a working knowledge of the JHS household enumeration procedure. S/He should also be familiar with and understand the document entitled “General Instructions for Computing Paper Forms” prior to completing this form. JHS “H” ID, Contact Year and name should be completed as described in that document.

The HEF is intended to identify if the identified respondent is living at the address and is available. This form provides the mechanism for linking the Household Identification number with the JHS Identification number for the same sample respondent and any age and ethnicity household members. If the sample respondent is no longer at this address, the Tracing Form is initiated (see Tracing). If the respondent still lives at the address, ask to speak with her or him. If not, speak with another adult household member 18 years of age or older. Reading the script as printed, make sure that the household has received the initial contact letter and brochure. Provide with another brochure as needed and answer any questions the respondent has about the study. Once the respondent is comfortable, continue with the HEF.

II. SPECIFIC INSTRUCTIONS

READ THE INTRODUCTORY SCRIPT: “Hello, I’m [name] with the Jackson Heart Study. We are doing medical research for the National Institutes of Health to study factors related to heart disease in African-Americans. We recently sent [Name SAMPLE PERSON] a letter describing this important study and indicated we would be contacting (her/him) to take part.”

If initial sample person responds she/he is not African-American, read the following volunteer information script:

The assistance of many people is important to ensure the success of the study. We would like to place you on our mailing list to receive notification of free community events and educational offerings if you would like. You can help assure the success of the study in a variety of ways such as spreading the word about the study, or volunteering a few hours of time. Additional details about how you might help as well as a contact number will be included in the mailing. May I send you this
information on educational offerings and volunteering in the Jackson Heart Study?

Y
N

IF "YES," CONCLUDE WITH: Thank you for your time today. We look forward to having you join the Jackson Heart Study family as a supporter. You may call the Jackson Heart Study number on the brochure to discuss how you would like to help.

IF "NO," CONCLUDE WITH: Thank you for your time today. We will send you information on free JHS community events. Should you decide to volunteer at a later time, feel free to call the Jackson Heart Study number on the brochure for additional information.

NOTE: NON AFRICAN-AMERICANS ENUMERATED AS RESIDENTS OF HOUSEHOLD OF AFRICAN-AMERICAN INITIAL SAMPLE PERSON ARE NOT CONSIDERED ELIGIBLE FOR PARTICIPATION IN THE JHS.

0a. Record date of enumeration.

0b. Enter interviewer code number

0c. Trace and locate the address of the SAMPLE PERSON stated in the introductory script. Ask the question as written. Slowly read the address to the participant. Record “Yes” if the SAMPLE PERSON is still living at the listed address. Record “No” otherwise and enter code “M” on the Household Enumeration Record of Calls.

0d. DO NOT read the text within the brackets. If the above SAMPLE PERSON was traced to a different address, slowly read the address to the participant. Record “Yes” if the SAMPLE PERSON is still living at the listed address. Record “No” if the SAMPLE PERSON is not living at the new address. If the participant is not sure whether or not the SAMPLE PERSON lives at the new address, record “Don’t Know”.

READ THE INTRODUCTORY SCRIPT: “I would like to talk with (her/him) for a few minutes.”

IF SAMPLE MEMBER LIVING THERE BUT NOT AVAILABLE, CONTINUE WITH ADULT HOUSEHOLD MEMBER 18 OR OLDER.

0e. If the participant received the letter sent by the JHS record “Yes.” If the participant did not receive the letter sent by the JHS record “No.” If the participant does not know if s/he received the letter sent by the JHS record
“Don’t know.” If the participant did not receive the letter or does not know if s/he received the letter, READ THE FOLLOWING: “Here is a copy of the letter that describes the study and assures that everything you say will be kept private.” READ THE STATEMENT OF PRIVACY.

0f. Record the total number of persons living as a permanent resident in the participant’s household in the boxes provided. Use leading zeros where necessary.

READ THE INTRODUCTORY SCRIPT: “Please give me the names of everyone in the household, including yourself, who consider this their permanent residence, starting with the oldest.” If there are more than 8 permanent residents, use the ENUMERATION SUPPLEMENT (HES).

5b-e. Record each name provided by the respondent in the columns provided. Record the first name in column B, the middle initial in column C, and the last name in column D. IF RESPONDENT DOES NOT GIVE HER/HER NAME, ASK: “And you are which one of these people?” Circle “Yes” in column E of the row in which the respondent’s name is listed. Circle “No” in column E for all other names listed.

WHEN LIST IS COMPLETE, ASK: “Would you please tell me (Person’s NAME) month and year of birth?”

IF NONE ELIGIBLE, READ: “Thank you very much for your help but only people who are 35 through 84 years old are eligible for our study.” READ VOLUNTEER INFORMATION SHEET FROM PREVIOUS PAGE. TERMINATE THE INTERVIEW.

IF ONE OR MORE ELIGIBLE, continue the interview.

5f. RECORD THE MONTH AND YEAR OF BIRTH FOR EACH PERSON LISTED. Record the month and the 4-digit year using leading zeroes where necessary; for example, record January 3, 2001 as 01/03/2001.

READ THE INTRODUCTORY SCRIPT: “Now I would like to know the race or ethnic identification, sex, and marital status of each household member.” HAND RACE/ETHNICITY CARD TO RESPONDENT.

5g. Record the race/ethnicity of each listed person in columns G-M. For respondents if identifying themselves as Black or African-American circle Y in column G. For all others, circle N and place an X in column H-I as identified by the respondent. If some other ethnicity is identified, enter the row-number and record verbatim the ethnicity stated by the interviewer. Use either the margin of the HEF page or use space on page 3 of the HEF. Review with supervisor for final coding. Use:
A=American Indian or Alaska Native
B=Asian
C=Black or African-American
D=Hispanic or Latino
E=Native Hawaiian or Other Pacific Islander
F=White

5h. Record the sex of each listed person in column H using M=Male or
F=Female, circle the appropriate letter.

5i. Record the marital status of each listed person in column I. Circle the
appropriate response entry using:

M=Married
W=Widowed
D=Divorced
S=Separated
N=Never Married

5j. READ: “Please tell me if any of these people are married to each other.”
Indicate spouse pairs by placing an “S” next to each spouse in column J.
Record multiple spouse pairs by “S1, S2, etc.”

CIRCLE THE PID NUMBER OF ALL AGE-ELIGIBLE RESPONDENTS.
Record the number of eligible respondents on page three of the paper form.
Using JHS ID number stickers provided by the Coordinating Center, assign a
“J” number to each age and ethnicity eligible household number. NOTE:
EVERY ELIGIBLE HOUSEHOLD MEMBER MUST HAVE A “J” NUMBER
ASSIGNED AND A HOUSEHOLD INDUCTION RECORD OF CONTACT
FORM (IRC) COMPLETED.

PROCEED TO HOUSEHOLD INDUCTION INTERVIEW FORMS AND
INTERVIEW ALL MEMBERS WHO ARE 35 THROUGH 84 YEARS OLD.
EXPLAIN STUDY IF STUDY NOT YET EXPLAINED TO RESPONDENTS.

5k. READ THE SCRIPT: “We appreciate your cooperation in this important study.
Would you like a brochure that explains the study? I will be happy to answer
any questions you may have.”

IF THE RESPONDENT REQUESTS ADDITIONAL INFORMATION READ:
“This medical research is designed to study factors related to heart disease in
African-Americans. People like yourself have taken part in deciding what
should be included and how to carry out this study. It will include an interview
today and a physical examination later with African-Americans in Hinds,
Rankin, and Madison counties. As the Jackson area is the only place in the
country being studied, we would appreciate your cooperation in this important effort. Before we start our interview, I would like to get information about persons in your household to make sure we include everyone who might be eligible.”