Household Enumeration Record Of Calls Form Instructions  
QxQ Date 2/22/2001

I. GENERAL INSTRUCTIONS

The Household Enumeration: Record of Calls (HER) form is completed as part of the Home Induction Interview. The interviewer must be certified and should have a working knowledge of the JHS Household Enumeration procedures. S/he should also be familiar with and understand the document entitled "General Instructions for Completing Paper Forms" prior to completing this form. ID Number, Contact Year, and Name should be completed as described in that document. Section A is to be recorded on paper form and will be used for data entry. Section B will be recorded on paper form but will not be used for data entry.

II. SPECIFIC INSTRUCTIONS

This form is to be used to record every attempt to contact the sample respondent in order to enumerate the household and obtain agreement to participate in the JHS. Please complete as indicated and be sure to indicate the appropriate Result Code.

SECTION A:

1a. Circle the day of the week during which each call took place.  
Use:
  S=Sunday  
  M=Monday  
  T=Tuesday  
  W=Wednesday  
  H=Thursday  
  F=Friday  
  A=Saturday

1b. Record the date on which each contact attempt took place, using leading zeros where necessary. Use the two-digit month and day and the four-digit year; for example, record January 3, 2001 as 01/03/2001.

1c. Record the time at which each contact attempt took place.

1d. Circle AM or PM for the time indicated in item 1c. Record AM if the contact attempt took place before noon (12:00pm). Record PM otherwise.

1e. Record interviewer identification number assigned by the JHS for each call conducted.
1f. Record the appropriate RESULT CODE for each call. Use:

A Community Mobilization effort initiated – Neighborhood/area information contacts started

B Introduction Letter sent – Letter notifying household they may be contacted by JHS interviewers mailed.

C No one home = No household contact made. Indicate in the notes column G the item left at the home to notify the sample household of an attempted JHS contact, e.g., door hanger, door hanger with “happy,” etc.

D No eligible respondent home. Contact made with household, but no one in age- or ethnic-eligible range

E Refusal – The participant was successfully contacted by phone, letter, or in person, but the enumeration was not done and will not be completed at a later date within the same contact year.

F Language Barrier – unable to understand respondent; respondent unable to understand interviewer

G Physically/mentally incompetent – contact made but unable to respond or participate in JHS from mental or physical limitations.

H Vacant – Vacant household/lot

I Demolished/merged/not a housing unit – property no longer exists or does not fit definition of housing unit

J Vacation/second home – not primarily residence; only here temporarily

K Temporarily away – away from primary residence. Participant will return. Attempt to obtain anticipated return date. Indicate in notes column reason away from home and anticipate return date, e.g., “Incarcerated. Release date 01/15/01.”

L HEF partially complete or rescheduled – The participant was successfully contacted by phone, letter, or in person, but the interview is incomplete or was not done at all. This may be a temporary code if it is possible that the interview may be completed at a later date within the same contact year.

M Tracing required – Attempts are being made to locate the participant, but so far neither the participant nor another reliable source have been contacted.

N Moved from study area

O Deceased – Reliable information indicates that the participant has died.

P Appointment for household enumeration is upcoming
Q  Appointment for household enumeration not kept by respondent

R  Other (Specify in notes above).  NOTE: Use the “Other” notes to record attempts to contact respondent by telephone. Use the telephone contact results code sheet to abbreviate result of telephone contact attempt.

S  Age/race ineligible – Does not meet eligibility criteria

Z  Household enumeration complete – participant successfully contacted and the entire household has been enumerated.

AA  Unknown – Neither the participant nor another source of information has been contacted in a manner sufficient to provide reliable vital status data during the specified date range.

AB  Does not want further contact- The participant has requested that s/he does not wish to be contacted any more by the JHS. This code alerts staff that no additional contacts should be attempted during the same contact year. Notes should be kept on the HER to describe the nature of the refusal. The recruitment supervisor determines the type of action to be taken at the following contact anniversary date, e.g., a polite letter, post card, or an alternative which is sensitive to any known reasons for this participant's desire not to be contacted again by the study.

When the HEF has been successfully administered, or the supervisor determines that all contact efforts have been exhausted (see below), the final result code is circled in the RESULTS CODE BOX in column F on the HEF form.

Supervisor Review: The follow-up supervisor is responsible for reviewing cases of ambiguity or difficulty. Among these are:

a.  Refusals (attempt conversion).

b.  Difficult contacts or other non-completes. In particular, the supervisor decides when it is no longer practical to continue to investigate a person. All possible alternatives must be exhausted for this decision to be made.

c.  Undocumented deaths. If a death is reported for which no death certificate can be located, the supervisor reviews the case and attempts to resolve it. If no death certificate is ultimately located, including an National Death Index (NDI) search, the vital status may be changed to "Unknown."
1g. If RESULT CODE in 1f is equal to E (REFUSAL), F (LANGUAGE BARRIER), G (PHYSICALLY/MENTALLY INCOMPETENT), K (TEMPORARILY AWAY), L (HII PARTIALLY COMPLETE), P (HII APPOINTMENT PENDING) or R (OTHER), specify in the notes space provided.

SECTION B:

Enter the source of information for RESULT CODES G - K.

In the boxes provided, specify the:

1. Source’s name
2. Number/Street/RFD
3. Telephone number
4. City
5. State
6. Zip code

DO NOT USE THIS INFORMATION FOR DATA ENTRY. RECORD INFORMATION ON PAPER FORM ONLY.
### Jackson Heart Study
### Telephone Codes

<table>
<thead>
<tr>
<th>Code</th>
<th>Results/Final Disposition</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>No answer</td>
<td>No answer after 5 rings.</td>
</tr>
<tr>
<td>B</td>
<td>Busy</td>
<td>Busy signal.</td>
</tr>
<tr>
<td>C</td>
<td>Answering Machine</td>
<td>Answering machine.</td>
</tr>
<tr>
<td>D</td>
<td>Privacy Block</td>
<td>Phone with privacy block on all calls.</td>
</tr>
<tr>
<td>E</td>
<td>Disconnected/non-working#</td>
<td>Recording from phone company or a fast busy signal</td>
</tr>
<tr>
<td>F</td>
<td>Recording; # changed</td>
<td>Recording from phone company of number changed. Record new number in notes section and retry</td>
</tr>
<tr>
<td>G</td>
<td>Not a residence</td>
<td>Person answering identifies the phone number as a business. Use or institutions (government offices, educational facilities, health care facilities, etc.) as well as for pagers, fax machines, and computer modems.</td>
</tr>
<tr>
<td>H</td>
<td>Household name does not live here/never heard of</td>
<td>Phone answered, name does not reside here or deny knowledge of name.</td>
</tr>
<tr>
<td>I</td>
<td>Household name lived here, but moved permanently</td>
<td>Phone answered, person has moved.</td>
</tr>
<tr>
<td>J</td>
<td>Household name lives here, temporarily away</td>
<td>Phone answered, person away, but does live in household. Screen eligible respondent.</td>
</tr>
<tr>
<td>K</td>
<td>Household name deceased</td>
<td>Phone answered, person deceased.</td>
</tr>
<tr>
<td>L</td>
<td>No eligible household respondent at home</td>
<td>Phone answered, no one eligible to respond in household.</td>
</tr>
<tr>
<td>Code</td>
<td>Description</td>
<td>Notes</td>
</tr>
<tr>
<td>------</td>
<td>-------------</td>
<td>-------</td>
</tr>
<tr>
<td>M</td>
<td>Language barrier</td>
<td>Respondent does not speak English well enough to complete screening.</td>
</tr>
<tr>
<td>N</td>
<td>Respondent unable to communicate</td>
<td>Use for physical/mental impediment to communication (e.g. slurred speech, hearing impaired, unable to understand questions).</td>
</tr>
<tr>
<td>O</td>
<td>Eligible respondent contacted. Screening incomplete</td>
<td>Screening partially completed.</td>
</tr>
<tr>
<td>P</td>
<td>Eligible respondent contacted; Refusal</td>
<td>Terminal code. Refused to complete screening.</td>
</tr>
<tr>
<td>Q</td>
<td>Eligible respondent contacted, screening complete</td>
<td>Terminal code, screening complete.</td>
</tr>
<tr>
<td>R</td>
<td>Age/race ineligible</td>
<td>Not eligible for JHS because of age/race.</td>
</tr>
<tr>
<td>S</td>
<td>Other</td>
<td>Specify in notes</td>
</tr>
</tbody>
</table>