I. GENERAL INSTRUCTIONS

The Household Enumeration Supplement (HES) Form is completed during the HII as a supplement to the Household Enumeration Form (HEF). It is used only when the household has more than five persons living in the home. 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.

II. SPECIFIC INSTRUCTIONS

A-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 HIS/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 buy only people who are 35 through 84 years old are eligible for our study.” TERMINATE THE INTERVIEW.

IF ONE OR MORE ELIGIBLE, continue the interview.

F. 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.

READ 5a. and 5b.
G. Record the race of each listed person in column G. 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

H. Record the sex of each listed person in column H. Using M=Male or F=Female, circle the appropriate box.

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

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

J. 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 from page 3 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 member. 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.
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.”