I. GENERAL INSTRUCTIONS

The Household Induction: Record of Contact (IRC) form is completed during the Home Induction Interview. One form is completed for each eligible enumerated person in a household. The interviewer must be certified and should have a working knowledge of the JHS participant contact 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 enumerated participant in order, to schedule or conduct the HII. 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 contact attempt 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. Record AM or PM for the time indicated in items 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 contact attempt.

1f. Record the appropriate RESULT CODE for each contact attempt. 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 notes column G, the item left at the home to notify the enumerated participant of an attempted JHS contact, e.g., “door hanger left.”

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 interview 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  Sick or hospitalized—Contact made but respondent unable because of illness or hospitalization. Enter expected date of availability in notes, column G.

J  Vacation—Contact made but respondent away on vacation. Record anticipated date of availability in notes column G.

K  Temporarily away – away from primary residence. Participant will return. Attempt to obtain anticipated return date. Record reason and anticipated date of return in notes column G.

L  IRC partially complete or rescheduled – The participant was successfully contacted by phone, letter, or in person, but the home induction 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  IRC appointment pending – Home Induction Interview is pending.

Q  IRC appointment broken – Home Induction Interview appointment broken by respondent.

R  Other (Specify in notes above)

S  Age/race ineligible – Does not meet eligibility criteria.

Z  Home Induction (HII) complete – participant successfully contacted and the entire interview including questionnaire and clinic appointment scheduling completed.

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 IRC 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 HII 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 IRC 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 a National Death Index search, the vital status may be changed to "Unknown."