

**WOMEN'S INTERAGENCY HIV STUDY**  
**QUESTION BY QUESTION SPECIFICATIONS**  
**ASCERTAINMENT TRACKING CHECKLIST**

- A1. WIHS ID:** This is the identification number assigned to the participant at the time of the screening visit.
- A2. WIHS Study Visit #:** This field indicates the WIHS visit number at which the participant reported the event to the interviewer.
- A3. Form Version:** The form version is pre-printed on the form. Use only those Ascertainment Tracking Checklists with the version number 10/01/98.
- A4. Form Completed By:** Enter the initials of the person completing the form.
- A5.** Circle “1” (yes) or “2” (no) to indicate whether or not the WIHS site has the participant’s signed medical record release.
- A6.** Use A6, columns a–d, as a checklist during administration of the interview to indicate where to collect further information from self-reported conditions.

Column a: Write in the condition self-reported during the interview. If the participant indicates that she had more than one episode of the reported condition (e.g., had bacterial pneumonia diagnosed three times since her last study visit), each episode reported should be listed on a separate line of the table.

Column b: Write the form number and question number during which the condition was self-reported.

Column c: Write the date of diagnosis since the participant’s last study visit. If the participant reports more than one episode of a single condition, a date of diagnosis should be provided for each occurrence.

Column d: Write the name of the provider and the address of the institution at which the self-report can be confirmed. If the participant reports more than one episode of a single condition, the provider’s name and the institution’s address should be provided for each occurrence.

**NOTE:** Multiple episodes of an event must be clearly delineated on the ATC.

**DATA ENTRY INSTRUCTIONS:**

If the same self-reported condition is listed on the ATC multiple times, enter in Column d “multiple locations – see ATC.”

**ABSTRACTION INSTRUCTIONS:**

During abstraction, when you encounter an ACS with the location listed as “multiple locations – see ATC,” you will need to manually review the paper ATC to obtain the date of diagnosis, the provider’s name and the institution’s address for each episode of that event during the visit window. Each self-reported episode should be abstracted, with a CORE Form completed for each confirmed episode.