

**WOMEN'S INTERAGENCY HIV STUDY**

**FOLLOW UP VISIT**

**QUESTION BY QUESTION SPECIFICATIONS**

**FORM 21: SOCIODEMOGRAPHICS**

Guidelines for completing Form 21, "Sociodemographics."

The Sociodemographics form is used to obtain background demographic information that will describe the cohort in terms of race, education and socioeconomic status. Most researchers have found that many people may feel more defensive and uncomfortable about these types of questions than any others.

Stress to the participant that her responses are strictly confidential.

**General Instructions:**

1. Use the form version dated 10/01/02.
2. All dates should be recorded in the MM/DD/YY format unless otherwise noted. For dates that must be completed on the form, if the participant cannot remember the exact month (and day), probe for the season. Use "15" for the day if the specific day cannot be recorded. Probe for the season and assign the month as follows:

Summer	=	July	=	07
Fall	=	October	=	10
Winter	=	January	=	01
Spring	=	April	=	04

Interviewers should have available an appropriate calendar to aid the participant in determining dates. Years in response to questions inquiring about occurrences "since last visit" should be 1995 and thereafter.

3. Times should be recorded in HH:MM format. Remember to use leading zeros, e.g., 08:00.
4. For questions containing an open-ended specify box linked to the response "other," interviewers should print responses exactly in the words of the respondent.
5. Obtain the date of the participant's previous visit from the Visit Control Sheet (VCS). This month should be used in the questions wherever (MONTH) appears.

Follow the skip patterns as they appear on the form.

READ THE INTRODUCTION TO THE PARTICIPANT

**SECTION B: SOCIODEMOGRAPHIC DATA**

Please note some questions will be asked at every visit, some questions annually at odd-numbered visits (i.e., visit #1, #3, #5, etc.), and some questions annually at even-numbered visits (i.e., visit #2, #4, #6, etc.). Prompts are located prominently on each page of the form to indicate to the interviewer which skip pattern is appropriate for which visit.

- B1. Ask this question annually at odd-numbered visits. **HAND PARTICIPANT RESPONSE CARD 5.** The purpose of this question is to determine what the participant considers as her *current* marital status. If the participant has difficulty choosing one response because, for example, she is divorced

and remarried, or she is in the process of getting a divorce, repeat the question, emphasizing the phrase “*best applies to you now.*” The code for “Separated” refers to both legal/formal and non-legal separation. Some states utilize a term known as “Common-law married” which refers to situations where two people live as “husband and wife” continually for a significant period of time without being formally or legally married. Do not define this term if it is not used at the clinic.

B2. Deleted.

B3. Ask this question at every visit. HAND PARTICIPANT RESPONSE CARD 6. We are interested in the participant’s definition/sense of where she “lives” (although it may not necessarily be consistent with other records). Since she may have lived in more than one of these places recently, she should hear all of the choices and select the choice that best reflects her *current* situation *on the day of the interview*.

Probe carefully. For example, if her response is “nowhere,” do not assume she lives ON THE STREETS. She may be incarcerated or in a shelter (or moving from place to place). Instead ask her if she “could be a little more specific,” and focus the participant on “now” (today) by asking, “where will you sleep today or tonight?”

If the participant states that she lives on the streets, refer her to a social service provider **at the end of the interview** according to the procedures used at your site. **The interviewer should not intervene at this point during the interview.** If the participant says she wants to get help for this problem, the interviewer should say, “someone will be available at the end of the interview to help you, but right now we need to continue with the interview.” If the participant is upset, the interviewer should be sensitive, give the participant time to regain her composure and say, “I understand. After we finish this interview, (name of person at that site responsible for the referral) will be available to help you.”

If a participant answers “I’m staying at Rosie’s Place” or at “Daybreak,” the interviewer should probe by asking, “What is Rosie’s Place?” or “What is Daybreak?” If the participant responds, “It is a homeless shelter,” the interviewer should circle response code “5.” If the participant responds “It is a halfway house for addicts,” the interviewer should circle response code “4.” If a participant’s answer does not fall into one of the allotted response categories, the interviewer should code “9” for “other place.”

**NOTE:** If the participant responds that she is in jail or another correctional facility, the interviewer should skip to the B7 since these participants are not asked about their household composition or employment status. If the participant responds “In a rooming, boarding or halfway house,” “In a shelter/welfare hotel,” “On the street(s) (beach),” or “Residential drug, alcohol treatment facility,” the interviewer should skip to question **B6**, REGARDLESS of the visit number.

For the remaining questions on this form, please substitute the appropriate term when you encounter “(CURRENT / MOST RECENT)” or “(LIVE / LIVED)” in a question. If the response to question B3 is 1, 2, 3 or 9, read “current” and “live.” If the response to question B3 is 4, 5, 6, 7 or 8, read “most recent” and “lived.”

B4. Ask this question annually at odd-numbered visits. Record the number of people who currently live with the participant (in the same household unit), not including the participant. If she lives in an apartment count the number of people in her apartment, not the entire building. Do not include pets in the count. If the participant states that she lives alone, record a zero in the space provided and skip to question **B6**.

B4a. This question is asked to determine how many of the people living with the participants are minors. The participant should include all children living with her, including her own children and any foster children or other children. If the participant states that she is living with the same number of minors as the total number of people she lives with (i.e., **B4** equals **B4a**), skip to question **B6**.

B5. Ask this question annually at odd-numbered visits. The purpose of this question is to obtain more details about the people living in the participant’s household.

Circle “1” (YES) for each relationship the participant mentions. Then ask the subquestion (i) “How many?” (except for (a) HUSBAND/MALE SEX PARTNER and (b) FEMALE SEX PARTNER) and record the number in the space provided. Circle “2” (NO) if the participant does not mention that particular relationship. **PROBE:** “Any others?” until all relationships have been established. If there are transient household visitors (“Sometimes my brother shows up”), code only those people *currently* living with the participant.

There may be other special situations that are difficult to code such as joint or shared custody of the participant’s children. Again, the purpose of this question is to determine the usual composition of the participant’s current household. Code responses to reflect the participant’s perception; if she feels her children live with her, code as such. **NOTE: The total number of individuals reported at question B4 must equal the total number reported in questions B4a and B5.** Resolve any discrepancies by reviewing the household composition with the participant.

- B6. Ask this question at every visit to determine whether or not the participant receives money for either part-time or full-time employment. NOTE: Only *paid* work should be considered here, not volunteer work. Employment training programs should *not be counted* unless she is being *paid* for her time. Remember to follow the skip pattern specified in the prompt underneath question B6. If this is an even-numbered visit, the interviewer will be instructed to skip to question **B16**.
- B7. Ask this question annually at odd-numbered visits. If the response to question B3 is 1, 2, 3 or 9, substitute “current” and “live” for (CURRENT / MOST RECENT) and (LIVE / LIVED) when reading this question. If the response to question B3 is 4, 5, 6, 7 or 8, substitute “most recent” and “lived.”

**HAND THE PARTICIPANT RESPONSE CARD 7. Do not read** all the response categories to the participant for this question. Instead, the interviewer should point to each of the three columns of categories on the response card while telling the participant she can report her household income annually, monthly or weekly. This question is used to determine the *total* household income before taxes. The amount should include the *gross* income obtained by the participant in addition to the gross income(s) of any other household members.

If the participant shares her home with someone who does not depend on the participant’s income and they do not share income (e.g., a roommate), this person’s income should not be recorded as part of the household income.

This question is usually the most threatening question in any survey research study. If the participant feels threatened, explain that she doesn’t have to reveal the *exact* income – only the *range* into which her household income falls. Again, reassure her of the protection of confidentiality for any information she provides.

- B8–B15: Ask these questions annually at odd-numbered visits. Read the introduction printed above the income sources listed in questions B8–B15. If the response to question B3 is 1, 2, 3 or 9, substitute “current” and “live” for (CURRENT / MOST RECENT) and (LIVE / LIVED) when reading the introduction. If the response to question B3 is 4, 5, 6, 7 or 8, substitute “most recent” and “lived.”

The purpose of these questions is to obtain information about *all* sources of income from every member of the participant’s household. The key words are **household income**.

- B16. Record the actual time you ended the module.