

**WOMEN'S INTERAGENCY HIV STUDY
FOLLOW UP VISIT
QUESTION BY QUESTION SPECIFICATIONS
FORM 21: SOCIODEMOGRAPHICS**

The Sociodemographics form is used to obtain background demographic information to describe the cohort in terms of race, education and socioeconomic status. Researchers have found that 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. 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.

2. Times should be recorded in HH:MM format. Remember to use leading zeros, e.g., 08:00.
3. For questions containing an open-ended specify box linked to the response "other," interviewers should print responses exactly in the words of the respondent.
4. 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.

READ THE INTRODUCTION TO THE PARTICIPANT.

SECTION B: SOCIODEMOGRAPHIC DATA

Please note some questions will be asked at every visit and some questions will be asked annually at odd-numbered visits (i.e., visit #1, #3, #5, 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 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.
- 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 question B6 since these participants are not asked about their employment status. For all other responses, proceed to question B6.

- 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 question B7 annually at odd-numbered visits. Please substitute the appropriate term when you encounter “(CURRENT / MOST RECENT)” or “(LIVE / LIVED).” 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.”

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.

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