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.

<u>General Instructions</u>:

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 neatly <u>print</u> 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, some questions will be asked annually at odd-numbered visits (e.g., visits 29, 31, 33, etc.), and some questions will be asked annually at even-numbered visits (e.g., visits 30, 32, 34, 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 <u>odd-numbered</u> visits. **HAND PARTICIPANT RESPONSE CARD Ø**. The purpose of this question is to determine what the participant considers her *current* martial 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 <u>every visit</u>. **HAND PARTICIPANT RESPONSE CARD 1**. 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 or on the beach, 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 **Question B21 at odd-numbered visits or Question B22 at even-numbered visits.** If the participant responds that she is in her own house/apartment, at her parent's house, or at someone else's house/apartment, the interviewer should continue to **Question B4 at even-numbered visits** and skip to **Question B13 at odd-numbered visits.** If the participant answers that she is in a rooming, boarding, or halfway house, in a shelter/welfare hotel, in a residential drug or alcohol treatment facility, or at another place, the interviewer should skip to **Question B13 at all visits.**

B4-B12.   Ask these questions annually at <u>even-numbered</u> visits.

ADULTS IN HOUSEHOLD: BURDEN/SUPPORT CONTINUUM

B4.   Ask the participant how many adults (i.e., those individuals 18 years of age or older) live(d) in her household, on average, over the past year. Record the number of adults in the specified location. **If B4=00, skip to Question B6.**

B5.   **HAND THE PARTICIPANT RESPONSE CARD 2**. We are interested in how the participant and the other adults in her household depend on each other to manage the household. The participant is asked to indicate the response that *"best describes your household."* Note that examples of <u>physical support</u> include helping someone up stairs, shoveling snow, driving/transporting to church/store, picking up medication from the store/pharmacy, etc. Examples of <u>emotional support</u> include active listening, encouragement, co-attendance at medical appointments, alcohol/rehab support groups, etc.

CHILDCARE: BURDEN/SUPPORT CONTINUUM

B6.   Ask the participant how many children younger than 18 years of age has she taken care of, on average, over the past year. This includes the participant's own children in addition to any other children she takes care of or helps to take care of. Record the number of children in the specified location. Note that "take care of" means those children who depend on the participant for their basic needs (e.g., food, shelter, etc.) for at least eight hours a day. **If B6=00, skip to Question B13.**

B7.   We are interested in knowing the participant's relationship to the children in her care. More than one type of relationship may apply, so the participant may answer "YES" more than once.

  a.   Ask the participant if she is the mother or step-mother of any of the children reported in Question B6. The participant should answer "YES" or "NO."

  b.   Ask the participant if she is the foster parent of any of the children reported in Question B6. The participant should answer "YES" or "NO."

c. Ask the participant if she is the grandmother of any of the children reported in Question B6. The participant should answer "YES" or "NO."

d. Ask the participant if she is an other relative (e.g., aunt, cousin, sister, etc.) of any of the children reported in Question B6. The participant should answer "YES" or "NO."

e. Ask the participant if she has a relationship with any of the children in her care that is not listed in **Questions B7a-d**. This relationship could include being the child's babysitter, daycare worker, nanny, etc. The participant should answer "YES" or "NO."

B8. Ask the participant how many hours per day or per week she provides childcare. List the number of hours in the specified location. Make sure to indicate if this is the number of hours <u>per day</u> or <u>per week</u>. If the participant provides only "X" hours of childcare per month rather than a certain number per week, take the average total hours per month and divide it by four to get the average number of hours per week. The total number of hours per day or per week cannot exceed 24 hours per day or 168 hours per week.

Note that the total number of hours per day or per week should <u>not</u> include hours that she is away from the children she cares for, for example, while she is at work, out of their presence, or while the children are in school or in someone else's care.

Note also that hours should be reported as a total number per day or per week, not as a per child amount. For example, caring for three children for four hours should count as four hours total, not as 12 hours.

PARENTING / PARENTING SELF-EFFICACY CONTINUUM

B9. **HAND THE PARTICIPANT RESPONSE CARD 3.** We are interested in how the participant describes her level of ease or difficulty in taking care of the children she parents.

B10. **HAND THE PARTICIPANT RESPONSE CARD 4**. We are interested in how the participant feels about the level of her parenting skills. If the participant is not a parent, foster-parent, or step-parent, she should choose the last option, "Not applicable / I am not a parent/foster-parent/step-parent."

B11. **HAND THE PARTICIPANT RESPONSE CARD 5.** We are interested in learning how often the participant receives help from the children in her care. Some older children may help with shopping, cleaning, preparing meals, taking care of younger children or ill family members, and/or may provide other kinds of physical and emotional support. Ask the participant to choose the response that ***"best describes"*** how often she receives help from the children in her care. Note that examples of <u>physical support</u> include helping someone up stairs, shoveling snow, driving/transporting to church/store, picking up medication from the store/pharmacy, etc. Examples of <u>emotional support</u> include active listening, encouragement, co-attendance at medical appointments, alcohol/rehab support groups, etc.

B12. Ask the participant if she has lost or gained custody (formal or informal) of any children (biological or foster) under 18 years of age in the past year. Note that <u>formal custody</u> refers to custody decisions that are court ordered, while <u>informal</u> refers to custody decisions that occur within a family setting that are not mandated by a court order. For example, if a grandparent or aunt takes over the complete care of the child because the biologic mother is unable to do so (e.g., due to illness, drug abuse, relocation, etc.), this would be an example of an informal custody change.

EMPLOYMENT CONTINUUM

B13. Ask this question at <u>every</u> 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 the participant is being *paid* for her time. If the participant answers "NO," the interviewer should skip to **Question B17** as this participant will not be asked specific questions about her current employment.

B14. Ask the participant how many hours <u>per week</u> or <u>per month</u> she works. Record the number of hours in the specified location. Make sure to indicate if this is the number of hours per week or per month.

B15.   Ask the participant what shift she typically works. The participant can choose day shift, evening, night shift, or mixed shifts. Note, a <u>day shift</u> is typically any hours between 7:00 am through 7:00 pm; an evening shift is typically between 3:00 pm through 11:00 pm, and a night shift is typically between 11:00 pm and 7:00 am. For example, some day shifts begin at 7:00 am and end at 3:00 pm, while others start at 9:00 am and end at 5:00 pm, and some start at 11:00 am and end at 7:00 pm. These are all considered <u>day shifts</u>. <u>Evening shifts</u> may start at 3:00 pm and end at 11:00 pm, or start at 4:00 pm and end at midnight, or some start at 5:00 pm and end at 1:00 am. These are all <u>evening shifts</u>. <u>Night shifts</u> may start as early as 11:00 pm and end at 7:00 am, or start at midnight or 1:00 am and end at 8:00 am or 9:00 am. These are all considered <u>night shifts</u>. Finally, some employees work <u>rotating shifts or a combination of shifts at various intervals</u>. For example, the participant may work an evening shift for one month but then a night shift the following month or day shifts during the week and night shifts on weekend. These are considering examples of <u>mixed shifts</u> work schedules.

B16.   **HAND THE PARTICIPANT RESPONSE CARD 6.** We are interested in knowing the participant's opinion of her abilities as an employee. Regardless of what response is chosen, the interviewer should skip to **Question B19.**

B17.   If the participant answered "NO" in **Question B13,** ask if she is currently looking for a job.

B18.   We are interested in knowing any reason(s) why the participant may have difficulty getting or keeping a job. Ask the participant to answer "YES" or "NO" to all statements that apply to her in **Questions 18a-n.**

   a-m.   Ask the participant to respond "YES" or "NO" to all reasons that apply to her.

   n.   If the participant has a reason that is not listed in **Questions B18a-m**, she may respond "other." If the participant responds "other," specify the reason verbatim in the designated area. Interviewer should then proceed to **Question B19.**

B19.   We are interested in knowing whether or not the participant barters or trades services or products (that means she does <u>not</u> exchange money) for something that she or her family needs on a regular basis (at least monthly). Examples of bartering include providing childcare for someone else's children in exchange for shelter/room in that person's home without paying rent, tutoring someone to read or write in exchange for using their car or phone as needed, growing vegetables in a neighbor's garden plot in exchange for a portion of the product, or providing any service in exchange for transportation to and from a job or place of entertainment, etc.

B20.   We are interested in knowing whether or not the participant volunteers her time (i.e., provides a service to others for which she does not receive either pay or services in return). If the participant answers "NO," the interviewer should skip to **Question B21 at odd-numbered visits, or Question B22 at even-numbered visits.** Examples of volunteering include working with a local community or church/faith based organization routinely to provide services such as tutoring someone to read, write, or play an instrument; grocery shopping for a group of elderly individuals; making visits to homebound individuals; organizing activities and providing leadership for local youth groups, etc.

   a.   Ask the participant to indicate the number of hours <u>per week</u> or <u>per month</u> that she spends volunteering. List the total number of hours in the specified area. Make sure to indicate if this is the total number of hours per week or per month.

B21.   Ask Question B21 annually at <u>odd-numbered</u> visits.

   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.

If the participant reports that she has no income at all, 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."*

B22. We are interested in knowing if the participant has been incarcerated (spent time in prison or jail) since her last (MONTH) study visit. If response to **Question B22** is "YES," record the total number of times the participant was incarcerated since her last study visit in **Question B22a**. For each incarceration, ask **Questions B22b and B22c** and record in the table provided (F21s1).

    a. Record the number of times the participant has been incarcerated since her last (MONTH) study visit.

    b. For each instance of incarceration, indicate the length of time in days, months, or years.

    c. For each instance of incarceration, indicate whether or not the participant continued taking her antiretrovirals while she was incarcerated. If the participant does not take antiretroviral medications, circle "3" for "NA."

B23-B25. Questions regarding bilingualism will be added to the interview for one-time administration at visit 35/36.

B26. Record the actual time you ended the module.