

POMP 4 DEMOGRAPHICS SURVEY INTERVIEW CODER CHECKLIST

March 12, 2003

This is a checklist of items to be aware of when administering this questionnaire. This is to provide a quick summary of the questionnaire's codebook. For more information, refer to the codebook.

OFFICE USE ONLY BOX

- Make sure that the office use only box is filled in.
- If the information is filled in on one of the other forms for the client just copy it to this form.
- The client ID on the questionnaires should match one of the client IDs in the original sample list. (Surveys that are mailed out need to have the client ID written on them before they are mailed to the client.)
- Make sure client ID, survey date, and interview method are filled in. These are required fields.
- If Other is checked off under interview method, make sure a description is provided. This is required.
- If the required fields are not filled in, place the questionnaire in an incomplete pile for the survey manager to assess and try to resolve the missing information.

QUESTIONNAIRE

- The only acceptable blanks are for questions that are to be skipped.
- If the response to question D8 is NO, refused, don't know, or missing, then skip to question D11 and do not ask question D9 or D10.
- If the response to question D12 is 1 then go to question D13. After asking D13, go to the end of the interview. If the response to question D12 is 2 then go to question D14. If no response is recorded for D12, go to the end of the questionnaire.
- Every question, except skipped questions, should be filled in or have a remark in the margin. Refusals (RF) should be coded as -7. Don't Know (DK) should be as -8. A missing response should be coded as -9.
- For question D2, age, the only acceptable responses are values from 0 to 150. Refusals (RF) should be coded as -7. Don't Know (DK) should be as -8. A missing response should be coded as -9.
- If the client does not check off any of the race groups under question D5, write a -9 in the right

margin next to the question unless a DK or RF are noted.

- If the client says yes to D5F, other race, make sure that the race is specified. If it is missing, write in -9.
- For question D10, the only acceptable responses are a value from 0 to 95. Refusals (RF) should be coded as -7. Don't Know (DK) should be as -8. A missing response should be coded as -9.