

POMP 4 INFORMATION AND ASSISTANCE SURVEY
INTERVIEW CODER CHECKLIST
March 13, 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.

INTRODUCTION

- Make sure the date of the original call to the service is filled in as well as the topic of the call. Both of these should be recorded on the sample list/logbook.
- Make sure you have a copy of the logbook available. Question 6 requires looking up information from the logbook.

OFFICE USE ONLY BOX

- Make sure that the office use only box is filled in.
- 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. Also, record the date of the original call and the operator ID who handled that call, which should be recorded on the sample list. These are required fields.
- 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.
- Every question, except skipped questions, should be filled in or have a remark in the margin. Refusals (RF) should be coded as -7 should be coded. Don't Know (DK) should be as -8. A missing response should be coded as -9.
- For responses requiring a description (IA1D, IA2H, IA10E, IA15B, IA17J, IA18), the client must provide a description. If none is given, write in a -9. You must keep the descriptions short for you are limited to 50 characters.
- For question IA3A, the only acceptable responses are values from 0 to 995. Refusals (RF) should be coded as -7 should be coded. Don't Know (DK) should be as -8. A missing

response should be coded as -9.

- For question IA4A, the only acceptable responses are values from 0 to 95. Refusals (RF) should be coded as -7 should be coded. Don't Know (DK) should be as -8. A missing response should be coded as -9.
- If the response to question IA3 is 2 or missing, then skip to question IA4 and do not ask question IA3A.
- If the response to question IA4 is 2 or missing, then skip to question IA5 and do not ask question IA3A.
- Question IA6 is to be recorded using information on the logbook. If the client talked to a person go to question 7 and skip IA6A through IA6E. If the client's original call was left on the voice mail system, proceed to IA6A. If the information is missing to answer IA6, skip to question IA13.
- If the response to question IA6B is 2 or refused, don't know, or missing, then skip to question IA6D and do not ask question IA6C.
- If you ask question IA6C then proceed to question IA7 immediately after asking this question.
- If the response to question IA6D is 2 or refused, don't know, or missing, then skip to question IA13.
- If the response to question IA6E is 2 or refused, don't know, or missing, then skip to question IA13.
- If the response to question IA15 is 3, 4, or refused, don't know, or missing, then skip to question IA16 and do not ask question IA15A through IA15C.
- If the response to question IA15A is 1, then skip to question IA15C and do not ask question IA15B. If the response to question IA15A is refused, don't know, or missing, then skip to question IA16 and do not ask question IA15B or IA15C.
- If you ask question IA15B then proceed to question IA16 immediately after asking this question and skip IA15C.
- If the response to question IA16 is 2 or refused, don't know, or missing, then skip to question IA17 and do not ask question IA16A or IA16B.
- If the response to question IA16A is 2 or refused, don't know, or missing, then skip to question IA17 and do not ask question IA16B.

- For question IA16B, the only acceptable responses are values from 0 to 995. Refusals (RF) should be coded as -7 should be coded. Don't Know (DK) should be as -8. A missing response should be coded as -9.
- If the response to question IA18 is 2, 4, or refused, don't know, or missing, then end interview and do not ask question IA19 or the demographics section.
- If the response to question IA18 is 3, ask question IA19 and then end the interview. Do not proceed to the demographics section.
- If the response to question IA18 is 1, then go to the demographics section.