

POMP 4 PHYSICAL FUNCTIONING AND HEALTH SURVEY INTERVIEW CODER CHECKLIST

March 17, 2003

This is a checklist of items to be aware of when administering this questionnaire and during data entry. 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 that the information for client ID, survey date, and interview method are filled in. 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

- Every question, excepted 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 or invalid response should be coded as -9.
- The only acceptable blanks are for questions that are to be skipped. All questions but Question 1 have a sub-question(s). The sub-question should only be filled in if the prior response is YES. If the prior question is NO or missing, do not ask the sub-question and leave the response as blank. (For example, if the response to Question 4 is YES, then Question 4A should be filled in.; otherwise, if the response to Question 4 is NO or missing, then skip to Question 5.)