

# **POMP 4 TRANSPORTATION SATISFACTION SURVEY INTERVIEW CODER CHECKLIST**

March 12, 2003

Pay close attention to this checklist of items when coding this questionnaire. This checklist provides 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.
- 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 Other is checked off under service type, make sure a description is provided.
- 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.

## **PRE-SCREENER QUESTIONS**

- These are required fields.
- For Question S1, if the client is not 60 years of age or older do not enter the questionnaire into the database, write down ineligible on the sample list. You must have this question answered before proceeding with data entry. If it is a mail questionnaire, fill in the question by referring to the age question in the demographic form or look it up in your client records.
- For Question S2, if the client did not receive services prior to January 1, 2003, do not enter the questionnaire into the database instead write down ineligible on the sample list. If the client does not provide you with an answer, check if an enrollment date has been filled in the office use only box. If the date is available, enter that date as the answer to Question S3. If the enrollment date is later than December 31, 2002 or it is missing, do not enter the questionnaire into the database instead write down ineligible on the sample list.
- Place all ineligible questionnaires into one folder. These should be separated from the eligible questionnaires.

## QUESTIONNAIRE

- The only acceptable blanks are for questions that are to be skipped.
- 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.
- For responses requiring a description (T3A, T21K, T22H), 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 T1, the only acceptable responses are values from 0 to 995. 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 T2, the only acceptable responses are values 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.
- If the response to question T3 is 4, 5, or missing, then skip to question T4 and do not ask question T3A.
- If the response to question T24 is 2 or missing, then skip to question T26 and do not ask question T25.