

## The PINE/PIETY Contact Form Codebook

### BASIC INFO

#### *Name*

Question: First

Label: FirstName

Position: Column (s)

Allowable Codes: 1 = Blank

Question: Last

Label: LastName

Position: Column (s)

Allowable Codes: 1 = Blank

Question: Chinese Name

Label: ChineseNam

Position: Column (s)

Allowable Codes: 1 = Blank

#### *Address*

Question: Address Number

Label: AddrNo

Position: Column (s)

Allowable Codes: 1 = Blank

Question: Direction

Label: Direction

Position: Column (s)

Allowable Codes: 1 = East  
2 = South  
3 = West  
4 = North  
5 = None

Question: Street

Label: Street

Position: Column (s)

Allowable Codes: 1 = Blank

Question: Type

Label: StType

Position: Column (s)

Allowable Codes: 1 = Avenue  
2 = Street  
3 = Boulevard

- 4 = Road
- 5 = Place
- 6 = Circle
- 7 = Highway
- 8 = Lane
- 9 = Parkway
- 10 = Terrace
- 11 = Trail
- 12 = Drive

Question: Apartment/Unit

Label: AptUnit

Position: Column (s)

Allowable Codes: 1 = Blank

Question: City or Town

Label: CityTown

Position: Column (s)

Allowable Codes: 1 = Blank

Question: State

Label: State

Position: Column (s)

Allowable Codes: 1 = None

- 2 = Alabama
- 3 = Alaska
- 4 = Arizona
- 5 = Arkansas
- 6 = California
- 7 = Colorado
- 8 = Connecticut
- 9 = Delaware
- 10 = Florida
- 11 = Georgia
- 12 = Hawaii
- 13 = Idaho
- 14 = Illinois
- 15 = Indiana
- 16 = Iowa
- 17 = Kansas
- 18 = Kentucky
- 19 = Louisiana
- 20 = Maine
- 21 = Maryland
- 22 = Massachusetts
- 23 = Michigan

- 24 = Minnesota
- 25 = Mississippi
- 26 = Missouri
- 27 = Montana
- 28 = Nebraska
- 29 = Nevada
- 30 = New Hampshire
- 31 = New Jersey
- 32 = New Mexico
- 33 = New York
- 34 = North Carolina
- 35 = North Dakota
- 36 = Ohio
- 37 = Oklahoma
- 38 = Oregon
- 39 = Pennsylvania
- 40 = Rhode Island
- 41 = South Carolina
- 42 = South Dakota
- 43 = Tennessee
- 44 = Texas
- 45 = Utah
- 46 = Vermont
- 47 = Virginia
- 48 = Washington
- 49 = West Virginia
- 50 = Wisconsin
- 51 = Wyoming

Question: Zip

Label: Zip

Position: Column (s)

Allowable Codes: 1 = Blank

*Phone number*

Question: Home Phone

Label: HomePhone

Position: Column (s)

Allowable Codes: Numbers

Question: Work Phone

Label: WorkPhone

Position: Column (s)

Allowable Codes: Numbers

Question: Cell Phone

Label: CellPhone  
Position: Column (s)  
Allowable Codes: Numbers  
Question: Email Address  
Label: Email  
Position: Column (s)  
Allowable Codes: 1 = Blank

*Date of Birth*

Question: Date of Birth  
Label: MonthBirth  
Position: Column (s)  
Allowable Codes: 1 = 1  
2 = 2  
3 = 3  
4 = 4  
5 = 5  
6 = 6  
7 = 7  
8 = 8  
9 = 9  
10 = 10  
11 = 11  
12 = 12

Question: Date of Birth  
Label: DateBirth  
Position: Column (s)  
Allowable Codes: 1 = 1  
2 = 2  
3 = 3  
4 = 4  
5 = 5  
6 = 6  
7 = 7  
8 = 8  
9 = 9  
10 = 10  
11 = 11  
12 = 12  
13 = 13  
14 = 14  
15 = 15  
16 = 16  
17 = 17  
18 = 18

19 = 19  
20 = 20  
21 = 21  
22 = 22  
23 = 23  
24 = 24  
25 = 25  
26 = 26  
27 = 27  
28 = 28  
29 = 29  
30 = 30  
31 = 31

Question: Date of Birth

Label: YearBirth

Position: Column (s)

Allowable Codes: 1 = 2010  
2 = 2009  
3 = 2008  
4 = 2007  
5 = 2006  
6 = 2005  
7 = 2004  
8 = 2003  
9 = 2002  
10 = 2001  
11 = 2000  
12 = 1999  
13 = 1998  
14 = 1997  
15 = 1996  
16 = 1995  
17 = 1994  
18 = 1993  
19 = 1992  
20 = 1991  
21 = 1990  
22 = 1989  
23 = 1988  
24 = 1987  
25 = 1986  
26 = 1985  
27 = 1984  
28 = 1983  
29 = 1982

30 = 1981  
31 = 1980  
32 = 1979  
33 = 1978  
34 = 1977  
35 = 1976  
36 = 1975  
37 = 1974  
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41 = 1970  
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43 = 1968  
44 = 1967  
45 = 1966  
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57 = 1954  
58 = 1953  
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63 = 1948  
64 = 1947  
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80 = 1931  
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91 = 1920  
92 = 1919  
93 = 1918  
94 = 1917  
95 = 1916  
96 = 1915  
97 = 1914  
98 = 1913  
99 = 1912  
100 = 1911  
101 = 1910  
102 = 1909  
103 = 1908  
104 = 1907  
105 = 1906  
106 = 1905  
107 = 1904  
108 = 1903  
109 = 1902  
110 = 1901  
111 = 1900

*Gender*

Question: Gender

Label: Gendercont

Position: Column (s)

Allowable Codes: 1 = Male

2 = Female

*Recruitment Method*

Question: Recruitment

Label: Recruit

Position: Column (s)

Allowable Codes: 1 = Focus Group RO3  
2 = Referred by a participant  
3 = Education Sessions  
4 = Door to door census  
5 = Advertisement  
6 = Dr. Dong's patient  
7 = Volunteer  
8 = Other

*Comment*

Question: Comment

Label: Comment

Position: Column (s)

Allowable Codes: 1 = Blank

**CONTACT INFO**

*Participant ID*

Question: Participant ID

Label: PartID

Position: Column (s)

Allowable Codes: 1 = Verify participant information

*Type of Recruitment*

Question Type of recruitment

Label: TypRecruit

Position: Column (s)

Allowable Codes: 1 = Focus Group RO3  
2 = Referred by a participant  
3 = Education Sessions  
4 = Door to door census  
5 = Advertisement  
6 = Dr. Dong's patient  
7 = Volunteer  
8 = Other

*Type of Residence*

Question: Residence

Label: Residence

Position: Column (s)

Allowable Codes: 1 = Private Residence  
2 = Hilliard APT



- 3 = CASL Senior housing
- 4 = Chinatown Elderly apartment
- 5 = Oak Dearborn Park apartment
- 6 = Shields Department
- 7 = Armour Square Apartment
- 8 = Archer Court
- 9 = Cambridge Manor (2631 S Indiana)
- 10 = G & A Senior Residence (300, 26<sup>th</sup> St)
- 11 = Legum Norman Inc Square Apartments (3216 S Wentworth)
- 12 = Other

*Social Group*

Question: Social group

Label: SocGroup

Position: Column (s)

Allowable Codes: 1 = ADS

- 2 = Pine Tree Council
- 3 = In Home Care
- 4 = None

*Country of Origin*

Question: In what country were you born?

Label: WhereBorn

Position: Column (s)

Allowable Codes: 1 = Mainland China

- 2 = Hong Kong/Macau
- 3 = Taiwan
- 4 = Malaysia
- 5 = Singapore
- 6 = Philippines
- 7 = Thailand
- 8 = Vietnam
- 9 = USA
- 10 = Canada
- 11 = Other

*Language Preference*

Question: Speaking Ability

Label: SpeakAbil

Position: Column (s)

Allowable Codes: 1 = English

- 2 = 普通话
- 3 = 廣東話
- 4 = 台山話

Question: Speaking Preference

Label: SpeakPref

Position: Column (s)

Allowable Codes: 1 = English  
2 = 普通话  
3 = 廣東話  
4 = 台山話

Question: Reading Ability

Label: ReadAbil

Position: Column (s)

Allowable Codes: 1 = English  
2 = 简体中文  
3 = 繁體中文

Question: Reading Preference

Label: ReadPref

Position: Column (s)

Allowable Codes: 1 = English  
2 = 简体中文  
3 = 繁體中文

Question: Writing Ability

Label: WriteAbil

Position: Column (s)

Allowable Codes: 1 = English  
2 = 简体中文  
3 = 繁體中文

Question: Writing Preference

Label: WritePref

Position: Column (s)

Allowable Codes: 1 = English  
2 = 简体中文  
3 = 繁體中文

*Contact Record*

Question: Contact date

Label: ContDate

Position: Column (s)

Allowable Codes: Numbers

Question: Contact time

Label: ContTime

Position: Column (s)

Allowable Codes: Numbers

Question: Type of contact

Label: ContTyp

Allowable Codes: 1 = In-person  
2 = Telephone  
3 = Letter  
4 = Coordinator: Assignment  
5 = Coordinator: Final Refusal  
6 = Coordinator: Gender, Race, DOB  
7 = Coordinator: Out-of-area Ineligible Designation  
8 = Coordinator: Name Change  
9 = Address Change  
10 = Vital Status  
11 = Other

Question: Purpose of contact

Label: ContPurp

Position: Column (s)

Allowable Codes: 1 = Request participation in a study activity  
2 = Schedule or confirm study appointment  
3 = Collect study data  
4 = Provide study information/Answer subject or family study questions  
5 = Contact requested or initiated by subject  
6 = Provide clinical services  
7 = Schedule or confirm clinical appointment  
8 = Provide clinical information OR answer subject or family clinical questions  
9 = Appointment cancellation  
10 = Other

Question: Was there contact with the participant?

Label: ContPartic

Position: Column (s)

Allowable Codes: 1 = Yes  
0 = No

Question: Why was there no contact with the participant?

Label: WhyNoCont

Position: Column (s)

Allowable Codes: 1 = Not at Home  
2 = Wrong Telephone Number  
3 = Nobody Pick Up the Phone  
4 = Not Able to Answer  
5 = Other

Question: Was there contact with a person or persons other than the subject?

Label: OtherCont

Position: Column (s)  
Allowable Codes: 1 = Yes  
0 = No

Question: Did this include a person who was a family member of the subject's family, a close friend of the subject, or a trusted advisor?

Label: IncludeWho

Position: Column (s)  
Allowable Codes: 1 = Yes  
0 = No  
2 = Don't Know  
3 = Refusal

### *Record of Death*

Question: Death of subject?

Label: DeathSubj

Position: Column (s)  
Allowable Codes: 1 = Yes  
0 = No  
2 = Don't know  
3 = Refusal

Question: When did he/she die? Enter date please.

Label: WhenDeath

Position: Column (s)  
Allowable Codes: Numbers

Question: Prior to death, was he/she in a nursing home?

Label: NursHome

Position: Column (s)  
Allowable Codes: 1 = Yes  
0 = No  
2 = Don't know  
3 = Refusal

Question: Where he/she was when he/she died?

Label: WhereDeath

Position: Column (s)  
Allowable Codes: 1 = Own home  
2 = Family member's home  
3 = Nursing home  
4 = Hospital  
5 = Emergency room  
6 = Rehab center  
7 = Other

Question: In what state did he/she die?

Label: StateDeath

Position: Column (s)

Allowable Codes: 1 = None

- 2 = Alabama
- 3 = Alaska
- 4 = Arizona
- 5 = Arkansas
- 6 = California
- 7 = Colorado
- 8 = Connecticut
- 9 = Delaware
- 10 = Florida
- 11 = Georgia
- 12 = Hawaii
- 13 = Idaho
- 14 = Illinois
- 15 = Indiana
- 16 = Iowa
- 17 = Kansas
- 18 = Kentucky
- 19 = Louisiana
- 20 = Maine
- 21 = Maryland
- 22 = Massachusetts
- 23 = Michigan
- 24 = Minnesota
- 25 = Mississippi
- 26 = Missouri
- 27 = Montana
- 28 = Nebraska
- 29 = Nevada
- 30 = New Hampshire
- 31 = New Jersey
- 32 = New Mexico
- 33 = New York
- 34 = North Carolina
- 35 = North Dakota
- 36 = Ohio
- 37 = Oklahoma
- 38 = Oregon
- 39 = Pennsylvania
- 40 = Rhode Island
- 41 = South Carolina
- 42 = South Dakota
- 43 = Tennessee
- 44 = Texas

45 = Utah  
46 = Vermont  
47 = Virginia  
48 = Washington  
49 = West Virginia  
50 = Wisconsin  
51 = Wyoming

*Reluctance*

Question: Reluctance to participate in a study (Either subject or family members)?

Label: ReluctPart

Position: Column (s)

Allowable Codes: 1 = Yes  
0 = No

Question: At any time during the contact with the subject, did he/she express reluctance to participate in the research?

Label: SubjReluct

Position: Column (s)

Allowable Codes: 1 = Yes  
0 = No

Question: In your opinion, what was the level of reluctance expressed by the subject?

Label: SLevelRelu

Position: Column (s)

Allowable Codes: 1 = Mild unspoken reluctance  
2 = Mild overt reluctance  
3 = Moderate reluctance  
4 = Strong reluctance  
5 = Strong reluctance with hostile comments

Question: Record the words the subject used to express reluctance.

Label: RecordWor1

Position: Column (s)

Allowable Codes: 1 = Blank

Question: Did a family member, close friend, or trusted advisor, express reluctance for the subject to participate in the research project?

Label: ReluctProj

Position: Column (s)

Allowable Codes: 1 = Yes  
0 = No

Question: In your opinion, what was the level of reluctance expressed by this person?

Label: PLevelRelu

Position: Column (s)

Allowable Codes: 1 = Mild unspoken reluctance  
2 = Mild overt reluctance  
3 = Moderate reluctance  
4 = Strong reluctance  
5 = Strong reluctance with hostile comments

Question: Record the words the subject used to express reluctance.

Label: RecordWor2

Position: Column (s)

Allowable Codes: 1 = Blank

Question: Did the family member, close friend, or trusted advisor indicate that he/she had discussed the situation with the subject?

Label: Discuss

Position: Column (s)

Allowable Codes: 1 = Yes  
0 = No