

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
38 = 1973
39 = 1972
40 = 1971
41 = 1970
42 = 1969
43 = 1968
44 = 1967
45 = 1966
46 = 1965
47 = 1964
48 = 1963
49 = 1962
50 = 1961
51 = 1960
52 = 1959
53 = 1958
54 = 1957
55 = 1956
56 = 1955
57 = 1954
58 = 1953
59 = 1952
60 = 1951
61 = 1950
62 = 1949
63 = 1948
64 = 1947
65 = 1946
66 = 1945
67 = 1944
68 = 1943
69 = 1942
70 = 1941
71 = 1940
72 = 1939
73 = 1938
74 = 1937
75 = 1936

76 = 1935
77 = 1934
78 = 1933
79 = 1932
80 = 1931
81 = 1930
82 = 1929
83 = 1928
84 = 1927
85 = 1926
86 = 1925
87 = 1924
88 = 1923
89 = 1922
90 = 1921
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, 26th 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