



## INSTRUCTIONS FOR DEMOGRAPHIC COMMUNICATION PARTNER FORM (DEMC)

### I. General Instructions

The Demographics-Communication Partner Form is to be completed during Visit 2 (Intervention Visit A) OR Visit 3 (Intervention Visit B). It gathers demographic information about the participant's communication partner. The form is collected under the ACHIEVE participant's ID.

### II. Detailed instructions for each item

0a. Enter the date the form was completed.

0b. Enter staff ID of the person who administered the form

1. This question asks about ACHIEVE consent.

- If the participant agrees: Proceed to Q2.
- If the participant does not agree: End form

2. This question asks about their relationship to the ACHIEVE participant. Read the question aloud then record their response on the form.

3. Read the question aloud then record the participant's date of birth in Month/Day/Year format.

4. Record the communication partner's sex as female (F) or male (M). It is not necessary to read this question aloud if the answer is already known to you.

5. This question asks if the communication partner is Hispanic or Latino(a). Read the question aloud and check the box that corresponds to the participants answer.

6a-c. These questions ask about the communication partners race. Read the question aloud and then:

- a. Check the box that corresponds to their response on their primary racial background

- b. Check the box that corresponds to their response on their secondary racial background. If they do not have a secondary racial background leave this blank.
- c. Check the box that corresponds to their response on their tertiary racial background. If they do not have a secondary racial background leave this blank.