



INSTRUCTIONS FOR DEMOGRAPHICS FORM (DEM)

I. General Instructions

Complete the Demographics Form during Visit 0 (Screen and Baseline). It gathers demographic information about the de novo participant. The data collected on the DEM form is already available in CDART for the ARIC cohort participants.

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. Hand response card 1 to the participant and read each category aloud. Read question 1 aloud, emphasizing the underlined word, and check the box which corresponds to the participant's response.

- If the response to Q1 is a: Skip to question 4
- If the response to Q1 is b, c, d, or e: Skip to question 3
- If the response to Q1 is f or g: Proceed to question 2

2. Read the question aloud and record the participant's response

- If the response to Q2 is a: Skip to item 4
- If the response to Q2 is b: Proceed to question 3

3. Hand response card 2 to the participant and read aloud (if necessary). Read question 3 aloud, emphasizing the underlined word, and check the box which corresponds to the participant's response. If the participant cannot decide, clarify their answer so they come to a single response that best describes their current or most recent occupation.

4. Hand response card 3 to the participant and read aloud (if necessary). Read question 4 aloud and check the box which corresponds to the participant's response.

5. This question asks about the number of people living in the participants house in the past year. Read the question aloud and record the participants response.

6a-b. Hand response card 2 to the participant and read aloud (if necessary). This question asks about the kind of jobs the participant had when they were younger. Read the following aloud,

emphasizing the underlined words: “Now I would like you to think about the kind of jobs you had when you were younger. Please look at the categories on the card and tell me the letter that best describes your type of occupation when you were between 25 and 45 years of age. If you cannot decide or if you had many different kinds of jobs, describe the jobs you had and we can decide together. “

- a. Record the letter corresponding to the participants response. If the participant cannot decide, clarify their answer so they come to a single response that best describes the occupation they had for the longest period of time between 25 and 45 years of age.
 - b. Record the letter corresponding to the participants response. If the participant cannot decide, clarify their answer so they come to a single response that best describes the occupation they had for the second longest period of time between 25 and 45 years of age. If the participant only had one occupation, enter X into the response box.
7. This question asks for the participant's first name. Record their name in the space provided. If you are unsure of the correct spelling, please ask the participant to spell their name for you.
 8. This question asks for the participant's last name. Record their name in the space provided. If you are unsure of the correct spelling, please ask the participant to spell their name for you.
 9. Read the question aloud then record the participant's date of birth in Month/Day/Year format.
 10. Record the participant'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.
 11. This question asks if the participant is Hispanic or Latino(a). Read the question aloud and check the box that corresponds to the participants answer.
 - 12a-c. These questions ask about the participant's 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.
 13. This question asks about a participant's primary language. Read the question aloud and check the box that corresponds to the participants answer.

14. This question asks about a participant's education. Read the question aloud and check the box that corresponds to the participants answer.

15. This question asks about a participant's marital status. Read the question aloud and check the box that corresponds to the participants answer.

16a-e: These questions ask about a participant's address. Read each question aloud and then record the response. If you are unsure of the correct spelling, please ask the participant to spell their address for you.

- a. Record the first line of the street address
- b. Record the second line of the street address (if applicable)
- c. Record the city
- d. Record the state
- e. Record the zip code

17: Read the question aloud and record the participant's response. If the participant does not have a home phone number leave the response boxes blank.

18. Read the question aloud and record the participant's response. If the participant does not have a cell phone number leave the response boxes blank.

19. Read the question aloud and record the participant's response. If the participant does not have an email address leave the response blank.

20. This question asks about the best way to contact the participant. Read the question aloud and record the participant's response.

21a-i: This question records contact information of someone who is most likely to help or take care of the participant if needed. This question serves two purposes:

- Provides secondary contact information if the field site cannot get hold of the participant.
- Provides contact information of a person who can act as a proxy and provide information about the participant, and if needed provide consent.

As such, staff should emphasize the phrase "**someone who would most likely help or take care of you if needed**" so that the most appropriate person is identified.

- a. Record the first name in the space provided. If you are unsure of the correct spelling, please ask the participant to spell the name for you.

- b. Record the last name in the space provided. If you are unsure of the correct spelling, please ask the participant to spell the name for you.
- c. Record the street address
- d. Record the city
- e. Record the state
- f. Record the zip code
- g. Record the primary telephone number. If the number is unknown leave the response boxes blank.
- h. Record the alternate telephone number. If the number is unknown leave the response boxes blank.
- i. Record the email address. If there is no email address or the person does not have an email address leave the response blank.

Response card 1

- a. Homemaking, not working outside the home
- b. Employed at a job for pay, either full or part-time
- c. Employed, but temporarily away from my regular work
- d. Unemployed, looking for work
- e. Unemployed, not looking for work
- f. Retired from my usual occupation and not working
- g. Retired from my usual occupation, but working for pay

Response card 2

- A. Homemaker
- B. Technician, sales, or clerical
- C. Mechanic, repairman, construction worker or craftsman
- D. Service: hairdresser, domestic, restaurant, security
- E. Management, professional
- F. Farming, forestry, fishing
- G. Driver, machine operator, sanitation, laborer
- H. Unknown

Response card 3

- A. Under \$5,000
- B. \$5,000 - \$7,999
- C. \$8,000 - \$11,999
- D. \$12,000 - \$15,999
- E. \$16,000 - \$24,999
- F. \$25,000 - \$34,999
- G. \$35,000 - \$49,999
- H. \$50,000 - \$74,999
- I. \$75,000 - \$99,999
- J. \$100,000 and over