ARIC
Atherosclerosis Risk in Communities

HEALTH AND LIFE PROFILE FORM

ID NUMBER: ☐☐☐☐☐☐☐

CONTACT YEAR: ☐☐

FORM CODE: ☐H☐P☐C

VERSION: B 12/06/95

LAST NAME: ☐☐☐☐☐☐☐☐

INITIALS: ☐☐☐

PUBLIC REPORTING BURDEN

Public reporting burden for this collection of information is estimated to average 1-2 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: **PHS Reports Clearance Officer, Rm. 737-F, Humphrey Building, 200 Independence Ave., SW, Washington, D.C. 20201, ATTN: PRA (0925-0281).** Do not return the completed form to this address.

GENERAL INSTRUCTIONS FOR COMPLETING FORM

INSTRUCTIONS: This questionnaire asks you to describe how you feel about your life and health. Please take your time to answer carefully. There are no "right" or "wrong" answers. We are interested in your feelings and opinions. For each of the following statements, please choose the one response that best describes you. Circle only one response for each question or statement. If you make a mistake, cross it out and circle the letter you want.

(CIRCLE ONLY ONE LETTER IN EACH ROW)

	ALMOST NEVER	SOMETIMES	OFTEN	ALMOST ALWAYS
1. I am quick tempered...................	A	B	C	D
2. I have a fiery temper.................	A	B	C	D
3. I am a hotheaded person...............	A	B	C	D
4. I get angry when I am slowed down by others' mistakes........	A	B	C	D
5. I feel annoyed when I am not given recognition for doing good work....	A	B	C	D
6. I fly off the handle.................	A	B	C	D
7. When I get angry, I say nasty things........	A	B	C	D
8. It makes me furious when I am criticized in front of others.......	A	B	C	D
9. When I get frustrated, I feel like hitting someone............	A	B	C	D
10. I feel infuriated when I do a good job and get a poor evaluation........	A	B	C	D

THE END

INSTRUCTIONS FOR THE HEALTH AND LIFE PROFILE FORM
HPC, Version B, 01/13/95
PREPARED 2/12/96

The HEALTH AND LIFE PROFILE FORM in Visit 4 repeats one portion of the form (Part C) which was originally administered during Visit 2. Part C is the Spielberger Trait Anger form and is designed to measure symptoms of anger. It is intended to be self administered, but if necessary, can be interviewer-administered. The paper version of the form is different from the data entry (DES) screens. The primary difference between the paper and screen versions, in addition to the obvious format differences, is the inclusion of a "don't know" response in the DES version to document that the participant did not complete either a single question or the entire questionnaire.

To preserve confidentiality, a single page cover sheet is stapled over the Health and Life Profile form and participants are encouraged to answer the questions in a private, quiet area at the field center.

The following introductory script serves as a prototype and should be adapted to meet the needs of the participant and field center.

> We next have a short questionnaire asking how you feel about your life and health. You may do this one by yourself.

> There are instructions on the first page of the form. (SHOW THE PARTICIPANT THE FIRST PAGE OF HPC FORM.) Will you be able to do these or would you like me to complete them with you?

If the participant needs assistance, skip to Section II.

I.   SELF-ADMINISTRATION

VERIFY THAT THE FORM COVER SHEET HAS THE CORRECT ID LABEL. Provide overall instructions for completing the forms and indicate where you can be found if the participant has questions.

READ THE INTRODUCTORY SCRIPT.

> The Health and Life Profile has a total of 10 items that will go very quickly. There are 3 questions in small print at the bottom of the last page that you should ignore. These are filled out by ARIC staff.

> All statements ask you to circle the letter that matches the statement that best describes you. For each statement you have four choices: ALMOST NEVER; SOMETIMES; OFTEN; or ALMOST ALWAYS. (GO OVER HPC ITEM 1 AS AN EXAMPLE.) There are no right or wrong answers. We are only interested in your feelings and opinions.

Please take your time to answer carefully. If you have any questions, I will be (INSERT YOUR WHEREABOUTS). I will check back with you in a few minutes to see how you are doing. If at anytime you feel you need my assistance, please let me know.

If the person has specific questions about the profile, provide neutral information only. Terms like "often" and "recently" are used frequently. Their definitions are left the participant's own preference or perception.

If the participant begins and then asks for assistance in completing part or all of the from, offer to complete the form with him/her. (See the instructions in Section II).

After allowing 20 minutes for the participant to complete the forms, a pre-assigned staff member checks in with the participant and decide if he/she needs assistance in completing the forms.

Field centers determine at what point in the exam the form is reviewed for completeness and what procedures should be implemented to assist the participant in completing them before the Exit Interview.

COLLECT THE FORM from the participant.

Scan the form for completeness. When the form is completed but there is one or more questions left blank, offer the participant the opportunity to complete them.

> I've noticed that there are one or more questions left blank. Would you like to do them or have you left them blank on purpose?

Depending on the answer, return the form to the participant and collect it after he/she has finished. Once the participant has answered all the questions he/she intends to, document the completions status of each form. This is done in two ways. (1) To document deliberately unanswered questions, write "no response " in the margin to the right of each unanswered question. (2) To document that the participant answered NO questions on a form, write "not done" in the margin to the right of the question "Type of Administration," located int he administrative section of that form (HPC, Item 12). Notes on the completion status of single questions or entire forms are later keyed into the data entry system.

The "For Administrative Use Only" section of each form is completed by the interviewer after the form has been reviewed for completeness. Item 11 is completed using the standard date format. Item 12 documents the type of administration. There are three response categories. "A" refers to total self-administration. "B" refers to total interviewer administration. "C" is entered if the administration of the form was a combination of self (A) and interviewer (B). "D" indicates the form was not answered by the participant, i.e., the form was not administered. Item 13 is the

code of the interviewer who explained the form to the participant, reviewed it for completeness or administered it.

II.   INTERVIEWER ADMINISTERED

If the participant requests help with the form, offer to administer the paper version. As some items may be perceived as sensitive or embarrassing, statements and questions need to be read in a nonjudgmental tone.

The participant's literacy status and visual acuity should have been established during Visit 1 or at the Reception Station at the beginning of Visit 4 and documented on his/her itinerary form. Staff need to be sensitive to the participant's possible reluctance to admit (functional) illiteracy or deterioration of visual acuity since the last visit.

VERIFY THAT THE FORM COVER SHEET HAS THE CORRECT ID LABEL.

READ THE INTRODUCTORY SCRIPT

> This questionnaire asks you to describe how you feel about your life. There are no "right" or "wrong" responses. We are interested in your feelings and opinions. For the following statements, please choose the one response that best describes you.

GIVE HPC CARD 1 TO THE PARTICIPANT. After reading the response categories, ask if the participant would like to listen to the responses again. Read again, if appropriate - READ THE RESPONSE CATEGORIES (a) Almost never, (b) Sometimes (c) Often, and (d) Almost always. Then READ EACH STATEMENT on the form and CIRCLE the letter corresponding to the response or WRITE in the margin "No response" for later keying if the participant declines to select a response. RETRIEVE HPC CARD 1 and COMPLETE the administrative questions (items 11-13).

THANK THE PARTICIPANT AND TAKE HIM/HER TO THE NEXT WORKSTATION.

III.   KEYING DATA FROM FORM HPC.

The HEALTH AND LIFE PROFILE form is keyed as soon as possible, preferably by the interviewer responsible for its completion. If the participant answered none of the questions on the form, the interviewer enters the header information and selects category "C" "Did Not Respond" to the question " type of administration" in the ADMINISTRATIVE SECTION (HPC: item 12). This is done in lieu of completing the "Did Not Respond" response for every field.

IV.   SCORING OF THE HEALTH AND LIFE PROFILE QUESTIONNAIRE

The score for the Trait Anger (HPC) form will be calculated after the data have been sent to the Coordinating Center.

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