

## SELF-ADMINISTERED QUESTIONNAIRE PROTOCOL

### 1. General

Review all sections of the take-home questionnaire for completeness. Check to see that all questions have been answered that should be answered. Do not probe further on questions that appear to be answered completely unless:

- (1) the question is answered "don't know"
- (2) there is an obvious contradiction between responses to factual questions. Most of the possible conflicts will be outlined below.
- (3) special instructions are given (below).

For "don't know" answers, check to see if the respondent understood the question by reading the question out loud to the participant in interview format. If a question has not been answered that should have been, read the question to the participant. Handle the responses in the same manner as you would any interview question.

For all open ended questions or "other" responses, if the response fits into one of the given categories, code it as such.

As always, our goal is to clarify discrepancies with the participant while she is in clinic. Thus, as outlined below, certain questions should be cross-checked while the participant is in the clinic so any discrepancies can be clarified immediately.

Many of the questions are framed "SINCE YOUR LAST VISIT". We are trying to target the time period between visit 6 and Year 12.

### 2. Missing data

1. Draw a slash lengthwise through questions and conditional boxes that are NOT APPLICABLE (for example, questions that should be skipped because of the response to a stem question).
2. For questions where the answer is "don't know" or the participant is not able to answer the question, and there is not a "don't know" box to check, write DON'T KNOW across the question in large letters.
3. When a participant refuses to answer a question, write REFUSED in large letters across the question.
4. If the participant may have information at home or may be able to get information that will help answer a question, ask if you can call her at home to get the information. If she agrees to be called at home, write CALL BACK across the question and flag this page of the questionnaire.

### **3. Specific Questions for Year 12 Self-Administered Questionnaire, Version 7.1**

#### **Q1. Name, Address, Phone Number**

Review participant's name, address, and phone number to ensure that we have the most current.

#### **Q2. Different mailing address in the next year or for part of the next year.**

This should include a temporary address such as winter address in Florida, or the address of children where the respondent spends a good part of the year. A place is provided to record the nature of the alternative address. If possible, record in the margin when this new address becomes effective.

#### **Q3. Doctor/Health Care**

If the participant has changed doctors or place of medical care, make sure a new name, address, and phone number are recorded.

#### **Q4. "Next of kin": Name, address, and telephone number**

Next of kin should be the relative with whom the participant has the most frequent contact, who would know her health and vital status and who would know the respondents new address if she moved. It will help to know the exact relationship of the next of kin to the participant.

#### **Q5&6. Name, address, and telephone number of two close friends or relatives who do not live with respondent**

A contact is someone who would know the respondents new address if she moved; it does not have to be a person who always knows her whereabouts. If a contact person has to be called to track a participant, it will help to know the contact's relationship to the participant. We will collect information on two contacts.

Questions 4 - 6: We are providing the participants with the next of kin and contacts that they indicated at visit 6. If the participant makes no changes to any of these, you might want to tactfully ask if these contacts are still alive.

**The next section of questions (Q7 - 8) asks about the participant's CURRENT lifestyle practices.**

*Review all questions following guidelines outlined in Section 1.*

**Q7. How many city blocks or their equivalent do you walk each day as part of your normal routine?**

Walking as part of the daily routine includes walking to the store because the respondent has no other way to get there, walking around a shopping mall because there is no other alternative, etc. Do not include walking up and down the isles of the grocery store, for example, or walking around the house while cleaning. A general rule of thumb should be to include only walking of distances of a block or more at a time. This will generally be done outside or in a large shopping mall or similar setting.

**Q8. How many city blocks or their equivalent do you walk each day for exercise?**

Walking for exercise includes any regular walking by the participant done specifically for its exercise value. This would include walking to the store, the post office or senior center because she "wants the exercise." For those with irregular exercise habits or who walk for exercise every other day, add up the total blocks for a week and then divide by 7 to get a daily average. If the respondent says that city blocks in her area are much longer or shorter than the 12 to a mile indicated, convert the blocks she walks to miles and then compute blocks per day based on 12 to the mile.

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**The next set of questions (Q9 – 11) asks about events that have occurred over the LAST 12 MONTHS.**

**Q9. Falls in the last 12 months**

Cross check any broken bones reported in 9b with fractures reported in Q12.

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**The next section (Q12-13) deals with questions about health and activity SINCE THE LAST VISIT (i.e., since date participant attended Visit 6). Please review the questions with the participant to ensure that answers reflect this time period.**

**Q12. Fractures**

This next question asks about fractures that have been diagnosed since the last visit (visit 6). Determine if the fracture has been previously reported by checking the fracture site and date against the list of IDs and fractures provided by the coordinating center. If the fracture was not previously reported, complete a fracture report form during the participant's visit.

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**Q13. Spine fracture, vertebral fracture**

This question should be cross-checked with question 12. If a participant reports yes to question 13, spine fracture should be listed on question 12 and vice versa.

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The next section (Q14-21) asks about current use of osteoporosis medications. Participant should record only CURRENT USE of any of the listed medications.

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**Clinic Use Boxes**

Please fill out the clinic use boxes on the last page as to the type of visit and source of the information.

We have also provided boxes to help you track changes in status of your participants who are not initially full clinic visits but over the course of visit 6 upgrade their participation.

**QC Checklist****Take Home Questionnaire Review**

- Checked for completeness
- Don't know questions reviewed with participant
- Appropriate questions cross-checked
  - Fracture questions; Q12 and 13.
  - Clinic use boxes for type of visit and source of info