



## INSTRUCTIONS FOR DEMOGRAPHIC INFORMATION FORM DEM, VERSION 4.0, QUESTION BY QUESTION (QxQ)

### I. GENERAL INSTRUCTIONS

The Demographic Information Form is completed during the participant's clinic visit.

**Header Information:** The header information consists of key fields which uniquely identify each recorded instance of a form. For the Event field, record if this is happening at Visit 5 or another event.

0a. Date of Collection: Record the date the data was collected or abstracted. Select the date from the pop-up calendar in the data management system (DMS) or type the date in the space provided. Dates should be entered in the mm/dd/yyyy format.

0b. Staff Code: Record the SPIROMICS staff code of the person who collected or abstracted the data. This code is assigned to each person at each site by the GIC. If you do not have a staff code and are collecting SPIROMICS data, please contact the GIC in order to receive your own individual staff code.

### II. DETAILED INSTRUCTIONS FOR EACH ITEM

Item 1. **Age** Record the participant's age in years in the boxes provided.

Item 2. **Highest level of schooling** Select only one option among the ten possible choices.

- Select eighth grade or below if the subject has completed school through the eighth grade or below.
- Select trade school or business school instead of high school if the subject has completed trade school or business school instead of high school.
- Select some high school if the subject has completed some high school.
- Select high school graduate or below if the subject graduated high school.
- Select trade school or business school after graduating high school if the subject has completed trade school or business school after graduating high school.
- Select eighth grade or below if the subject has completed school through the eighth grade or below.
- Select some college if the subject has completed some college.
- Select received bachelor's degree if the subject has received a bachelor's degree.
- Select graduate or professional education beyond the bachelor's degree if the subject has completed graduate or professional education beyond the bachelor's degree.
- Select graduate or professional degree if the subject has completed a Graduate or professional degree.
  - If graduate or professional degree, specify in Item 2a.
- Select declines to answer if the subject declined to answer.

Item 3. **Current Marital Status** Select only one option among the six possible choices.

- Select never married if the subject has never been married.
- Select married/living as married/living with partner if the subject is married/living as married/living with partner.
- Select widowed if the subject has been widowed.
- Select separated if the subject has been married and is now separated from his/her spouse.
- Select divorced if the subject has been married and is now divorced from his/her spouse.

- Select declines to answer if the subject declined to answer.

Item 4. **Total Yearly Household Income** Select only one option among the six possible choices.

- Select under \$15,000 if the subject's total yearly household income is under \$15,000.
- Select \$15,000 - \$34,999 if the subject's total yearly household income is \$15,000 - \$34,999.
- Select \$35,000 - \$49,999 if the subject's total yearly household income is under \$35,000 - \$49,999.
- Select \$50,000 - \$74,999 if the subject's total yearly household income is under \$50,000 - \$74,999.
- Select \$75,000 or more if the subject's total yearly household income is under \$75,000 or more.
- Select declines to answer if the subject declined to answer.

Save and close the form.