


CONTACT INFORMATION FORM, CIF QUESTION BY QUESTION (QxQ), VERSION 1.0

I. GENERAL INSTRUCTIONS

The Contact Information Form (CIF) is to be completed with the participant's current personal and contact information during the clinic visit. The study coordinator will review and ensure the participant understands the statements regarding confidentiality and unencrypted communications via text and/or email in the informed consent prior to completing this form.

Please answer every question on this form. *NOTE: All response options in the paper form may not appear in CDART (e.g., 'Don't know', 'Declines to answer', etc.).* Beside each item input is a small double bracket icon which looks like this: . Clicking this icon displays a field dialogue box in which the "Field Status" selection menu allows you to choose from the following options: 'Refused', 'No response', 'Doesn't know', 'Not applicable', 'Maximum value', 'Minimum value', and 'Missing'. **See MOP 6 – Section 3.2 for additional instructions on how to select a Field Status option.**

II. INSTRUCTIONS FOR INDIVIDUAL ITEMS

Header Information: Consists of key fields which uniquely identify each subject and recorded occurrence of a form. For the "ID NUMBER", record the 2 or 3-character, 6-digit number assigned to the specific participant. For the "Event", record that this is happening at the clinic visit (E1).

- Item 0a.** Record the date the data was collected or abstracted in the MM/DD/YYYY format either by selecting the pop-up calendar in CDART or entering the date in the space provided.
- Item 0b.** Record the SPIROMICS III 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 III data, please contact the GIC in order to receive your own individual staff code.

Information has been pre-loaded into this form based on previous contact information provided by the subject. Please review each item with the subject to determine whether it is still accurate and make changes and/or add information as necessary.

Item 1.

- Item 1a.** Record the participant's current street address in the space provided.
- Item 1b.** Record the second line of the participant's current street address in the space provided, if needed.
- Item 1c.** Record the participant's current city in the space provided.
- Item 1d.** Use the dropdown menu list to record the participant's current state. *NOTE: For any non-US address, please record the participant's current residence country in the "notelog" field. See MOP 6 – Section 3.2 for additional instructions on how to select and enter a 'Notelog' option.*

Item 1e. Record the participant's current, complete zip code in the format "# # # # # - # # # #" or at least the first 5 digits in the space provided. *NOTE: For any non-US address, please record the participant's current residence country's zip code in the "notelog" field, if applicable. See MOP 6 – Section 3.2 for additional instructions on how to select and enter a 'Notelog' option.*

Item 1f. Record the date the participant began living at their current home address in the MM/DD/YYYY format either by selecting the pop-up calendar in CDART or entering the date in the space provided.

Item 1g. Record the participant's primary email address in the space provided.

Item 1h. Record the participant's secondary email address in the space provided, if applicable.

Item 2. Select only one option among the two possible choices. If 'Yes' is selected, go to Item 9.

NOTE: If 'No' to Item 2, please list any address as well as dates of residence for all other places the participant has lived in the last 10 years in Items 3-9 as needed. Begin Item 3 with the most recent address prior to the participant's current home address.

Item 3.

Item 3a. Record the participant's previous street address in the space provided.

Item 3b. Record the second line of the participant's previous street address in the space provided, if needed.

Item 3c. Record the participant's previous city in the space provided.

Item 3d. Use the dropdown menu list to record the participant's previous state. *NOTE: For any non-US address, please record the participant's previous country residence in the "notelog" field. See MOP 6 – Section 3.2 for additional instructions on how to select and enter a 'Notelog' option.*

Item 3e. Record the participant's previous, complete zip code in the format "# # # # # - # # # #" or at least the first 5 digits in the space provided. *NOTE: For any non-US address, please record the participant's current residence country's zip code in the "notelog" field, if applicable. See MOP 6 – Section 3.2 for additional instructions on how to select and enter a 'Notelog' option.*

Item 3f. Record the date the participant began living at their previous home address in the MM/DD/YYYY format either by selecting the pop-up calendar in CDART or entering the date in the space provided.

Item 3g. Record the date the participant stopped living at their previous home address in the MM/DD/YYYY format either by selecting the pop-up calendar in CDART or entering the date in the space provided.

Item 3h. Select only one option among the two possible choices. If 'Yes' is selected, proceed to Item 4. If 'No' is selected, go to Item 9.

Items 4-4h. For the next address (if applicable), follow the instructions as in Items 3a-3h as the question pattern is identical. In Item 4h, if 'No' is selected, go to Item 9.

Items 5-5h. For the next address (if applicable), follow the instructions as in Items 3a-3h as the question pattern is identical. In Item 5h, if 'No' is selected, go to Item 9.

Items 6-6h. For the next address (if applicable), follow the instructions as in Items 3a-3h as the question pattern is identical. In Item 6h, if 'No' is selected, go to Item 9.

Items 7-7h. For the next address (if applicable), follow the instructions as in Items 3a-3h as the question pattern is identical. In Item 7h, if 'No' is selected, go to Item 9.

Items 8-8h. For the next address (if applicable), follow the instructions as in Items 3a-3h as the question pattern is identical. In Item 8h, if 'Yes' or 'No' is selected, go to Item 9.

Item 9.

Item 9a. Record the participant's street address where they lived the longest during their childhood in the space provided.

Item 9b. Record the second line of the participant's street address where they lived the longest during their childhood in the space provided, if needed.

Item 9c. Record the participant's city where they lived the longest during their childhood in the space provided.

Item 9d. Use the dropdown menu list to record the participant's state where they lived the longest during their childhood. *NOTE: For any non-US address, please record the participant's country residence where they lived the longest during their childhood in the "notelog" field. See MOP 6 – Section 3.2 for additional instructions on how to select and enter a 'Notelog' option.*

Item 9e. Record the participant's complete zip code in the format "# # # # # - # # # #" or at least the first 5 digits where they lived the longest during their childhood in the space provided. *NOTE: For any non-US address, please record the participant's residence country's zip code where they lived the longest during their childhood in the "notelog" field, if applicable. See MOP 6 – Section 3.2 for additional instructions on how to select and enter a 'Notelog' option.*

Item 9f. Record the date the participant began living at the address where they lived the longest during their childhood in the MM/DD/YYYY format either by selecting the pop-up calendar in CDART or entering the date in the space provided.

Item 9g. Record the date the participant stopped living at the address where they lived the longest during their childhood in the MM/DD/YYYY format either by selecting the pop-up calendar in CDART or entering the date in the space provided.

NOTE: Please list at least one and up to three phone numbers for the participant in Items 10, 11, and 12. Begin Item 10 with the primary phone number for the participant.

Item 10. Record the participant's primary phone number as a 10-digit number in the format "# # # - # # # - # # # #" in the space provided. *NOTE: For any non-US phone number, please record the participant's primary phone number in the "notelog" field, if applicable. See MOP 6 – Section 3.2 for additional instructions on how to select and enter a 'Notelog' option.*

Items 10a-10b. Select only one option among the two possible choices.

Item 10c.

Items 10c1-10c3. Select only one option among the two possible choices if 'Yes' to Item 10a and/or Item 10b.

Items 11-11c3. For the secondary phone number (if applicable), follow the instructions as in Items 10-10c3 as the question pattern is identical.

Items 12-12c3. For the tertiary phone number (if applicable), follow the instructions as in Items 10-10c3 as the question pattern is identical.

NOTE: Please list at least one and up to four contacts for the participant in Items 13a-18, 19a-24, 25a-30, and 31a-36. Begin Items 13a with the primary contact for the participant.

CONTACT 1

Item 13a. Record the title of the first contact in the space provided.

Item 13b. Record the first name of the first contact in the space provided.

Item 13c. Record the middle/second name of the first contact in the space provided.

Item 13d. Record the last name of the first contact in the space provided.

Item 13e. Record the maternal last name of the first contact in the space provided.

Item 14. Record the relationship of the first contact to the participant in the space provided.

Item 15.

Item 15a. Record the first contact's current street address in the space provided.

Item 15b. Record the second line of the first contact's current street address in the space provided, if needed.

Item 15c. Record the first contact's current city in the space provided.

Item 15d. Use the dropdown menu list to record the first contact's current state. *NOTE: For any non-US address, please record the first contact's current country residence in the "notelog" field. See MOP 6 – Section 3.2 for additional instructions on how to select and enter a 'Notelog' option.*

Item 15e. Record the first contact's current, complete zip code in the format "# # # # - # # # #" or at least the first 5 digits in the space provided. *NOTE: For any non-US address, please record the first contact's current residence country's zip code where they lived the longest during their childhood in the "notelog" field, if applicable. See MOP 6 – Section 3.2 for additional instructions on how to select and enter a 'Notelog' option.*

Item 16. Record the first contact's primary phone number as a 10-digit number in the format "# # # - # # # - # # # #" in the space provided. *NOTE: For any non-US phone number, please record the first contact's primary phone number in the "notelog" field, if applicable. See MOP 6 – Section 3.2 for additional instructions on how to select and enter a 'Notelog' option.*

Item 17. Record the first contact's secondary phone number as a 10-digit number in the format “# # # - # # # - # # # #” in the space provided, if applicable. *NOTE: For any non-US phone number, please record the first contact's secondary phone number in the “notelog” field, if applicable.* **See MOP 6 – Section 3.2 for additional instructions on how to select and enter a ‘Notelog’ option.**

Item 18. Record the first contact's email address in the space provided.

CONTACT 2

Items 19a-24. For the second contact (if applicable), follow the instructions as in Items 13a-18 as the question pattern is identical.

CONTACT 3

Items 25a-30. For the third contact (if applicable), follow the instructions as in Items 13a-18 as the question pattern is identical.

CONTACT 4

Items 31a-36. For the fourth contact (if applicable), follow the instructions as in Items 13a-18 as the question pattern is identical.

Select **Save and Close** at the bottom of the page/screen.