

DEMOGRAPHIC INFORMATION FORM, DEM QUESTION BY QUESTION (QxQ), VERSION 1.0

I. GENERAL INSTRUCTIONS

The Demographic Information Form (DEM) is to be completed during the participant's clinic visit.

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 3-character, 6-digit number assigned to the specific participant. For the "Event", record if this is happening at Baseline or another event.

- 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 SOURCE 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 SOURCE data, please contact the GIC in order to receive your own individual staff code.
- Item 1.** Select **Save and Reload** in CDART to automatically calculate the participant's age based on the values entered in PID1 and DEM0a. If not selected appropriately, the autogenerated field will not populate and will remain a greyed-out box. *NOTE: If PID1 and/or DEM0a is missing or not entered appropriately, Item 1 will not calculate, and Items 1 and 7a in the IEC form will not auto-populate accordingly.*
- Item 2.** Select only one option among the ten possible choices. If 'Graduate or professional degree' is selected, go to Item 2a.
- Item 2a.** Specify other graduate or professional degree in the space provided.
- Items 3-4.** Select only one option among the six possible choices.
- Item 5.** Select only one option among the two possible choices. If 'Not Hispanic or Latino' is selected, go to Item 6.
- Item 5a.** Select only one option among the eight possible choices. If 'Other' is selected, go to Item 5a1.
- Item 5a1.** Specify other Hispanic/Latino heritage in the space provided.

Item 6.

Items 6a-6e. Select only one option among the two possible choices. *NOTE: More than one category possible. Check 'Yes' to all categories the participant would use to describe themselves. The participant may elect to 'Refuse' or 'Decline to answer'. In this case, Item 7a in the IEC form will not auto-populate accordingly.*

Item 7. Select only one option among the three possible choices. *NOTE: If Item 7 is missing or not entered appropriately, Item 4 and Item 7a in the IEC form will not auto-populate accordingly. In addition, the participant may elect to 'Refuse' or 'Decline to answer'. In this case, Item 4 and 7a in the IEC form will not auto-populate accordingly.*

Item 8. Select only one option among the three possible choices. *NOTE: The participant may elect to 'Refuse' or 'Decline to answer'. Utilize the "Field Status" selection menu as instructed in the **GENERAL INSTRUCTIONS**.*

- If 'No' is selected, **Go to End** of the form, and **Save and Close** the form.
- If 'Other' is selected, go to Item 8a.

Item 8a. Specify other transgender in the space provided.

Item 9. Select only one option among the three possible choices. *NOTE: The participant may elect to 'Refuse' or 'Decline to answer'. Utilize the "Field Status" selection menu as instructed in the **GENERAL INSTRUCTIONS**.*

- If 'Male' or 'Female' is selected, **Go to End** of the form, and **Save and Close** the form.
- If 'Other' is selected, go to Item 9a.

Item 9a. Specify other gender identity in the space provided.

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