

## FOLLOW-UP EMPLOYMENT HISTORY FORM, EHF QUESTION BY QUESTION (QxQ), VERSION 1.0

### I. GENERAL INSTRUCTIONS

The Follow-up Employment History Form (EHF) is to be completed by the study coordinator during the participant's 18-month follow-up phone call and 3-year follow-up clinic visit. Carefully answer each question regarding employment. For check box questions, please select 'Yes' or 'No' on all items. Please answer all questions.

#### **NOTE:**

- For the 18-month follow-up phone call, all questions should be answered thinking back to the baseline visit as the last SOURCE contact (not the last 6-month follow-up phone call in which an FUQ is completed).
- For the 3-year follow-up clinic visit, all questions should be answered thinking back to the 18-month follow-up phone call as the last SOURCE contact (not the last 6-month follow-up phone call in which an FUQ is completed).

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.**

Whenever numerical responses are required, enter the number so that the last digit appears in the rightmost box. Enter leading zeroes where necessary to fill all boxes (e.g., enter 0.25 rather than .25).

### 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 a follow-up visit 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.

**NOTE: Read the script preceding Item 1 to the participant.**

**Item 1.** Select only one option among the two possible choices. If 'No' is selected, **Go to End** of the form, and **Save and Close** the form.

**Item 2.** **Read all options before recording an answer.** Select only one option among the nine possible choices.

- If 'Started a new job' is selected, go to Item 3.

- If 'On leave but still employed' or 'Temporarily laid off' is selected, **Go to End** of the form, and **Save and Close** the form.
- If 'Other' is selected, go to Item 2a.
- If any other option is selected, go to Item 31.

**Item 2a.** Specify other current employment situation in the space provided. Then, go to Item 8.

**Item 3.** Record the participant's number of new jobs started since their last SOURCE contact in the space provided. *NOTE: CDART will only open the corresponding number of new job items. For example, if you enter '02', the items for the most recent new job and new job #2 will only be activated (items for new job #3 will remain greyed out).*

**New Job #1 (most recent)**

**Item 4.** Select only one option among the twenty-four possible choices.

- If 'Other' is selected, go to Item 4a.
- If any other option is selected, go to Item 4b.

**Item 4a.** Specify other current job description in the space provided. Then, go to Item 4b.

**Item 4b.** Select only one option among the two possible choices.

**Item 5.** Record the participant's job title or role in their most recent new job since their last SOURCE contact in the space provided.

**Item 6.** Select only one option among the five possible choices. If 'Other' is selected, go to Item 6a.

**Item 6a.** Specify other physical activity involved in the participant's most recent new job since their last SOURCE contact in the space provided.

**Item 7.** Record the date the participant began working in their most recent new job since their last SOURCE contact in the MM/DD/YYYY format either by selecting the pop-up calendar in CDART or entering the date in the space provided.

**Item 8.** Select only one option among the two possible choices. If 'Yes' is selected, go to Item 9.

**Item 8a.** Record the date the participant stopped working in their most recent new job since their last SOURCE contact in the MM/DD/YYYY format either by selecting the pop-up calendar in CDART or entering the date in the space provided.

**Item 9.** Record the number of hours the participant works/worked per week in their most recent new job since their last SOURCE contact in the space provided.

**NOTE: Read the script preceding Item 10 to the participant.**

**Item 10.**

**Items 10a-10j.** For the participant's most recent new job since their last SOURCE contact, select only one option among the two possible choices. If 'Yes' is selected, record the total number of years of exposure to that type of dust in the space provided.

**Item 10j1a.** Specify other type of dust in the space provided if 'Yes' is selected in Item 10j.

**Item 11.**

**Items 11a-11m.** For the participant's most recent new job since their last SOURCE contact, select only one option among the two possible choices. If 'Yes' is selected, record the total number of years of exposure to that type of fume in the space provided.

**Item 11m1a.** Specify other type of fume in the space provided if 'Yes' is selected in Item 11m.

**Item 12.**

**Items 12a-12e.** For the participant's most recent new job since their last SOURCE contact, select only one option among the two possible choices. If 'Yes' is selected, record the total number of years of exposure to that type of gas or vapor in the space provided.

**Item 12e1a.** Specify other type of gas or vapor in the space provided if 'Yes' is selected in Item 12e.

**New Job #2**

**Items 13-21e1a.** For the participant's new job #2 since their last SOURCE contact, follow the instructions as in Items 4-12e1a as the question pattern is identical (if applicable).

**New Job #3**

**Items 22-30e1a.** For the participant's new job #3 since their last SOURCE contact, follow the instructions as in Items 4-12e1a as the question pattern is identical (if applicable).

**NOTE: Read the script preceding Item 31 to the participant.**

**Items 31-34.** Select only one option among the two possible choices.

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