

Tips on Filling Out the Survey on Paper

- **Every question requires an answer.**
 - The database will not allow data from a survey to be saved if any information is missing so it is important for staff to review surveys for omissions.
 - Surveys that are not complete will be returned to staff for completion
- **For each question, an appropriate response has been provided.**

Every question must have an answer. If the answers listed do not fit the experience of the respondent, there is always the option to choose:

 - 97 Not applicable
 - 98 Don't Know
 - 99 Refused
- **Mark your answers clearly.**

Circling answers clearly will make it easier for data entry staff, preventing errors or delays.
- **For “Date Of Birth,” use the three-letter conventions [e.g., *Jan, Feb, Mar*] instead of numbers.**
- **Be sure the age entered for Question 2 matches the date of birth entered on the cover sheet.**
- **Be sure that every page of the survey has the confidential Respondent ID Number.** The Respondent ID Number is very important in case pages get separated.
- **Follow the directions provided.**
 - Some answers include options that are not supposed to be read aloud. When surveying a client, it may seem natural to read all the options aloud, but careful attention should be paid to the directions. It is important that responses preceded by the message “Do Not Read”—such as “don't know” and “refused”—should not be read out loud.
 - Some questions require a single answer, while others allow multiple responses. If the instructions indicate “choose all that apply,” try to get answers that are as complete as possible.
- **Avoid common errors.**

The most common errors include:

- Forgetting to mark whether the questionnaire was administered by proxy;
- Leaving the secondary health insurance question (Question 13) blank, instead of choosing “None”;
- Skipping the gender-specific question about mammograms (Question 27) instead of choosing “Not Applicable”; and
- Leaving some of the “skip logic” questions (see below) blank, instead of following the directions.

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- **Follow the “skip logic” directions.**

Because some questions are related, they are grouped together in boxes. These grouped questions have specific directions about how to handle follow-up questions. Follow the directions all the way through each series of questions. For example, in the following series of three questions, if the answer to Question 42 is “No,” you are instructed to respond to the next question; Question 43, by marking “97. Not applicable.” Also note that when you mark Question 43, you are instructed to answer the next question, Question 44, by marking “97. Not applicable.”

Q42.	Has a doctor ever told you that you have <u>diabetes</u> ?	1. Yes → ASK Q43 & ASK Q44 2. No → MARK Q43=97 98. Don't know (DO NOT READ) → MARK Q43=97 99. Refused (DO NOT READ) → MARK Q43=97
Q43.	Do you feel that your symptoms are under control? <i>[Read List]</i>	1. All of the time 2. Most of the time 3. Some of the time 4. Not at all 97. Not applicable (DO NOT READ) → MARK Q44=97 98. Don't know (DO NOT READ) 99. Refused (DO NOT READ)
Q44.	In the past 12 months, did you go to a hospital emergency room because of diabetes problems or symptoms?	1. Yes 2. No 97. Not applicable (DO NOT READ) 98. Don't know (DO NOT READ) 99. Refused (DO NOT READ)