

**Attachment 5a**  
**MMP Formative Research Process Documentation Form**

# **Process Documentation Form for the 2013 MMP Formative Research Project**

## **VERSION 2.0.2**

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This survey is intended for completion by MMP formative research staff only and not for administration to the public.

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### **DEPARTMENT OF HEALTH AND HUMAN SERVICES**

Public Health Service

Centers for Disease Control and Prevention

Atlanta, GA 30333



**2013 MMP FORMATIVE RESEARCH  
PROCESS DOCUMENTATION FORM**

**PROCESS INDICATORS(P).....3**

**General notes for QDS programmer** (additional programming notes are located throughout the questionnaire):

- 1) Use version 2.4 of QDS.
- 2) Every question requires a response to move forward in the application unless otherwise noted.
- 3) Use the following values: .D = 8, .R = 7, NA = 6.
- 4) For all “other-specify” variables in “check all that apply” questions, use the “other” variable name (which should end in “O”) and add an “S” on the end. If the variable name becomes too long, then drop the letter immediately preceding the consecutive letter at the end of the **main part** of the variable name. For example, if the “other” variable is named “*KINDG\_9O*” (where *KIND* is the stem variable name and *G* denotes the lettered response option) the “specify” variable should be named “*KING\_9OS*”
- 5) QDS programming notes are not included in the application; they are merely there to help with coding.
- 6) Interviewer instructions and inconsistency checks are notes for the interviewers, but may also include coding instructions.
- 7) Code book should have a brief description of the variable. This includes all calculated variables.
- 8) Calculate version number using variable name **VERSION**.
- 9) Calculate data collection cycle using variable name **PCYCYR**. PCYCYR = 2012/2013.
- 10) For all date variables also create an automatic variable that is a copy of the date variable. For example, if the variable for date was called DATE, then the automatic variable would look like: a. variable name: TXFORM, b. type of date: String Expression, c. numeric calculation/string expression: DATE
- 11) Calculate time to conduct each module.
- 12) Add a calculated variable **PMODE** to distinguish between HAPI and CAPI users.
- 13) Add variables for time and date of survey initiation and completion

**PROCESS INDICATORS (P)**

***Interviewer instructions: Enter Preliminary Information prior to interview.***

P1a. Participant ID **[PARID]**:  
Site ID **[PSITEID]**      \_\_\_ \_\_\_ \_\_\_ \_\_\_  
Respondent ID **[PINDID]**   \_\_\_ \_\_\_ \_\_\_ \_\_\_

QDS programming note for P1a: Please put P1a and P1b on separate screens so that the information may not be simply copied.

QDS programming note for P1a: Site ID, and Respondent ID must be 4 digits with leading 0s. **[PARID]** is a 12 digit calculated variable based on **[PSITEID]** + "0000" + **[PINDID]**. "0000" is used to fill the space formerly held by the facility ID.

P1b. Confirm Site ID **[PSITEID2]**      \_\_\_ \_\_\_ \_\_\_ \_\_\_  
Confirm Respondent ID **[PINDID2]**   \_\_\_ \_\_\_ \_\_\_ \_\_\_

***Inconsistency check: [PSITEID] and [PSITEID2] must be the same to advance. [PINDID] and [PINDID2] must be the same to advance.***

P2a. Interviewer ID: \_\_\_ \_\_\_ \_\_\_  
**[PINTID]**

QDS programming note for P2a: Range 0-999

P2b. Handheld and computer device ID: \_\_\_ \_\_\_ \_\_\_  
**[PDEVICID]**

QDS programming note for P2b: Range 0-999

P3. Was this person also selected for standard MMP? **[SELMMP2]**  
No.....  0  
Yes.....  1  
Don't Know.....  8

P4a. Were any of the patient addresses in eHARS the sampled person's current address or the address of someone who knew how to locate the sampled person? **[RTADDC2]**  
No.....  0

Yes.....  1  
 Don't Know.....  8

P4b. Were any of the patient phone numbers in eHARS the sampled person's current phone number or the phone number of someone who knew how to locate the sampled person?  
**[RTPHNC2]**

No.....  0  
 Yes.....  1  
 Don't Know.....  8

P5. Were any of the facilities in eHARS one of the sampled person's current care facilities?  
**[RTFACC2]**

No/Person not in care.....  0  
 Yes.....  1  
 Don't Know.....  8

P6a. In which of the following places did you **look for** contact information for this person?  
**[CHECK ALL THAT APPLY]:**

- eHARS.....  1 **[CKCOC2A]**
- Auxiliary HIV lab database.....  2 **[CKCOC3A]**
- STD or partner services database.....  3 **[CKCOC2I]**
- Care facility associated with this person.....  4 **[CKCOC2B]**
- Ryan White clinical database/CareWare.....  5 **[CKCOC2C]**
- ADAP lists.....  6 **[CKCOC2D]**
- Other clinical database (Specify: \_\_\_\_\_) **[CKC2H\_OS]**.....  7 **[CKCOC2H]**
- Third party (family member, neighbor, etc).....  8 **[CKCOC3B]**
- Other state health department.....  9 **[CKCOC3C]**
- Prison or jail database.....  10 **[CKCOC2J]**
- Department of Motor Vehicles Records.....  11 **[CKCOC2L]**
- Lexis-Nexis/Accurint.....  12 **[CKCOC2K]**
- MetroSearch.....  13 **[CKCOC3D]**
- Spokeo.....  14 **[CKCOC3E]**
- Whitepages.com.....  15 **[CKCOC3F]**
- 411.com.....  16 **[CKCOC3G]**

- Facebook.....  17 [CKCOC3H]
- Other internet-based data source (Specify: \_\_\_\_\_)  18 [CKCOC2N]
- [CKC2N\_OS].....  18 [CKCOC2N]
- Other non-internet-based data source (Specify: \_\_\_\_\_) [CKC2O\_OS].....  19 [CKCOC2O]

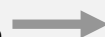
**Interviewer instructions: if site ID is not NYC “5600” skip to P7.**

P6b. In which of the following NYC data sources did you **look for** contact information for this person? **[CHECK ALL THAT APPLY]:**

- NYC social services database.....  1 [CKCOC3I]
- NYC Worker Connect.....  2 [CKCOC3J]
- NYC HepWeb.....  3 [CKCOC3K]

P7. Did you make contact with the sampled person?: **[MADECOC2]**

- No.....  0
- Yes.....  1



**Interview Complete**

**QDS programming note for P7: If [MADECOC2] = No, please display the interview complete message.**

P8a. In which of the following places did you **find** the correct contact information for this person or information that led to the correct contact information? **[CHECK ALL THAT APPLY]:**

- eHARS.....  1 [FDCOC2A]
- Auxiliary HIV lab database.....  2 [FDCOC3A]
- STD or partner services database.....  3 [FDCOC2I]
- Care facility associated with this person.....  4 [FDCOC2B]
- Ryan White clinical database/CareWare.....  5 [FDCOC2C]
- ADAP lists.....  6 [FDCOC2D]
- Other clinical database (Specify: \_\_\_\_\_) [FDC2H\_OS].....  7 [FDCOC2H]
- Third party (family member, neighbor, etc).....  8 [FDCOC3B]
- Other state health department.....  9 [FDCOC3C]
- Prison or jail database.....  10 [FDCOC2J]
- Department of Motor Vehicles Records.....  11 [FDCOC2L]
- Lexis-Nexis/Accurint.....  12 [FDCOC2K]

- MetroSearch.....  13 [FDCOC3D]
- Spokeo.....  14 [FDCOC3E]
- White pages.....  15 [FDCOC3F]
- 411.....  16 [FDCOC3G]
- Facebook.....  17 [FDCOC3H]
- Other internet-based data source (Specify: \_\_\_\_\_)  
[FDC2N\_OS].....  18 [FDCOC2N]
- Other non-internet-based data source  
(Specify: \_\_\_\_\_) [FDC2O\_OS].....  19 [FDCOC2O]

QDS programming note for P8a: Please show only a list of options selected in P6a (where did you look for contact information).

**Interviewer instructions: if site ID is not NYC “5600” skip to P9a.**

P8b. In which of the following NYC data sources did you **find** the correct contact information for this person or information that led to the correct contact information? **[CHECK ALL THAT APPLY]:**

- NYC HepWeb.....  1 [FDCOC3I]
- NYC social services database.....  2 [FDCOC3J]
- NYC Worker Connect.....  3 [FDCOC3K]

QDS programming note for P8b: Please show only a list of options selected in P6b (where did you look for contact information).

**Interviewer instructions: if P6a includes “Lexis-Nexis/ Accurint” go to P9a. If P6a does not include “Lexis-Nexis/ Accurint” go to interviewer instructions before P10a.**

P9a. Did you think you could tell in which jurisdiction the sampled person lived based on information from Lexis-Nexis/Accurint? **[TLADAC3]**

- No/No address found.....  0  **Skip to P10a**
- Yes.....  1
- Don’t Know.....  8  **Skip to P10a**

P9b. Was your guess about which jurisdiction the sampled person lived in based on Lexis-Nexis/Accurint correct? **[CRADAC3]**

- No.....  0
- Yes.....  1



Don't Know.....  8

**Interviewer instructions: if P6a includes "MetroSearch" go to P10a. If P6a does not include "MetroSearch" go to interviewer instructions before P11a.**

P10a. Did you think you could tell in which jurisdiction the sampled person lived based on information from MetroSearch? *[TLADMC3]*

No/No address found.....  0

→ Skip to P11a

Yes.....  1

Don't Know.....  8

→ Skip to P11a

P10b. Was your guess about which jurisdiction the sampled person lived in based on MetroSearch correct? *[CRADMC3]*

No.....  0

Yes.....  1

Don't Know.....  8

**Interviewer instructions: if P6a includes "Spokeo" go to P11a. If P6a does not include "Spokeo" go to P12.**

P11a. Did you think you could tell in which jurisdiction the sampled person lived based on information from Spokeo? *[TLADSC3]*

No/No address found.....  0

→ Skip to P12

Yes.....  1

Don't Know.....  8

→ Skip to P12

P11b. Was your guess about which jurisdiction the sampled person lived in based on Spokeo correct? *[CRADMC3]*

No.....  0

Yes.....  1

Don't Know.....  8

P12. Was the sampled person aware of his or her HIV diagnosis prior to contact?: *[KNEWDXC2]*

No.....  0

Yes.....  1

Don't Know.....  8

P13. Were staff from a health facility associated with the sampled person involved in contacting the person? *[FACCONC2]*

No.....  0

Yes.....  1

P14a. What was the sampled person’s reaction to being contacted? *[RXCONC2]*

Strongly Negative.....  1

Negative.....  2

Neutral.....  3

Positive.....  4

Strongly Positive.....  5

P14b. Please record any additional comments regarding the sampled person’s reaction to being contacted. If the sampled person’s reaction was “strongly negative” or “strongly positive,” please elaborate. *[RXCOMC2]*

QDS programming note for P14a: If *[RXCONC2]* = Strongly Negative or Strongly Positive, the comment box should be completed. Otherwise, P14b is an optional comment box.

***Interview Complete***

QDS programming note for Interview Complete: Display message: “You have finished the last process indicator question. Are you sure you want to end the survey.” Options: “Yes” or “No”. If no, allow the program to return to question P14b.