

Appendix 2.20c

INSTRUCTIONS FOR THE SOCIOECONOMIC STATUS FORM
 SES, VERSION A, 12/01/95
 REVISED 02/06/96

I. General Instructions

Because strong associations between morbidity and mortality and an individual's socioeconomic status (SES) have been observed in many epidemiologic studies, ARIC is expanding the data it collects on SES to include different time periods in each participant's life, beginning with infancy. The first portion of the Socioeconomic Status form updates each participant's current marital status, employment/retirement status, occupation if it has changed since Visit 3, and annual household income for the 12 months prior to Visit 4. These questions are repeated from previous interviews. Subsequent sections collect information which may help classify each participant's socioeconomic status at birth and between ages 25 to 45.

Interviewers are certified in general clinic interviewing and familiar with the ARIC data entry system (DES) and the "General Instructions for Completing Paper Forms" (in case the computer is down) prior to administering this form. Items in BRACKETS and/or CAPITAL LETTERS are instructions to the interviewer and are not read to the participant.

COMPLETE THE HEADER (paper form) by applying a long participant ID label and entering the participant's Name. READ THE QUESTIONS CLEARLY USING THE EXACT WORDING ON THE FORM. The introductory and transitional scripts may deviate from the prototypes provided, but must include the same information.

II. Detailed Instructions for Each Item

A. Occupation

This section updates occupational information on participants who have changed their occupation since Visit 3. In addition, annual family income information is collected on everyone.

1. The purpose of this question is to update marital status. Read Item 1 and then all the response categories. Record the appropriate letter. If asked by the participant, the person is instructed to select the term which best describes his/her living situation, regardless of legal status.

[READ ALL CHOICES]

Married.....A
 Widowed.....W
 Divorced.....D
 Separated.....E
 Never Married.....F

2. This item identifies the participants who have changed their occupation, stopped working or retired since Visit 3. Go to Item 6 for persons who have not changed their employment status.

3. GIVE RESPONSE CARD No. 1 to the participant, read Item 3 and (if necessary) READ ALL THE RESPONSES. If the participant selects category A (*homemaking, not working outside the home*), go to Item 6. If the respondent is both a homemaker and retired, the items on retirement (response F or G) take precedence. Response B, "employed at a job for pay, either full or part time," includes those who are self-employed and working at home, but not "homemaker" or "mother" (Response A). Skip to Item 5 if response is B-E. Continue with Item 4 if the response is F or G. RETRIEVE THE RESPONSE CARD.

[READ ALL CHOICES (if necessary)]

Homemaking, not working outside the home.....A

Employed at a job for pay, either full or part-time...B

Employed, but temporarily away from my regular work...C

Unemployed, looking for work.....D

Unemployed, not looking for work.....E

Retired from my usual occupation and not working.....F

Retired from my usual occupation but working for pay..G

4. Read Item 4. "Health reasons" refer to the participant's personal health and not the health of someone the participant needs to take care of.

5. GIVE THE RESPONSE CARD No. 2 TO THE PARTICIPANT, read Item 5, and (if necessary) READ ALL RESPONSES. If the respondent holds (held) more than one job, record the occupation for the job for the most hours worked per week. If two jobs were held and he or she works(ed) the same number of hours on each, record the information on the job held for the longest period of time.

Occupational data can be very hard to code. If the participant can not decide which response is appropriate, then probe to obtain the participant's occupation, and help him/her decide what response is appropriate.

[READ ALL CHOICES (if necessary)]

- Homemaker.....A
- Technician, sales or clerical.....B
- Mechanic, repairman, construction worker
or craftsman.....C
- Service: hairdresser, domestic, restaurant,
security.....D
- Management, professional.....E
- Farming, forestry, fishing.....F
- Driver, machine operator, sanitation,
laborer.....G
- Unknown.....H

6. GIVE THE RESPONSE CARD No. 3 TO THE PARTICIPANT, read Item 6, and (if necessary) READ ALL RESPONSES. This question is asked of all participants and covers the entire family's income, not just what is earned by the individual. Read the question as written and ask the person to look at the income categories on the response card. Hand the response card to the person. Ask the person to select the letter which best represent his or her total family income.

[READ ALL CHOICES (if necessary)]

- Under \$5,000.....A
- \$5,000 - \$7,999.....B
- \$8,000 - 11,999.....C
- \$12,000 - \$15,999.....D
- \$16,000 - \$24,999.....E
- \$25,000 - \$34,999.....F
- \$35,000 - \$49,999.....G
- \$50,000 - \$74,999.....H
- \$75,000 - \$99,999.....I
- \$100,000 and over.....J

7. Read Item 7 to the participant. The purpose of this question is to determine how many people were supported by the annual family income. If the number of persons in the household varied over the last 12 months, assist the respondent in determining the average number of inhabitants.
8. Read the transition statement between Items 7 and 8 and then read Item 8. "Premature" is defined in the question and, if clarification is requested, can be further defined as "less than 36 weeks gestation" or "at least 4 weeks premature".

Continue with parts (a) and (b). For participants who remember their full birth weight, fill in the pounds and ounces and go to Item 9. For those who remember their birth weight in pounds, enter the pounds in part (a) and fill in the ounces, part (b), with "==" , and go to Item 9. If the participant does not know the total or approximate weight,

enter "==" in both the pounds and ounces fields and continue with Item 8.c.

Read Item 8.c and the response categories while handing the participant Response Card No. 4. Ask participants to select the category that best describes their birth weight.

- 9. Read the question to all participants. Even though the question and response categories refer only to twins, the intent of the question is to identify multiple births. If the respondent replies YES or indicates that he/she is from a multiple birth (triplets, quadruplets, etc.), code the response as YES.
- 10. The purpose of Item 10 is to describe the type or category of occupation that was held for the longest period of time when the participant was between the ages of 25 and 45 years. Although most participants will have held more than one job between the ages of 25 and 45, many of these jobs will be in the same category. Part (b) is only completed if the participant held jobs in different occupational categories.

GIVE THE RESPONSE CARD No. 2 TO THE PARTICIPANT, read the introduction to Item 10 and Item 10.a. Next (if necessary) READ ALL RESPONSES. These are the same occupation categories that are used in Item 5. Enter the category which best describes the job(s) held between the ages of 25 and 45.

If the participant can not decide which occupational category is most appropriate, ask him/her to identify the job and select the occupation category from the occupation category dictionary.

If the participant indicates that he/she has had more than one job, AND these jobs fall into more than one occupational classification, ask the participant to identify the one held for the longest time and enter this category in 10.a. Code the occupational category of the other type of job in 10.b.

[READ ALL CHOICES (if necessary)]

- Homemaker.....A
- Technician, sales or clerical.....B
- Mechanic, repairman, construction worker
or craftsman.....C
- Service: hairdresser, domestic, restaurant,
or security.....D
- Management, professional.....E
- Farming, forestry, fishing.....F
- Driver, machine operator, sanitation,
or laborer.....G
- Unknown.. ..H

B. PARENTS

11. The purpose of Item 11 is to determine the education completed by a participant's natural (biologic) mother (11.a.) and natural father (11.b.) at the time of the participant's birth. HAND RESPONSE CARD No. 4 TO PARTICIPANT, read the introduction to Item 11 and Item 11.a. Next (if necessary) READ ALL RESPONSES. Once the participant has answered Item 11.a, read Item 11.b. and (if necessary) READ ALL RESPONSES.

[READ ALL CHOICES (if necessary)]

- Never went to school.....A
- Grades 1 to 3.....B
- Grades 4 to 8.....C
- Grades 9 to 11.....D
- Grade 12.....E
- GED.....F
- One or more years of Vocational or Professional School after High School.....G
- One or more years of College.....H
- One or more years of Graduate or Professional School after College.....I
- UnknownU

GED refers to a high school Graduate Equivalency Diploma. It is awarded by the testing organization rather than a high school.

Vocational, trade or technical training is outside the formal high school, college, or graduate school sequence (although it may be obtained at a 2 or 4 year college) and is designed to give the respondent job skills. It does not include courses taken for personal enrichment but does include technical school, trade school or non-degree nursing schools. We are interested in the usual number of years required for a particular technical course even if it took the respondent a shorter or longer time to complete.

12. The purpose of Item 12 is to identify participants who were raised from birth to age 5 by persons other than their natural parents. The response is NO if at least one of the natural parents had primary responsibility for the participant's care for the majority of the time between the participant's birth and age 5. If NO, thank the participant and indicate that there are no

more questions in this portion of the interview. Complete the administrative section according to standard procedures.

If the response is YES, for example, participants who were adopted, or raised by a family member other than their natural parents, enter YES and continue with Item 13.

13. The purpose of Item 13 is to record the education level of the people who raised the participant between birth and age 5 if parenting was not provided by at least one natural parent. Ask the participant to think about the two most important adults in his/her home between birth and age 5. HAND RESPONSE CARD No. 4 TO PARTICIPANT, read Item 13. Record the highest level of education attained by the first surrogate parent in Item 13.a. If the participant was raised by a second surrogate parent, enter his/her level of education in Item 13.6. If the participant was raised by only one surrogate parent during this time period, enter an "X" in Item 13.b.

C. Administrative Information

14. Enter the date on which the participant was seen in the clinic. Code in numbers using leading zeroes where necessary to fill all boxes. For example, May 3, 1993, would be entered as:

0	5	/	0	3	/	9	3
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month day year

15. Record "C" if the form was completed on the computerized data entry system, or "P" if the paper form was used. If the form was completed partially on paper and partially on the computer, code as "Paper Form."
16. The person at the clinic who has completed this form must enter his/her code number in the boxes provided.