

POMP 4 CAREGIVER SATISFACTION SURVEY INTERVIEW CODER CHECKLIST

March 25, 2003

Pay close attention to this checklist of items when coding this questionnaire. This checklist provides a quick summary of the questionnaire's codebook. For more information, refer to the codebook.

OFFICE USE ONLY BOX

- Make sure that the office use only box is filled in.
- The client ID on the questionnaires should match one of the client IDs in the original sample list. (Surveys that are mailed out need to have the client ID written on them before they are mailed to the client.)
- Make sure that the information for client ID, survey date, and type of administration are filled in. These are required fields.
- For type of administration, code telephone as 1 and mail as 3.
- If the required fields are not filled in, place the questionnaire in an incomplete pile for the survey manager to assess and try to resolve the missing information.

QUESTIONNAIRE

- The only acceptable blanks are for questions that are to be skipped.
- Every question, excepted skipped questions, should be filled in or have a remark in the margin. Refusals (RF) should be coded as -7. Don't Know (DK) should be as -8. A missing response or invalid response should be coded as -9.
- For responses requiring a description, the client must provide a description. If none is given, write in a -9. You must keep the descriptions short for you are limited to 200 characters on most of these questions (see codebook for more specifics).
- For question CG24A, the only acceptable responses are values from 1 to 999. Refusals (RF) should be coded as -7. Don't Know (DK) should be as -8. A missing response should be coded as -9.
- For question CG24B, the only acceptable responses are values from 1 to 999. Refusals (RF) should be coded as -7. Don't Know (DK) should be as -8. A missing response should be coded as -9.

- For question CG24D, the only acceptable responses are values from 1 to 99. Refusals (RF) should be coded as -7. Don't Know (DK) should be as -8. A missing response should be coded as -9.
- For question CG27, the only acceptable responses are values from 0 to 24. Refusals (RF) should be coded as -7. Don't Know (DK) should be as -8. A missing response should be coded as -9.
- For question CG28, the only acceptable responses are values from 0 to 24. Refusals (RF) should be coded as -7. Don't Know (DK) should be as -8. A missing response should be coded as -9.
- For question CG31K1, the only acceptable responses are values from 1 to 300. Refusals (RF) should be coded as -7. Don't Know (DK) should be as -8. A missing response should be coded as -9.
- For question CG51, the only acceptable responses are values from 1 to 99. Refusals (RF) should be coded as -7. Don't Know (DK) should be as -8. A missing response should be coded as -9.
- For question CG55, the only acceptable responses are values from 0 to 150. Refusals (RF) should be coded as -7. Don't Know (DK) should be as -8. A missing response should be coded as -9.
- If the response to question CG2 is 1 or missing, then skip to question CG3 and do not ask question CG2A.
- For questions CG4 – CG17, only ask part B and C if the client says Yes on part A.
- If the response to question CG24 is 2 or missing, then skip to question CG25.
- If the response to question CG27 is 0 or missing, then skip to question CG27.
- If the response to question CG29 is 5 or missing, then skip to question CG32. If the response is 1 or 2, skip to CG31.
- If the response to question CG49 is 2 or missing, then skip to question CG52.
- If the response to question CG52 is 2 or missing, then skip to question CG54.

