

SELF-ADMINISTERED QUESTIONNAIRES

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1. Overview of self-administered questionnaires

MOST participants will complete two self-administered questionnaires for the follow-up visits. The Self-Administered Questionnaire – Home Workbook will be mailed to the participant after the telephone interview and the participant will be given instructions to bring the completed questionnaire to the clinic visit. The Self-Administered Questionnaire – Clinic Workbook will be completed at the clinic visit. The questionnaires survey joint, back, knee, and hip pain; arthritis diagnosis; arthritis medications; health history and medical conditions; fracture history; balance confidence, sleep and fatigue, walking aids, current employment; difficulties and limitations in a variety of activities; and general health. The components of the self-administered questionnaires are listed below:

Self Administered Questionnaire - Home

- Arthritis Diagnosis
- Health History and Medical Conditions (Katz modified Charlson Comorbidity Questionnaire)
- Fracture History
- Injuries, Fractures, Falls
- Activities-specific Balance Confidence (ABC) Scale
- Dealing with Pain (Coping Strategies Questionnaire [CSQ] Subscale Elements)
- Joint Pain, Aching, and Stiffness (Homunculus diagram)
- Back Pain and Function
- Arthritis Medications
- Health Survey (SF-12 Standard; PF-10 Scale of SF-36, US Version 2.0)
- Depression Scale (CES-D Long Version)
- Sleep Quality (Pittsburgh Sleep Quality Index)
- Fatigue
- Everyday Things (Modified Late Life FDI – Disability Component)
- Helpful Aids and Devices (Adapted from Stanford Health Assessment Questionnaire (HAQ))
- Current Tobacco Use (84-month visit only)
- Current employment
- Household (financial and people you live with)
- Medical Care and Marital Status (84-month visit only)

Self-Administered Questionnaire - Clinic

- Knee Symptoms (Modified ©WOMAC Osteoarthritis Index and Visual Analog Scale)
- Physical Difficulty (Modified ©WOMAC Osteoarthritis Index and KOOS sports & recreational activities)

2. General instructions

Prepare the self-administered questionnaire workbook for each participant with the visit, participant ID and acrostic pre-printed on the header of the forms. If pre-printing is not done, hand enter the ID and acrostic. Mail the Self-Administered Questionnaire – Home (SAQ – Home) Workbook to the participant with the clinic visit reminder (see Follow-Up Visit Overview, Chapters 2A and 2C). Be sure to write in the month and year of their last MOST clinic visit or contact on the cover page of the SAQ – Home Workbook. Give the Self-Administered Questionnaire - Clinic (SAQ – Clinic) Workbook to the participant at whatever time during the clinic visit that scheduling allows, taking care to match the correct ID to the participant. The SAQ - Clinic Workbook must be completed in a quiet room without interruptions. Be sure to schedule time for a quality assurance check of the completed questionnaires (see section 3 below) before the participant leaves the clinic. Provide the participant with a dark blue or black pen and the following instructions:

2.1 Instructions provided to participants for completing self-administered questionnaires

1. Express the importance of the research that they are contributing to, and that the answers they give on the questionnaires may be an important contribution to the health of others. Emphasize that the questionnaires' scientific value is contingent on carefully and thoughtfully given answers.
2. The questionnaires must be completed with a dark blue or black pen.
3. Tell the participant that if they are uncertain about how to answer a question, they should make a best guess, taking care to read the question carefully.
4. Remind the participant to answer all of the questions.
5. Instruct the participant to fill in the bubbles completely on all multiple-choice questions, as shown by example on the cover sheet of the questionnaires.
6. Instruct the participant to write text characters inside the boxes provided, as shown by example on the cover sheet of the SAQ - Home, and to write in all capital letters.
7. Instruct the participant not to fold the questionnaires or make any stray marks on it.
8. Instruct the participant on how to correct mistakes, if necessary, by crossing out the wrong answer, filling in the correct answer, and circling the correct answer. Emphasize that scribble marks should not be made to make a correction.
9. Encourage the participant to provide a degree of pain or difficulty whenever possible on [©]WOMAC questions, reserving the “don't do” answer only for cases when the participant truly does not perform the activity at all – for example, when their spouse does all of the shopping, or because everywhere they go has elevators and they don't walk up or down stairs (i.e., NOT because of difficulty going up or down stairs).

2.2 Final steps to complete the self-administered questionnaires

1. Make sure both questionnaires are dated. If the SAQ – Home Workbook is not dated, ask the participant when they completed the questionnaire and fill in the date given. Enter your staff ID number on both questionnaires.
2. Enter the back pain score on the SAQ -Home Workbook on page 12, Question 22c.
3. Enter the Visual Analog Scale scores on the SAQ -Clinic Workbook on page 2, Question #2 and page 3, Question #6, in the boxes provided for clinic use only.
4. Thank the participant for completing the questionnaires.

3. Quality assurance of the self-administered questionnaires

Before each participant leaves the clinic, a quality assurance check of the self-administered questionnaires must be done. Review the questionnaires with the following items in mind:

1. Completeness. Make sure that all questions have been answered.
2. Readability. Make sure that bubbles are filled in completely and that text characters are legible.
3. Accurate identification. Make sure that the correct ID and acrostic is printed on the form.
4. Coherence. Make sure that only one answer is given on each multiple-choice question, when only one answer is allowed. If there are any ©WOMAC questions where the participant has marked both “don’t do” and a degree of pain or difficulty, draw a line through the “don’t do” answer and mark the degree of pain or difficulty as the intended answer by circling, dating, and initialing it.

If the participant has made any corrections on the questionnaires, make sure that the intended answer is clearly marked. If necessary, ask the participant to clarify any answer that is ambiguously marked.

4. Resources for additional information

If you have questions about the Self-Administered Questionnaire – Home or Self-Administered Questionnaire - Clinic, please use the Question and Answer (Q & A) feature on the MOST website.