

WESTERN
Mental Health
RESEARCH CENTER

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QUALITY OF LIFE QUESTIONNAIRE

RESPONDENT SELF-REPORT VERSION

GUIDELINES

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Center for Health Research
Kaiser Permanente

Oregon Mental Health and
Developmental Disability Services
Division

Supported by the:

National Institute of Mental Health
U.S. Department of Health and
Human Services

Partially funded by NIMH Contract #278-77-0029, Contract #278-79-0053,
and Grant number P50 MH43458

Suggested citation:

Bigelow, D.A., Gareau, M.J., & Young, D.J. (1991). Quality of Life Questionnaire--Respondent Self-Report Version (Guidelines). Western Mental Health Research Center. Oregon Health Sciences University, Portland, Oregon.

The Western Mental Health Research Center combines the scientific capabilities of the Oregon Health Sciences University Department of Psychiatry, the Kaiser Permanente Center for Health Research and the State of Oregon Mental Health and Developmental Disability Services Division. Established under a grant from the National Institute of Mental Health, the Center is dedicated to improving the lives of people with severe mental illnesses by conducting research on the organization, financing, and delivery of mental health services. The Center provides an environment in which scientists can make use of research opportunities provided by Oregon's public and private mental health systems. In addition to the founding grant from the National Institute of Mental Health, sources of support for the Center's research include the State of Oregon as well as the Milbank Memorial Fund and other private contributors.

Relevant Articles:

- Bigelow, D.A., Brodsky, G., Stewart, L., & Olson, M. (1982). The concept and measurement of quality of life as a dependent variable in evaluation of mental health services. In W. Tash & G. Stahler (Eds.). *Innovative approaches to mental health evaluation*. New York: Academic Press (Reliability of the Quality of Life Questionnaire--Respondent Self-Report version).
- McPheeters, H.L. (1984). Statewide mental health outcome evaluation: a perspective of two Southern states. *Community Mental Health Journal*, 20, 44-55. (Application of the Quality of Life Questionnaire--Respondent Self-Report version).
- Bigelow, D.A., Gareau, M.J., & Young, D.J. (1990). A quality of life interview for chronically disabled people. *Psychosocial Rehabilitation Journal*, 14, 94-98. (Reliability of the Quality of Life Questionnaire--Interviewer Rating version).
- Bigelow, D.A., McFarland, B.H., & Olson, M. (1991). Quality of life of community mental health program clients: validating a measure. *Community Mental Health Journal*, 27, 43-55. (Validity of the Quality of Life Questionnaire--Respondent Self-Report Version).
- Bigelow, D.A., McFarland, B.H., Gareau, M.J., & Young, D.J. (1991). Implementation and effectiveness of a bed reduction project. *Community Mental Health Journal*, 27, 125-133. (Validity of the Quality of Life Questionnaire--Interviewer Rating version).
- Bigelow, D.A., & Young, D.J. (1991). Effectiveness of a case management program. *Community Mental Health Journal*, 27, 115-123. (Validation and application of the Quality of Life Questionnaire--Respondent Self-Report version).

Single copies of the Quality of Life Questionnaire--Respondent Self-Report version (Interview Schedule and Guidelines) as well as the Quality of Life Questionnaire--Interviewer Rating version are available at no cost from the Western Mental Health Research Center.

The Quality of Life Questionnaire is available in two versions -- the Respondent Self-Report version and the Interviewer Rating version. The Respondent Self-Report version is a fixed-response questionnaire which is designed to be administered in a structured interview following the Respondent Self-Report Guidelines. The Interviewer Rating version is a semi-structured interview which allows for a great deal of interviewer discretion. The user is advised to examine both versions of the Quality of Life Questionnaire and to review the pertinent journal articles before selecting the version of the instrument to be used in a specific project.

A 200-page manual, "Program Impact Monitoring System," which describes a comprehensive approach for using the Quality of Life Questionnaire to evaluate community mental health programs may be purchased for \$30.00 from:

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INTRODUCTION

The guidelines for the Quality of Life Questionnaire (QLQ) are provided to assist interviewers in preparing to administer the QLQ. They serve as a reference for answering questions about the QLQ and for selecting the appropriate answer to a question when a respondent's circumstances are unusual. It is crucial that interviewers have a thorough knowledge of these guidelines in order to ensure that the QLQ is administered in a standard manner to all types of respondents.

The guidelines are arranged in sections corresponding to the grouping of questions in the questionnaire. The content of each series of questions is briefly described followed by rewordings and instructions for asking each question in the series. The material in the guidelines should be used as described below.

Each question should first be asked as written. Words or concepts are defined by the respondents unless a reword or an explanation is given in the guidelines. Dictionary definitions of words are allowed at any time.

Rewordings and definitions are provided for the interviewer to use in assisting respondents who do not understand either the intent of, or the language used in a particular question. In these cases, the interviewer should first use the reworded question provided under the label "Reword." Then, if a respondent still has difficulty in understanding, the interviewer should use the information in the section labeled "Low Verbal." The Reword and Low Verbal sections should be used only for specific questions that appear to be causing a problem for individual clients. As a general rule, the Low Verbal section should not be used as a first step in clarifying questions. Throughout the QLQ the word "difficult" may be replaced by the word "hard."

The Low Verbal guidelines serve two purposes. First they provide additional rewords to be used with respondents who experience difficulty comprehending the language used in the QLQ. The second purpose is to provide techniques for asking questions of severely impaired respondents. For successful interviewing of the severely impaired, it is necessary for interviewers to know as much as possible about each individual prior to the interview, especially information concerning the respondent's living situation, source of income, work situation, and treatment program. In addition, interviewers must accurately assess each respondent's capabilities and then use the appropriate degree and amount of clarification and rewording.

Special guidelines are provided to assist interviewers in administering the QLQ to respondents who are in a restricted living situation. These guidelines represent our efforts to apply the quality of life theory and the questionnaire to these respondents. While they are labeled "Jail," these guidelines are to be used for respondents who are in any restricted living situation, e.g., a public or private psychiatric hospital, halfway house, or recovery house. If "Jail" guidelines are not provided for a particular question, it is to be asked as written and/or as explained by the other guidelines.

Interviewers must read aloud the introductory paragraphs that precede each series of questions in the QLQ. These introductions are intended to prepare the respondent for the area of his/her life about to be discussed. They may also set the period of time the respondent should consider when selecting an answer. Interviewers should pay close attention to these "time frames" and make respondents aware of them. The "time frame" provided in the introduction or in the question is the one respondents are to consider even if their lives were in some way unusual during that period of time. The only exception to answering within the stated time frame is for confined respondents. This is discussed in the body of the guidelines.

The following information describes the allowable answer codes for the QLQ and various techniques

for assisting respondents in selecting the most appropriate answers. The answer codes most frequently used are those pre-printed on the QLQ adjacent to each answer choice. These are usually the numbers one (1) through four (4).

In addition to these codes, there are three other codes which may be used under special circumstances: R, X, and O. When a respondent refuses to, or cannot, choose from the available answers, an "R," standing for refused, should be written on the form for that question.

The "X" code is used when a complete series of questions do not apply to a respondent. The questionnaire usually makes it clear when this is the case. In these cases, there is a screening question that is answered no and then an "X" is written on the form for each of the questions in the series.

The "O" answer code is used when a particular question within a series does not seem to apply to a respondent due to special circumstances in his/her life. The "O" code stands for not applicable (N/A) and is used infrequently. Unless an "O" has been pre-printed for a particular question on the QLQ, it is unlikely that it is the appropriate answer choice. Interviewers must not point out the "O" option to respondents. It is to be the respondent who raises the issue of special circumstances. Further clarification of the appropriate use of the "O" option is provided in the body of the guidelines.

The general technique for presenting the answers to respondents is for the interviewer to read the answer choices from the bottom to the top. After answering the first one or two questions, respondents may begin to select answers before the interviewer has offered all the options. This is acceptable as long as the interviewer is sure the respondent is aware of all the answer choices. Answer choices should be read when moving to a new series of questions until it is apparent that the respondent is closely following the interview process. It is important for interviewers to keep in mind that whenever answer choices are presented, they are to be consistently read in the same order--bottom to top. This procedure guards against leading the respondent to a particular answer.

If a question arises during an interview which the interviewer is unable to answer, he/she should write down all pertinent information and, following the interview, consult the guidelines in order to select the most appropriate answer. This technique provides for accurate answers with minimal disruption to the interview process.

A thorough knowledge of these guidelines combined with interviewer training should prepare interviewers for administering the QLQ in a standard way to all types of respondents. It is important for interviewers to recognize the significance of their role in the overall evaluation process. The reliability and usefulness of the information collected in these interviews depend heavily upon the interviewer.

"P" Series

The questions in the "P" series ask about both psychological distress and psychological well-being. The intent of these questions is to discover how the respondent has been feeling the seven (7) days prior to the interview, even if the week was unusual in some way, e.g., the respondent was ill, on vacation, or was arrested.

Wherever underlined words or phrases which are to be read aloud appear, interviewers should place verbal emphasis on them. An example is the word "feeling" in the introduction to the "P" series on the QLQ.

The phrase "several times" used in the answer choices for this series may be problematic for some respondents. In these cases, it should be replaced with "sometimes." If a respondent indicates that he/she felt something once or twice and doesn't know which answer to select, "several times" may be suggested as the appropriate answer.

For severely impaired respondents, the interviewer must make clear the time period to be considered while answering these questions. It may be necessary to list the days the respondent is to think about while answering these questions.

PD-1.

Reword: *In the past week, how often have you felt that you couldn't sit still; that you needed to be moving around?*

Low Verbal: The "how often" questions assume that the respondent has felt a certain feeling or done a certain activity and may be difficult for low verbal respondents to answer. These questions should be administered in two parts to respondents who have problems with language or with complex abstract ideas. An example of the two part technique for asking the "how often" questions is described here. This technique should be adapted to the needs of each low verbal respondent.

First use the reword (low verbal reword if provided) and ask, *In the last seven days, did you feel that you couldn't sit still?* If no, mark "1," "none of the time," on the answer sheet. If yes, ask, *How often did you feel that you couldn't sit still? Several times (sometimes), often, which is more than several times (sometimes), or all the time?*

In more difficult cases where the respondent is incapable of selecting from three answer choices, the interviewer should use the following technique: *Did you feel that you couldn't sit still sometimes or a lot of the time in the last seven days?* If the respondent says, "sometimes," code "2," "several times" on the answer sheet. If the respondent says, "a lot of the time," ask, *Did you feel that you couldn't sit still often or all the time?* If the respondent says, "often," code "3" on the form. If the respondent says, "all the time," code "4."

If, after using this technique, the respondent is incapable of selecting an answer, it is probably not possible to interview him/her using the QLQ.

The two-part technique for asking the "how often" questions will be referred to throughout these guidelines.

PW-1. The intent of this question is to find out whether the respondent had leisure time in the week

prior to the interview and how frequently the leisure time was enjoyable.

Leisure time is free time, time that is unscheduled, and time during which the respondent may do anything he/she wants to do. If a respondent insists that he/she had no leisure time, the question is coded "0" which stands for not applicable (N/A). The N/A code is very different from the "none of the time" answer which means the respondent had leisure time but never enjoyed it.

Reword: *In the past week, how often have you enjoyed your free time?*

Low Verbal: Use the reword and define free time as any time when the respondent may do whatever he/she wants to do. See PD-1 for low verbal techniques.

Jail: If a confined respondent raises the issue that jail time isn't free time, the interviewer should ask him/her to think of free time as unscheduled time.

PD-2. The intent of this question is to find out whether the respondent spent so much time thinking about his/her problems that other activities or thoughts were disrupted.

There are some respondents who do not see themselves as having any problems. In these cases, the question should be marked "0," N/A, on the form rather than "1," "none of the time." The "0," N/A, answer is to be used only when the respondent directly states that he/she has no problems.

Reword: *In the past week, how often were you thinking so much about your problems that you couldn't think of anything else? Or, In the past week, how often have thoughts about your problems kept coming into your mind and interrupting other thoughts, ideas, etc.?*

Low Verbal: Use the reword. See PD-1 for low verbal techniques.

PW-2.

Reword: None.

Low Verbal: See PD-1 for low verbal techniques.

PD-3. The intent of this question is to discover if respondents feel seriously alienated from their surroundings, or are so disturbed that they feel they are unable to make contact with their environment including the people in it.

Reword: *In the past week, how often have you felt unpleasantly out of touch with the people around you or out of place in your surroundings?* For respondents who do not understand the reworded question, the interviewer should say, *If this question doesn't make sense to you, you may not have felt this way.* Code "1," "none of the time."

Low Verbal: *Everyone feels different sometimes and that can be a good feeling or a bad feeling. Have you felt different in the past week?* If yes, *Was it a good feeling or a bad feeling?* If no, or if it was a good feeling, mark "1" for "none of the time" on the form. If it was a bad feeling, ask *How often did feeling different feel bad to you... several times, often, or all of the time?* See PD-1 for low verbal techniques.

PW-3. The compliment need not have occurred in the last week; therefore, the "0," N/A response is not an option.

Reword: None.

Low Verbal: Complimented should be defined as someone saying something good to the respondent about his/her work or him/herself. An alternative reword is: *In the past week, how often have you felt good because someone said something good to you about yourself or your work?* See PD-1 for low verbal techniques.

PD-4.

Reword: None.

Low Verbal: See PD-1 for low verbal techniques.

PW-4.

Reword: *In the past week, how often have you felt that most things in your life have been going as you'd like?*

Low Verbal: See PD-1 for low verbal techniques.

PD-5.

Reword: *In the past week, how often have you felt down, blue, or unhappy?*

Low Verbal: Use the reword and see PD-1 for low verbal techniques.

PW-5.

Reword: None.

Low Verbal: See PD-1 for low verbal techniques.

PD-6. The intent of this question is to find out whether the respondent has felt anger, not necessarily displayed anger.

Reword: None.

Low Verbal: *In the past week, how often have you felt mad?* See PD-1 for low verbal techniques.

PW-6. The intent of this question is to find out if the respondent was generally pleased with his/her life in the past week.

Reword: None.

Low Verbal: See PD-1 for low verbal techniques.

PD-7.

Reword: None.

Low Verbal: See PD-1 for low verbal techniques.

PD-8. The intent of this question is to find out how often the respondent experienced anxiety. Using "uptight" in conjunction with "tense" usually makes the question clear to respondents.

Reword: None.

Low Verbal: See PD-1 for low verbal techniques.

PW-7. The intent of this question is to find out how often the respondent felt good about any decisions (large or small) he/she may have made in the week prior to the interview.

Reword: None.

Low Verbal: See PD-1 for low verbal techniques.

PD-9. The intent of this question is to find out how often the respondent had problems falling asleep or staying asleep. Problems such as sleeping too much are not included here.

Reword: *In the past week, how often have you had problems falling asleep or staying asleep for the whole night (sleep period)?*

Low Verbal: Use the reword. See PD-1 for low verbal techniques.

PW-8.

Reword: None.

Low Verbal: See PD-1 for low verbal techniques.

PD-10. The intent of this question is to find out how often the respondent wasn't hungry at a time he/she normally should have been or how often the respondent felt hungry, but could not force him/herself to eat.

Reword: *In the past week, how often have you had trouble because you didn't feel hungry at mealtime or because you couldn't force yourself to eat?*

Low Verbal: Use the reword. See PD-1 for low verbal techniques.

PW-9. The intent of this question is to find out how often the respondent felt relaxed.

Reword: *In the past week, how often have you felt calm and relaxed?*

Low Verbal: Use the reword. See PD-1 for low verbal techniques.

PD-11. The intent of this question is to find out how often the respondent was bothered by problems with his/her digestive system. This may include problems because of bad food, flu, ulcers, colitis, or other "conditions."

Reword: *In the past week, how often have you had trouble with an upset stomach?*

Low Verbal: Use the reword. See PD-1 for low verbal techniques.

PW-10.

Reword: None.

Low Verbal: See PD-1 for low verbal techniques.

PD-12. The intent of this question is to find out how often the respondent was very tired mentally or physically.

Reword: *In the past week, how often have you had trouble with being tired, drained or wiped out?*

Low Verbal: Use the reword. See PD-1 for low verbal techniques.

"TS" Series

The intent of the items in the "TS" series is to find out whether the respondent has problems coping with unpleasant feelings.

The time frame for the questions in the "TS" series is recently, which is about two weeks prior to the interview. Recently is to be defined only when respondents ask. For low verbal respondents, recently must be carefully defined as the last two weeks for each question.

HANDLING is defined for respondents who ask and for low verbal respondents. Handling is the respondent's ability to do the things he/she must do in spite of feeling badly (i.e., depressed, upset, frustrated, or frightened).

If a respondent has a problem understanding the word "difficulty" or is low verbal, use the word "trouble" to replace "difficulty." This may be done wherever the word "difficulty" appears in the QLQ.

If the respondent has not experienced a feeling covered in this scale, the item will be marked "0," N/A, on the answer sheet. The "no difficulty" answer indicates that the respondent experienced the feeling but handled it with no trouble. It is to be the respondent who brings up the issue of not having experienced the feeling, NOT THE INTERVIEWER.

TS-1. Depression may be defined as feeling sad or down.

Reword: None.

Low Verbal: *How hard has it been for you to do the things you needed to do even though you felt sad or down in the last two weeks?* Use the following reworded answers "not hard at all," "a little hard," or "very hard." For some severely impaired respondents, you may have to work through all of the "TS" questions one answer at a time. An example follows:

Within the last two weeks, have you felt sad, down or blue? If no, mark "0," N/A, on the form. If yes, ask Did you have any trouble doing the things you needed to do even though you felt this way? If no, mark "1" on the form. If yes, ask Did you have a little trouble or a lot of trouble? If "little," mark "2" on the form. If "a lot," mark "3."

TS-2.

Reword: None.

Low Verbal: *How hard has it been for you to do the things you needed to do even though you felt upset in the last two weeks?* Use technique described in TS-1.

TS-3. Frustration may be defined as the feeling you might experience when you've been blocked from getting the things you want or from doing the things you want to do.

Reword: None.

Low Verbal: *How hard has it been for you to do the things you needed to do even though you felt frustrated in the last two weeks?* Define frustrated for respondent. Use technique described in TS-1.

TS-4.

Reword: None.

Low Verbal: *How hard has it been for you to do the things you needed to do even though you felt afraid or scared in the last two weeks?* Use techniques described in TS-1.

"TB" Series

The intent of the "TB" series questions is to find out how well a respondent's basic needs (food, shelter, income, etc.) are being met.

The introduction may have to be reworded for low verbal respondents as follows. *The next thing we are going to talk about is your living situation.*

This is the first series of questions which pose special problems for respondents who are confined in jail or some other restricted living situation. Each question is to be asked as written unless special "Jail" guidelines are provided.

TB-1. The respondent must not be allowed to fixate on one aspect of the question. If he/she does, the interviewer should say, *Considering all these things (state of repair, amount of room, furnishings, warmth and lighting) together, are you...*(Read answers in order from bottom to top.)

Reword: None.

Low Verbal: *When you think about the place you live--how it looks, if there is enough room, if you like the furniture, if it is warm enough and if there is enough light, do you like it?* If the respondent says "yes," ask *Do you like it a little or do you really like it?* If respondent says, "I like it a little," mark "3" on the form. If the respondent says, "I really like it," mark "4" on the form. If the respondent says, "no," ask *Do you dislike it or do you dislike it a lot?* If respondent says, "I dislike it," mark "2" on the form. If the respondent says, "I dislike it a lot," mark "1."

Jail: *How satisfied are you with your (name appropriate living situation, e.g., cell or group home) considering its state of repair, amount of room, furnishings, warmth, lighting, etc.?*

TB-2. The respondent must not be allowed to fixate on one aspect of the question. If he/she does, the interviewer should say, *Considering all of these things (amount of privacy, your neighbors and security) together, are you...*(Read answers in order from bottom to top.)

Reword: None.

Low Verbal: *When you think about the place you live-- how much you can be alone when you want, the people who live next door and across the street (not in the home) and how safe you feel, do you like it?* Ask as described in TB-1.

Jail: *How satisfied are you with your (name appropriate living situation, e.g., cell or group home) considering the amount of privacy, your neighbors, security, etc.?* Neighbors are the people in nearby cells, not in the same cell.

TB-3. "Adequate" is defined as enough money to cover the necessities of life. Income is whatever money the respondent has access to in order to meet basic needs. It can be from a job, unemployment, retirement, social security (various benefits), welfare, spouse, or any other source. The "0," N/A answer is never used.

Reword: None.

Low Verbal: *Do you get enough money to have enough food, clothes, and to have a place to stay?* If yes, ask *Is the money just enough or do you have some left over?* If it's just enough, mark "3" on the form. If there is

some left over, mark "4." If no, ask either *Are you short just a little money?* Or, *Do you need just a little more money to have enough?* If yes, mark "2" on the form. If no, ask either *Are you short a lot of money?* Or, *Do you need a lot more money to buy the things you must have?* If yes, mark "1" on the form. If no, work through the entire process for this question again.

Jail: This question is asked as written. If respondent says, "I don't have an income," ask *How well are your basic needs for food, medicine, clothing and shelter being met?*

TB-4. We are concerned with the next few years, not with retirement, unless the respondent is near retiring.

Reword: None.

Low Verbal: If respondent says, "no," code "1" on the form. If respondent says, "yes," ask *How worried are you about your money covering the things you must have in the next few years...slightly worried, quite worried, or terribly worried?*

TB-5. The intent of this question is to find out whether or not the respondent is physically able to move about in his/her community, i.e., can drive and has a car, family or friends drive, can use taxi, bus or other form of public transportation, or can walk or bike as needed.

Reword: None.

Low Verbal: *Can you get to your job, out to buy things, to the doctor or dentist or medical clinic, to visit your family or friends, etc.?* If no, mark "4," "can't get around at all." If yes, ask *Is it hard to get to those things?* If no, mark "1" on the form. If yes, ask *Is it a little hard or a lot hard?* If a "little hard," mark "2"; or, if "a lot," mark "3."

Jail: If the person is in 24-hour lock-up, the question does not apply. Code "0," N/A. If the person is involved in a "work release" program, ask the question as written. Consider the amount of difficulty getting around only for nonlock-up times.

TB-6. The intent of this question is to find out if the respondent had any trouble getting needed medical care in the month prior to the interview.

Reword: None.

Low Verbal: None.

TB-7. A group practice clinic or county health clinic where one may not see the same doctor each time is included under the yes response.

Reword: None.

Low Verbal: None.

Jail: Ask as written. If respondent raises a question, we are interested in a doctor outside of the jail.

TB-8. Welfare, Medicare/Medicaid payment of medical bills are counted as insurance.

Reword: None.

Low Verbal: *Do you have a (fill in descriptor) card that you show when you go to the doctor?*

TB-9.

Reword: None.

Low Verbal: *Do you know what to do if someone gets hurt or very sick and needs help?*

Jail: *Do you know how to get emergency medical help here in jail?*

"IN" Series

The questions in the "IN" series are about independence and assertiveness. For low verbal respondents, use the following reword for the introduction: *Now we are going to talk about how you make decisions, deal with problems, and get along with other people.*

IN-1. If the respondent says he/she does not do any of the things listed, say, *We are interested in how it was for you to look after your daily, basic needs, to do the things you needed to do everyday, whatever they were, in the last week.* We want the respondent to consider all items together, not to fixate on one chore, e.g., shopping, and to select how difficult it was to do them. Be sure to distinguish between fairly and very.

Reword: None.

Low Verbal: For the low verbal respondent, this question is asked most easily if interviewers know the routine in the respondent's life and state the question accordingly. For example, *In the past week, was it hard for you to do the things you had to do like buying and cooking food, paying bills and doing all the other things you have to do to live?* If yes, ask *Was it a little hard or very hard?* If no, ask *Was it easy or very easy?*

Throughout the QLQ the word "difficult" may be replaced with "hard."

Jail: For respondents who are confined, ask *In the last week, how did you find doing the things you must do to meet your basic needs here in jail?*

IN-2. The intent of this question is to find out how much the respondent enjoyed looking after his/her basic needs.

The respondent is to consider all the tasks, not just one, and to select an answer based on the average enjoyment for all chores.

Reword: *Considering the things we just talked about, in general, how enjoyable was doing them?*

Low Verbal: Use the reword and ask as described in IN-1.

IN-3. The intent of this question is to find out how often the respondent went out socially for things like movies, lectures, parties, concerts, dinner, drinks, or bowling. This could be either alone or with others.

Reword: None.

Low Verbal: None.

Jail: For respondents who are confined, ask the question as written. This item would include any social opportunities provided within the jail, e.g., movies, dances, picnics, etc. Watching television is asked about subsequently. Item IN-3 is never coded "0," N/A.

IN-4. For this question, the answer chosen should reflect the average amount of difficulty the respondent experiences when dealing with the situations posed.

Reword: None.

Low Verbal: *When you buy something and it's broken (doesn't work when you get home) or if you go to the*

*store or a restaurant or someplace and they won't help you or if you are charged too much, do you tell them? If answer is no, ask *Could you ever tell them?* If answer is still no, mark "4." If answer is yes, ask *How hard is it for you to tell them?**

Jail: Ask the question as written. Since we are interested in the general case, confined respondents should be able to select an answer.

IN-5. The intent of this question is to find out how hard it is for the respondent to talk with people when he/she doesn't know everyone in the group.

Reword: *When you want to join a conversation with a group of people, but you only know some of the people in the group, how hesitant do you feel about doing so?*

Low Verbal: *When you want to talk with a group of people, but you only know some of them, can you start talking with the group? If no, code "4." If yes, ask *How hard is it for you to start talking with the group...* (read answers) *not at all hard, slightly hard, or very hard?**

Jail: Ask the question as written. If the respondent raises the issue of the impact of being jailed on whether or not he/she is hesitant to join a conversation, ask him/her to consider that in choosing an answer. If the respondent feels the situation in jail is different from the situation outside of jail, ask him/her to average the two and select an answer.

IN-6. If the respondent raises the issue of a difference in difficulty between telling family and telling friends, the interviewer should tell him/her that we would like the answer choice to reflect the group that is most difficult to tell that they are being unfair.

Reword: None.

Low Verbal: Read question substituting "hard" for "difficult." Use techniques for asking the question for IN-4.

IN-7. The intent of this question is to find out how confident the respondent feels about any decisions he/she makes for him/herself.

Reword: None.

Low Verbal: *Do you feel good about the things you decide to do, where you decide to live and the things you decide to buy? If no, mark "1" on the answer sheet. If yes, ask *How good do you feel about these decisions we just talked about?* The answer responses should then be changed from "little confidence" to "a little good," from "some confidence" to "some good," and from "quite confident" to "quite good."*

IN-8. The intent of this question is to find out how frequently the respondent neglects to make a decision until the situation dictates the decision or until there can be no decision.

Reword: None.

Low Verbal: None.

"II" Series

The intent of these questions is to find out how the respondent is getting along with people.

II-1. By neighbors, we do not mean people who live in the same house, home, or residence. Since we do not want to count social contacts twice, if a respondent lives next door to a relative or a co-worker or a friend, they are only counted in one category. It is the respondent who determines the category. This question includes both pleasant and unpleasant verbal contact with neighbors.

The only time this question would not apply is for respondents who live in such an isolated area they could be said not to have neighbors. For this case, mark the form "0," N/A.

Reword: None.

Low Verbal: For respondents who are having a great deal of difficulty understanding, the interviewer may have to work through the answers one at a time. For example, *Did you speak to neighbors (people who live near you) in the last week?* If no, code "1," "never" on the form. If yes, ask *Did you speak to them more than once?* If no, code "2." If yes, ask *More than three times?* If no, mark "3" on the form. If yes, mark "4" on the form.

Jail: For confined respondents, neighbors are inmates in neighboring cells, but NOT those who share the respondent's cell.

II-2. The intent of this question is to find out how often the respondent spoke to people other than family or friends or neighbors.

By daily activities, we do not necessarily mean an activity done on a daily basis, but rather a variety of activities done throughout the week.

Reword: *In the last week, how often have you spoken to anyone other than family, friends or neighbors?*

Low Verbal: Use reword and ask as described for II-1.

Jail: MANDATORY REWORD. *In the last week, how often have you spoken to anyone other than cell mates, neighboring prisoners, or family or friends?* Some examples of people who would be included here are prisoners from other areas in the jail, the jail staff, volunteers, attorneys, sheriffs, or police officers.

II-3. The intent of this question is to find out if the respondent feels that people in general avoid him/her.

Reword: None.

Low Verbal: None.

Jail: If the respondent raises the issue of the impact of being jailed on whether or not people avoid him/her, ask him/her to consider that in choosing an answer. If the respondent feels the situation in jail is different from the situation outside of jail, ask him/her to average the two and select an answer.

II-4. The intent of this question is to find out if the respondent feels that people in general are unkind to him/her.

Reword: None.

Low Verbal: None.

Jail: If the respondent raises the issue of the impact of being jailed on whether or not people are unkind to him/her, ask him/her to consider that when choosing an answer. If the respondent feels the situation in jail is different from the situation outside of jail, ask him/her to average the two and select an answer.

II-5.

Reword: None.

Low Verbal: Use the low verbal technique described for TB-1 to help respondent select an answer.

Jail: If the respondent raises the issue of the impact of being jailed on whether or not he/she feels comfortable being around people, ask him/her to consider that when choosing an answer. If the respondent feels the situation in jail is different from the situation outside of jail, ask him/her to average the two and select an answer.

II-6. The intent of this question is to find out whether or not the respondent got to a place where he/she had the opportunity to meet new people.

Reword: None.

Low Verbal: None.

Jail: Ask the question as written and explain that by "places" we mean anywhere outside of the respondent's cell.

Marital status question (*What is your marital situation now?*).

The response options are given verbally immediately after the question is asked. Read the response options from the bottom to the top.

The intent of this question is to find out about the respondent's CURRENT MARITAL STATUS, not marital history. The second use of this question is to select the respondents who should answer the spouse role questions (series "SR").

There are three answer options that may imply that the "SR" spouse role questions should be asked. These are "separated," "married," and "living together as married." Respondents who are separated, but have a lot of contact with their spouse, should answer the spouse role (series "SR") questions. If an individual respondent, who is separated, says it would be inappropriate to answer the spouse role questions, mark "X" on the answer sheet for SR-1 through SR-4. Respondents who are "married" or "living together as married" should answer the spouse role questions.

For respondents who are concerned about saying they are "living together as married," interviewers should explain our needs in the following manner. *I need to know if you want to say you are living together as married in order to decide if the next questions should be asked. They ask how you have been getting along with the person with whom you live.* In some cases you may want to remind the respondent that the interview is confidential. The spouse role questions also apply to persons of the same sex who are living in a "marital type" relationship.

Respondents who have never been married (code "1"), who are widowed (code "2") or divorced (code "3") do not answer the spouse role items, SR-1 through SR-4. These items are marked "X" on the answer sheet.

Reword: None.

Low Verbal: None.

Jail: For confined respondents, we want to know their marital status. If they were separated prior to being jailed or if their spouse "left them" because they were jailed, code "4," separated. If they are married, but living apart only because of jail, code "5," married. If they were living as married prior to jail and their partner is waiting for them, code "6," living together as married.

"SR" Series

The "SR" series of questions are about marital interactions. These questions are asked of respondents who are married, living together as married, and (in the cases where appropriate due to the amount and type of contact) separated. The word husband, wife, friend, or the name rather than spouse is used when asking the "SR" questions. Respondents who have "never been married," code "1," who are "widowed," code "2," or "divorced," code "3," do not answer the spouse role questions SR-1 through SR-4. These items are coded "X" on the answer sheet.

Severely impaired respondents (i.e., the chronically mentally ill) are seldom married. Therefore, there are no separate guidelines for these respondents for the spouse role questions. If the interviewer has occasion to administer these questions to a severely impaired respondent, the techniques described in previous guidelines will be helpful.

For confined respondents who are code "6," "5," or "4" on "Marital Situation," the spouse role questions may be asked if there has been sufficient contact so that the respondent feels it makes sense to answer the questions. At this point in the interview, the interviewer should either ask the respondent to look over the "SR" questions or quickly read them to him/her and let the respondent decide whether he/she wants to or can answer them.

In all cases where "Marital Situation" is coded "6" or "5," but there has been too little contact to answer the spouse role questions, code the answer sheet for SR-1 through SR-4 with "0's." This is a special case where an entire scale doesn't apply due to unique circumstances in the respondent's life.

In cases where "Marital Situation" is coded "4," but there has been too little contact to answer the spouse role questions, SR-1 through SR-4 should be coded "X" on the form.

SR-1. The intent of this question is to find out how often the respondent felt very angry with his/her spouse, not necessarily displayed the anger.

Reword: None.

Low Verbal: None.

SR-2. The intent of this question is to find out how often the respondent made an extra effort to please his/her spouse.

Reword: None.

Low Verbal: None.

SR-3. The intent of this question is to find out how much the respondent enjoyed spending time with his/her spouse.

Emphasize the new time frame, the last month.

Reword: *In the last month, how much have you enjoyed spending time with your spouse?*

Low Verbal: None.

Jail: The respondent must have spent time with his/her spouse in order to answer this question. If he/she has not been able to spend time with his/her spouse, code "0," N/A on the form.

SR-4.

Reword: None.

Low Verbal: None.

"SS" Series

The next group of questions asks about interaction with family and friends.

When asking the "SS" questions, the respondent defines family and friends. However, for severely impaired respondents, we do not want friend to include program staff or the interviewer.

SS-1.

Reword: None.

Low Verbal: *When something nice happens to you, do you want to share that with your family?* If no, code "1" on the answer sheet, If yes, ask *How often do you want to share the nice thing with your family...* (Read answers).

SS-2.

Reword: None.

Low Verbal: Ask using the techniques described in SS-1.

SS-3. We are interested in the greatest amount of help and support available to the respondent; therefore, do not average across family members. What we want to know is if the person needed help for any reason, could he/she get help from his/her family.

Reword: None.

Low Verbal: *If you needed help for any reason, would your family help you?* If no, mark "1," "none," on the answer sheet. If yes, ask *How much would your family help you?*

SS-4. We are interested in the greatest amount of social support available from friends and, as in SS-3, averaging should not be done.

Reword: None.

Low Verbal: Ask as described in SS-3.

SS-5. The intent of this question is to find out if the respondent thinks he/she can rely on non-family/non-friend sources of social support.

The social support in the community might come from acquaintances, neighbors, volunteer agencies, churches, social/helping clubs or paid social/helping agencies. We are interested in the greatest amount of social support (not the average amount) the respondent perceives as being available.

Reword: None.

Low Verbal: Ask the question using the techniques described in SS-3.

"WH" Series

The question in series "WH" are about household chores and responsibilities.

These questions may be difficult for severely impaired respondents or other respondents who live in an institutional setting, group home, halfway house, recovery house, or jail. These questions will be easier to ask if the interviewer knows the organization of the "home" and the chore requirements of residents.

WH-1. If the household chores used as examples are not required of the respondent, the interviewer should ask about other possible household chores such as making the bed, helping with dishes, taking out the garbage, etc. If the respondent still maintains he/she has no share of household chores, mark "0," N/A on the form.

Reword: None.

Low Verbal: None.

Jail: For confined respondents, household chores should be defined as any "housekeeping" type tasks they do in their cell and/or their area of the jail (e.g., making their bed, sweeping floors, cleaning sinks, toilets, showers, washing their clothes, etc.).

WH-2. For respondents in group living arrangements, ask about their individual money management.

We have decided not to include a response for "half." This may cause problems for respondents who have carefully divided household responsibilities. In this case, the interviewer should acknowledge the problem and ask them to select one of the available answers. If the respondent can't or won't choose, the interviewer then marks "R," refused, on the form.

If a respondent shares a house or an apartment with someone, but keeps his/her money separate from the roommate's money, the household money management refers to the management of the respondent's money.

If a respondent receives a personal allowance from his/her spouse, parents, group home manager, or any other source, but does not actually manage any other household funds, the appropriate answer would be "none, code "1."

A "0," N/A code is never appropriate for this question. Household money is defined as whatever money the respondent has access to, to meet his/her basic needs.

Reword: None.

Low Verbal: For the severely impaired respondent, the interviewer must know how the respondent's money is handled and work through the question. If the respondent is given some control over money used to meet basic needs, this question is asked in terms of that money.

Jail: The question is asked as written and household money is defined as money available to meet basic needs. The "0," N/A code is never used.

WH-3. If the respondent shares a house or apartment as in WH-2 and does all of his/her own shopping for groceries, supplies, furnishings, etc., mark "4," "all," on the answer sheet. The respondent is

considered to be "a household" for the purposes of this question.

This question is never coded "0," N/A. If a respondent doesn't or can't do shopping, code "1," "none," on the answer sheet.

Reword: None.

Low Verbal: None.

WH-4. The intent of this question is to find out how much time the respondent spent on non-daily household tasks.

Reword: None.

Low Verbal: None.

Jail: The time frame for this question is the last month and confined respondents should answer for any of the things they have done during the entire month. This could include time prior to being in jail. Inside of jail they may have "redecorated" their cell with pictures or posters or done some other activity that would qualify.

WH-5. The intent of this question is to find out how much time the respondent spends preparing or helping to prepare food which is eaten by the respondent and/or those with whom he/she lives.

Paid time spent preparing meals is not included. Time spent on clean-up or doing dishes is not included here, but is counted in WH-1.

Reword: *How many hours a day do you usually spend fixing something to eat?*

Low Verbal: Time spent cooking in independent living skills classes is counted for this question.

Jail: Respondents who are confined should include any time they spend preparing food in the jail kitchen so long as they are not paid for their work. Clean-up and doing dishes are not included as part of this question, but should be included in WH-1.

"EM" Series

The "EM" series of questions are grouped to form the employability scale. The intent of the series is to find out the view the respondent holds of him/herself in relation to the job market. These questions are asked of all respondents except retired persons who state that the questions do not apply to them. The interviewer must not lead the retired respondent to this choice. The respondent must bring up the issue. For those retired persons who feel these questions do not apply, code "0" for EM-1 through EM-9. Read the introduction and emphasize the word "would."

Respondents who have never been employed, but who have done volunteer work, should think of their volunteer experiences when answering the "EM" series questions.

For severely impaired respondents, you may ask them to pretend or imagine they were looking for a job and to think how it would be and then answer the questions.

If confined respondents think that being confined may have an effect on their employability, they should consider that when selecting answers to these items.

EM-1.

Reword: None.

Low Verbal: *How do you think you would do if you went to talk to someone about getting a job?* The respondent's answer should allow the interviewer to eliminate one group of answer choices (either good or poor). The interviewer should use the techniques shown for TB-1 (above) to help the respondent select the most appropriate answer.

EM-2. If a respondent says he/she doesn't have any emotional problems, mark "0," N/A on the form. The interviewer must not offer this option until the respondent raises the issue.

Reword: None.

Low Verbal: *Do you have any problems with the way you think or how you feel that would make it hard for you to get a job?* If no, code "0," N/A on the form. If yes, ask *How bad are these problems?* Replace "serious" with "bad" and read the answer options.

EM-3.

Reword: None.

Low Verbal: *How good do you feel going out to look for a job?*

EM-4. We are interested in the most difficult job situation for the respondent to stick to. For example, some respondents may have no problem with boring jobs but are unable to stick to stressful jobs.

Reword: None.

Low Verbal: *How hard is it for you to keep doing a job when you don't want to do it anymore, but you're supposed to?*

EM-5.

Reword: None.

Low Verbal: *Would you be willing to learn more about how to do a job? If no, mark "4," not interested. If yes, ask How willing would you be to learn more about how to do a job?*

EM-6.

Reword: None.

Low Verbal: None.

EM-7. The assumption is that some hobbies and/or special interests might lead to a job. Any hobby or special interest is counted here.

Reword: None.

Low Verbal: *Please tell me some of the things you like to do in your free time--things like hobbies.*

EM-8. The assumption is that if one knows more ways to find work, one may be more likely to find a job. We want to know various resources for finding work, not the names of people a respondent might ask. Some examples of answers that count as separate resources are: ask friends, the want ads, the state employment agency, "Joe" who works in construction, the union, a private employment agency, and going to a job site.

Respondents with a very specific skill might have only one way to find a job for themselves, e.g., go to the lumber mills. For these respondents, the interviewer should say, We want to know ways that anyone might go about finding a job.

Reword: None.

Low Verbal: None.

"WJ" Series

The questions in series "WJ" are about the respondent's work on his/her job. These questions are grouped to form the employment scale.

Employment question (are you employed?):

If the respondent is employed full or part-time or irregularly employed and worked most of the last month, the rest of the "WJ" series questions should be asked. If respondent is "not employed" (code "1"), "X" is marked for WJ-1 through WJ-8.

The WJ series questions can be asked of respondents who are involved in job training programs as long as they are paid for their involvement.

For respondents who have just been hired and were unemployed for more than a month prior to their new job, code the employment to reflect their current employment status (new job). The WJ series (WJ-1 through WJ-8) will be a special case of "0," N/A due to the respondent's unusual life circumstances.

For respondents who have just been hired and were working just prior to their "new job," code current employment status and ask questions WJ-1 through WJ-8 about their "old job."

If a respondent has been on vacation for one month or less, code employment to reflect current job status and ask WJ-1 through WJ-8 for the time period immediately prior to his/her vacation.

For respondents who were on vacation for more than one month, code employment to reflect job status. The WJ series (WJ-1 through WJ-8) will be a special case of "0," N/A.

Reword: None.

Low Verbal: None.

Jail: For confined respondents, code employment status and unless on work release, code WJ-1 through WJ-8 "0," N/A. If the confined respondent is on work release, ask the question as written.

WJ-1. We are interested in unscheduled time missed from work. Vacation, comp time, or other prescheduled time off is not to be counted. Sick leave is to be included.

Reword: None.

Low Verbal: *Were there any times last month that you should have been at your job, but you weren't? If no, mark "1" on the answer sheet. If yes, ask How much time did you miss?*

WJ-2.

Reword: None.

Low Verbal: None.

WJ-3.

Reword: None.

Low Verbal: *In the last two weeks, did you feel good or bad about how you did your work?*

WJ-4. The intent of this question is to find out whether and how much conflict with bosses and co-workers the respondent has experienced recently.

Reword: None.

Low Verbal: *Have you had trouble with your boss or other people at work in the last two weeks?*

WJ-5. The intent of this question is to find out whether the respondent generally perceives his/her work as interesting.

Reword: None.

Low Verbal: None.

WJ-6.

Reword: None.

Low Verbal: None.

WJ-7. The intent of this question is to find out whether and how often anyone expressed dissatisfaction about the quality of the respondent's work or work habits in the past month.

We are not interested in complaints that may have been made because the respondent is working.

Reword: None.

Low Verbal: *In the last month, did anyone say bad things about how you did your work?*

WJ-8. The intent of this question is to find out whether and how much the respondent was complimented on his/her work or work habits in the past month.

We are not interested in compliments the respondent received because he/she is working.

Reword: None.

Low Verbal: *In the last month, has anyone said good things about how you did your work?*

"MT" Series

The items in the "MT" series are about leisure-time activities and are grouped to form the other constructive activity scale. For these items it is important not to count time spent on one activity in two categories. For example, if a respondent spends 20+ hours per week playing basketball (active participation in sports) and in addition says basketball is his/her hobby, that 20+ hours would be coded under active participation in sports only and not under the time spent on hobbies as well.

A helpful way to think of the hours might be:

20+ hours per week = 3 hours per day every day of the week.

8-20 hours per week = 1-3 hours per day each day of the week.

1-7 hours per week = 1 hour or less per day each day of the week.

For confined respondents, these questions should be asked as written. The "0," N/A code should not be used unless that option is printed on the questionnaire.

MT-1. This does not include watching other people do the sport or activity. Some examples of activities that are included under this item are jogging, swimming, playing softball, soccer, tennis, hunting or fishing.

Reword: None.

Low Verbal: The response categories for the "MT" series questions are stated in terms of total hours per week spent in a variety of leisure-time activities. For a respondent to choose the answer to one of these questions, he/she must add together the number of hours spent in all activities covered by the question. Many respondents are not capable of choosing from these response categories accurately. The following technique is used to administer the "MT" series questions to low verbal respondents to maximize the accuracy of the answers.

In the last week, did you do any sports like play soccer or volleyball, go swimming or rollerskating, or anything like that? The interviewer should then talk to the respondent about each time he/she actively participated in recreation or sports, and ask *How long did you play (soccer)?* The interviewer is responsible for adding up the time spent and choosing the appropriate answer category on the basis of the information provided by the respondent.

Jail: Time spent on required recreation and sports should be counted here.

MT-2. The intent of this question is to find out how much time was spent on non-active free time activities such as hobbies, creative pursuits, cards or board games.

It is helpful for the interviewer to remember the hobbies named in item EM-7 and phrase this question accordingly.

Reword: None.

Low Verbal: Use low verbal technique described in MT-1.

MT-3. The intent of this question is to find out the amount of time the respondent spent watching interesting TV programs as opposed to watching TV.

If the respondent did not watch TV at all in the last week, "0," N/A is marked on the form.

Reword: None.

Low Verbal: *Did you watch TV last week?* If no, code "0," N/A on the answer sheet. If yes, ask, *Was any of it interesting?* If no, code "1," none. If yes, ask *How many hours did you spend watching interesting programs?* Use technique described for MT-1.

MT-4.

Reword: None.

Low Verbal: Window shopping may be defined as looking at things in stores when you aren't really going to buy anything. Use low verbal technique described in MT-1.

MT-5. Volunteer work is any unpaid task one does for someone else on a fairly regular basis and upon which the recipient relies.

This item includes formal volunteer work through the Red Cross, Planned Parenthood, PTA, etc. It also includes informal volunteer work. For example, one may agree to take an elderly neighbor shopping every week or to church or to mow her/her lawn.

This item does not include time spent in an exchange of services, e.g., work at a food cooperative or for a babysitting cooperative.

Reword: None.

Low Verbal: Use low verbal technique described for MT-1.

MT-6.

Reword: None

Low Verbal: Use low verbal technique described for MT-1.

"NA" Series

The questions in the "NA" series are about problems people may have with alcohol use and are grouped to form a score for the negative consequences of alcohol use. The time frame for the entire "NA" series is the month prior to the interview.

If a respondent answers "no" to the alcohol use question an "X" is marked for NA-1 through NA-10.

Reword: None.

Low Verbal: None.

Jail: For confined respondents, this question should be asked as *In the month prior to being jailed, did you have any alcohol to drink like beer, wine, or anything else?*

The questions in the NA series may be offensive to some respondents. To decrease the chances of problems, the following introduction should be used whenever the interviewer senses the respondent is concerned about answering this type of question. The introduction should also be used whenever a respondent says "I don't have any problems" or anything that implies a reluctance to answer these questions. *The following questions ask about problems people may have using alcohol. We realize that not everyone has these problems, but we do need to ask these questions of everyone.*

NA-1. The intent of this question is to find out whether the respondent had problems controlling the amount and/or frequency of his/her drinking and if so, the severity of these problems.

Reword: None.

Low Verbal: *Have you had trouble drinking too much or too often?* If no, mark "1" on the answer sheet. If yes, ask *How much trouble did you have?* Read answers.

NA-2. The introductory phrases "Have you had..." is assumed for items NA-2 through NA-10. It should be repeated for any item following a break in the flow of the interview.

Reword: None.

Low Verbal: Ask using the techniques described for NA-1.

NA-3.

Reword: None.

Low Verbal: Ask using the techniques described for NA-1.

NA-4.

Reword: None.

Low Verbal: Ask using the techniques described in NA-1.

NA-5. It is necessary to determine whether or not the respondent has had contact with his/her parents in the last month. Immediately after the interviewer reads the question, he/she must say, *Did you have*

contact with your parents in the last month? If the respondents say, "no," mark "0," N/A.

Reword: None.

Low Verbal: Ask using the techniques described for NA-1.

NA-6. It is necessary that the interviewer remember whether the respondent has friends. If he/she has no friends, mark "0," N/A.

Reword: None.

Low Verbal: Ask using the techniques described for NA-1.

NA-7. It is important that the interviewer remember whether or not the respondent has a spouse. If the interviewer cannot remember, he/she should apologize to the respondent and ask. A "0," N/A is marked if there is no spouse.

Reword: None.

Low Verbal: Ask using the techniques described in NA-1.

NA-8. If the respondent is not responsible for children or doesn't have any contact with his/her children, code "0," N/A. The interviewer should know this information from earlier in the interview.

Reword: None.

Low Verbal: Ask using the techniques described in NA-1.

NA-9. If the respondent is not employed and not enrolled in school or involved in educational activities, code "0," N/A.

Reword: None.

Low Verbal: Ask using techniques described for NA-1.

NA-10. The intent of this question is to find out whether the respondent is experiencing problems with any activities not covered by the "NA" series because of his/her drinking. This would include things like use of free time, household chores, driving and so on. These examples should only be used when respondents ask for clarification.

Reword: None.

Low Verbal: Ask using techniques described for NA-1.

"ND" Series

The questions in the "ND" series are about problems people may have with drug use and are grouped to form a score for the negative consequences of drug use scale. The time frame for the entire "ND" series is the month prior to the interview.

The questions for the "ND" series ask about problems with drug use in the same way that the "NA" series asks about problems with alcohol use. The rules which apply to each of those questions apply to the similar questions in the "ND" series. Therefore, guidelines will be provided only for those cases where differences between the two scales exist.

If the respondent answers "no" to the drug use question, items ND-1 through ND-10 are left blank. The interviewer is not to raise the issue of caffeine, vitamins or aspirin as drugs; however, if the respondent does and considers any of them to be drugs, this scale would apply.

Respondents should include any side effects from the use of drugs or medications when answering the "ND" series questions.

The questions in the "ND" series may be offensive to some respondents. To decrease the chance of problems, the following introduction should be used whenever the interviewer senses the respondent is concerned about answering this type of question. The introduction should also be used whenever a respondent says, "I only use prescription drugs." In this case, the word "drugs" should be replaced with "medications."

The following questions ask about problems people may have with using drugs (medications). We realize that not everyone has these problems, but we do need to ask these questions of everyone.

For confined respondents, this question should be asked as *In the month prior to being jailed, did you use drugs or medications of any kind, including prescription, over-the-counter or street drugs?*

For item ND-1 (Have you had problems controlling your use of drugs?) we are concerned with problems because of using drugs too much or too often. We are not concerned with problems caused by forgetting to use drugs or medications.

QUALITY OF LIFE QUESTIONNAIRE SCORING

<u>SCALE NAME</u>	<u>NUMBER OF ITEMS</u>	<u>RAW SCORING</u>	<u>MEAN</u>	<u>PRORATED COMMUNITY STANDARD DEVIATION</u>
Psychological distress (PD)	12	Subtract all from	78	14
Psychological well-being (PW)	10	As coded	52	19
Tolerance of stress (TS)	4	Subtract all from 4	78	21
Basic need satisfaction (TB)	9	Subtract TB-4, TB-5 from 5, TB-6 from 3	76	16
Independence (IN)	8	Subtract IN-4, IN-5, IN-6, & IN-8 from 5	70	15
Interpersonal interactions (II)	6	Subtract II-3, II-4, & II-5 from 5	76	17
Spouse role (SR)	4	Subtract SR-1 from 5	74	19
Social support (SS)	5	As coded	68	19
Work at home (WH)	5	As coded	59	19
Employability (EM)	8	Subtract EM-2, EM-4, EM-5, & EM-6 from 5	73	14
Work on the job (WJ)	8	Subtract WJ-1, WJ-2, WJ-4, & WJ-7 from 5	76	14
Meaningful use of time (MT)	6	Subtract MT-6 from 5	32	11
Negative consequences of alcohol use (NA)	10	Subtract all from 5	96	8
Negative consequences of drug use (ND)	10	Subtract all from 5	98	7

All scales should be prorated as follows to adjust for missing items. To compute figures comparable to the "Prorated Community" data, subtract from the Scale's "Raw Score" the total number of items answered, and then divide the resulting difference by the total number of items answered. Multiply the resulting quotient by 33 for all scales except TS and TB. For TS multiply by 50. For TB multiply by $[100 \times N / (3M + \{N - M\})]$ where N = total number of items answered, and M = number answered of items, TB-1 through TB-5.