

## Guidelines for Reserving and Completing Data Collection Cases

Thank you for your interest in completing cases for PAR data collection. The following are some guidelines that will help you reserve spots, complete forms, and submit test packets.

### Reservations

There are two formats you can use to submit your reservations from the available sample.

Option one—Complete a reservation grid. Here is an example of a standard reservation grid.

Age	Gender	Ethnicity	Education level (ages 21 years and below, provide consenting parent's education level)	Target ID (provided by PAR once spot is reserved)

Option two—Provide a list showing the exact demographics of each potential case, like this:

14 yr, Hispanic, female, parent education level: HS grad  
5 yr 4 mo, Black, male, parent education level: college grad  
85 yr, Asian, female, 10th grade education level

When reserving spots for participants ages 21 years and under, you must provide the education level of the **parent or guardian**. Regardless of participant age, it is very important that you provide all necessary demographic information and that this information matches a **specific** participant you will be able to test. **E-mail the reservation grid or demographic list to [strujillo@parinc.com](mailto:strujillo@parinc.com) or [apettis@parinc.com](mailto:apettis@parinc.com).**

### Materials

Once your reservations have been received and the demographics are confirmed, the Data Collection Team will mail your test materials. **If you are collecting data for an online project, there are no printed test materials.**

The printed test materials usually include:

1. **Stimulus books.** These vary per project, and some projects may *not* have stimulus books. Once you have completed data collection on a project, you will return the stimulus books using the provided FedEx shipping label, as well as any unused test protocols.
2. **Case packet envelopes.** These are created specifically for the spots you reserved. Each participant's demographics **must** match the **exact** demographics printed on the outside label

(shown below) on the case packet envelope you'll use for that participant, unless you are otherwise directed by a member of the Data Collection Team.

(18-25)

ID #	<u>107001</u>
AGE	<u>    </u> GENDER <u>M</u> ETHNICITY <u>B</u>
ADULT or PARENT	ED LEVEL <u>College</u>
ACHIEVE STANDARDIZATION	59

A case packet envelope usually includes:

- Consent form** (adult or child)
- Case protocols (varies by project)
  - Item booklet
  - Response booklet
- Scannable Background Information Form.** It is **very** important that this form is filled out properly. Do not bend the form, and **do not mark outside the boxes** or make any additional comments on the form. Please write as legibly as possible, use pencil only, and fill in the circles completely. If you are completing a clinical case, indicate clinical category on this form and include verification information in a separate document and place it inside the case packet envelope.

The form is titled 'ACHIEVE' and contains the following sections:

- Test Date:** Fields for Month, Day, and Year.
- Retest Date:** Fields for Month, Day, and Year.
- Protocol ID:** A series of boxes for entering the ID number.
- Examiner's Name:** A series of boxes for entering the name.
- Consenting Adult Information:**
  - Your Date of Birth:** Fields for Month, Day, and Year.
  - Your Age:** A field for entering the age in years.
  - If you are 22 years or older:** Radio buttons for 'Elementary/grade school', 'High school', 'College', 'Masters', and 'Doctoral'.
- Your Gender:** Radio buttons for 'Male' and 'Female'.
- Your State of Residence:** A field for entering the state (e.g., NY, CA).
- If you are 18 - 21 years old:** Radio buttons for 'Elementary/grade school', 'High school', 'College', 'Masters', and 'Doctoral'.
- Your Ethnicity:** Radio buttons for 'Yes; Mexican, Mexican American, Chicano', 'Yes; Puerto Rican', 'Yes; Cuban', 'Yes; Other', and 'No; None of the above'.
- Your Race:** Radio buttons for 'White', 'Black or African American', 'American Indian or Alaskan Native', 'Asian', 'Native Hawaiian/Pacific Islander', '2 or More Races', and 'Other'.
- Your Marital Status:** Radio buttons for 'Married', 'Divorced', 'Separated', 'Single, never married', and 'Widowed'.
- Your Primary Language:** Radio buttons for 'Yes' and 'No' to 'Is English your primary (first) language?'. If 'No', fields for 'How many years have you spoken English?' and 'What is your primary language?'.
- Your Relationship to Participant:** Radio buttons for 'Self', 'Biological Parent (mother or father)', 'Step Parent', 'Foster Parent', 'Adoptive Parent', and 'Other (specify):'. Includes arrows pointing to 'Answer Adult Participant questions below' and 'Answer Child Participant questions on back of this form'.
- Adult Participant Information (Age 18 years):**
  - Current Diagnoses & Additional Information (if any, check all that apply):** Radio buttons for 'Gifted', 'Mental Retardation (MR)', 'Speech/Language Impairment', 'Epilepsy', 'Hearing Impairment', 'Traumatic Brain Injury (TBI)', 'Attention Deficit/Hyperactivity Disorder (ADHD)', 'Severe Depression or Anxiety', and 'Schizophrenia'. Includes a field for 'IQ:'. A vertical barcode is on the right.
  - Learning Disability (LD):** Radio button for 'Learning Disability (LD)' and a field for 'Type:'.
  - Are you colorblind?** Radio buttons for 'Yes' and 'No'.

- Reservation list.** This lists the demographics of all your reservations as well as the **Target ID** number for each case. The Target ID number is derived from the Data Collection Team database. The Target ID number should correspond to the number written in pencil in the bottom right hand corner of each case packet envelope label.

(26-34)

ID # 107002

AGE      GENDER F ETHNICITY B

ADULT or PARENT ED LEVEL College

ACHIEVE STANDARDIZATION 52 ← Target ID

Reservation list

10/6/2012	ACHIEVE	John Smith	Site ID# 107
35	26 to 34 Male White HS grad		
52	26 to 34 Female Black College grad		
177	35 to 54 Male Other College grad		
204	55 to 70 Female White <HS grad		

- Subject Enrollment Form.** This log sheet will help you keep track of the cases you complete. When you sign up for data collection at PAR, you are assigned a unique three-digit Site ID number, which is **then** used to assign Protocol ID numbers. If your Site ID number is 107, your first case will be numbered 107001, your second case 107002, and so on. When you are working on a project, do not reuse Protocol ID numbers unless you're administering a retest. Use the subject enrollment form to keep a master list of the cases you complete and **include a copy of this sheet with each batch of cases you return.**

Your Site ID # is 107 ← Examiner Name

ACHIEVE Standardization Subject Enrollment Form  
*(To use by the data collector. Bring a copy of this form with each batch of reservations.)*

Protocol ID#	Age Years	Gender	Ethnicity	Child's Current Grade	Adult's or PARENT Highest Grade completed in school	Payment to Participant
001						
002						
003						
004						
005						
006						
007						
008						
009						
010						
011						
012						
013						
014						
015						
016						
017						
018						
019						
020						
021						
022						
023						
024						
025						
026						
027						
028						
029						
030						

Protocol ID#  
 > The first three digits will be your "Site ID" number.  
 > The last three digits will be a unique "Subject ID" number which you assign to each consecutive participant you enroll.

- Integrity and confidentiality statement.** This should be signed and returned **as soon as possible** in the provided metered mail envelope. First-time examiners must also complete and return the provided W-9 with this form. A W-9 must be on file at PAR before you receive any payments.

6. **Test administration instructions**
7. **Data collection guidelines**
8. **Payment selection form.** This should be returned with your first batch of completed cases and indicates how you wish to receive your payment. It is important that we have your correct address in order to send your payments.
9. **FedEx labels and envelopes.** Use these to return any materials to PAR, including completed cases, stimulus books, and any unused packet envelopes. Write your name and return address on a FedEx label and affix it to a FedEx envelope. If it is not already checked, the “Express Saver” box should be indicated as the shipping method. Make sure the project acronym is in the “billing reference” space. If you were provided a box for materials at the beginning of the project, return materials in this same box and affix a FedEx label to the front.

00078  
00500

**FedEx** NEW Package Express US Airbill

Form ID No. [REDACTED] Sender's Copy

1 **From** Please print and press hard. Sender's FedEx Account Number SENDER'S FEDEX ACCOUNT NUMBER ONLY

2 **Your Internal Billing Reference** ACHIEVE OPTIMAL

3 **To** Recipient's Name SUE TRUJILLO Phone (813) 968-3003

Company P A R I N C

Address 16204 N FLORIDA AVE Dept./Floor/Suite/Room

City LUTZ State FL ZIP 33549-8119

0444587356

4 **Express Package Service** \*To meet locations. NOTE: Service order has changed. Please select carefully. Packages up to 150 lbs. For packages over 150 lbs., use the new FedEx Express Freight US Airbill.

Next Business Day 2 or 3 Business Days

FedEx First Overnight  
 FedEx Priority Overnight  
 FedEx Standard Overnight

NEW FedEx 2Day A.M.  
 FedEx 2Day  
 FedEx Express Saver

5 **Packaging** \*Declared value limit \$50K.

FedEx Envelope\*  FedEx Pak\*  FedEx Box  FedEx Tube  Other

6 **Special Handling and Delivery Signature Options**

SATURDAY Delivery  
 No Signature Required  
 Direct Signature  
 Indirect Signature

Does this shipment contain dangerous goods?  
 No  Yes (see attached Shipper's Declaration)  Yes Shipper's Declaration not required

7 **Payment Bill to:** Enter FedEx Acct. No. or Credit Card No. below.

Sender  Recipient  Third Party  Credit Card  Cash/Check

Total Packages Total Weight Total Declared Value\*

Our liability is limited to the amount of the declared value. See this Airbill for details, including terms.

Rev. Date 11/10 • Form #10134 • ©1994-2010 FedEx • PRINTED IN U.S.A. SPS

## Returning packets

1. Ensure the Protocol ID number is written on the outside of the case packet envelope as well as on **each and every** form inside the case packet envelope.
2. Make sure that the consent form and the Scannable Background Information Form have been completed correctly and **double check** the date of birth and chronological age of the participant as well as the legibility of the handwriting.
3. Make sure you have included the Subject Enrollment Form and that the demographics listed therein match those on the outside of each case packet envelope.
4. **Do not seal** the case packet envelopes.