



104	Instructions for Administration of the Premorbid History Questionnaire	
Approved: TBIMS Project Directors	Effective Date: 02/17/2004	
Attachments: None	Revised Date: Transferred to SOP template 09/16/08	
Forms: Premorbid History Questionnaire Patient , Premorbid History Questionnaire Family	Reviewed Date: 12/12/2008	
Review Committee	SOP Committee	

Introduction:

The FORM I data collection of the TBIMS National Database requires the use of the Premorbid History Questionnaire to be collected from the patient and/or family as soon as it is possible after the participant has been enrolled into the TBIMS.

Purpose:

To institute a standardized interview format data collection of premorbid history items for FORM I data collection.

Scope:

All current TBIMS centers collecting FORM I data.

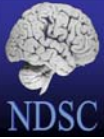
Responsibilities:

All current TBIMS staff who collect premorbid history information.

Procedural steps:

The Premorbid History Questionnaire should be used as a face-to-face interview, telephone interview, or mail-out survey to collect relevant data for the TBIMS National Database Form I. Exact wording of questions is provided. A patient version and a family version are available on the NDSC website. Centers should not be using their own data collection methods or forms.

The premorbid history information is to be collected as soon as possible after injury, whether from the person with TBI or from a family member/significant other. The objective is to get accurate information, from the most reliable source. If information cannot be obtained during inpatient rehabilitation, continue to attempt to collect this information up until the Form II year 1 data collection window closes, taking care to distinguish the difference between premorbid occurrences and occurrences during the follow-up period.



The Premorbid History Questionnaires (patient and family forms) were developed to assist in premorbid history data collection. Form I demographic questions are included in the questionnaire because, with the exception of date of birth, it is preferable to collect this information from the patient or a well-informed significant other rather than from medical records. Asking these easy-to-answer demographic questions also helps to establish rapport with the respondent prior to the more sensitive questions.

These questionnaires can be used for an in-person interview, phone interview or self administered questionnaire which can be mailed to the person with brain injury and/or family member. Choice of which questionnaire to administer (patient vs. family) should be based on the clinician/data collector's opinion of who can supply the most accurate information.

Family members or patients may be unsure of their answers to some questions (e.g., drug and alcohol use/abuse). Do not encourage individuals to guess at answers; but do encourage them to answer all questions. When coding data later, enter the appropriate code to indicate that the question was asked but not answered (e.g., "unknown"). [We deliberately chose not to list a "don't know" or "unknown" response alternative on the questionnaire. Past experience indicates that such alternatives substantially increase the rate of unusable responses.]

For prospective data collection, information collected using this questionnaire should be coded and transferred to the Form I Data Collection Form prior to entry into the database. For retrospective data collection, information collected using this questionnaire should be coded and transferred to the pages of a Form I Data Collection Form which contain the premorbid history variables and attached to the original Form I Data Collection Form. The Form I already entered into the database should be updated to include this new information.

Training requirements:

The Premorbid History Questionnaire is discussed at the Data Collectors conferences as well as a possible topic for the quarterly Data Collectors teleconferences.

Compliance:

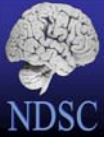
All collaborating centers utilizing the TBIMS National Database are responsible for adhering to this policy and its procedures. The NDSC will determine if the questionnaire is used as part of the Quality Support Visits.

References:

None.

History:

1) Version used to create this SOP = 02/17/04



Traumatic Brain Injury Model Systems National Data and Statistical Center

STANDARDIZED OPERATING PROCEDURE 104

- 2) Transferred to SOP template and approved by SOP Review Committee = 9/16/08
- 3) Review approved by Planning Committee and Project Directors = 12/12/2008

Review schedule: At least every 5 years.