

The manual for training of interviewers

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ABUEL project

- ABUEL – Elder abuse: A multinational prevalence survey"
ABUEL aims are:
 - Providing data on the extent and nature of the abuse of older persons;
 - Examining the "determinants" of the abuse of older persons;
 - Examining the effects of the abuse on the health and quality of life of older persons.
- The ABUEL data will be collected in seven European Union Member States (Germany, Greece, Italy, Lithuania, Portugal, Spain, Sweden) by means of standardized assessment instruments and methods.
- ABUEL project is mainly financed by Executive Agency for Health and Consumers.
- Project website <http://www.abuel.org/>

The beginning

- Every interviewer will have a list with respondents and their addresses;
- The list is confidential and can not be showed to other people;
- Interviewer will receive a selected number of questionnaires;
- Additional copies of questionnaires will be available in the office of department;
- Filled questionnaires and lists of respondents must be returned to the office of department immediately after the finishing of the interviews.

Meeting the respondent (1)

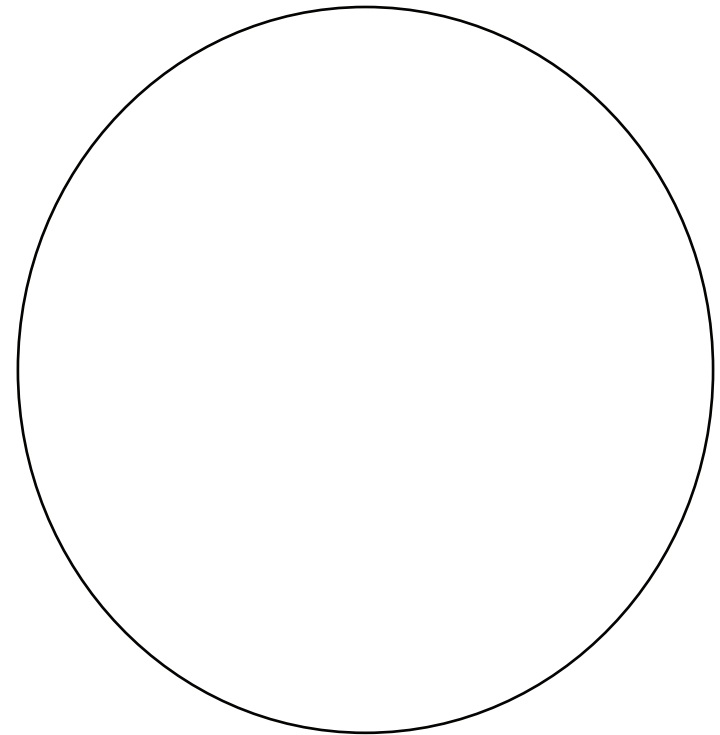
- You should knock the door and wait for the response;
- You should be ready to introduce yourself, present official permission from the dean to participate in the study, and your ID card;
- You should give the contacts of local principal investigator, if respondent will ask you this;
- If respondent refuses to let you in, therefore ask to fill the questionnaire individually;
- If respondent refuses to participate in ABUEL, therefore do not disturb him anymore.

Meeting the respondent (2)

- All respondents should be tested with Mini-Cog or with the MMSE, which allows detecting cognitively impaired people;
- Cognitively impaired people will be excluded from the survey.

The Mini-Cog Assessment Instrument for Dementia (1)

- The steps are following:
 - Inside the circle, please draw the hours of a clock as they normally appear;
 - Place the hands of the clock to represent the time: “ten minutes after eleven o’clock”.



The Mini-Cog Assessment Instrument for Dementia (2)

- The test is administered as follows:
 - Instruct the patient to listen carefully to and remember 3 unrelated words and then to repeat the words.
 - Instruct the patient to draw the face of a clock, either on a blank sheet of paper, or on a sheet with the clock circle already drawn on the page. After the patient puts the numbers on the clock face, ask him or her to draw the hands of the clock to read a specific time, such as 11:20. These instructions can be repeated, but no additional instructions should be given. Give the patient as much time as needed to complete the task. The CDT serves as the recall distractor.
 - Ask the patient to repeat the 3 previously presented word.

The Mini-Cog Assessment Instrument for Dementia (3)

- **Scoring**

- Give 1 point for each recalled word after the CDT distractor. Score 1–3.
- A score of 0 indicates positive screen for dementia.
- A score of 1 or 2 with an abnormal CDT indicates positive screen for dementia.
- A score of 1 or 2 with a normal CDT indicates negative screen for dementia.
- A score of 3 indicates negative screen for dementia.

Before starting the interview (1)

- Please inform, that all information will be kept confidential;
- Results will be presented generalized after the statistical analysis;
- All information will be used for scientific purpose;
- Filled questionnaires will be kept safe in the responsible institution and only very limited number of people will have access to them;
- Please inform, that they were selected by chance (randomly).

Before starting the interview (2)

- Respondent are free to participate or withdrawal from the interview any time;
- The interview procedure will take 30 minutes, so they are free to make a pause to rest or to go to toilet, etc;
- Please stop the interview immediately in case the interviewee gets tired or upset;
- No relatives or other persons can not be in the same room during the interview.
- All official permission from authorities has been received.

Instructions how to fill in the questionnaire (1)

- Most of the questions can be filled in by simply checking the box below or alongside the answer that applies to your answer.

Please check ONE (1) box:

Correct	<input checked="" type="checkbox"/>	or	<input type="checkbox"/>
Incorrect	<input type="checkbox"/>		<input checked="" type="checkbox"/>

Instructions for Questionnaire

1. Background (1)

- 1 Qst: **What is your year of birth _____
(year) or your age? _____(years)**
 - Ask then she is born (year), or age (full years). Ex. 66, 78 etc.
- 9 Qst: **What is your education?**
 - Responded have to identified only the highest achieved education. Should be only one selection made.

Instructions for Questionnaire

1. Background (2)

- 10 Qst: **What is/was your main profession?**
 - You should mark **only one** answer;
 - If you are not sure to which group the respondent belongs, then check in International Standard Classification of Occupations (ISCO-08):
<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2009:292:0031:0047:EN:PDF>
 - Otherwise please write his/her occupation.

Instructions for Questionnaire

1. Background (3)

- 18 Qst. **What is your present main source of financial support?**
 - Respondent have to identified the source according to the amount of money he/she gets from this source;
 - **Only one** answer could be provided.

Instructions for Questionnaire

2. Life style factors (1)

- **21 Qst. Do you smoke cigarettes?**
 - It means do you smoke cigarettes at all. The intensity and amount is not considered;
 - We have in mind the last 12 months.
- **24 Qst. How often do you have 10-20/more than 20 cigarettes on one occasion?**
 - Please explain, that one occasion means one party, meeting, football game or other fixed period of time.

Instructions for Questionnaire

2. Life style factors (2)

- 26 Qst. **Do you drink alcohol?**
 - Please explain, that what is meant by “alcohol” by using examples of e.g. beer, wine, vodka;
 - It means do drink alcohol at all. The intensity and amount is not considered;
 - We have in mind the last 12 months.

Instructions for Questionnaire

2. Life style factors (3)

- 29 Qst: **How often do you have six or more drinks on one occasion?**
 - Please explain the meaning of “drink”. Give examples such as:



Instructions for Questionnaire

2. Life style factors (4)

- **31 Qst: How often do you eat...**
 - Respondent should answer to all questions, i.e. he/she have to identified how he/she eats fruits or berries, vegetable etc.
- **33 Qst: Who helps preparing/prepares your meals and how often?**
 - Respondent is asked to identified the person who helps and how often in preparation of meals;
 - If the particular person does not help, you should mark box 1 “Never”.

Instructions for Questionnaire

3. Social support

- **34 Qst: Multidimensional Scale of Perceived Social Support (MSPSS)**
 - You have to read the statement and ask responded to evaluate the state from his/her perspective;
 - Possible evaluations differs from *strongly disagree* to *strongly agree*;
 - You can to mark only one box for each question.

Instructions for Questionnaire

4. Care services and health care use

- **35 Qst: Below there is a list of questions about care services and health care use in the past year. Have you been in contact with care services in the past year?**
 - You have to read the list, which is provided in the Qst. 36. Only after that you should mark the one of answer alternatives in Qst. 35.

Instructions for Questionnaire

5. *Diseases*

- 41 Qst: **Below there is a list of diseases. Do you suffer from ...?**
 - You have to read every disease and ask respondent about its persistence;
 - You should mark one answer box for every disease;
 - If respondent doesn't suffer from particular disease now, but it was some time ago, you have to mark alternative 3 "*Earlier „yes“, not now*".

Instructions for Questionnaire

6. Use of medication

- **43 Qst. Below there is a list of medications. If you use any of these, how often do you use it?**
 - If respondent does not use any type of medication, please mark the answer box 1 “Never” for all listed groups of medications.

Instructions for Questionnaire

6. Physical health

- **47 Qst: The list below contains a number of bodily complaints. Please consider which of these complaints you currently have and tick each one alternative in each question to show how much discomforts you.**
 - You have to read every complain and ask respondent about the persistance of it;
 - Please tick only one box from”1” through “5” in each row.

Instructions for Questionnaire

7. Quality of life

- **48 Qst: World Health Organization Quality of Life - Old (WHOQOL-OLD) scale.**
 - You have to read every statement and ask respondent to evaluate it;
 - Please tick only one box from “1” through “5” in each row;
 - Pay attention, that meanings of answer alternatives differ in groups of statements.

Instructions for Questionnaire

8. Depression & Anxiety

- **49 Qst: Hospital Anxiety and Depression Scale (HADS):**
 - You have to read every statement and possible answers;
 - Please tick only one box from “0” through “3” in each row;
 - Pay attention, that meanings of answer alternatives differ in groups of statements.

Instructions for Questionnaire

9. Violence (1)

- 50 Qst. Below there is a list of events which deal with psychological violence that you may have been exposed to. How many times have you been exposed to each of these events in the past year?
 - *If the person had one case of violence in the past year, mark “1”;*
 - *If the person had two cases in the past year, mark “2”;*
 - *If the person had 3- 5 cases, mark “3”;*
 - *If the person had 6-10 cases, mark “4”;*
 - *If the person had 11-20 cases in the past year, mark “5”;*
 - *If the person had more than 20 case, mark “6”.*
 - *If the person has not been exposed to these events the past year but it happened before that, mark "7." ;*
 - *If these things have never happened the past year, mark ”8.*
 - **If all items in question 50 have been answered with “This has never happened” please go to question 55.**

Instructions for Questionnaire

9. Violence (2)

- **51 Qst: Who did these things? Please tick whether this person lives with you and how old this person is?**
 - You have to read every person one by one;
 - If particular person did not violence against the respondent, please mark “8”;
 - If particular person did violence against the respondent, you have to mark three boxes:
 - *how often he/she did it (column 1);*
 - *whether the person lives with respondent (column 2);*
 - *his/her age (column 3).*

Instructions for Questionnaire

10. Physical violence

11. Physical injury

12. Financial maltreatment

13. Sexual Violence

- The same as with “Violence”

Instructions for Questionnaire

13. Neglect (1)

- **75 Qst: Below there is a list of activities that you may have needed help with in the last year.**
 - Please mark one box in each row;
 - If none of the above items in question 75 have been answered with “yes, needed and received help” please go to question 77.
 - If none of the items in question 75 have been answered with “yes, needed help, but not received help” please do not ask the questions 77-81.
 - If all items in question 75 have been answered with “no help needed”, please go to question 82.

Instructions for Questionnaire

13. Neglect (2)

- **77 Qst: Who did not help you? Thinking about the activities you needed help with, who refrained from helping you and how often in the past year?**
 - You have to read every person one by one;
 - If particular person helped to the respondent, please mark “8”;
 - If particular person did not help to the respondent, you have to mark three boxes:
 - *how often he/she didn't it (column 1);*
 - *whether the person lives with respondent (column 2);*
 - *his/her age (column 3).*

Ending the interview

- **85 Qst: Do you have any comments on the questions or would you like to tell us something?**
 - Please ask respondent, maybe he/she wants to add something, what was not asked during the interview;
 - Ask the respondent, maybe he/she would like to ask you about something;
 - Please inform, that he/she could contact responsible person and ask about the results of the study.

Final remarks

- If you will identified the severe case of abuse, please ask responded about the need of help;
- If you will be the witness of severe case of violence (ex. The husband starts to beat the wife), please inform police;
- All filled questionnaires should be returned to the coordinator of the study as soon as possible.