

Standard Operating Procedures

Subject: Documentation

Date: 15Jun2006

Purpose: The purpose of this Standard Operating Procedure (SOP) is to define the minimum standards of documentation. Such documentation should provide a concise history of all work that has been performed by personnel at FPG Data Management and Analysis Center (DMAC), at all stages of a project.

Scope: This procedure applies to all projects managed and maintained at the FPG Data Management and Analysis Center.

Responsibility: Documentation is the responsibility of the programmer assigned to the project. If more than one programmer is assigned to a project, the senior programmer on a project is responsible for establishing the style and pattern of documentation. Each programmer is responsible for the documentation relevant to the database systems, programs, etc., assigned to him/her. It is the responsibility of the senior (or supervising) programmer to ascertain that adequate and appropriate documentation is maintained.

Types of Documentation:

- Project Notebook(s) should contain the following items, when applicable. Notebooks may be subdivided for each data instrument; or multiple notebooks, each containing some of the items below, may be maintained, depending on the needs of the project:
 - Copy of grant, if available
 - Overall descriptions of project and personnel
 - Copies of all data collection instruments, all versions
 - Annotated data form, as appropriate, for each instrument (see definition and example)
 - Codebook for each instrument/dataset (see definition and example)
 - Communication, correspondence, minutes of meetings, memos from staff (each clearly dated)
 - Communication regarding changes/corrections to datasets
 - Print(s) of data entry screen(s), instructions or guidelines for data entry, as appropriate
 - Inventories, logs of forms received, or tracking reports of forms processed
 - Scoring documentation for each instrument as appropriate.
- Analyses notebook(s) (if analyses are minimal, this documentation may be stored in a section of a project notebook):
 - Copies of original requests for analyses, copy of analyses plan
 - Correspondence related to analyses
 - Index of analyses programs
 - Copies of publications from analyses, if available.

- On-line documentation:
 - Organization: Each project should have its own directory, with project subdirectories organized in a style appropriate for the project. Subdirectories may be arranged for each data collection instrument, as appropriate. Typically, subdirectory nodes will consist of program, data, output, and documentation subdirectories.
 - Program files and datasets should be named in a manner that indicate the project or instrument for which they apply, and the sequence in which they were created.
 - Within each program subdirectory, an index file should list and briefly describe each program.
- Programs should contain the following:
 - Header information, including programmer name, date of program execution, program name, project name and principal investigator (if applicable), brief description of purpose of program
 - Comments describing calculated variables, and non-routine code
 - A footnote with program path and name, title(s) appropriate to project, instrument, purpose of program
 - Label for each permanent variable
 - Formats and informats for SAS date variables
 - Program logs, outputs should be dated, and maintained electronically in the appropriate subdirectory for the project, and may be stored additionally in paper form in project notebooks or binders.
- Archive Documentation of final datasets as appropriate for a project:
 - Notebook(s) containing codebooks, annotated forms, prints and/or contents, particular details necessary for future use of datasets.

Definitions:

- Annotated form: A blank copy of a data collection instrument on which have been written variable names associated with each item/question. Values for categorical responses may also be written on the form, if not obvious from form design.
- Codebook: A word-processed document providing the following for each variable in the dataset: name, type, length, a concise, thorough description, and valid values (or range).

Attachments:

- Sample annotated form
- Sample codebook

Key Demographic Coding Sheet

Please complete this form for the target child.

Timepoint: _____ (TIMEPNT) ID: _____ (ID)
 Interviewer: _____ (INTERV) Interview Date: _____ / _____ / _____ (FORMDATE)
m m d d y y y y

1. Gender: M F
 (T_GEND)

2. Date of Birth: _____ / _____ / _____
 (T_DOB) m m d d y y y y

3. Ethnicity: 1 White
 (choose one) 2 African American/Black/Negro
 (T_RACE) 3 American Indian
 4 Asian or Pacific Islander
 5 Mixed, specify 2 ethnicity codes: (T_MIX1) (T_MIX2)
 6 Other, specify: _____ (T_RACOTH)
 7 Hispanic/Latino

(MRSCHPL)

4. Group: MR Mild/Mod Mental Retardation, specify: EMH/MID TMH/MOID
 (choose one) DOWN Down Syndrome, specify: EMH/MID TMH/MOID (DSSCHPL)
 (GROUP) LD Learning Disabilities
 COMP Comparison Group

5. Locale: NC
 (choose one) GA
 (LOCALE)

(FORM) (VER_MON, VER_DAY, VER_YEAR)

Family & Peers Project
Key Demographic Coding Sheet (KDEM)
Codebook
Updated: 7/24/00

Variable Name	Type	Length	Position	Variable Description	Values	
TIMEPNT	CHAR	2	0	Time point	T1	
ID	NUM	8	2	Subject's ID number	001 - 800	
INTERV	CHAR	20	10	Person completing demographic interview	First Name	
FORMDATE	NUM	8	30	Date form completed	MMDDYYYY	
T_GEND	CHAR	1	38	Target child's gender	Male Female	M F
T_DOB	NUM	8	39	Target child's date of birth	MMDDYYYY	
T_RACE	NUM	8	47	Target child's ethnicity	White AfAmerican/Black/Negro American Indian Asian or Pacific Islander Mixed Other Hispanic/Latino	1 2 3 4 5 6 7
T_MIX1	NUM	8	55	Target child-mixed race, group 1	White African Am/Black/Negro American Indian Asian or Pacific Islander Mixed Other Hispanic/Latino	1 2 3 4 5 6 7
T_MIX2	NUM	8	63	Target child-mixed race, group 2	White African Am/Black/Negro American Indian Asian or Pacific Islander Mixed Other Hispanic/Latino	1 2 3 4 5 6 7
T_RACOTH	CHAR	40	71	Target child- Race other (specify)	Actual	
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Variable Name	Type	Length	Position	Variable Description	Values
GROUP	CHAR	4	111	Target child's study group Mild/Moderate Mental Retardation Down Syndrome Learning Disabilities Comparison Group	MR DOWN LD COMP
MRSCHPL	CHAR	3	115	Mild/Moderate MR – Current School Placement EMH/MID TMH/MOID	EMH TMH
DSSCHPL	CHAR	3	118	Down Syndrome – Current School Placement EMH/MID TMH/MOID	EMH TMH
LOCALE	CHAR	2	121	Target child's locale (state) North Carolina Georgia	NC GA
FORM	CHAR	4	123	Form type	KDEM
VER_MON	NUM	8	127	Version month	01-12
VER_DAY	NUM	8	135	Version day	., 01-31
VER_YEAR	NUM	8	143	Version Year	1999 - ?
VERSION	NUM	8	151	Version date of form (calculated) If the day is missing, 01 is assigned to be the day.	MMDDYYYY
BATCH	NUM	8	159	Batch Number	00-??
ZID	NUM	8	167	FPG Internal ID	Actual
_KEYER_A	CHAR	8	175	Keyer A name	Actual
_KEYER_B	CHAR	8	183	Keyer B name	Actual
_TIME_A	NUM	8	191	Keyer A time used	Actual
_TIME_B	NUM	8	199	Keyer B time used	Actual

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