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ACTIVE (Advanced Cognitive Training for Independent and Vital Elderly), 1999-2001 [United States]

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Form 2 Screener Questionnaire

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ACTIVE

Question by Question Specifications Guide for Administration of the

Telephone Screener Form #2

I. Purpose

The data collected with the Telephone Screener Form # 2 will determine partially the subject's eligibility for participation in the ACTIVE Study. The following areas for eligibility are addressed in the telephone screening process:

> age, vision, early loss ADLs, cancers and chemotherapy or radiation treatment, neurological impairment, geographic mobility, subject's availability, subject's previous participation in study/program similar to ACTIVE, and subject communication difficulty.

Additionally, the Telephone Screener verifies basic subject information and collects minimal sociodemographic data. It is essential that the subject understand and answer all questions to the best of his/her ability to ensure that no truly eligible subject is excluded or no ineligible subject is included in the study. Further screening for subject eligibility will continue at the Individual Assessment Part I (Screening) visit.

II. Administration

A. General

The format of this form is such that if a subject response code is in a shaded box, he or she is ineligible for participation in the ACTIVE Study. This shaded format will assist the interviewer at the end of the interview as to which Close-Out Script should be provided to the subject. If a subject is deemed ineligible at any point in the interview, the interview should be continued by asking the remaining questions. The only exception to this is if the subject is determined to be ineligible due to age (question B4a).

Throughout this form, there are introductory sentences that precede sets of questions. These introductory sentences should be read to subjects to help focus them on the types of questions that will be asked of them.

Some areas of the telephone screener require specific scripts to be read to the subject. All scripts are included on the form:

1) Telephone Introductory Script, 2) Consent/Confidentiality Statement, 3) Age Ineligibility Close-Out Script, 4) Eligible/Not Refused Script, 5) Eligible/Refused Script, and 6) Ineligible Script.

B. Preparation

1. Interviewers must successfully complete all requirements for Certification as an ACTIVE Interviewer.

2. Ideally, the Telephone Screener should be completed in one session in a quiet and confidential setting free from distractions.

3. In advance of contacting a subject, interviewers should assemble all necessary materials and equipment.

C. Materials and Equipment

1. Telephone Screener (Form #2)

2. Subject study ID labels (preprinted)

3. Age Eligibility Look-Up Table (Attachment A)

4. Knowledge of site geographic areas and site specific research studies similar to the ACTIVE Study

5. Telephone headset with amplifier base (optional)

6. Batteries (2 AA) / AC adapter (optional)

7. Appointment scheduling book (optional)

III.   Section by Section Review

SECTION A

The information items (A1 - A5) should be completed by the interviewer at the start of the telephone interview. Item A6 should be completed after the introductory scripts are read.

A1.   Study ID#: A pre-printed study/subject ID label should be affixed to the form in the space provided.

A2.   Visit #: This is precoded.

A3.   Form Version: Be sure the printed form version date (on the form) matches the current approved version.

<u>Introductory Script</u>

Read the script, following skip pattern contingent on whether subject received/remembers the introductory letter.

The length of the interview is estimated at 10 to 20 minutes. This time can be adjusted depending on actual field experience at your site. For example, if most subjects complete the interview in 10 minutes, you can use this time. If it takes longer for many subjects at your site, provide a range such as 10-20 minutes.

If subject agrees to completing the interview at the present time, proceed. If it is an inconvenient time, arrange a call-back appointment and record it on the Contact Record.

The consent/confidentiality statement must be read to every subject. This statement should be read word for word to ensure standardization of information provided to subjects at the start of the telephone screening. Following the IRB requirements at your site, the Interviewer should then sign his/her full name and print their name <u>or</u> sign only their initials to indicate that the statement was read to the subject before the telephone screening interview begins. Record the date signed.

SECTION B: <u>Sociodemographic and Health Data</u>

B1, B3: These two questions confirm information about the subject. This is our opportunity to update this basic information about the subject. Code appropriately. If subject reports a preferred name other than their legal name, record appropriately on the Contact Record. Any corrections to this information should be made in the appropriate space on the Contact Record.

B2: This is the <u>only</u> question (in lower case letters) that may be omitted from asking if the subject's gender is known. If the subject's gender is not known or the interviewer is unable to determine the gender, B2 should be asked. If the question needs to be asked, the interviewer may preface the question with a statement like, "I need to ask everyone the following question. Are you male or female?" This may lessen any awkwardness for the subject or the interviewer. B2 should be coded whether or not it has been asked. Then ask and record the preferred title of the subject and update the contact record accordingly. If subject has no preferred title, enter –1 in the appropriate space on the Contact Record.

B4a: A subject must be within 6 weeks of his/her 65th birthday or older to be eligible for participation. The interviewer should determine if the subject is within 6 weeks of his/her 65th birthday or older and code B4a appropriately. The use of the Age Eligibility Look-Up Table (See QxQ's Attachment A) will aid the interviewer in his/her determination of the subject's age on the date of the interview. Follow skip directives at B4a as to how to proceed. This is the <u>only point</u> in the interview that, if the subject is <u>ineligible</u> due to age, the interview is <u>terminated</u>. If the subject is ineligible due to age, read the Age Ineligibility Close-Out Script and end the interview.

B5: This question asks for the subject's marital status. Ask the question and wait for subject to report the status. If subject is unable to answer, read the responses.

B6: The objective of this question is to obtain the highest grade or level of school the subject has <u>completed</u>. For example, if a subject dropped out of school in the 12th grade and never finished that grade, then eleven years of school have been completed (code 11). If the subject reports that he/she never finished high school but later received a GED (high school equivalency degree), code 12. It is common for subjects in this age group to have received specialized training in a skilled trade (e.g., electrician, plumber, bricklayer) or vocation (e.g., RN or LPN graduating from <u>diploma</u> program). Usually this training occurs <u>after</u> completing high school and should be coded 13. This training should have been provided in a formal program, not "on-the-job" training. If the latter, code the highest grade of education completed. Code only one response.

B7: This question is intended to obtain the racial or ethnic group that a subject considers her/himself to be or the group with which s/he identifies. Read the question only, allowing the subject to report her/his race. If the subject cannot answer or provides a response different from the answer categories (e.g., Italian, Puerto Rican), read the answer categories. Read the question at an appropriate pace, with pauses after each comma, so that the categories are easily heard and distinguished.

If the subject reports "biracial" and provides the names of the groups or if the subject reports two groups, code 6, and record the names of the groups on the line provided. If the subject reports a group other than the choices provided, code 7, and record the name on the line provided. If the subject is unable to answer the question, the response should then be probed. The suggested probe of, "With which race or ethnic group do you most identify with or consider yourself to be?", should be used.

B7a: This question asks if the subject is Hispanic or Latino. This is their ethnicity, not race. Typically, Hispanics or Latinos will have identified their race as White or Black. Some subjects might object to this question, thinking that they made it clear that they were not Hispanic in B7. You might handle this with an apology such as, "I'm sorry, I must ask this question of everyone".

B8, B8a, B8b: These questions ask the subject's assessment of his/her own visual acuity in order to screen out persons with severe vision impairment who could not participate in the study protocols. B8 asks if the subject wears glasses or contact lenses to read. If YES, ask B8a, If NO, ask B8b The response choices are read as part of the question. A subject who reports extreme difficulty reading ordinary newspaper print or who has stopped reading because of eyesight is ineligible.

B9, B9a, B9b: These questions inquire as to the subject's assessment of his/her hearing. A subject will not be screened out if he/she reports a hearing loss. If the subject answers YES to B9, ask B9a. If YES to B9a, ask B9b.

B10-B12: The target population for this study consists of persons who are at risk for loss of functional independence. The purpose of these questions is to identify persons who already have severe functional disability and therefore are ineligible for the study.

The three activities of daily living addressed in these questions are dressing, personal hygiene and bathing. A standardized description of each activity is included in each question. The interviewer is to make an assessment of the subject's ability to perform each of the three activities after asking the initial question for each activity and by asking sub-questions (a and b) as needed. Each activity is then scored using the scoring criteria provided on the form.

Guidelines for Assessing ADL Self-Performance

- The coding scale for ADLs records the subject's actual level of involvement in self-care and the type and amount of support actually received during the last seven days.
- Do not record your assessment of the subject's capacity for involvement in self-care -- i.e., what you believe the subject might be able to do for himself or herself based on demonstrated skills or physical attributes.
- Do not record the type and level of assistance that the subject "should" be receiving according to any comments made by the subject. Record what is actually happening.
- Engage subject in discussions regarding their ADL functions. Remind these persons that the focus is on the last seven days only. To clarify your own understanding about each ADL activity, ask probing questions, beginning with the general and proceeding to the more specific.

B10-B11 Question Sequence: If the subject's response to B10 clearly indicates that he/she <u>does not receive any assistance</u> with the activity of dressing, code 1 (DID NOT RECEIVE HELP) and proceed to B10c and score appropriately.

If the subject's response to B10 indicates any assistance, code 2 (RECEIVED HELP) and ask sub-questions B10a and B10b. At B10a, record the kind of help the subject received on the specify line. [Please use clear and understandable abbreviations when recording the subject's response. This question will allow up to 25 characters to be data entered.] Proceed to B10b, record the number of times the subject reports receiving help with activity in the last 7 days. [B10b coding requires a two-digit number (e.g., 03, 11).] Proceed to B10c and score the activity appropriately. If the subject reports that he/she did not dress in the past 7 days (this is highly unlikely), code (8).
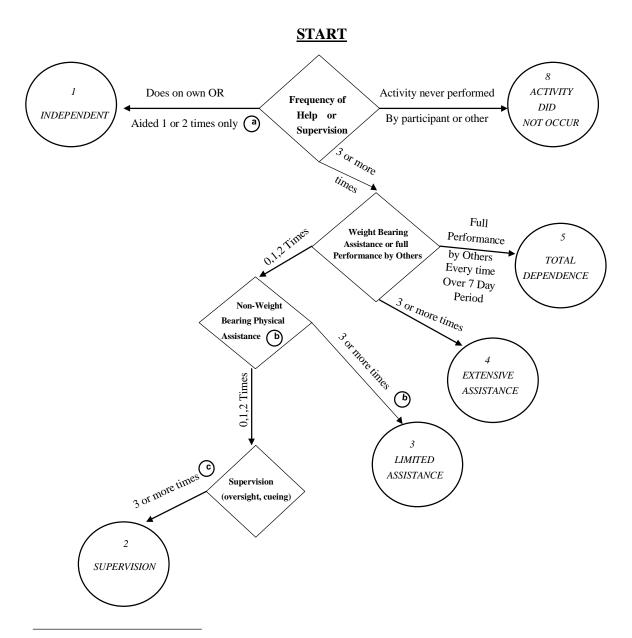
The question sequence just described above is repeated for personal hygiene (B11).

B10-B11 Scoring: Interviewers should code (score) each activity independently. Interviewers should make their assessment using the described criteria from the scoring box located on the form (opposite questions). There are two main areas for consideration when scoring each assessment, 1) assistance/supervision and 2) the number of times the assistance is utilized over the last seven days. Based on the subject's responses to question(s) and the scoring criteria, score appropriately by coding the proper 1 digit score code at B10c and B11c. B10-B11 scoring code is described in the following box.

DRESSING & PERSONAL HYGIENE SCORING	
1 = Independent:	No help or caregiver oversight -OR- Caregiver help/oversight provided only one or two times during the last seven days.
2 = Supervision:	Oversight, encouragement, or cuing provided three or more times during last seven days -OR- Supervision (3 or more times) plus physical assistance provided only one or two times during last seven days.
3 = Limited Assistance:	Subject highly involved in activity, received physical help in guided maneuvering of limbs or other non-weight-bearing assistance on three or more occasions -OR- limited assistance (3 or more times) plus more help provided only one or two times during last seven days.
4 = Extensive Assistance:	While the subject performed part of activity over last seven days, help of following type(s) was provided three or more times: • Weight-bearing support provided three or more times • Full caregiver performance of activity (three or more times) during part (but not all) of last seven days.
5 = Total Dependence:	Full caregiver performance of the activity during entire seven-day period. Complete non-participation by the subject in all aspects of the ADL definition.
8 = Activity did not occur during the entire 7-day period:	Over the last seven days, the ADL activity was not performed by the elder or caregiver. In other words, the particular activity did not occur at all.

The ADL Self Performance Scoring Flowchart on the next page is provided to help the Interviewer determine the proper coding for dressing and personal hygiene.

SCORING ADL SELF PERFORMANCE

START

_____

a. Can include one or two events where received supervision, non-weight bearing help,

   or weight bearing help. NOTE: If only one or two events, score for the least dependent
    (Example 1: hair combed or brushed twice, once by hair dresser and once by subject would
   receive a score of 1, Independent. Example 2: hair combed or brushed only once by the
   hairdresser would receive a score of 5, Total Dependence).

b. Can include one or two episodes of weight bearing help--e.g., two events with

   Non-weight bearing plus two of   weight bearing would be coded as a "2".

c. Can include one or two episodes where physical help received--e.g., two episodes of

   supervision, one of weight bearing, and one of non-weight bearing would be coded
   as a "1".

B12 Question Sequence: Bathing is the third ADL activity; however, the previous scoring codes do not apply. A unique set of codes, to be used only in the bathing assessment, are described below. The scoring criteria for the other ADL items would not be applicable for bathing given the normal frequency with which the bathing activity is carried out during a one-week period. Assuming that the average frequency of bathing during a seven-day period would be one or two baths, the coding for the other ADL items, which permits one or two exceptions of heavier care, would result in the accurate classification of almost all subjects as "Independent" for Bathing. If the subject reports receiving help, code 2 (RECEIVED HELP) and ask question B12a. NOTE: Receiving help washing one's back is NOT considered assistance. Proceed to B12b and score the activity appropriately.

    B12 Scoring:
        1. **Independent -** did on own.
        2. **Supervision -** Oversight help only.
        3. **Limited Assistance -** Received assistance in transfer only.
        4. **Assistance -** Received assistance in part of bathing self.
        5. **Total Dependence**
        8. **ACTIVITY DID NOT OCCUR**

B13: Code appropriately, based on eligibility criteria in questions. Interviewers should note that a YES to either criteria questions should be coded as a YES.

B14a-f: These questions inquire about several medical conditions that will be used to describe the health status of the population screened and the population enrolled in the study. An important point here is that subject was told by a doctor (Physicians Assistant)-- or by a nurse (RN, Nurse Practitioner) -- that s/he has the condition. This should not be a self-diagnosis (e.g., a woman thinks she has arthritis because the joints in her hand are swollen and painful but this has not been diagnosed by a health care provider). Code a YES or a NO for each item a-f. Code DK only after probing and subject continues to respond "don't know". Use DK only if the subject says they 'don't know' if a doctor ever told them that they have the condition. If the subject says 'I don't know if I have arthritis,' probe by asking, "Has a doctor or nurse ever told you that you have arthritis.'

B14d-e: These two conditions are likely to result in a level of cognitive impairment that makes the subject ineligible for the study. If YES to either condition, subject is ineligible. Also, in coding B14e, if a subject reports **any one or all** of the following: stroke, mini-stroke or TIA in the past year, code YES and subject is ineligible.

B14f: This cancer question has been revised to include a timeframe for long term survivors of lung, stomach, pancreas, liver or esophageal cancer. Long term is defined as ≥ 5 years. Subject's who have not had these cancers **within the past 5 years** are eligible to participate.

B14g: This question is asked only if the subject reports a cancer other than skin cancer in B14f. If the subject reports more than one kind of cancer, code all that are reported. If a type (site) of cancer other than noted is reported, code 6 and record the type (site) on the line provided.

B14h: This question inquires if the subject is <u>currently</u> receiving chemotherapy or radiation treatment for the cancer(s) reported in B14g. Because current chemotherapy or radiation treatment would likely interfere with study participation, persons currently receiving treatments are <u>ineligible.</u>

SECTION C: <u>Availability and Other Study Participation</u>

C1: Subjects will need to live in the study area for two years in order to participate in the follow-up testing sessions. This question is to determine if the subject is seriously planning a permanent long distance move out of the study area, which would then make them unavailable for the follow-up sessions.

C2: Similar to C1, the subject needs to be physically available for the follow-up testing sessions. C2 is to determine if the subject will be out of the study area for an extended period of time due to a seasonal relocation or vacation. You can use the appropriate probe (e.g., south in the winter; north in the summer) for your geographical area. If the subject reports no planned extended period of time to be away, proceed to C2b.

C2b: Because the first 3 months of participation will require frequent and multiple contacts (fewer if assigned to the control group), it is necessary to determine if a subject will be available during this time. If NO, proceed to C2d.

C2d: Interviewers should determine if there is a conflict with the subject's specific 'extended period of time' and the site's follow-up testing and training schedules. Additional information may need to be asked of the subject to determine if this conflict is workable (a later recontact) or the conflict is not workable. Based on this information, code C2d. If subject reports a conflict that is not workable, s/he is <u>ineligible</u> (code 3). For C2d, a planned trip, hospitalization, etc. that would interfere with availability in the coming 3 months should be coded 2 for recontact. Most subjects with upcoming short-term commitments are likely to fall in this category. However, there might be situations (e.g., subject visits daughter in another state for a week every month or so) where the conflict is not workable and should be coded 3, making the subject <u>ineligible</u>.

C3: Other types of ongoing commitments could interfere with study participation, particularly if subject is assigned to an intervention group. Typical situations include part-time employment or volunteer work, caregiving for a spouse or sibling, baby-sitting for grandchildren. This question will likely require discussion with the subject to determine if the commitment can be rearranged/rescheduled so that s/he would be available for participation. If subject reports that such activity cannot be rearranged and would interfere with availability on 2-3 mornings or afternoons for 5 weeks, code 1; subject is <u>ineligible</u>. If the subject reports that the commitment is a temporary one and s/he would be available at a future date (i.e., for a future replicate), code 2 for recontact. Assign a <u>temporary</u> disposition of HOLD on the Contact Record as described above.

C4: The objective of this series of questions is to identify and screen out persons who have participated in cognitive training programs in the past 2 years that are similar to the ACTIVE training programs.

C4b: Do not read the response choices. Code appropriately. If subject specifically reports Johns Hopkins Memory Research Center or Penn State ADEPT Program, subject is <u>ineligible</u> and proceed to C5. If subject reports any other program, code 3 and specify on the line provided. The site specific program names provided on the form may be used as a clarifying probe.

C4d: If the study/program (at C4c) is clearly a research study or educational training program specifically for older adults to improve thinking, memory or problem solving, code 2 and the subject is <u>ineligible</u>. If the study/program is not similar to the ACTIVE Study, code 1 and proceed to C5. If interviewer is not clear as to subject's eligibility, consult with site PI to determine eligibility. The PI (or designee) should review the information provided by the subject, make a determination regarding eligibility, and initial and date the instrument. A call back to the person for additional information might be necessary.

C5: In addition to cognitive training, other types of interventions such as medications or exercise might influence the study outcome of ADL function. Although persons who have been/are involved in these types of interventions will <u>not</u> be screened out, this information will be considered in the analysis.

SECTION D: <u>Interviewer Assessment of Subject Communication</u>

The Interviewer Assessment of Subject Communication is divided into two parts; 1) subject making self understood and 2) subject's ability to understand others. Interviewers should assess and score the subject in each of these two areas separately using the appropriate coding criteria provided on the form (the same scoring criteria are described for each area below).

D1: Subject making self understood:

> is designed to document the subject's ability to express or communicate requests, needs, opinions, urgent problems and social conversation in speech.

During the telephone screening, the interviewer should listen to the subject's efforts to communicate with you. Interviewers should note the ease with which the subject articulates his/her responses to your questions.

To score, choose the number that best represents the subject making self understood from the Making Self Understood Scoring criteria on the opposite page and record by circling the number in D1.

MAKING SELF UNDERSTOOD SCORING	
0 = Understood:	The subject expresses ideas clearly.
1 = Usually Understood:	The subject has difficulty finding the right words or finishing thoughts, resulting in delayed responses; or requires some prompting to make self understood.
2 = Sometimes Understood:	The subject has limited ability, but is able to express concrete request regarding at least basic needs (e.g., food, drink, sleep, toilet).
3 = Rarely/Never Understood:	At best, understanding is limited to interpretation of highly individual, person-specific sounds (e.g. indicated presence of pain or need to toilet).

D2: Subject's ability to understand others:

> is designed to describe the subject's ability <u>to comprehend verbal information</u> and questions. This measures the subject's ability to process and understand language.

During the telephone screening, the interviewer should notice how the subject responds to you. Are the answers to your questions appropriate? When requests for clarification or more information are made, are they responded to by the subject?

To score, choose the number that best represents the subject's ability to understand others from the Ability to Understand Others Scoring criteria on the opposite page and record by circling the number in D2.

ABILITY TO UNDERSTAND OTHERS SCORING	
0 = Understands:	Clearly comprehends the interviewer's message(s) and demonstrates comprehension by words or questions.
1 = Usually Understands:	May miss some part of intent of the message but comprehends most of it. The subject may have periodic difficulties integrating information but generally demonstrates comprehension by responding to words or questions.
2 = Sometimes Understands:	Demonstrates frequent difficulties integrating information, and responds adequately only to simple and direct questions or directions. When the message is rephrased or simplified, the subject's comprehension is enhanced.
3 = Rarely/Never Understands:	Demonstrates very limited ability to understand communication. Or, interviewer has difficulty determining whether the subject comprehends messages, based on verbal responses. Or, the subject can hear sounds but does not understand messages.

D3: Code appropriately, based on the eligibility criteria in question. If either D1 or D2 is scored 2 or 3, subject is <u>ineligible</u> and code 1.

SECTION E: <u>Final Disposition</u>

Read eligible script and code **E1** as to whether subject agrees to meet with study staff and complete the Individual Assessment Part 1(Screening).

If **YES**, read the **Eligible/Not Refused Script** to schedule the Individual Assessment Part I (Screening). Complete E2-E5.

- **E2**: Record the date for the Individual Assessment Part I (Screening)
- **E3**: Record the time of the appointment. Circle AM or PM as appropriate
- **E4**: Record the name or the address of the testing site. If subject's home, record "home".
- **E5**: Record the ID#/initials of the tester assigned to complete the Individual Assessment Part I.

Then read the script which asks for name, address and phone number for a contact person. This information will be used if we try to contact them about their interest in other studies and we cannot locate them at their current address. Record this information on the Contact Record and thank them.

If **unable** to schedule an appointment code enter –1 at E2 and skip to E7. Appointment scheduling will be completed and tracked when the first VCS is produced.

If **NO**, read the **Eligible/Refused Script**. This starts with **E6** asking for the <u>main</u> reason the subject does not want to participate. If the subject mentions a different reason than options 1- 7, code 8 and record on line provided. Then read the script which asks for name, address and phone number for a contact person. This information will be used if we try to contact them about their interest in other studies and we cannot locate them at their current address. Record this information on the Contact Record and thank them.

A subject is **ineligible** if one or more response codes are in a shaded box. Read the **Ineligible Script**, obtaining information for a contact person as described above and thank the subject.

ATTACHMENT A – AGE ELIGIBILITY LOOK UP TABLE

JULY 1998		AUGUST 1998		SEPTEMBER 1998		OCTOBER 1998	
If Today Is:	Eligible if DOB is on or before:	If Today Is:	Eligible if DOB is on or before:	If Today Is:	Eligible if DOB is on or before:	If Today Is:	Eligible if DOB is on or before:
7/1/98	8/12/33	8/1/98	9/12/33	9/1/98	10/13/33	10/1/98	11/12/33
7/2/98	8/13/33	8/2/98	9/13/33	9/2/98	10/14/33	10/2/98	11/13/33
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7/28/98	9/8/33	8/28/98	10/9/33	9/28/98	11/9/33	10/28/98	12/9/33
7/29/98	9/9/33	8/29/98	10/10/33	9/29/98	11/10/33	10/29/98	12/10/33
7/30/98	9/10/33	8/30/98	10/11/33	9/30/98	11/11/33	10/30/98	12/11/33
7/31/98	9/11/33	8/31/98	10/12/33			10/31/98	12/12/33

ATTACHMENT A – AGE ELIGIBILITY LOOK UP TABLE

NOVEMBER 1998		DECEMBER 1998	
If Today Is:	Eligible if DOB is on or before:	If Today Is:	Eligible if DOB is on or before:
11/1/98	12/13/33	12/1/98	1/12/34
11/2/98	12/14/33	12/2/98	1/13/34
11/3/98	12/15/33	12/3/98	1/14/34
11/4/98	12/16/33	12/4/98	1/15/34
11/5/98	12/17/33	12/5/98	1/16/34
11/6/98	12/18/33	12/6/98	1/17/34
11/7/98	12/19/33	12/7/98	1/18/34
11/8/98	12/20/33	12/8/98	1/19/34
11/9/98	12/21/33	12/9/98	1/20/34
11/10/98	12/22/33	12/10/98	1/21/34
11/11/98	12/23/33	12/11/98	1/22/34
11/12/98	12/24/33	12/12/98	1/23/34
11/13/98	12/25/33	12/13/98	1/24/34
11/14/98	12/26/33	12/14/98	1/25/34
11/15/98	12/27/33	12/15/98	1/26/34
11/16/98	12/28/33	12/16/98	1/27/34
11/17/98	12/29/33	12/17/98	1/28/34
11/18/98	12/30/33	12/18/98	1/29/34
11/19/98	12/31/33	12/19/98	1/30/34
11/20/98	1/1/34	12/20/98	1/31/34
11/21/98	1/2/34	12/21/98	2/1/34
11/22/98	1/3/34	12/22/98	2/2/34
11/23/98	1/4/34	12/23/98	2/3/34
11/24/98	1/5/34	12/24/98	2/4/34
11/25/98	1/6/34	12/25/98	2/5/34
11/26/98	1/7/34	12/26/98	2/6/34
11/27/98	1/8/34	12/27/98	2/7/34
11/28/98	1/9/34	12/28/98	2/8/34
11/29/98	1/10/34	12/29/98	2/9/34
11/30/98	1/11/34	12/30/98	2/10/34
		12/31/98	2/11/34

ATTACHMENT A – AGE ELIGIBILITY LOOK UP TABLE

JANUARY 1999		FEBRUARY 1999		MARCH 1999		APRIL 1999	
If Today Is:	Eligible if DOB is on or before:	If Today Is:	Eligible if DOB is on or before:	If Today Is:	Eligible if DOB is on or before:	If Today Is:	Eligible if DOB is on or before:
1/1/99	2/12/34	2/1/99	3/15/34	3/1/99	4/12/34	4/1/99	5/13/34
1/2/99	2/13/34	2/2/99	3/16/34	3/2/99	4/13/34	4/2/99	5/14/34
1/3/99	2/14/34	2/3/99	3/17/34	3/3/99	4/14/34	4/3/99	5/15/34
1/4/99	2/15/34	2/4/99	3/18/34	3/4/99	4/15/34	4/4/99	5/16/34
1/5/99	2/16/34	2/5/99	3/19/34	3/5/99	4/16/34	4/5/99	5/17/34
1/6/99	2/17/34	2/6/99	3/20/34	3/6/99	4/17/34	4/6/99	5/18/34
1/7/99	2/18/34	2/7/99	3/21/34	3/7/99	4/18/34	4/7/99	5/19/34
1/8/99	2/19/34	2/8/99	3/22/34	3/8/99	4/19/34	4/8/99	5/20/34
1/9/99	2/20/34	2/9/99	3/23/34	3/9/99	4/20/34	4/9/99	5/21/34
1/10/99	2/21/34	2/10/99	3/24/34	3/10/99	4/21/34	4/10/99	5/22/34
1/11/99	2/22/34	2/11/99	3/25/34	3/11/99	4/22/34	4/11/99	5/23/34
1/12/99	2/23/34	2/12/99	3/26/34	3/12/99	4/23/34	4/12/99	5/24/34
1/13/99	2/24/34	2/13/99	3/27/34	3/13/99	4/24/34	4/13/99	5/25/34
1/14/99	2/25/34	2/14/99	3/28/34	3/14/99	4/25/34	4/14/99	5/26/34
1/15/99	2/26/34	2/15/99	3/29/34	3/15/99	4/26/34	4/15/99	5/27/34
1/16/99	2/27/34	2/16/99	3/30/34	3/16/99	4/27/34	4/16/99	5/28/34
1/17/99	2/28/34	2/17/99	3/31/34	3/17/99	4/28/34	4/17/99	5/29/34
1/18/99	3/1/34	2/18/99	4/1/34	3/18/99	4/29/34	4/18/99	5/30/34
1/19/99	3/2/34	2/19/99	4/2/34	3/19/99	4/30/34	4/19/99	5/31/34
1/20/99	3/3/34	2/20/99	4/3/34	3/20/99	5/1/34	4/20/99	6/1/34
1/21/99	3/4/34	2/21/99	4/4/34	3/21/99	5/2/34	4/21/99	6/2/34
1/22/99	3/5/34	2/22/99	4/5/34	3/22/99	5/3/34	4/22/99	6/3/34
1/23/99	3/6/34	2/23/99	4/6/34	3/23/99	5/4/34	4/23/99	6/4/34
1/24/99	3/7/34	2/24/99	4/7/34	3/24/99	5/5/34	4/24/99	6/5/34
1/25/99	3/8/34	2/25/99	4/8/34	3/25/99	5/6/34	4/25/99	6/6/34
1/26/99	3/9/34	2/26/99	4/9/34	3/26/99	5/7/34	4/26/99	6/7/34
1/27/99	3/10/34	2/27/99	4/10/34	3/27/99	5/8/34	4/27/99	6/8/34
1/28/99	3/11/34	2/28/99	4/11/34	3/28/99	5/9/34	4/28/99	6/9/34
1/29/99	3/12/34			3/29/99	5/10/34	4/29/99	6/10/34
1/30/99	3/13/34			3/30/99	5/11/34	4/30/99	6/11/34
1/31/99	3/14/34			3/31/99	5/12/34		

ATTACHMENT A – AGE ELIGIBILITY LOOK UP TABLE

MAY 1999 If Today Is:	Eligible if DOB is on or before:	JUNE 1999 If Today Is:	Eligible if DOB is on or before:	JULY 1999 If Today Is:	Eligible if DOB is on or before:	AUGUST 1999 If Today Is:	Eligible if DOB is on or before:
5/1/99	6/12/34	6/1/99	7/13/34	7/1/99	8/12/34	8/1/99	9/12/34
5/2/99	6/13/34	6/2/99	7/14/34	7/2/99	8/13/34	8/2/99	9/13/34
5/3/99	6/14/34	6/3/99	7/15/34	7/3/99	8/14/34	8/3/99	9/14/34
5/4/99	6/15/34	6/4/99	7/16/34	7/4/99	8/15/34	8/4/99	9/15/34
5/5/99	6/16/34	6/5/99	7/17/34	7/5/99	8/16/34	8/5/99	9/16/34
5/6/99	6/17/34	6/6/99	7/18/34	7/6/99	8/17/34	8/6/99	9/17/34
5/7/99	6/18/34	6/7/99	7/19/34	7/7/99	8/18/34	8/7/99	9/18/34
5/8/99	6/19/34	6/8/99	7/20/34	7/8/99	8/19/34	8/8/99	9/19/34
5/9/99	6/20/34	6/9/99	7/21/34	7/9/99	8/20/34	8/9/99	9/20/34
5/10/99	6/21/34	6/10/99	7/22/34	7/10/99	8/21/34	8/10/99	9/21/34
5/11/99	6/22/34	6/11/99	7/23/34	7/11/99	8/22/34	8/11/99	9/22/34
5/12/99	6/23/34	6/12/99	7/24/34	7/12/99	8/23/34	8/12/99	9/23/34
5/13/99	6/24/34	6/13/99	7/25/34	7/13/99	8/24/34	8/13/99	9/24/34
5/14/99	6/25/34	6/14/99	7/26/34	7/14/99	8/25/34	8/14/99	9/25/34
5/15/99	6/26/34	6/15/99	7/27/34	7/15/99	8/26/34	8/15/99	9/26/34
5/16/99	6/27/34	6/16/99	7/28/34	7/16/99	8/27/34	8/16/99	9/27/34
5/17/99	6/28/34	6/17/99	7/29/34	7/17/99	8/28/34	8/17/99	9/28/34
5/18/99	6/29/34	6/18/99	7/30/34	7/18/99	8/29/34	8/18/99	9/29/34
5/19/99	6/30/34	6/19/99	7/31/34	7/19/99	8/30/34	8/19/99	9/30/34
5/20/99	7/1/34	6/20/99	8/1/34	7/20/99	8/31/34	8/20/99	10/1/34
5/21/99	7/2/34	6/21/99	8/2/34	7/21/99	9/1/34	8/21/99	10/2/34
5/22/99	7/3/34	6/22/99	8/3/34	7/22/99	9/2/34	8/22/99	10/3/34
5/23/99	7/4/34	6/23/99	8/4/34	7/23/99	9/3/34	8/23/99	10/4/34
5/24/99	7/5/34	6/24/99	8/5/34	7/24/99	9/4/34	8/24/99	10/5/34
5/25/99	7/6/34	6/25/99	8/6/34	7/25/99	9/5/34	8/25/99	10/6/34
5/26/99	7/7/34	6/26/99	8/7/34	7/26/99	9/6/34	8/26/99	10/7/34
5/27/99	7/8/34	6/27/99	8/8/34	7/27/99	9/7/34	8/27/99	10/8/34
5/28/99	7/9/34	6/28/99	8/9/34	7/28/99	9/8/34	8/28/99	10/9/34
5/29/99	7/10/34	6/29/99	8/10/34	7/29/99	9/9/34	8/29/99	10/10/34
5/30/99	7/11/34	6/30/99	8/11/34	7/30/99	9/10/34	8/30/99	10/11/34
5/31/99	7/12/34			7/31/99	9/11/34	8/31/99	10/12/34

ATTACHMENT A – AGE ELIGIBILITY LOOK UP TABLE

SEPTEMBER 1999		OCTOBER 1999		NOVEMBER 1999		DECEMBER 1999	
If Today Is:	Eligible if DOB is on or before:	If Today Is:	Eligible if DOB is on or before:	If Today Is:	Eligible if DOB is on or before:	If Today Is:	Eligible if DOB is on or before:
9/1/99	10/13/34	10/1/99	11/12/34	11/1/99	12/13/34	12/1/99	1/12/35
9/2/99	10/14/34	10/2/99	11/13/34	11/2/99	12/14/34	12/2/99	1/13/35
9/3/99	10/15/34	10/3/99	11/14/34	11/3/99	12/15/34	12/3/99	1/14/35
9/4/99	10/16/34	10/4/99	11/15/34	11/4/99	12/16/34	12/4/99	1/15/35
9/5/99	10/17/34	10/5/99	11/16/34	11/5/99	12/17/34	12/5/99	1/16/35
9/6/99	10/18/34	10/6/99	11/17/34	11/6/99	12/18/34	12/6/99	1/17/35
9/7/99	10/19/34	10/7/99	11/18/34	11/7/99	12/19/34	12/7/99	1/18/35
9/8/99	10/20/34	10/8/99	11/19/34	11/8/99	12/20/34	12/8/99	1/19/35
9/9/99	10/21/34	10/9/99	11/20/34	11/9/99	12/21/34	12/9/99	1/20/35
9/10/99	10/22/34	10/10/99	11/21/34	11/10/99	12/22/34	12/10/99	1/21/35
9/11/99	10/23/34	10/11/99	11/22/34	11/11/99	12/23/34	12/11/99	1/22/35
9/12/99	10/24/34	10/12/99	11/23/34	11/12/99	12/24/34	12/12/99	1/23/35
9/13/99	10/25/34	10/13/99	11/24/34	11/13/99	12/25/34	12/13/99	1/24/35
9/14/99	10/26/34	10/14/99	11/25/34	11/14/99	12/26/34	12/14/99	1/25/35
9/15/99	10/27/34	10/15/99	11/26/34	11/15/99	12/27/34	12/15/99	1/26/35
9/16/99	10/28/34	10/16/99	11/27/34	11/16/99	12/28/34	12/16/99	1/27/35
9/17/99	10/29/34	10/17/99	11/28/34	11/17/99	12/29/34	12/17/99	1/28/35
9/18/99	10/30/34	10/18/99	11/29/34	11/18/99	12/30/34	12/18/99	1/29/35
9/19/99	10/31/34	10/19/99	11/30/34	11/19/99	12/31/34	12/19/99	1/30/35
9/20/99	11/1/34	10/20/99	12/1/34	11/20/99	1/1/35	12/20/99	1/31/35
9/21/99	11/2/34	10/21/99	12/2/34	11/21/99	1/2/35	12/21/99	2/1/35
9/22/99	11/3/34	10/22/99	12/3/34	11/22/99	1/3/35	12/22/99	2/2/35
9/23/99	11/4/34	10/23/99	12/4/34	11/23/99	1/4/35	12/23/99	2/3/35
9/24/99	11/5/34	10/24/99	12/5/34	11/24/99	1/5/35	12/24/99	2/4/35
9/25/99	11/6/34	10/25/99	12/6/34	11/25/99	1/6/35	12/25/99	2/5/35
9/26/99	11/7/34	10/26/99	12/7/34	11/26/99	1/7/35	12/26/99	2/6/35
9/27/99	11/8/34	10/27/99	12/8/34	11/27/99	1/8/35	12/27/99	2/7/35
9/28/99	11/9/34	10/28/99	12/9/34	11/28/99	1/9/35	12/28/99	2/8/35
9/29/99	11/10/34	10/29/99	12/10/34	11/29/99	1/10/35	12/29/99	2/9/35
9/30/99	11/11/34	10/30/99	12/11/34	11/30/99	1/11/35	12/30/99	2/10/35
		10/31/99	12/12/34			12/31/99	2/11/35