



INSTRUCTIONS FOR BASELINE EXACERBATION QUESTIONNAIRE BBEQ, VERSION 1.0 (QxQ)

I. GENERAL INSTRUCTIONS

The Baseline Exacerbation Questionnaire is filled out by the study coordinator at the baseline visit.

Header Information: The header information consists of key fields which uniquely identify each recorded instance of a form.

FORM DATE: Record date this is being completed. Select the date from the pop up calendar or type in the date in the space provided. Dates should be entered in the mm/dd/yyyy format.

INITIALS: Record the staff code of the person entering the data on this form. This code is assigned to each person at each site by the GIC. If you do not have a staff code and are collecting SPIROMICS data please contact the GIC in order to receive your own individual staff code.

II. DETAILED INSTRUCTIONS FOR EACH ITEM

Please read every question on this form exactly as it is written. The Baseline Exacerbation Questionnaire collects important information about how episodes of breathing problems have been treated over the previous 12 month period. Answer for each episode by checking all relevant treatments that were given.

Item 1. Select 'Yes' or 'No' to answer whether the participant has had any episodes of breathing problems in the past year. If 'Yes' move to item 2 and continue to fill out the form until all episodes of breathing problems over the past year are recorded. If 'No' then the form is complete; save and close.

Item 2. Enter how many episodes of breathing problems the participant has had in the past year.

Item 3. Beginning with the MOST RECENT breathing problem that the participant had read through each of the questions and select the answer the participant gives for each.

Items 3e-3f. If either of these questions are 'Yes' use the check boxes to select all that apply to this episode.

Items 4-13:

For each additional episode of breathing problems that occurred in the past year select 'Yes' to the question prompting if there was a second (item 4), third (item 6), fourth (item 8), fifth (item 10) or sixth (item 6) in order to record the details of each specific episode in the items following, such as in item 3.

It is important that the EARLIEST should be recorded first (item 3) followed by the closest to the current date working backwards over the past 12 month period.