

One day administered assessment vs. multiple day administered assessments

For assessments completed in one day

- Z1 What time is it now?
- Record the time the assessment was completed in standard time.
 - For interviews that take place over more than one day, record the end time of the **first day** of the interview and record the details of the rest of the interview in item XADMh1.
- Z1b Is it AM or PM?
- Enter AM or PM (without punctuation)
- Z1c How many breaks did you take today?
- Enter the total number of breaks taken during the interview.
 - For interviews lasting more than one day, enter the number of breaks taken on only the **first day** of the interview here.
- Z1d Not counting breaks, how long did it take you to finish this today?
- To calculate the time to complete, start by determining how much time was spent on the interview from beginning to end, and then **subtract the time spent on breaks**. The start time is found in items A1a-b at the beginning of the assessment.

For assessments completed over multiple days

- XADMh1 Was administration done over multiple days?
- If the interview was conducted over more than one day, code as 1-Yes and enter the details of the remaining time on task in items XADMh1a-d.
- XADMh1a What is the final revision date?
- Code the date on which the entire interview was completed.
- XADMh1b What is the total number of breaks across all sessions and days?
- This number should include all breaks reported in item Z1c and the number of breaks taken since resuming the interview.
 - Count the time between days of the interview as a break as well. For instance, if half of the interview was conducted one day and the rest was conducted on the next day and no breaks were taken during either of the interviews, then the correct response to XADMh1b would be 1 to account for the break between days. The number reported for item XADMh1b should always be at least one more than the number for item Z1c to account for the break between days.
- XADMh1c What is the total number of minutes spent doing the interview across all sessions and days?

- Record the total number of minutes spent administering the GAIN across **all days**. As with item Z1d, do **NOT** include time taken for breaks.

XADMh1d What is the staff ID of the person finishing the interview?

- Record this item regardless of whether the same person who began the interview was also the person who completed it.