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Coordinating Group Meeting held by Telephone
Conference Call, January 5, 1984

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Description Notes Alvin L. Young filed this item under "Vietnam Veterans
Twin Study."

REFERENCE SLIP

TO (Name or title-Mail routing symbol)	INITIALS-DATE
1. CSP #256, Consultant Oversight Group Protocol #1	
2. Chief CSP - Miami Staff Assistant, CSP - VACO	
3. VETS Project Staff - St. Louis NAS -MFUA Staff @ Washington, D.C.	
4. Agent Orange Project Office Staff - WA., Rose Davidson, Contract Officer - VACO	D.C. ✓
5. Piet Harris, Contract Officer - NAS	

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REMARKS

Attached are the minutes of the recent Coordinating Group Meeting on CSP #256, Protocol #1.

FROM JACK GOLDBERG, Ph.D., Study Epidemiologist, Hines VA CSPCC 51K	DATE 1/19/84 TEL. EXT.
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MINUTES

CSP #256, Protocol #1 Coordinating Group Meeting
held by Telephone Conference Call
01/05/84

Present:

William True, Jack Goldberg, Dennis Robinette

Minutes of the meeting held on November 29, 1983 were approved as read and will be distributed to all parties.

I. ACCOMPLISHMENTS TO DATE

A. Communications with States

Virginia

Has sent two tapes containing male/male twin pairs to NAS. A formal application now has to be filed with Virginia so that the twins identified can be contacted.

California

California has requested that NAS file a formal application to use their twin register. The California Review Committee meets once a month. Dennis is filling out forms sent by California.

Texas

No new information regarding the Texas birth certificate search.

Connecticut

Forms have been submitted to the Connecticut review group. We are awaiting approval.

New York

No new information regarding the computerization of the New York twin register.

B. WORK AT NPRC

1. Computer System

The abstraction screens for data entry are nearly completed.

2. Twin Search Procedures

The process of determining which Connecticut twins were in the military is continuing. This process is based on the "name only" strategy. Dennis indicated that the search for additional temporary staff at NPRC is under way.

3. NPRC Registry Search

The NPRC Registry search will not be done using a GSA subcontract as was described in the 11/19/83 coordinating group minutes. Dennis indicated that it will be cheaper for NAS to write the computer matching programs than to have it done under subcontract. Mr. Joe Griffin, Head of Computer Operations at NPRC has agreed to provide Dennis with computer tapes of the 10 million Vietnam era veterans contained on the NPRC register.

C. Subcontract Arrangements

No new subcontract arrangements have been made.

D. Work on DMDC Files

No new work on the DMDC files has been performed.

E. Zygoty/Morbidity Questionnaire Development

The zygoty/morbidity questionnaire has not yet been submitted to OMB. Jack indicated that it would be submitted within the next few weeks.

F. Development of a Procedures Document for the NPRC Search

The procedures manual describing the abstraction process is nearing completion.

II. AREAS OF SPECIAL ATTENTION

A. Contract Between VA and NAS

The final contract between VA and NAS has not been signed. VA legal counsel has indicated that NAS cannot maintain the twin register after the conclusion of the VETS project. If NAS would maintain the twin register, it would be in clear violation of the law, according to the VA legal counsel. Dennis indicated that he is not stopping work at NAS or NPRC; he believes that this matter can be resolved between the NAS and VA lawyers. However, Dennis stated that NAS could not let any subcontracts until the final contract is signed. This means that NORC and the State of New York have not received a subcontract from NAS. NORC does not appear to be worried by this and is continuing to provide assistance in the development and pretesting of the zygoty/morbidity survey. New York has not and will not begin to computerize their twin register until a subcontract is received from NAS.

B. Problems With Obtaining Social Security Numbers

Larry Hobson has been negotiating with the Social Security Administration to obtain social security numbers for twins identified from state twin registers. Bill has indicated that Hobson is having some difficulty in getting the Social Security Administration to agree to provide social security numbers. Hobson recognizes the importance of obtaining Social Security cooperation and is working on the problem.

C. Quality Control in Abstraction and Data Entry

Dennis suggested that an informal system of quality control be used to monitor the abstraction and data entry process. Dennis described a system where the NAS supervisor at NPRC would review an abstracter's work on an irregular basis during the course of the project. Jack Goldberg objected to this plan noting that a more formalized system of quality control is necessary. Jack suggested that a random sample of records be reabstracted during the entire length of the project. Bill True suggested that this was a problem that might be discussed at the upcoming Consultant Oversight Group meeting.

III. TASKS TO BE COMPLETED BY THE NEXT COORDINATING GROUP MEETING

A. VA Tasks

1. The zygosity/morbidity survey should be submitted to OMB. This is continued from the list of tasks from the last meeting.
2. A request to VACO to obtain a BIRLS file of potential twin pairs. This file will be constructed based on same last name, different first name, same state of issuance of the social security number and same date of birth.
3. Check with Larry Hobson to determine if any progress has been made with the Social Security Administration.

B. NAS Tasks

1. Determine the number of twin pairs on the Virginia tapes.
2. Submit formal applications to all remaining states to obtain access to the state twin registers.
3. Develop a description of how NAS proposes to conduct the mortality study outlined in CSP #256, Protocol #2 (p. 129-133).
4. The abstraction of military records at NPRC should begin.
5. Complete the procedures document describing the NPRC search and abstraction process.
6. Develop additional information on the completeness of the DMDC file compared to the Connecticut twin register.

IV. NEXT IMPORTANT DATES

The next coordinating group meeting will be held in Washington, D.C. on Wednesday, January 31, following the conclusion of the COG-1 meeting.