**Figure 3: Naming Structure of Data and Folders within the Data Repository**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **File Version** | **Illness** | **Dyad Number**  (Numerically as they enter the study; two digits) | | **Dyad** | | **Data Type** | | **Data Number** | **Interviewer**  (first and last initial) | | **Location** (first three letters of city) | | **Day** | **Month** | **Year** |
| Raw=Raw Transcript | HF=Heart Failure | 01-20=HF | | PA=Patient | | IV = Audio Interview | | 01= 1st interview,  field note, or photo | MS=Mary Smith | | ABC=  City 1 | | Two Digits | First three letters | Four Digits |
| Master= Cleaned Transcript | LD = COPD/Lung Disease | 21-40=LD | | FA=Family | | FN=Field Notes | | 02= 2nd interview,  field note, or photo | JD=Jane Doe | | DEF= City 2 | |  |  |  |
|  | RD=ESRD/ End Stage Renal Disease | 41-60=RD | |  | | PH=Photo | | 03= 3rd interview,  field note, or photo |  | |  | |  |  |  |
|  | CA = Advanced Cancer | 61-80=CA | |  | |  | |  |  | |  | |  |  |  |
| EXAMPLE: **Raw\_CA\_ 01\_FA\_ IV\_01\_MS\_ABC\_15Apr2018** | | | | | | | | | | | | | | | |
| Raw Transcript | Advanced Cancer | Dyad 01 | Family Participant | | Interview | | 1st Interview | | | Mary Smith | | City 1 | April 15, 2018 | | |