**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 |