

Missouri Teen Pregnancy Prevention Programs (MOTPP)

CREATING UNIQUE PARTICIPANT IDENTIFICATION NUMBERS

Each participant must have a unique 10-digit participant ID number which are created using the keypad method. To change letters into numbers, use the keypad and follow the process below:



Find the numbers which correspond with the first two letters of the participant's first name. Use the number 1 in place of any missing letters.

These are the first two digits of the participant's ID number.

Find the numbers which correspond with the first two letters of the participant's middle name. Use the number 1 in place of any missing letters.

These are the second two digits of the participant's ID number.

Find the numbers which correspond with the first six letters of the participant's last name. Use the number 1 in place of any missing letters.

These are the last six digits of the participant's ID number.

EXAMPLES

Participant's name – John Fitzgerald Kennedy



First two letters of participant's first name are J, O.

The first two digits of the participant's ID number are 5 and 6.

The first two letters of participant's middle name are F, I.

The second two digits of the participant's ID number are 3 and 4.

The first six letters of participant's last name are K, E, N, N, E, D.

The last six digits of the participant's ID number are 5, 3, 6, 6, 3, and 3.

John's participant ID number = 5634536633

Participant's name – Frida Kahlo



First two letters of participant's first name are F, I.

The first two digits of the participant's ID number are 3 and 7.

Participant has no middle name, use 1 as a placeholder.

The second two digits of the participant's ID number are 1 and 1.

The first six letters of participant's last name are K, A, H, L, O, and 1 as a placeholder.

The last six digits of the participant's ID number are 5, 2, 4, 5, 6, and 1.

Frida's participant ID number = 3711524561