

Attachment 4

1) RDD

- **Advance Letter**
- **Screener Refusal Conversion Letter**
- **Extended Interview Refusal Conversion Letter**
- **Permission Refusal Conversion Letter**

2) Area Probability Sample

- **Advance Letter**
- **Screener Refusal Conversion Letter**
- **Extended Interview Refusal Conversion Letter**

3) Telephone Introduction and Consent/Assent Scripts for Adults and Adolescents



RDD Advance Letter

Dear Current Resident,

Your household has been selected for this year's California Health Survey. This important telephone survey is your opportunity to have your voice heard on health issues.

This survey helps California learn about the health of its people and the problems they have getting health care. The results may help the people and families in your community.

Your household is very special because you are part of a scientific sample representing many other households like yours. We do this survey every two years. Since 2001, more than 100,000 Californians have talked to us about many different health topics.

We will be calling sometime in the next two weeks and one adult in your household will be selected for the interview. If you have teenagers (ages 12-17), we will ask to interview one with permission from a parent. Participation is voluntary. All answers are confidential and used only for this survey.

Please take a moment to take our call. We are not selling anything or asking for money. If we call at an inconvenient time, you can suggest a better time for us to call back. To thank you in advance for taking our call and hearing about this survey, we are enclosing a \$2 bill. This small gift is for you to keep whether or not you decide to participate (this money is not from State or local taxes).

Thank you for your help.

Sincerely,

A handwritten signature in black ink, appearing to read "E. Richard Brown".

Dr. E. Richard Brown
Director, UCLA Center for Health Policy Research

Note: If you have questions about the California Health Survey, you can call toll-free 1-888-941-2950 or visit our website at www.californiahealthsurvey.org

Major funders of this survey include the California Department of Health Services and the National Cancer Institute.

Relevant to Privacy Act Information, the legislative authority for this survey is 42 USC 285.



Screener Refusal Letter

Dear Current Resident,

Your household has been selected for this year's California Health Survey. This telephone survey is an important opportunity to have your voice heard on health care issues.

We do this survey every two years. This research helps California learn about the health of its people and the problems they have getting health care. The results may be used to help the people and families in your community.

We recently called your home, but it was not a good time for anyone to speak with us. We know your time is valuable. However, we encourage you to take just a few minutes to talk to our interviewer when we call again.

Your household is part of a scientific sample representing many other households like yours. Please take a moment to take our call. If we happen to call at an inconvenient time, you can suggest a time that is better for you.

If you have any questions, you may call toll free at 1-888-941-2950.

Sincerely,

A handwritten signature in black ink, appearing to read "E. Richard Brown". The signature is fluid and cursive.

Dr. E. Richard Brown
Director, UCLA Center for Health Policy Research

Note: If you want to read more about this survey, you can visit our website at www.californiahealthsurvey.ucla.edu.

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Relevant to Privacy Act Information, the legislative authority for this survey is 42 USC 285.



Extended Interview Refusal Letter

Dear Current Resident,

We recently talked on the telephone with someone in your home who has been selected to be part of the California Health Survey. I do not know that person's name because this is a confidential survey and names cannot be released.

The person we talked to chose not to do the interview or not to finish it. We respect that decision since the interview is voluntary. However, I kindly ask him or her to please reconsider.

You are part of a scientific sample representing many others like yourself. You are important in making a complete picture of the people of California. The results may be used to improve health care and help your community.

One of our interviewers from Westat, the survey firm making the telephone calls, will call again. I want to give the selected person one more opportunity to be part of this important survey. If necessary, our interviewer can make an appointment for a more convenient time.

Please take a moment to talk with us. If you have any questions, you may call toll free at 1-888-941-2950.

Sincerely,

A handwritten signature in black ink, appearing to read "E. Richard Brown". The signature is fluid and cursive, with a long horizontal flourish at the end.

Dr. E. Richard Brown
Director, UCLA Center for Health Policy Research

Note: If you want to read more about this survey, you can visit our website at www.californiahealthsurvey.ucla.edu.

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Permission Refusal Letter

Dear Parent or Guardian,

We recently did a telephone interview with an adult in your household. I want to thank that person for his or her time. We also selected one teenager between age 12 and 17 to be interviewed. However, the parent or guardian did not give us permission to interview their teenager. We respect that decision and will not speak with anyone under 18 years old without permission.

I want to ask the parent or guardian to please reconsider. Our survey results may help to improve the health of young people in your community. Your teenager is important. She or he is part of a scientific sample representing many other similar young people.

One of our interviewers from Westat, the survey firm making the telephone calls, will call again. We will again ask for permission to interview the selected teenager. This voluntary interview only takes about 15 minutes. We can make an appointment for a convenient time to do it.

If we still cannot get permission, or the selected teenager does not want to do it, tell the interviewer when we call. We will not call or write again.

If you have any questions, you may call toll-free at 1-888-941-2950.

Yours truly,

A handwritten signature in black ink, appearing to read "E. Richard Brown". The signature is fluid and cursive.

Dr. E. Richard Brown
Director, UCLA Center for Health Policy Research

Note: If you want to read more about this survey, you can visit our website at www.californiahealthsurvey.ucla.edu.

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Advance Letters for Area Probability Sample Households without Matched Telephone Numbers



Dear Current Resident,

Your household has been selected for this year's California Health Survey. This important telephone survey is your opportunity to have your voice heard on health issues.

This survey helps California learn about the health of its people and the problems they have getting health care. The results may help the people and families in your community.

Your household is very special because you are part of a scientific sample representing many other households like yours. We do this survey every two years. Since 2001, more than 100,000 Californians have talked to us about many different health topics.

One adult in your household will be selected for the interview. Participation is voluntary. All answers are confidential and used only for this survey.

Westat, a social science research firm, will conduct the interview. An interviewer with a Westat badge will visit your household sometime between (date) and (date), 2007. A few initial questions will determine if someone in your household is eligible for an interview. If you would like to set an appointment or complete the interview by telephone before we visit, you can contact Westat at their toll-free number, 1-888-941-2950, and give your telephone number and the time that is convenient for you.

Please take a moment to talk to us. We are not selling anything or asking for money. If we happen to visit at an inconvenient time, you can suggest a time that is better for you.

To thank you in advance for talking to us about this survey, we are enclosing a \$2 bill. This small gift is for you to keep whether or not you decide to participate (this money is not from state or local taxes). If you participate in the interview, we will give you an additional \$25 for your time.

Thank you for your help.

Sincerely,

A handwritten signature in black ink that reads "E. Richard Brown". The signature is fluid and cursive, with a long horizontal stroke at the end.

Dr. E. Richard Brown
Director, UCLA Center for Health Policy Research

Note: If you have questions about the California Health Survey, you can call toll-free 1-888-941-2950 or visit our website at www.californiahealthsurvey.org

Major funders of this survey include the California Department of Health Services and the National Cancer Institute.

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Initial In-Person Refusal Conversion Letter

UCLA CENTER FOR
HEALTH POLICY RESEARCH



Dear Current Resident,

Your household has been selected for this year's California Health Survey. This telephone survey is an important opportunity to have your voice heard on health care issues.

We do this survey every two years. This research helps California learn about the health of its people and the problems they have getting health care. The results may be used to help the people and families in your community.

We recently called your home, but it was not a good time for anyone to speak with us. We know your time is valuable. However, we encourage you to take just a few minutes to talk to our interviewer when we contact you again. Your household is part of a scientific sample representing many other households like yours.

Westat, a social science research firm, is conducting this study. In the next week or two, an interviewer from Westat will visit your household to try to reach you. If we happen to stop by at an inconvenient time, please suggest a time that is better for you. If you would like to set an appointment before we call, you can contact Westat at their toll-free number, 1-888-941-2950, and give your telephone number and the time that is convenient for you.

Please take a moment to talk to us. To thank you for participating in the interview, we are offering to pay \$25 for your time. If we happen to visit at an inconvenient time, you can suggest a time that is better for you.

If you have any questions, you may call toll free at 1-888-941-2950.

Sincerely,

A handwritten signature in black ink, appearing to read "E. Richard Brown".

Dr. E. Richard Brown
Director, UCLA Center for Health Policy Research

Note: If you want to read more about this survey, you can visit our website at www.californiahealthsurvey.ucla.edu.

Major funders of this survey include the California Department of Health Services and the National Cancer Institute.

Relevant to Privacy Act Information, the legislative authority for this survey is 42 USC 285.

www.healthpolicy.ucla.edu

In-Person Extended Interview Refusal Conversion Letter

UCLA CENTER FOR
HEALTH POLICY RESEARCH



Dear Current Resident,

We recently talked on the telephone with someone in your home who has been selected to be part of the California Health Survey. I do not know that person's name because this is a confidential survey and names cannot be released.

The person we talked to chose not to do the interview or not to finish it. We respect that decision since the interview is voluntary. However, I kindly ask him or her to please reconsider.

You are part of a scientific sample representing many others like yourself. You are important in making a complete picture of the people of California. The results may be used to improve health care and help your community.

Westat, a social science research firm, is conducting this study. In the next week or two, an interviewer from Westat will visit your household to try to reach you. I want to give the selected person one more opportunity to be part of this important survey. If we happen to stop by at an inconvenient time, please suggest a time that is better for you. If you would like to set an appointment before we call, you can contact Westat at their toll-free number, 1-1-888-941-2950, and give your telephone number and the time that is convenient for you.

Please take a moment to talk to us. To thank you for participating in the interview, we are offering to pay \$25 for your time. If we happen to visit at an inconvenient time, you can suggest a time that is better for you.

Please take a moment to talk with us. If you have any questions, you may call toll free at 1-888-941-2950.

Sincerely,

A handwritten signature in black ink, appearing to read "E. Richard Brown". The signature is fluid and cursive, with a long horizontal flourish at the end.

Dr. E. Richard Brown
Director, UCLA Center for Health Policy Research

Note: If you want to read more about this survey, you can visit our website at www.californiahealthsurvey.ucla.edu.

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www.healthpolicy.ucla.edu

Consent Scripts for the California Health Interview Survey

1) Introductory RDD screener script

"Hello, my name is {interviewer name}. I am calling for the University of California at Los Angeles. We are doing a scientific study about health in California. "

1) "Are you a member of this household and at least 18 years old?"

1. YES..... [CONTINUE WITH 3]
2. NO..... [CONTINUE WITH 2]

2) "May I please speak with a household member who is at least 18 years old?"

1. AVAILABLE..... [BEGIN SCREENER SCRIPT AGAIN]
2. UNAVAILABLE..... [END CALL, THANK, AND SET APPOINTMENT]
3. NONE..... [THANK AND END]

3) "Is this telephone number used for business use only?"

1. YES..... [THANK AND END]
2. NO..... [CONTINUE]

I have a few questions to see if someone in your household qualifies for this study. This will only take a few minutes.

4) "Including yourself, how many adults AGE 18 AND OLDER, currently live in this household?"

_____ NUMBER OF ADULTS

1. MORE THAN ONE..... [USE MODIFIED LAST-BIRTHDAY SELECTION METHOD;
IF SCREENER RESPONDENT = ADULT EXTENDED INTERVIEW RESPONDENT, PROCEED.
OTHERWISE, GO TO SECONDARY SCREENER SCRIPT]
2. NO..... [CONTINUE]

"You do qualify for this study."

[IF NO, ASK: "are you the parent or guardian of a child age 12-17 living in this household?"]

[IF YES, CONTINUE WITH ADOLESCENT SELECTION PROTOCOL.]

[IF NO, GO TO ADULT EXTENDED INTERVIEW CONSENT SCRIPT.]

2) Introductory cell phone only screener script

"Hello, my name is {INTERVIEWER NAME}. I am calling for the University of California. We are doing a scientific study about health in California. Your telephone number was randomly drawn to be in the California Health Survey. If you are currently driving a car or doing any activity that requires your full attention, I need to call you back at a later time." [PROGRAMMING NOTE: IF TRUE, END CALL IMMEDIATELY AND SET APPOINTMENT].

1) "Are you at least 18 years old?"

1. YES..... [CONTINUE WITH 3]
2. NO..... [CONTINUE WITH 2]

- 2) "May I please speak with a household member who is at least 18 years old?"
 1. AVAILABLE..... [BEGIN SCREENER SCRIPT AGAIN]
 2. UNAVAILABLE..... [END CALL, THANK, AND SET APPOINTMENT]
 3. NONE..... [GO TO CLOSE1]

- 3) "Is this telephone number also used for business purposes?"
 1. YES..... [GO TO CLOSE2]
 2. NO..... [CONTINUE]

For this part of the study, we are trying to reach people who use cellular service for their primary telephone. It will take about 2 minutes to see if you qualify for the study. We will send you \$5 to thank you for answering these questions.

- 4) "Do you have any regular, landline telephone numbers in your home?"
 1. YES..... [GO TO CLOSE2]
 2. NO..... [CONTINUE]

- 5) "Including yourself, how many adults AGE 18 AND OLDER, currently live in this household?"

_____ NUMBER OF ADULTS

- 6) "Do any of the adults share this cell phone number?"
 1. YES..... [IF SCREENER RESPONDENT = ADULT EXTENDED INTERVIEW RESPONDENT, PROCEED. OTHERWISE, USE MODIFIED LAST-BIRTHDAY SELECTION METHOD AND GO TO SECONDARY SCREENER SCRIPT]
 2. NO..... [CONTINUE]

"You do qualify for the study."
 [PROGRAMMING NOTE: GO TO ADULT EXTENDED INTERVIEW CONSENT SCRIPT]

3) Introductory In-person screener script

"Hello, my name is {interviewer name}. I am here on behalf of the University of California at Los Angeles. We are doing a scientific study about health in California. "

- 1) "Are you a member of this household and at least 18 years old?"
 1. YES..... [CONTINUE WITH 3]
 2. NO..... [CONTINUE WITH 2]

- 2) "May I please speak with a household member who is at least 18 years old?"
 1. AVAILABLE..... [BEGIN SCREENER SCRIPT AGAIN]
 2. UNAVAILABLE..... [END CALL, THANK, AND SET APPOINTMENT]
 3. NONE..... [THANK AND END]

I have a few questions to see if someone in your household qualifies for this study. This will only take a few minutes.

- 3) "Including yourself, how many adults AGE 18 AND OLDER, currently live in this household?"

_____ NUMBER OF ADULTS

 1. MORE THAN ONE..... [USE MODIFIED LAST-BIRTHDAY SELECTION METHOD; IF SCREENER RESPONDENT = ADULT EXTENDED INTERVIEW RESPONDENT, PROCEED. OTHERWISE, GO TO SECONDARY SCREENER SCRIPT]
 2. NO..... [CONTINUE]

"You do qualify for this study."

Verbal Consent and Assent Telephone Scripts for the California Health Interview Survey

1) Consent script for adult extended interview

"{Again}, I am {calling for/or here on behalf of} the University of California at Los Angeles. We are doing a scientific research study about health that may help improve services in your community. Your {telephone number/address} was randomly drawn to be in the California Health Survey."

"The interview takes about 30 minutes on average, but may be as short as 20 minutes. There are questions about your health, diet and exercise, sexual behaviors, and healthcare and insurance. [PROGRAMMING NOTE: FOR CELL PHONE RESPONDENTS SAY, "We will send you \$25 to thank you for your help with this survey."] [FOR IN-PERSON INTERVIEWS, SAY, "We will give you \$25 to thank you for your help with this survey."]

"This interview is voluntary and confidential. Your answers will be used only for this survey. You can skip any question, and you can stop at any time."

"Do you have any questions about this?"

[PROGRAMMING NOTE: ANSWER QUESTIONS AND PROCEED.]

"The University has very strict safeguards to protect your confidentiality. We have obtained a certificate from the National Institutes of Health to protect your privacy. If you want, I can give you the name and toll-free telephone number of the persons at UCLA in charge of the study. Would you like this information now or can we begin the interview?"

[PROGRAMMING NOTES: IF REQUESTS INFORMATION ABOUT PRIVACY SAFEGUARDS: *Your name, address, and telephone number will be erased after the study is completed. The survey data will be kept in a secure data center, and your answers will only be used to produce total numbers. No personal information will be released.*

IF REQUESTS INFORMATION ABOUT NIH CERTIFICATE OF CONFIDENTIALITY:
With a Certificate of Confidentiality, the researchers cannot be forced to disclose information that may identify you, even by a court subpoena, in any federal, state, or local civil, criminal, administrative, legislative, or other proceedings. The researchers will use the Certificate to resist any demands for information that would identify you, except for those from personnel of the United States Government for information that would be used for auditing or evaluation of Federally- funded projects.

A Certificate of Confidentiality does not prevent you or a member of your family from voluntarily releasing information about yourself or your involvement in this research. If you give an insurer, employer, or other person your written consent to receive research information, then the researchers may not use the Certificate to withhold that information."

[PROGRAMMING NOTES:

IF REQUESTED:

1. **WANTS STUDY INFORMATION:** *Please contact Dr. E. Richard Brown if you have any questions about the study. Dr. Brown can be reached toll-free at 1-866-275-2447.*
2. **WANTS INFORMATION ABOUT RIGHTS OF RESEARCH SUBJECTS OR THE NIH CERTIFICATION FOR PROTECTION OF PERSONAL INFORMATION:** *Please contact the Office for the Protection of Research Subjects at (310) 825-8714.]*
3. **BOTH:** *Provide both contact numbers.*
4. **BEGIN INTERVIEW – THANK AND CONTINUE**
5. **DON'T BEGIN INTERVIEW:** *Ask, "If another time is more convenient, we can schedule at a better time."]*

[FOR IN-PERSON INTERVIEWERS, "You may conduct the interview with a cell phone that I will provide to you or on your household's landline phone, if you have one. Which do you prefer?"]

[IN-PERSON INTERVIEWERS WILL SCHEDULE CALL WITH REMOTE TELEPHONE INTERVIEWERS AND RETURN AFTER CALL IS COMPLETED TO THANK RESPONDENTS AND PAY \$25 CASH INCENTIVE.]

2) Permission script read to the adult respondent or screener respondent:

"{Adolescent's first name} has {also} been selected for the study. Are you the parent or legal guardian who can give permission for us to speak with {adolescent's first name}?"

1. YES..... [PROCEED]
2. NO..... [THANK AND END]

"Because this interview is voluntary, I will need to ask {adolescent's first name} if {he/she} is willing to do it. However, I need to obtain your consent to talk to {adolescent's first name} because {he/she} is under the age of 18."

"I will ask questions about health and health behaviors, such as food, exercise, tobacco, alcohol and drug use. There are also questions about fighting and violence and sexual behavior. Children and teens have heard about many of these health issues in the classroom."

"All the information is strictly confidential and will not be released to anyone. {Adolescent's first name} can skip any question and can stop the interview at any time. The answers will be used only for this survey. The interview takes about 15 to 20 minutes."

"Also, we believe that young people tend to feel more comfortable doing the interview when their parents are not in the same room listening. Do you have any questions?"

[PROGRAMMING NOTE: ANSWER QUESTIONS AND PROCEED.]

"May I have your permission to speak with and interview {adolescent's first name}?"

"If you'd like more information, I can give you the name and toll-free telephone number of the persons at UCLA in charge of the survey."

[PROGRAMMING NOTES:

IF REQUESTED:

1. *WANTS STUDY INFORMATION: Please contact Dr. E. Richard Brown if you have any questions about the study. Dr. Brown can be reached toll-free at 1-866-275-2447.*
2. *WANTS INFORMATION ABOUT RIGHTS OF RESEARCH SUBJECTS OR THE NIH CERTIFICATION FOR PROTECTION OF PERSONAL INFORMATION: Please contact the Office for the Protection of Research Subjects at (310) 825-8714.]*
3. *BOTH: Provide both contact numbers.*
4. *READ VERBAL ASSENT SCRIPT TO ADOLESCENT*
5. *DON'T BEGIN INTERVIEW: Ask "If another time is more convenient, we can schedule at a better time."]*

3) Assent script read to the selected adolescent respondent:

"Hello, my name is {interviewer name}. I am calling for the University of California at Los Angeles. We are doing a scientific study about health that may help improve services in your community."

"You were selected by chance for this scientific survey. It is completely voluntary, and the information you give will be kept confidential. Your answers will be used only for this survey. No names are used when we summarize what we learn."

"I'm going to ask questions about diet and exercise and about tobacco, alcohol, and drugs even if you don't use any of these. There are also some questions about fighting and violence and sexual behavior."

"The interview takes about 15 to 20 minutes. You can skip any questions and stop at any time. Do you have any questions?"

[ANSWER QUESTIONS AND PROCEED.]

"The University has very strict safeguards to protect your confidentiality. We have obtained a certificate from the National Institutes of Health to protect your privacy. If you want, I can give you the name and toll-free telephone number of the persons at UCLA in charge of the study. Would you like this information now or can we begin the interview?"

[PROGRAMMING NOTES: IF REQUESTS INFORMATION ABOUT PRIVACY SAFEGUARDS:

Your name, address, and telephone number will be erased after the study is completed. The survey results will be kept in a secure data center, and your answers will only be used to produce total numbers.

[IF REQUESTS INFORMATION ABOUT NIH CERTIFICATE OF CONFIDENTIALITY:

With a Certificate of Confidentiality, the researchers cannot be forced to disclose information that may identify you, even by a court subpoena, in any federal, state, or local civil, criminal, administrative, legislative, or other proceedings. The researchers will use the Certificate to resist any demands for information that would identify you, except for those from personnel of the United States Government for information that would be used for auditing or evaluation of Federally- funded projects.

A Certificate of Confidentiality does not prevent you or a member of your family from voluntarily releasing information about yourself or your involvement in this research. If you give an insurer, employer, or other person your written consent to receive research information, then the researchers may not use the Certificate to withhold that information."

[PROGRAMMING NOTES: IF REQUESTED:

1. WANTS STUDY INFORMATION: Please contact Dr. E. Richard Brown if you have any questions about the study. Dr. Brown can be reached toll-free at 1-866-275-2447.
2. WANTS INFORMATION ABOUT RIGHTS OF RESEARCH SUBJECTS OR THE NIH CERTIFICATION FOR PROTECTION OF PERSONAL INFORMATION: Please contact the Office for the Protection of Research Subjects at (310) 825-8714.]
3. BOTH: Provide both contact numbers.
4. BEGIN INTERVIEW – THANK AND CONTINUE
5. DON'T BEGIN INTERVIEW: Ask, "If another time is more convenient, we can schedule at a better time."

"Are you in a private enough place so you can answer these questions freely?"