# Appendix H – Web E-Mail Follow-up Script

## *WEB : Preconception Phone Follow-ups (Moderate, & Low)* – Usability Test Version

**LOGIN**    Thank you for continuing to help the National Children's Study by completing this short questionnaire -- it takes only 3 to 5 minutes to complete!

Entering your e-mail address and home phone number will start your questionnaire.

Email address....................................................................................    (VALID E-MAIL)

Home phone number..........................................................................    (VALID #)

IF BOTH ARE CORRECT GO TO IDENT.
    IF E-MAIL OR PHONE NUMBER DOES NOT MATCH GO TO LOGIN2.


**LOGIN2**    The system could not find a record that matches the e-mail address or phone number you provided.  Please enter your email address and phone number again.

Email address....................................................................................    (VALID E-MAIL)

Home phone number..........................................................................    (VALID #)

IF BOTH ARE CORRECT GO TO IDENT
    IF E-MAIL OR PHONE NUMBER DOES NOT MATCH GO TO NOLOGIN


**NOLOGIN**    We apologize**.** The system cannot locate a record for the email address or phone number you entered.  Please call {PH #} and a National Children's Study representative will help identify the correct record.  Representatives are available weekdays 9am to 9pm ET. We appreciate your interest in the National Children's Study.


RETURN TO LOGIN SCREEN/LEAVE WEB APPLICATION


**IDENT**    This questionnaire is for {**NAME LASTNAME**}.  Are you {**NAME LASTNAME** }?

O  Yes.......................................................................................................    1 (BOX CT01)

O  No........................................................................................................    3 (BOX CT01)

    NO SELECTON MADE ........................................................................    (BOX CT01)

PROGRAMMING INSTRUCTION:
    DISPLAY RFULLNAME FROM DATEBASE. DISPLAY RFULLNAME IN ALL CAPS, NO BOLD, NO ITALICS.

**INSTRUCT**    Throughout this questionnaire to move forward to the next question click on the "next" button.  If you need to change an answer or if you made a mistake click on the "previous" button to go back

to the previous question.  You should not use the "back" or "forward" buttons in your web browser.

PROGRAMMING INSTRUCTION:
FOR REMAINDER OF SURVEY OPEN SURVEY SCREENS IN A WINDOW WHICH DOES NOT SHOW THE INTERNET BROWSWER TOOLBAR.

SAVE CURRENT INSTRUMENT TIME IN MINUTES AND SECONDS TO **WEBEXTDSTART**.

**FV001**     Because this study is interested in pregnancy, it is important to know if you are currently pregnant.  Are you pregnant now?

O  Yes, pregnant.................................................................................    1 (**BOX FV02**)

O  No, not pregnant............................................................................    3 (**FV008**)

PROGRAMMING INSTRUCTION:
        IF RESPONDENT CLICKS 'NEXT' BUTTON WITHOUT MAKING ANY SELECTION
              DISPLAY ERROR MESSAGE EACH TIME NEXT IS CLICKED.

VARIABLE NAME: *PregnantNow*

ERROR MESSAGE TO DISPLAY: DEFAULT2

**FV008**     Are you currently trying to become pregnant?

O  Yes   ..............................................................................................1   (**BOX FV02**)

O  No    ..............................................................................................3   (**BOX FV02**)

VARIABLE NAME: *StillTryingPregUpdate*

ERROR MESSAGE TO DISPLAY: DEFAULT1

| **BOX FV02** |
| --- |
| SET FENCEPOST1 = 1 <br><br> <u>CHECK ITEM</u> <br> • IF R PREGNANT (**FV001**/**PregnantNow** = 1) THEN GO TO **FV005** <br><br> • ELSE GO TO **JOIN**. |

**FV005**　　　Congratulations!  When is your baby due?

Select the month for your baby's due date.

____ (Month)　　　　　　　　　(**BOX FV03**)

O　Month unknown.　　　　998　(**JOIN**)


PROGRAMMER INSTRUCTION
　　　ALLOW SELECTION OF MONTH, NOT USER ENTRY

VARIABLE NAME: MONTH: *MDueDate*

ERROR MESSAGE TO DISPLAY: "Please select a month for your baby's due date, if you are unsure make your best guess, or select month unknown."

ERROR MESSAGE TO DISPLAY FOR BUBBLE SELECT: "Please click on the bubble that corresponds to your answer.  If you do not know the month please clear that month by clicking on 'select'."

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**BOX FV03**

CHECK ITEM

　　IF MONTH (**MDueDate** < CURRENT MONTH) THEN **YDate** = CURRENT YEAR +1.

　　IF MONTH (**MDueDate** => CURRENT MONTH) THEN **YDate** = CURRENT YEAR.

　　SAVE MONTH (**MDueDate**) AND YEAR (**P1YDate**) AS DATE IN **DueDate.**

　　THEN GO TO **BOX FV04**.

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**BOX FV04**

SET FENCEPOST2 = 1

CHECK ITEM

　　IF DATE (**DueDate**) IS NOT WITHIN TEN MONTHS OF CURRENT DATE, THEN GO TO FV005c.

　　ELSE GO TO **FV005v**.

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**FV005c**  The month you have entered is more than nine months from today.  Select the month for your baby's due date.

    ____ (Month)                      (**BOX FV03_1**)

    O  Month unknown.         998   (**JOIN**)

[PROGRAMMER INSTRUCTION]
ALLOW SELECTION OF MONTH, NOT USER ENTRY............................

VARIABLE NAME: MONTH: ***2MDueDate***

ERROR MESSAGE TO DISPLAY: "Please select a month for your baby's due date, if you are unsure make your best guess, or select date unknown."

ERROR MESSAGE TO DISPLAY FOR BUBBLE SELECT: "Please click on the bubble that corresponds to your answer.  If you do not know the month please clear that month by clicking on 'select'."

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**BOX FV03_1**

CHECK ITEM
        CALCULATE APPROPRIATE YEAR:
            IF MONTH (**2MDueDate** < CURRENT MONTH) THEN **2YDate** =
                CURRENT YEAR +1.
            IF MONTH (**2MDueDate** => CURRENT MONTH) THEN 2**YDate** =
                CURRENT YEAR.

        SAVE MONTH (**2MDueDate**) AND YEAR (**YDate**) AS DATE IN **DueDate**

        THEN GO TO BOX FV04_1.

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**BOX FV04_1**

SET FENCEPOST2 = 1

CHECK ITEM

        IF DATE (**DueDate**) IS NOT WITHIN NINE MONTHS OF CURRENT DATE,
        THEN GO TO **BOX** FV12.

        ELSE GO TO **FV005v**.

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**FV005v**  Just to verify, the month you have given for your baby's due date is {**P1MonthDueDate**}.  Is this correct?

O Yes ...............................................................................................1  (**BOX** FV12)

O No .............................................................................................3  (**FV005**)

VARIABLE NAME:

ERROR MESSAGE TO DISPLAY: DEFAULT1

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                              BOX FV12
  SET FENCEPOST9 = 1

  PROGRAMMER INSTRUCTION:

        IF CONTACT NUMBER = EVEN THEN GO TO JOIN.
        ELSE IF CONTACT NUMBER = ODD THEN GO TO FV013A
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**JOIN**  Since the last time we contacted you, has anyone moved into your household?

O YES ...............................................................................................1  (**MV001**)

O NO .............................................................................................3  (**MV001**)

VARIABLE NAME: *JoinHH*

ERROR MESSAGE TO DISPLAY: DEFAULT1

**MV001**        Do you plan on moving from your present address within the next two months?

       O  YES ..........................................................................................1  (**MV002**)

       O  NO ...........................................................................................3  (**BOX FV12_1**)

       VARIABLE NAME: *WillMove*

       ERROR MESSAGE TO DISPLAY: DEFAULT1


**MV002**        Do you know the address of where you will be moving to?

       O  YES ..........................................................................................1  (**MV003**)

       O  NO ...........................................................................................3  (**BOX FV12_1**)

       VARIABLE NAME: *KnowMove*

       ERROR MESSAGE TO DISPLAY: DEFAULT1


**MV003**        Enter the address you will be moving to in the fields below.  If you are unsure enter only what information you know.

       Street number and name:_____  Apt #: _____
                                  *MoveAddr*                        *MoveApt*

       City: _____       State:_____    Zip:_____
             *MoveCity*                *MoveSt*         *MoveZip*


**MV004**        Please enter the best phone number to reach you at in case we need get in touch with you after you move.

       Phone Number: (__|__|__) − |__|__|__| − |__|__|__|__|

       ERROR MESSAGE TO DISPLAY: "You have not entered a phone number.  If you want to continue without entering a phone number click 'next' again."

       Is this number your home, work, cell, or some other phone number?

       O  Home...........................................................................................1  (MV006)

       O  Work ..........................................................................................2  (MV006)

       O  Cell  ...........................................................................................3  (MV006)

       O  Some other number.........................................................  4 (MV006)

VARIABLE NAME: *MovePhType*

PROGRAMMER INSTRUCTION
        MAKE SELECTIONS INTO A DROP-DOWN MENU.

ERROR MESSAGE TO DISPLAY: DEFAULT2


**MV006**      Is {EMAIL ADDRESS} the best e-mail address to reach you once you move?

O  Yes  ...........................................................................................1   (**BOX FV12_1**)

O  No    ...........................................................................................3   (MV007)

VARIABLE NAME: *MoveVerifyEmail*

ERROR MESSAGE TO DISPLAY: DEFAULT1

**MV007**  Enter the best email address to reach you after you move in both boxes below.

Email address: _____

Verify Email address: _____  (INSTRUCTION)

ERROR MESSAGES TO DISPLAY:
   MESSAGE1: "You have not entered an email address; enter your email address to continue."
   MESSAGE2: "Please verify your email address; then click 'next' to continue."
   MESSAGE3: "The email addresses you entered do not match, please re-enter your email address."

Is this your personal email, work email, or a family or shared email address?

O  Personal........................................................................................  1 (**BOX FV12_1**)

O  Work .........................................................................................2  (**BOX FV12_1**)

O  Family or shared.............................................................................  3 (**BOX FV12_1**)

VARIABLE NAME: *MoveEmType*

ERROR MESSAGE TO DISPLAY: DEFAULT2

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**BOX FV12_1**

SET FENCEPOST10 = 1

PROGRAMMER INSTRUCTION:

   IF MV001/**WillMove** OR MV002/**KnowMove** = 3 THEN GO TO **FV013A**

   IF MV002/**KnowMove** = 1 AND (MV003) **MoveAddr** OR **MoveCi**ty OR **MoveZip** = NULL THEN GO TO **FV013A**

   IF MV002/**KnowMove** = 1 AND (MV003) **MoveAddr** AND **MoveCity** AND **MoveZip** != NULL THEN GO TO BOX FV13

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**FV013A**     Please verify your <u>current</u> contact information below.  If anything is incorrect or has changed click on the box and type the new information.

Street number and name:_____    Apt #: _____
                                                                *CurrAddr*                                                                *CurrApt*

City: _____        State:_____        Zip:_____
            *CurrCity*                                                *CurrSt*                            *CurrZip*

Phone Number: (__|__|__) − |__|__|__| − |__|__|__|__|
                                    *CurrPhone*

GO TO BOX FV13

VARIABLE NAME: *IN **BOLD** ABOVE*

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**BOX FV13**

<u>CHECK ITEM:</u>

IF IN PREGNANT ELIGIBLE GROUP (FV001/***PregnantNow*** = 1) THEN GO TO **CL001**.

ELSE IF NOT PREGNANT (FV001/***PregnantNow*** != 1) AND EITHER
MV002/**KnowMove** != 1 OR FV013A/**VerifyAdd** != 2 OR JOIN/**JoinHH** != 1 THEN:

    IF ***CONTACT*** = 1 (EVERY 6 WEEKS) and not trying to get pregnant (FV008/

    IF ***CONTACT*** = 1 (EVERY 6 WEEKS) and trying to get pregnant (FV008/

    IF ***CONTACT*** = 1 (EVERY 12 WEEKS) and not trying to get pregnant (FV008/

    IF ***CONTACT*** = 1 (EVERY 12 WEEKS) and trying to get pregnant (FV008/

    IF INSUFFICIENT DATA (**--**) GO TO **CL006**.

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**CL001**   Congratulations again on your pregnancy and thank you for answering these questions.

Click the button below to close the window and end this survey.

SET FENCEPOST10 = 1.
        CLOSE WINDOW.


**CL002**   Thank you for answering these questions.  We will be back in touch with you again in about six weeks to ask a few quick questions.  We'll send you a letter about a week before then to remind you.

Click the button below to close the window and end this survey.

SET FENCEPOST10 = 1.
        CLOSE WINDOW.


**CL003**   Thank you for answering these questions.  We will be back in touch with you again in about six weeks to ask a few quick questions.  We'll send you a letter about a week before then to remind you.  If you find out that you're pregnant before the next survey, please call the toll free number for your local National Children's Study office.  The number is {SO toll free #}. Representatives are available weekdays 9am to 9pm ET.

Click the button below to close the window and end this survey.

SET FENCEPOST10 = 1.
        CLOSE WINDOW.


**CL004**   Thank you for answering these questions.  We will be back in touch with you again in about twelve weeks to ask a few quick questions.  We'll send you a letter about a week before then to remind you.

Click the button below to close the window and end this survey.

SET FENCEPOST10 = 1.
        CLOSE WINDOW.

**CL005**     Thank you for answering these questions.  We will be back in touch with you again in about twelve weeks to ask a few quick questions.  We'll send you a letter about a week before then to remind you.  If you find out that you're pregnant before the next survey, please call the toll free number for your local National Children's Study office.  The number is {SO toll free #}.  Representatives are available weekdays 9am to 9pm ET.

Click the button below to close the window and end this survey.

SET FENCEPOST10 = 1.
          CLOSE WINDOW.

**CL006**     Unfortunately; our system is having some technical difficulties right now.  We may be back in touch with you again if we need additional information.  Thank you for your time.

Click the button below to close the window and end this survey.

CLOSE WINDOW.