

Attachment R

Call Me Letters

[DATE]

[NAME], [TITLE]

[COLLEGE/UNIVERSITY NAME]

[ADDRESS]

[CITY], [STATE] [ZIP]

Dear [DR./MR./MS.] [NAME]:

Recently one of our interviewers, [FIRST & LAST NAMES], attempted to contact specific [ROOMS/ RESIDENCES] on the [COLLEGE/UNIVERSITY NAME] campus that were randomly selected to participate in the National Survey on Drug Use and Health (NSDUH), a study conducted by Research Triangle Institute (RTI) for the U.S. Public Health Service. So far, [MR./MS.] [LAST NAME] has been unable to [GAIN ACCESS/GAIN FULL ACCESS] to [NAME OF RESIDENCE HALL/STUDENT APTS], and we are asking for your help.

We understand your responsibility to protect the students on campus and want to provide you with additional information about the study:

- We are not selling anything. This is not a marketing survey.
- The NSDUH provides valuable national and state-level information about important health-related issues including experiences with and opinions about the use or non-use of alcohol, drugs, and tobacco. For this reason, it is just as important that we talk to people who have not used drugs as it is that we talk to people who have.
- A limited number of [ROOMS/HOUSEHOLDS] were randomly chosen to take part. We do not have any information about the residents other than an address.
- The RTI interviewer only needs a few minutes of the residents' time to see if someone in the [ROOM/HOUSEHOLD] will be asked to participate in an interview. If selected, those completing the interview receive a cash incentive.
- All information provided is kept completely confidential and used for statistical purposes only in compliance with the Confidential Information Protection and Statistical Efficiency Act of 2002 (PL 107-347).
- For more details about the study, please visit <http://nsduhweb.rti.org>.

A current Institutional Review Board (IRB) summary package is included for your review. By helping us access the selected [ROOMS/HOUSEHOLDS] at [COLLEGE/UNIVERSITY NAME], you will make a direct contribution to this important research effort. [FIRST & LAST NAMES], our supervisor in your area, will contact you soon to address any questions, or you may call [HIM/HER] toll free at [TOLL FREE NUMBER].

Your assistance is extremely important, and I thank you in advance for your help.

Sincerely,

Ilona S. Johnson
National Field Director

[DATE]

[NAME], [TITLE]
[GQU NAME]
[ADDRESS]
[CITY], [STATE] [ZIP]

Dear [MR./MS.] [LAST NAME]:

Recently one of our field interviewers, [FIRST & LAST NAME], attempted to contact specific [RESIDENCES/UNITS] within your [TYPE OF GQU] that were randomly selected to participate in a national study conducted by Research Triangle Institute (RTI) for the U.S. Public Health Service. So far, [MR./MS.] [LAST NAME] has been unable to [GAIN ACCESS/GAIN FULL ACCESS] to [GQU NAME OR ADDRESS], and we are asking for your help.

We understand your responsibility to protect your residents and want to provide you with additional information about the study:

- We are not selling anything. This is not a marketing survey.
- The National Survey on Drug Use and Health (NSDUH) provides valuable national and state-level information about important health-related issues including experiences with and opinions about the use or non-use of alcohol, drugs, and tobacco. For this reason, it is just as important that we talk to people who have not used drugs as it is that we talk to people who have.
- A limited number of addresses were randomly chosen to take part. We do not have any information about the residents other than an address.
- The RTI interviewer only needs a few minutes of the residents' time to see if someone in the [HOUSEHOLD/UNIT] will be asked to participate in an interview. If selected, those completing the interview receive a cash incentive.
- All information provided is kept completely confidential.
- For more details about the study, please visit <http://nsduhweb.rti.org>.

By helping our interviewer access the selected [RESIDENCES/UNITS] in [NAME OF GQU], **you** will make a direct contribution to this important research effort. [FIRST & LAST NAMES], our supervisor in your area, will contact you soon to address any questions, or you may call [HIM/HER] toll free at [**TOLL FREE NUMBER**].

Your assistance is extremely important to the success of this study, and I thank you in advance for your help.

Sincerely,

Ilona S. Johnson
National Field Director

[DATE]

[NAME], [TITLE]
[COMPLEX/COMMUNITY NAME]
[ADDRESS]
[CITY], [STATE] [ZIP]

Dear [MR./MS.] [NAME]:

This letter is to confirm that Research Triangle Institute (RTI) is authorized to conduct data collection for the 2012 National Survey on Drug Use and Health (NSDUH) for the U.S. Public Health Service, a part of the Department of Health and Human Services.

The NSDUH began in 1971 and has maintained an outstanding level of participation, primarily through a rigorous commitment to respondent confidentiality as well as an increased public awareness of the effects of drug abuse. The data from this study provide information for tracking drug use in the general population and for monitoring drug control policies.

I want to assure you that this agency and RTI are committed to full compliance with all policies regarding security on your property. RTI's representative will work with you to develop a mutually agreeable procedure for contacting selected units for voluntary participation in our study.

Thank you for your assistance. If you have any questions, you may call me at (240) 276-1265 (9:00 a.m. to 5:00 p.m., ET, Monday through Friday).

Sincerely,

Joel Kennet, Ph.D.
National Study Director
Center for Behavioral Health Statistics and Quality

cc: [FS]
[RS]
[RD]
Project File 12800

[DATE]

[FIRST NAME] [LAST NAME]
[POSITION], [LAW ENFORCEMENT AGENCY]
[ADDRESS]
[CITY], [STATE] [ZIP]

Dear [TITLE/MR./MS.] [LAST NAME]:

Research Triangle Institute (RTI) will be in your area conducting a research study for the U.S. Department of Health and Human Services (DHHS) during the months of [FILL IN MONTHS OF QUARTER].

We understand your responsibility to protect the residents of [CITY/COUNTY NAME]. Since the public may ask your department about the legitimacy of this national study, we seek your cooperation in providing information about the study to staff members who may receive such inquiries.

- We are not selling anything. This is not a marketing survey.
- The National Survey on Drug Use and Health (NSDUH)¹ is the primary source of national and state-level data concerning alcohol, tobacco, and drug use. Information from this study is used by government agencies, policy makers, and researchers to monitor substance abuse trends, design and support prevention, treatment, and education programs.
- A limited number of household addresses are randomly selected to represent the population of the U.S. Once a household has been chosen, it cannot be replaced.
- An RTI interviewer will only visit the selected households and needs a few minutes of the residents' time to see if someone in the household will be asked to participate in an interview. If selected, those completing the interview will receive a cash incentive.
- All information provided is kept completely confidential as required by federal law.²
- For more details about the study, please visit <http://nsduhweb.rti.org>.

Thank you in advance for sharing this information with all pertinent staff in your department. Your efforts are important to the success of this study, and I thank you in advance for your help. If you have any questions, please contact our supervisor for your area, [FIRST & LAST NAME] toll free at [TOLL FREE NUMBER].

Sincerely,

Ilona S. Johnson
National Field Director

¹ The NSDUH is authorized by Section 505 of the Public Health Service Act (42 USC 290aa4) and is sponsored by the Substance Abuse and Mental Health Services Administration (SAMHSA), U.S. Department of Health and Human Services (OMB No. 0930-0110).

² The Confidential Information Protection and Statistical Efficiency section of the E-Government Act of 2002 (Public Law 107-347) ensures that any information residents provide will only be used for statistical purposes and cannot be used for any other purpose. Any unlawful use of these data may result in a jail term of up to 5 years, a fine of \$250,000, or both.

[DATE]

Resident
[NAME OF COMPLEX/UNIVERSITY]
[STREET ADDRESS]
[CITY], [STATE] [ZIP]

Dear Resident:

We need your help with an important national study conducted by Research Triangle Institute (RTI) for the U.S. Public Health Service.

A limited number of addresses—including yours—were randomly chosen to take part in this important study. No other household or person can take your place.

Typically a professional RTI interviewer visits each selected residence in person. We respect the policies of [NAME OF COMPLEX/UNIVERSITY] so we are asking you to speak with our interviewer, who only needs a few minutes of your time to see if someone in your [HOUSEHOLD/ROOM] will be chosen for an interview. Every person who **is chosen and completes the full interview will receive \$30 in cash at the end of the interview.**

Please meet with our interviewer [FI FIRST/LAST NAME] in [MEETING PLACE]:

Please meet in [MEETING PLACE]:

- [DAY OF WEEK], [MONTH] [DATE] [TIME]

OR

- [DAY OF WEEK], [MONTH] [DATE] [TIME]

If you are unable to speak with [MR/MS] [LAST NAME], call [FS FIRST/LAST NAME], our supervisor for your area, at [TOLL FREE NUMBER] (toll free) to request another meeting time.

Any information you provide is kept completely confidential and used only for statistical purposes. Information gathered from this study is used by researchers and local, state and federal health agencies in developing various medical and health-related policies and programs.

For more details about the study, please visit <http://nsduhweb.rti.org>.

Your visit with [MR/MS] [FI LAST NAME] or call to [MR/MS] [FS LAST NAME] is extremely important to the success of this study, and I thank you in advance for your cooperation.

Sincerely,

Ilona S. Johnson
National Field Director

[DATE]

[RANK] [FULL NAME], [TITLE]
[NAME OF BASE]
[ADDRESS]
[CITY], [STATE] [ZIP]

Dear [RANK/MR./MS.] [LAST NAME]:

Please be advised that [MR./MS.] [FIRST & LAST NAMES], an authorized representative of Research Triangle Institute (RTI), is collecting data for the National Survey on Drug Use and Health (NSDUH). This important research study is sponsored by the U.S. Public Health Service in the Department of Health and Human Services (OMB No. 0930-0110).

We understand and respect your responsibility to protect individuals living on [NAME OF BASE] and want to provide you with additional information about the study:

- We are not selling anything. This is not a marketing survey.
- The NSDUH provides valuable national and state-level information about important health-related issues including experiences with and opinions about the use or non-use of alcohol, drugs, and tobacco. For this reason, it is just as important that we talk to people who have not used drugs as it is that we talk to people who have.
- The RTI interviewer only needs a few minutes of the residents' time to see if any **civilian** members of the household will be asked to participate in an interview (*active-duty members of the military are not eligible for this study*). If selected, those completing the interview receive a cash incentive at the end of the interview.
- All information provided is kept completely confidential and used for statistical purposes only in compliance with the Confidential Information Protection and Statistical Efficiency Act of 2002 (PL 107-347).
- For more details about the study, please visit <http://nsduhweb.rti.org>.

An Institutional Review Board (IRB) summary package is included for your review. By helping us access the selected households on [NAME OF BASE], you will make a direct contribution to this important research effort. [FIRST & LAST NAMES], our supervisor in your area, will contact you soon to address any questions, or you may call [HIM/HER] toll free at [TOLL FREE NUMBER].

Your assistance is extremely important to the success of this study, and I thank you in advance for your help.

Sincerely,

Ilona S. Johnson
National Field Director

Enclosures

[DATE]

[NAME], [TITLE]
[COMPLEX/COMMUNITY NAME]
[ADDRESS]
[CITY], [STATE] [ZIP]

Dear [MR./MS.] [NAME]:

One of our field interviewers, [FIRST & LAST NAMES], needs to contact specific residences within [COMPLEX/COMMUNITY NAME] that were randomly selected to participate in a national study conducted by Research Triangle Institute (RTI) for the U.S. Public Health Service.

We understand your responsibility to protect your residents and want to provide you with additional information about the study:

- We are not selling anything. This is not a marketing survey.
- The National Survey on Drug Use and Health (NSDUH) provides valuable national and state-level information about important health-related issues including experiences with and opinions about the use or non-use of alcohol, drugs, and tobacco. For this reason, it is just as important that we talk to people who have not used drugs as it is that we talk to people who have.
- A limited number of household addresses were randomly chosen to take part. We do not have any information about the residents other than an address.
- The RTI interviewer only needs a few minutes of the residents' time to see if someone in the household will be asked to participate in an interview. If selected, those completing the interview receive a cash incentive.
- All information provided is kept completely confidential.
- For more details about the study, please visit <http://nsduhweb.rti.org>.

By helping our interviewer access the selected households in [NAME OF COMPLEX/COMMUNITY], **you** will make a direct contribution to this important research effort. [FIRST & LAST NAMES], our supervisor in your area, will contact you soon to address any questions, or you may call [HIM/HER] toll free at [TOLL FREE NUMBER].

Your assistance is extremely important to the success of this study, and I thank you in advance for your help.

Sincerely,

Ilona S. Johnson
National Field Director, RTI

Enclosures

[DATE]

[NAME], [TITLE]
[COMPLEX/COMMUNITY NAME]
[ADDRESS]
[CITY], [STATE] [ZIP]

Dear [MR./MS.] [NAME]:

Recently one of our field interviewers, [FIRST & LAST NAMES], attempted to contact specific residences within [COMPLEX/COMMUNITY NAME] that were randomly selected to participate in a national study conducted by Research Triangle Institute (RTI) for the U.S. Public Health Service. So far, [MR./MS.] [LAST NAME] has been unable to [GAIN ACCESS/GAIN FULL ACCESS] to [NAME OF COMPLEX/COMMUNITY], and we are asking for your help.

We understand your responsibility to protect your residents and want to provide you with additional information about the study:

- We are not selling anything. This is not a marketing survey.
- The National Survey on Drug Use and Health (NSDUH) provides valuable national and state-level information about important health-related issues including experiences with and opinions about the use or non-use of alcohol, drugs, and tobacco. For this reason, it is just as important that we talk to people who have not used drugs as it is that we talk to people who have.
- A limited number of household addresses were randomly chosen to take part. We do not have any information about the residents other than an address.
- The RTI interviewer only needs a few minutes of the residents' time to see if someone in the household will be asked to participate in an interview. If selected, those completing the interview receive a cash incentive.
- All information provided is kept completely confidential.
- For more details about the study, please visit <http://nsduhweb.rti.org>

By helping our interviewer access the selected households in [NAME OF COMPLEX/COMMUNITY], **you** will make a direct contribution to this important research effort. [FIRST & LAST NAMES], our supervisor in your area, will contact you soon to address any questions, or you may call [HIM/HER] toll free at [TOLL FREE NUMBER].

Your assistance is extremely important to the success of this study, and I thank you in advance for your help.

Sincerely,

Ilona S. Johnson
National Field Director, RTI

Enclosures

[DATE]

[NAME], [TITLE]
[NAME OF COMPLEX/COMMUNITY]
[ADDRESS]
[CITY], [STATE] [ZIP]

Dear [MR./MS.] [LAST NAME]:

On behalf of our client, the U.S. Public Health Service, a part of the Department of Health and Human Services (DHHS), I would like to express our most sincere appreciation for the assistance you recently provided our [FI/FS] [CIRCUMSTANCES] at [NAME OF COMPLEX/COMMUNITY]. It was your cooperation that made it possible for us to meet our response rate goals in this important national study. Every completed interview helps ensure that the data collected for the 2012 National Survey on Drug Use and Health (NSDUH) are statistically sound. The information generated from the 2012 NSDUH will provide the nation's policymakers with accurate data on a number of important health issues.

If you have any questions, please do not hesitate to call me during 9:00 am and 5:00 pm (Eastern Time), Monday through Friday, at 1-800-848-4079. Once again, thank you for your cooperation.

Sincerely,

Ilona S. Johnson
National Field Director

cc: [FS]
[RS]
[RD]
Project File 12800

[DATE]

Resident
[COMPLEX/COMMUNITY NAME]
[ADDRESS]
[CITY], [STATE] [ZIP]

Dear Resident:

Recently we sent a letter requesting your help with a national study on health-related issues conducted by Research Triangle Institute (RTI) for the U.S. Public Health Service.

A limited number of household addresses—including yours—were randomly chosen to take part in this important study. No other household or person can take your place. Information gathered from this study is used by researchers and local, state and federal health agencies in developing various medical and health-related policies and programs.

Typically, a professional RTI interviewer visits each selected residence in person. We respect the policies of [COMPLEX/COMMUNITY NAME] and appreciate your desire for privacy, so we are contacting you by mail instead. Your participation in this study is very important or we would not continue to try to reach you.

Since we cannot contact you in person, we ask you to please call our supervisor for your area, [FIRST & LAST NAMES] to set an appointment for an RTI interviewer to visit your household.

Please call:

[FIRST & LAST NAME]
[PHONE NUMBER] (toll free)

The interviewer only needs a few minutes of your time to see if someone in your household will be chosen for an interview. Every person who **is chosen and completes the full interview will receive \$30 in cash at the end of the interview.** Any information you provide is kept completely confidential and will be used only for statistical purposes.

For more details about the study, please visit <http://nsduhweb.rti.org>.

Your call to [MR./MS. LAST NAME] is extremely important to the success of this study, and I thank you in advance for your cooperation.

Sincerely,

Ilona S. Johnson
National Field Director

[DATE]

Resident
[COMPLEX/COMMUNITY NAME]
[ADDRESS]
[CITY], [STATE] [ZIP]

Dear Resident:

Recently we sent a letter requesting your help with a national study on health-related issues conducted by Research Triangle Institute (RTI) for the U.S. Public Health Service.

A limited number of household addresses—including yours—were randomly chosen to take part in this important study. No other household or person can take your place. Information gathered from this study is used by researchers and local, state and federal health agencies in developing various medical and health-related policies and programs.

Typically, a professional RTI interviewer visits each selected residence in person. We appreciate your desire for privacy, so we are contacting you by mail instead. Your participation in this study is very important or we would not continue to try to reach you.

Since we cannot contact you in person, we ask you to please call our supervisor for your area, [FIRST & LAST NAMES] to set an appointment for an RTI interviewer to visit your household.

Please call:
[FIRST & LAST NAME]
[PHONE NUMBER] (toll free)

The interviewer only needs a few minutes of your time to see if someone in your household will be chosen for an interview. Every person who **is chosen and completes the full interview will receive \$30 in cash at the end of the interview**. Any information you provide is kept completely confidential and will be used only for statistical purposes.

For more details about the study, please visit <http://nsduhweb.rti.org>.

Your call to [MR./MS.] [LAST NAME] is extremely important to the success of this study, and I thank you in advance for your cooperation.

Sincerely,

Ilona S. Johnson
National Field Director

[DATE]

Resident

[NAME OF RESIDENCE HALL/STUDENT APTS]

[ADDRESS]

[CITY], [STATE] [ZIP]

Dear Resident:

We need your assistance with an important national study on health-related issues conducted by Research Triangle Institute (RTI) for the U.S. Public Health Service.

A limited number of addresses—including yours—were randomly chosen to take part in this study. No other household or person can take your place. Information gathered from this study is used by researchers and local, state and federal health agencies in developing various medical and health-related policies and programs.

Typically, a professional RTI interviewer visits each selected residence in person. We respect the policies of [DORMITORY/RESIDENCE HALL NAME OR COLLEGE/UNIVERSITY NAME] and appreciate your desire for privacy, so we are contacting you by mail instead. Your participation in this study is very important or we would not continue to try to reach you.

Since we cannot contact you in person, we ask you to please call our supervisor for your area, [FIRST & LAST NAMES] to set an appointment for an RTI interviewer to visit your residence.

Please call:

[FIRST & LAST NAME]
[PHONE NUMBER] (toll free)

The interviewer only needs a few minutes of your time to see if someone living at your residence will be chosen for an interview. Every person who **is chosen and completes the full interview will receive \$30 in cash at the end of the interview.** Any information you provide is kept completely confidential and will be used only for statistical purposes.

For more details about the study, please visit <http://nsduhweb.rti.org>.

Your call to [MR./MS.] [LAST NAME] is extremely important to the success of this study, and I thank you in advance for your cooperation.

Sincerely,

Ilona S. Johnson
National Field Director

[DATE]

Resident
[COMPLEX/COMMUNITY NAME]
[ADDRESS]
[CITY], [STATE] [ZIP]

Dear Resident:

Recently we sent a letter requesting your help with a national study on health-related issues conducted by Research Triangle Institute (RTI) for the U.S. Public Health Service.

A limited number of household addresses—including yours—were randomly chosen to take part in this important study. No other household or person can take your place. Information gathered from this study is used by researchers and local, state and federal health agencies in developing various medical and health-related policies and programs.

Typically, a professional RTI interviewer visits each selected residence in person. We have been unable to contact you in this manner, so we are contacting you by mail instead. Your participation in this study is very important or we would not continue to try to reach you.

Since we cannot contact you in person, we ask you to please call our supervisor for your area, [FIRST & LAST NAMES] to set an appointment for an RTI interviewer to visit your household.

Please call:

[FIRST & LAST NAME]
[PHONE NUMBER] (toll free)

The interviewer only needs a few minutes of your time to see if someone in your household will be chosen for an interview. Every person who **is chosen and completes the full interview will receive \$30 in cash at the end of the interview**. Any information you provide is kept completely confidential and will be used only for statistical purposes.

For more details about the study, please visit <http://nsduhweb.rti.org>.

Your call to [MR./MS.] [LAST NAME] is extremely important to the success of this study, and I thank you in advance for your cooperation.

Sincerely,

Ilona S. Johnson
National Field Director

[DATE]

Resident
[NAME OF COMPLEX/COLLEGE/UNIVERSITY]
[ADDRESS]
[CITY], [STATE] [ZIP]

Attention: [age and gender of respondent]

Dear Resident:

Recently, an interviewer from Research Triangle Institute (RTI) came to your [HOME /RESIDENCE HALL] and asked you to participate in the National Survey on Drug Use and Health (NSDUH)*. **Your participation in this study is important—which is why we continue to try to reach you.**

We want to provide you with additional information about the study:

- A limited number of individuals—including you—were randomly chosen to take part. No other person can take your place in this study.
- As a token of our appreciation, you will receive a \$30 cash payment at the end of the interview.
- Any information you provide is kept completely confidential and will be used only for statistical purposes.
- For more details about the study, please visit <http://nsduhweb.rti.org>.

We are happy to work around your schedule so that you can be included. Please contact our supervisor for your area, [FIRST & LAST NAME], to set up an appointment.

Please call:

[FIRST & LAST NAME]
[PHONE NUMBER] (toll free)

If [MR./MS. LAST NAME] is not available when you call, please leave your phone number, address and the time you wish to be interviewed. [HE/SHE] will call you to confirm your appointment.

Thank you for your time. Your call to [MR./MS. LAST NAME] is very important to the success of this study, and I thank you in advance for your cooperation.

Sincerely,

Ilona S. Johnson
National Field Director

*The National Survey on Drug Use and Health is conducted by Research Triangle Institute for the Substance Abuse and Mental Health Services Administration, an agency of the U.S. Public Health Service in the Department of Health and Human Services.

[DATE]

Resident
[NAME OF COMPLEX]
[ADDRESS]
[CITY], [STATE] [ZIP]

Attention: Parent of [age and gender of respondent]

Dear Resident:

Recently, an interviewer from Research Triangle Institute (RTI) came to your home and asked your [SON/DAUGHTER] to participate in the National Survey on Drug Use and Health (NSDUH)*. **[HIS/HER] participation in this study is important—which is why we continue to try to reach you.**

We want to provide you with additional information about the study:

- A limited number of individuals—including your [SON/DAUGHTER]—were randomly chosen to take part. No other person can take [HIS/HER] place in this study.
- As a token of our appreciation, [HE/SHE] will receive a \$30 cash payment at the end of the interview.
- All information provided is kept completely confidential and will be used only for statistical purposes.
- For more details about the study, please visit <http://nsduhweb.rti.org>.

We are happy to work around your family's schedule so that your [SON/DAUGHTER] can be included. Please contact our supervisor for your area, [FIRST & LAST NAME], to set up an appointment.

Please call:

[FIRST & LAST NAME]
[PHONE NUMBER] (toll free)

If [MR./MS. LAST NAME] is not available when you call, please leave your phone number, address and the time you wish to be visited for your [SON'S/DAUGHTER'S] interview. [HE/SHE] will call you to confirm the appointment.

Thank you for your time. Your call to [MR./MS. LAST NAME] is very important to the success of this study, and I thank you in advance for your cooperation.

Sincerely,

Ilona S. Johnson
National Field Director

*The National Survey on Drug Use and Health is conducted by Research Triangle Institute for the Substance Abuse and Mental Health Services Administration, an agency of the U.S. Public Health Service in the Department of Health and Human Services.