

Attachment H

Housing Unit and Group Quarters Unit
Screening Questions

2012 NATIONAL SURVEY ON DRUG USE AND HEALTH

SCREENING APPLICATION SPECIFICATIONS

Contract No. HHSS283200800004C
RTI Project No. 0211838

Authors:
Beth Riggsbee
Tennyson Chen

Project Director:
Tom Virag

Prepared for:
Substance Abuse and Mental Health Services Administration
Rockville, MD 20857

Prepared by:
RTI International

October 2011

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**Screening Application
Updates**

2012 NATIONAL SURVEY ON DRUG USE AND HEALTH SCREENING APPLICATION UPDATES

The following updates have been made to the 2012 NSDUH Screening Application:

- No changes were made to the screening program other than updating dates.

Section 1
HU Screening

2012 NSDUH Screening Application Specifications

Section 1

HU Screening

Document Format:

- Screen names bolded
- Screen/question/instructional text designated by black and red text and non-italicized text in parenthesis (Upper-lower black text to be read, red upper case text is instructions to FI)
- Fills designated by parenthesis and italics
- Logic designated by brackets
- Text of instructional message boxes provided in bracketed logic
- Response categories underlined

The line number and address are located at the top of each screen. Tap the address to see DU ADDRESS box, an enlarged display of the line number and address. If a case is an Added DU, the DU ADDRESS box displays the link line number.

SDU CHARACTERISTIC

DU ADDRESS (LARGE FONT)

CHECK ALL THAT APPLY. TAP “?” FOR ADDITIONAL INFORMATION.

1. House/Single Unit
2. Multi-unit, 2-9 units
3. Multi-unit, 10-49 units
4. Multi-unit, 50+ units
5. Military Base
6. Student Housing
7. Native American Tribal Land
8. Senior Housing/Assisted Living
9. Other GQU
10. Empty Lot

Continue [If at least one item selected, **CONTROLLED ACCESS TYPE**. If no items selected, **CONFLICT- You must provide a SDU Characteristic, Ok, SDU CHARACTERISTIC**]
FIatWrongAddress [**SELECT CASE**]

CONTROLLED ACCESS TYPE [IF SDU CHARACTERISTIC NE BLANK]

DU ADDRESS (LARGE FONT)

CHECK ALL THAT APPLY. TAP “?” FOR ADDITIONAL INFORMATION.

1. None
2. Guard/Door Person/Staff/Manager
3. Locked main entrance/gate, no intercom/buzzer
4. Locked main entrance/gate with intercom/buzzer, no unit address labels
5. Locked main entrance/gate with intercom/buzzer, with unit address labels

Continue [If at least one item selected, **STUDY INTRODUCTION**. If no items selected, **CONFLICT- You must provide a Controlled Access Type, Ok, CONTROLLED ACCESS TYPE**] [Physical Feature Data (SDU CHARACTERISTIC and CONTROLLED ACCESS TYPE) from this initial visit to the DU is saved and transmitted to RTI during next transmission, regardless of the outcome of the ROC (pending or final).]

FIatWrongAddress [**SELECT CASE**]

STUDY INTRODUCTION [IF CONTROLLED ACCESS TYPE NE BLANK]

Hello, my name is (*FI NAME*) with Research Triangle Institute in North Carolina. We are conducting a nationwide study sponsored by the U.S. Public Health Service.

[IF NOT ADDED DU] You should have received a letter explaining the study.

[IF NOT ADDED DU] **HAND R COPY OF LETTER IF NEEDED**

[IF ADDED DU] **HAND R LEAD LETTER, ALLOW TIME TO READ**

Continue [**IDENTIFY SR**]

IDENTIFY SR [IF STUDY INTRODUCTION = CONTINUE]

First, just let me verify: do you live here?

IF NOT OBVIOUS:

And are you 18 or older?

IF NO TO EITHER, ASK FOR AN ADULT RESIDENT, TAP BACK ARROW, AND BEGIN AGAIN.

SR Available [**ADDRESS VERIFICATION**]

SR Not Available [**EXIT SCREENING: “ARE YOU SURE YOU WANT TO EXIT SCREENING?”** IF Yes, **RECORD OF CALLS**. IF No, **IDENTIFY SR.**]

ADDRESS VERIFICATION [IF IDENTIFY SR = SR AVAILABLE]

I just need to verify -- is this

STREET: (*NUMBER AND STREET*)

CITY: (*CITY*)

STATE: (*STATE*)

ZIP: (*ZIP*)

Address Is Correct – Continue [**INFORMED CONSENT**]

Need to Edit Address [**EDIT ADDRESS**]

FI At Wrong Address [**SELECT CASE**]

EDIT ADDRESS [IF ADDRESS VERIFICATION = NEED TO EDIT ADDRESS]

TAP THE ITEM YOU NEED TO EDIT

ST. # (*NUMBER*)

STREET: (*STREET*)

CITY: (*CITY*)

STATE: (*STATE*) **ZIP:** (*ZIP*)

Update [SAVE UPDATED ADDRESS, THEN **INFORMED CONSENT**]

INFORMED CONSENT [IF ADDRESS VERIFICATION = ADDRESS IS CORRECT-
CONTINUE OR EDIT ADDRESS = UPDATE]

GIVE PERSON STUDY DESCRIPTION AND SAY

Please read this statement. It describes the survey and the legislation that assures the confidentiality of any information you provide. It also explains that your answers are used for statistical purposes only and that your participation is voluntary. If anyone is selected for the full interview, that person will receive a \$30 cash payment after the interview is completed.

Continue [**MISSED DUs**]

MISSED DUs [IF INFORMED CONSENT = CONTINUE]

**FOR REGULAR HUs SUCH AS INDIVIDUAL HOUSES, TOWNHOUSES, DUPLEXES,
TRAILERS, COTTAGES**

Are there any other living quarters within this structure or on this property, such as a separate apartment with a separate entrance?

Yes [**MISSED DU ADDRESS**]

No [**OCCUPANCY**]

[IF MISSED DU: **CANNOT ADD UNIT**

“YOU CANNOT ADD A MISSED DU

FROM A DU THAT HAS BEEN ADDED”

MISSED DUs]

FOR APARTMENT/CONDO HUs: DON'T ASK, JUST TAP "APT/CONDO" (BELOW) TO CONTINUE.

APT/CONDO [**OCCUPANCY**]

MISSED DU ADDRESS [IF MISSED DUs = YES]

RECORD STREET ADDRESS OR DESCRIPTION OF UNIT

**STREET
NUMBER:**

**STREET
NAME:**

Update [**OCCUPANCY**]

Cancel [**CANCEL DU: "ARE YOU SURE YOU WANT TO CANCEL ADDITION OF THIS DU? IF Yes, OCCUPANCY. IF No, MISSED DU ADDRESS.]**]

OCCUPANCY [IF MISSED DUs = NO OR MISSED DU ADDRESS = UPDATE OR CANCEL MISSED DU = YES]

(*Have/Will*) you or anyone else in this household (*lived/live*) here for most of the time during the months of (*CURRENT QUARTER*)?

Yes [**TOTAL SDU MEMBERS**]

No [**OCCUPANCY – CONFIRMATION: YOUR 'NO' RESPONSE WILL CONCLUDE THIS SCREENING AND FINALIZE THIS CASE. DO YOU WANT TO CHANGE YOUR ANSWER? ('YES' WILL CONTINUE SCREENING. 'NO' WILL FINALIZE THE CASE.) IF Yes, TOTAL SDU MEMBERS. IF No, VERIFICATION.]**]

TOTAL SDU MEMBERS [IF OCCUPANCY= YES]

(Including yourself), how many people in this household (*lived/will live*) here for most of the time during the months of (*CURRENT QUARTER*)? (Do not include anyone who (*lived/will live*) at school or somewhere else for most of the time during the months of (*CURRENT QUARTER*).)

ENTER NUMBER 1-20 [**MEMBERS 12 OR OLDER**]

[IF 1 TOTAL SDU MEMBERS = 1, **ONLY HOUSEHOLD MEMBER: "CONFIRM RESPONSE: IS THERE ONLY 1 PERSON IN THIS HOUSEHOLD?"** IF No, **TOTAL SDU MEMBERS**. IF Yes, **ONLY ELIGIBLE HH MEMBER: "Is that you?"** IS THIS SCREENING RESPONDENT THE ONE ELIGIBLE RESIDENT OF THE DU? IF No, **HOUSEHOLDER AGE** USING 'THIS PERSON' FILL. IF Yes, **HOUSEHOLDER AGE** USING 'YOUR' FILL.]

MEMBERS 12 OR OLDER [IF TOTAL SDU MEMBERS NE BLANK AND >1]

Of these (*TOTAL SDU MEMBERS*) people, how many are now age 12 or older?

ENTER SUBSET OF TOTAL SDU MEMBERS [**ROSTER INTRO**]

[IF MEMBERS 12 OR OLDER = 1, **ONLY ELIGIBLE MEMBER: “CONFIRM RESPONSE: IS THERE ONLY 1 PERSON AGE 12 OR OLDER IN THIS HOUSEHOLD?”** IF No, **MEMBERS 12 OR OLDER**. IF Yes, **ROSTER: “IS THIS SCREENING RESPONDENT THE ONE ELIGIBLE RESIDENT OF THE DU?”** IF No, **HOUSEHOLDER AGE** USING ‘THIS PERSON’ FILL. IF Yes, **HOUSEHOLDER AGE** USING ‘YOUR’ FILL.]

ROSTER INTRO [IF MEMBERS 12 OR OLDER NE 1 OR BLANK]

Next I'll ask a few questions about the people who live here. Let's start with the person or one of the persons living here who owns or rents this home. We'll refer to this person as the householder.

Continue [**HOUSEHOLDER AGE**]

HOUSEHOLDER AGE [IF ROSTER INTRO NE BLANK OR ROSTER NE BLANK OR CONFIRM ROSTER FOR HOUSEHOLDER = NO]

Please tell me the age of this person on his or her last birthday.

IF SR IS HOUSEHOLDER:

Please tell me your age on your last birthday.

ENTER AGE [**SCREENING RESPONDENT**]

ChangeSR [**CHANGE SR: DO YOU WANT TO CHANGE THE SR, IF No, **HOUSEHOLDER AGE**. IF Yes, **THIS PERSON: IS THIS PERSON THE SR? IF Yes OR No, **CONFIRM CHANGE: PLEASE CONFIRM RESPONSE. IS THIS PERSON THE SR? IF RESPONSE CHANGES, **CONFIRM CHANGE: PLEASE CONFIRM RESPONSE. IS THIS PERSON THE SR? IF RESPONSE DOES NOT CHANGE AND = No, PERSON NE SCREENING RESPONDENT. IF RESPONSE DOES NOT CHANGE AND = Yes, PERSON = SCREENING RESPONDENT.******]**

SCREENING RESPONDENT [IF HOUSEHOLDER AGE NE BLANK OR IF AGE NE BLANK AND SCREENING RESPONDENT NE YES]

IS THIS (*HOUSEHOLDER AGE/AGE*) YEAR OLD PERSON THE SCREENING RESPONDENT? IF UNSURE ASK: “Is that you?”

Yes [SETS LANGUAGE FOR SUBSEQUENT ROSTER QUESTIONS USING ‘YOU/YOUR’]

No [SETS LANGUAGE FOR SUBSEQUENT ROSTER QUESTIONS USING ‘THIS PERSON.’]

[IF HOUSEHOLDER, **HOUSEHOLDER GENDER** OTHERWISE, **RELATION**]

HOUSEHOLDER GENDER [IF SCREENING RESPONDENT NE BLANK FOR HOUSEHOLDER]

ASK ONLY IF NOT OBVIOUS

Is this person male or female?

Male

Female

[HOUSEHOLDER HISPANIC]

ChangeSR [**CHANGE SR:** DO YOU WANT TO CHANGE THE SR, IF No,

HOUSEHOLDER GENDER. IF Yes, **THIS PERSON:** IS THIS PERSON THE SR?

IF Yes OR No, **CONFIRM CHANGE:** PLEASE CONFIRM RESPONSE. IS THIS

PERSON THE SR? IF RESPONSE CHANGES, **CONFIRM CHANGE:** PLEASE

CONFIRM RESPONSE. IS THIS PERSON THE SR? IF RESPONSE DOES NOT

CHANGE AND = No, PERSON NE SCREENING RESPONDENT. IF RESPONSE

DOES NOT CHANGE AND = Yes, PERSON = SCREENING RESPONDENT.]

HOUSEHOLDER HISPANIC [IF HOUSEHOLDER GENDER NE BLANK]

(Are you/Is he/Is she/Is this person) of Hispanic, Latino or Spanish origin?

(That is, do any of these groups describe (your/his/her/their) national origin or ancestry – Puerto Rican, Cuban, Cuban-American, Mexican, Mexican-American, Chicano, Central or South American, or origin in some other Spanish-speaking country?)

Yes

No

[HOUSEHOLD RACE]

ChangeSR [**CHANGE SR:** DO YOU WANT TO CHANGE THE SR, IF No,

HOUSEHOLDER HISPANIC. IF Yes, **THIS PERSON:** IS THIS PERSON THE SR?

IF Yes OR No, **CONFIRM CHANGE:** PLEASE CONFIRM RESPONSE. IS THIS

PERSON THE SR? IF RESPONSE CHANGES, **CONFIRM CHANGE:** PLEASE

CONFIRM RESPONSE. IS THIS PERSON THE SR? IF RESPONSE DOES NOT

CHANGE AND = No, PERSON NE SCREENING RESPONDENT. IF RESPONSE

DOES NOT CHANGE AND = Yes, PERSON = SCREENING RESPONDENT.]

HOUSEHOLDER RACE [IF HOUSEHOLDER HISPANIC NE BLANK]

(Are you/Is he/Is she/Is this person) White, Black or African American, American Indian or Alaska Native, Native Hawaiian or other Pacific Islander, or Asian?

White

Black or African American

American Indian or Alaska Native

Native Hawaiian/other Pacific Islander

Asian

Other

(CHECK ALL THAT APPLY)

[HOUSEHOLDER MILITARY OR IF HOUSEHOLDER AGE NE 17-65 CONFIRM ROSTER]

ChangeSR [**CHANGE SR:** DO YOU WANT TO CHANGE THE SR, IF No, **HOUSEHOLDER RACE.** IF Yes, **THIS PERSON:** IS THIS PERSON THE SR? IF Yes OR No, **CONFIRM CHANGE:** PLEASE CONFIRM RESPONSE. IS THIS PERSON THE SR? IF RESPONSE CHANGES, **CONFIRM CHANGE:** PLEASE CONFIRM RESPONSE. IS THIS PERSON THE SR? IF RESPONSE DOES NOT CHANGE AND = No, PERSON NE SCREENING RESPONDENT. IF RESPONSE DOES NOT CHANGE AND = Yes, PERSON = SCREENING RESPONDENT.]

HOUSEHOLDER MILITARY [IF HOUSEHOLDER RACE NE BLANK AND HOUSEHOLDER AGE = 17-65 AND SCREENING RESPONDENT = NO FOR THIS MEMBER]

(Are you/Is he/Is she/Is this person) currently on active duty in the United States' military?

- Yes
- No
- Unknown
- Refused

[CONFIRM ROSTER]

ChangeSR [**CHANGE SR:** DO YOU WANT TO CHANGE THE SR, IF No, **HOUSEHOLDER MILITARY.** IF Yes, **THIS PERSON:** IS THIS PERSON THE SR? IF Yes OR No, **CONFIRM CHANGE:** PLEASE CONFIRM RESPONSE. IS THIS PERSON THE SR? IF RESPONSE CHANGES, **CONFIRM CHANGE:** PLEASE CONFIRM RESPONSE. IS THIS PERSON THE SR? IF RESPONSE DOES NOT CHANGE AND = No, PERSON NE SCREENING RESPONDENT. IF RESPONSE DOES NOT CHANGE AND = Yes, PERSON = SCREENING RESPONDENT.]

HOUSEHOLDER MILITARY [IF HOUSEHOLDER RACE NE BLANK AND HOUSEHOLDER AGE = 17-65 AND SCREENING RESPONDENT = YES FOR THIS MEMBER]

(Are you/Is he/Is she/Is this person) currently on active duty in the United States' military?

- Yes
- No
- Refused

[CONFIRM ROSTER]

ChangeSR [**CHANGE SR:** DO YOU WANT TO CHANGE THE SR, IF No, **HOUSEHOLDER MILITARY.** IF Yes, **THIS PERSON:** IS THIS PERSON THE SR? IF Yes OR No, **CONFIRM CHANGE:** PLEASE CONFIRM RESPONSE. IS THIS PERSON THE SR? IF RESPONSE CHANGES, **CONFIRM CHANGE:** PLEASE CONFIRM RESPONSE. IS THIS PERSON THE SR? IF RESPONSE DOES NOT CHANGE AND = No, PERSON NE SCREENING RESPONDENT. IF RESPONSE DOES NOT CHANGE AND = Yes, PERSON = SCREENING RESPONDENT.]

CONFIRM ROSTER [IF HOUSEHOLDER MILITARY NE BLANK OR IF HOUSEHOLDER AGE NE 17-65 AND HOUSEHOLDER RACE NE BLANK]

I have listed (a, IF SR: you as a) (*AGE*) year old (*GENDER*) householder. (She is/He is/IF SR: You are (*RACE*), (*HISPANIC*), and (*is/is not/IF SR: are/are not*) on active duty in the United States' military.

Is that correct?

Yes [OTHER MEMBERS] [IF ROSTER NE BLANK , THEN VERIFY ROSTER DATA]
No [HOUSEHOLDER AGE]

OTHER MEMBERS [IF CONFIRM ROSTER = YES AND MEMBERS 12 OR OLDER \geq 2]

READ TO RESPONDENT:

Now I need some general information about (*the other person/all of the other people*) in this household who (*is/are*) 12 years old or older. [IF MEMBERS 12 OR OLDER >2] Let's start with the oldest and work down to the youngest.

Continue [AGE]

AGE [IF OTHER MEMBERS NE BLANK OR CONFIRM ROSTER = NO]

[IF MEMBERS 12 OR OLDER = 2] Please tell me the age of this person on his or her last birthday.

[IF MEMBERS 12 OR OLDER > 2 HH MEMBERS] Please tell me the age of the (*oldest/next oldest*) person on his or her last birthday.

ENTER AGE [IF ANY SCREENING RESPONDENT = YES, **RELATION**. IF ALL SCREENING RESPONDENT = BLANK OR NO, **SCREENING RESPONDENT**]

ChangeSR [**CHANGE SR: DO YOU WANT TO CHANGE THE SR, IF No, AGE. IF Yes, THIS PERSON: IS THIS PERSON THE SR? IF Yes OR No, CONFIRM CHANGE: PLEASE CONFIRM RESPONSE. IS THIS PERSON THE SR? IF RESPONSE CHANGES, CONFIRM CHANGE: PLEASE CONFIRM RESPONSE. IS THIS PERSON THE SR? IF RESPONSE DOES NOT CHANGE AND = No, PERSON NE SCREENING RESPONDENT. IF RESPONSE DOES NOT CHANGE AND = Yes, PERSON = SCREENING RESPONDENT.**]

RELATION [IF AGE NE BLANK AND ANY SCREENING RESPONDENT =YES]

[IF SCREENING RESPONDENT = YES FOR THIS MEMBER] How are you related to the householder?

[IF SCREENING RESPONDENT = YES FOR HOUSEHOLDER] How is this person related to you, the householder?

[IF SCREENING RESPONDENT = NO FOR THIS MEMBER AND SCREENING RESPONDENT = NO FOR HOUSEHOLDER] How is this person related to the householder?

Husband
Wife
Son (includes step)
Daughter (includes step)
Son-in-law/Daughter-in-law
Brother (includes step)
Sister (includes step)
Brother-in-law/Sister-in-law
Parent/Guardian (incl. step)
Parent-in-law (incl. step)
Aunt/Uncle
Nephew/Niece
Grandparent
Grandchild
Cousin
Ex-Spouse
Live-in Partner
Friend/Roommate
Tenant/Boarder/Exch Student
Other relative
Other Non-relative
Relationship Unspecified
[IF RELATION = HUSBAND, WIFE, SON, DAUGHTER, BROTHER OR SISTER
HISPANIC, OTHERWISE GENDER]

ChangeSR [**CHANGE SR:** DO YOU WANT TO CHANGE THE SR, IF No,
RELATION. IF Yes, **THIS PERSON:** IS THIS PERSON THE SR? IF Yes OR No,
CONFIRM CHANGE: PLEASE CONFIRM RESPONSE. IS THIS PERSON THE SR?
IF RESPONSE CHANGES, **CONFIRM CHANGE:** PLEASE CONFIRM RESPONSE.
IS THIS PERSON THE SR? IF RESPONSE DOES NOT CHANGE AND = No,
PERSON NE SCREENING RESPONDENT. IF RESPONSE DOES NOT CHANGE
AND = Yes, PERSON = SCREENING RESPONDENT.]

GENDER [IF RELATION NE HUSBAND, WIFE, SON, DAUGHTER, BROTHER OR SISTER]

ASK ONLY IF NOT OBVIOUS

Is this person male or female?

Male
Female
Refused

[**HISPANIC**]

ChangeSR [**CHANGE SR:** DO YOU WANT TO CHANGE THE SR, IF No,
GENDER. IF Yes, **THIS PERSON:** IS THIS PERSON THE SR? IF Yes OR No,
CONFIRM CHANGE: PLEASE CONFIRM RESPONSE. IS THIS PERSON THE SR?
IF RESPONSE CHANGES, **CONFIRM CHANGE:** PLEASE CONFIRM RESPONSE.
IS THIS PERSON THE SR? IF RESPONSE DOES NOT CHANGE AND = No,
PERSON NE SCREENING RESPONDENT. IF RESPONSE DOES NOT CHANGE
AND = Yes, PERSON = SCREENING RESPONDENT.]

HISPANIC [IF GENDER NE BLANK]

(Are you/Is he/Is she/Is this person) of Hispanic, Latino or Spanish origin?

(That is, do any of these groups describe (your/his/her/their) national origin or ancestry – Puerto Rican, Cuban, Cuban-American, Mexican, Mexican-American, Chicano, Central or South American, or origin in some other Spanish-speaking country?)

Yes

No

Unknown

Refused

[RACE]

ChangeSR [**CHANGE SR: DO YOU WANT TO CHANGE THE SR, IF No,
HISPANIC. IF Yes, **THIS PERSON:** IS THIS PERSON THE SR? IF Yes OR No,
CONFIRM CHANGE: PLEASE CONFIRM RESPONSE. IS THIS PERSON THE SR?
IF RESPONSE CHANGES, **CONFIRM CHANGE:** PLEASE CONFIRM RESPONSE.
IS THIS PERSON THE SR? IF RESPONSE DOES NOT CHANGE AND = No,
PERSON NE SCREENING RESPONDENT. IF RESPONSE DOES NOT CHANGE
AND = Yes, PERSON = SCREENING RESPONDENT.]**

RACE [IF HISPANIC NE BLANK]

(Are you/Is he/Is she/Is this person) White, Black or African American, American Indian or Alaska Native, Native Hawaiian or other Pacific Islander, or Asian?

White

Black or African American

American Indian or Alaska Native

Native Hawaiian/other Pacific Islander

Asian

Other

Unknown

Refused

(CHECK ALL THAT APPLY)

[IF AGE 17-65, **MILITARY**, OTHERWISE **CONFIRM ROSTER**]

ChangeSR [**CHANGE SR: DO YOU WANT TO CHANGE THE SR, IF No,
RACE. IF Yes, **THIS PERSON:** IS THIS PERSON THE SR? IF Yes OR No,
CONFIRM CHANGE: PLEASE CONFIRM RESPONSE. IS THIS PERSON THE SR?
IF RESPONSE CHANGES, **CONFIRM CHANGE:** PLEASE CONFIRM RESPONSE.
IS THIS PERSON THE SR? IF RESPONSE DOES NOT CHANGE AND = No,
PERSON NE SCREENING RESPONDENT. IF RESPONSE DOES NOT CHANGE
AND = Yes, PERSON = SCREENING RESPONDENT.]**

MILITARY [IF RACE NE BLANK AND AGE 17-65 AND SCREENING RESPONDENT = NO FOR THIS MEMBER]

(Are you/Is he/Is she/Is this person) currently on active duty in the United States' military?

Yes

No

Unknown

Refused

[CONFIRM ROSTER]

ChangeSR [**CHANGE SR:** DO YOU WANT TO CHANGE THE SR, IF No, **MILITARY**. IF Yes, **THIS PERSON:** IS THIS PERSON THE SR? IF Yes OR No, **CONFIRM CHANGE:** PLEASE CONFIRM RESPONSE. IS THIS PERSON THE SR? IF RESPONSE CHANGES, **CONFIRM CHANGE:** PLEASE CONFIRM RESPONSE. IS THIS PERSON THE SR? IF RESPONSE DOES NOT CHANGE AND = No, PERSON NE SCREENING RESPONDENT. IF RESPONSE DOES NOT CHANGE AND = Yes, PERSON = SCREENING RESPONDENT.]

MILITARY [IF HOUSEHOLDER RACE NE BLANK AND HOUSEHOLDER AGE = 17-65 AND SCREENING RESPONDENT = YES FOR THIS MEMBER]

(Are you/Is he/Is she/Is this person) currently on active duty in the United States' military?

Yes

No

Refused

[CONFIRM ROSTER]

ChangeSR [**CHANGE SR:** DO YOU WANT TO CHANGE THE SR, IF No, **HOUSEHOLDER MILITARY**. IF Yes, **THIS PERSON:** IS THIS PERSON THE SR? IF Yes OR No, **CONFIRM CHANGE:** PLEASE CONFIRM RESPONSE. IS THIS PERSON THE SR? IF RESPONSE CHANGES, **CONFIRM CHANGE:** PLEASE CONFIRM RESPONSE. IS THIS PERSON THE SR? IF RESPONSE DOES NOT CHANGE AND = No, PERSON NE SCREENING RESPONDENT. IF RESPONSE DOES NOT CHANGE AND = Yes, PERSON = SCREENING RESPONDENT.]

CONFIRM ROSTER [IF AGE 17-65 AND MILITARY IS NE BLANK, OTHERWISE RACE NE BLANK]

I have listed a (AGE) year old (RELATIONSHIP). (He/She) is (RACE), (HISPANIC) [IF AGE 17-65] and (is/is not) on active duty the United States' military.

Is that correct?

Yes [AGE FOR NEXT HH MEMBER, OTHERWISE **VERIFY ROSTER DATA**]

No [AGE]

VERIFY ROSTER DATA [IF CONFIRM ROSTER = YES]

Rel (*Relationship*)
SR (*Y for Screening Respondent*)
A (*Age*)

[UPON TAPPING ON ANY ROSTER LINE, SHOW REMAINING COLUMNS]

G (*Gender: M, F, R*)
H (*Hispanic: Y, N, U, R*)
R (*Race: W, B, I, P, A, O*)
M (*Military: Y, N, U, R*)
E (*Eligibility: E, I*)

[IF CONFIRM ROSTER = YES AND MEMBERS 12 OR OLDER=1]

DO NOT READ TO RESPONDENT. WHEN READY, TAP CONTINUE TO MAKE SELECTION.

TO MAKE CORRECTIONS: TAP THE ROSTER LINE THAT YOU WANT TO EDIT, THEN TAP 'FUNCTIONS' AND 'EDIT.'

[IF CONFIRM ROSTER = YES AND MEMBERS 12 OR OLDER>=2]

I need to make sure this list is accurate. I have listed...

[READ AGES AND RELATIONSHIPS ROSTERED].

TO MAKE CORRECTIONS: TAP THE ROSTER LINE THAT YOU WANT TO EDIT, THEN TAP 'FUNCTIONS' AND 'EDIT.'

[FUNCTIONS TO ADD ROSTER MEMBERS AND/OR EDIT ROSTER DATA]

Continue [**START SELECTION**]

START SELECTION

THE PROGRAM WILL START THE SELECTION PROCESS. ARE YOU SURE YOU ARE READY TO MAKE THE SELECTIONS?

Yes [**RESPONDENT SELECTION**]

No [**VERIFY ROSTER DATA**]

RESPONDENT SELECTION [START SELECTION = YES]

Interview A

Roster #: (*Roster # of selected member, None*)

QuestID: (*7-digit Questionnaire ID, BLANK*)

Relation: (*Relationship to householder, BLANK*)

Age: (*AGE, BLANK*)

Race: (*W, B, I, P, A, O, BLANK*)

Sex: (*M, F, BLANK*)

Hispanic: (*Y, N, BLANK*)

Interview B

Roster #: (*Roster # of selected member, None*)

QuestID: (*7-digit Questionnaire ID, BLANK*)

Relation: (*Relationship to householder, BLANK*)

Age: (*AGE, BLANK*)

Race: (*W, B, I, P, A, O, BLANK*)

Sex: (*M, F, BLANK*)

Hispanic: (*Y, N, BLANK*)

This page intentionally left blank.

Section 2
GQU Screening

2012 NSDUH Screening Application Specifications

Section 2

GQU Screening

Document Format:

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- Fills designated by parenthesis and italics
- Logic designated by brackets
- Text of instructional message boxes provided in bracketed logic
- Response categories underlined

SDU CHARACTERISTIC

DU ADDRESS (LARGE FONT)

CHECK ALL THAT APPLY. TAP “?” FOR ADDITIONAL INFORMATION.

1. House/Single Unit
2. Multi-unit, 2-9 units
3. Multi-unit, 10-49 units
4. Multi-unit, 50+ units
5. Military Base
6. Student Housing
7. Native American Tribal Land
8. Senior Housing/Assisted Living
9. Other GQU
10. Empty Lot

Continue [If at least one item selected, **CONTROLLED ACCESS TYPE**. If no items selected, **CONFLICT- You must provide a SDU Characteristic, Ok, SDU**

CHARACTERISTIC]

FlatWrongAddress [**SELECT CASE**]

CONTROLLED ACCESS TYPE [IF SDU CHARACTERISTIC NE BLANK]

DU ADDRESS (LARGE FONT)

CHECK ALL THAT APPLY. TAP “?” FOR ADDITIONAL INFORMATION.

1. None
2. Guard/Door Person/Staff/Manager
3. Locked main entrance/gate, no intercom/buzzer
4. Locked main entrance/gate with intercom/buzzer, no unit address labels
5. Locked main entrance/gate with intercom/buzzer, with unit address labels

Continue [If at least one item selected, **STUDY INTRODUCTION**. If no items selected, **CONFLICT- You must provide a Controlled Access Type, Ok, CONTROLLED ACCESS TYPE**] [Physical Feature Data (SDU CHARACTERISTIC and CONTROLLED ACCESS TYPE) from this initial visit to the DU is saved and transmitted to RTI during next transmission, regardless of the outcome of the ROC (pending or final).]

FIatWrongAddress [**SELECT CASE**]

STUDY INTRODUCTION [IF CONTROLLED ACCESS TYPE NE BLANK]

Hello, my name is (*FI NAME*) with Research Triangle Institute in North Carolina. We are conducting a nationwide study sponsored by the U.S. Public Health Service.

You should have received a letter explaining the study.

Continue [**IDENTIFY SR**]

IDENTIFY SR [IF STUDY INTRODUCTION = CONTINUE]

First, just let me verify: do you live here?

IF NOT OBVIOUS:

And are you 18 or older?

IF NO TO EITHER, ASK FOR AN ADULT RESIDENT, TAP BACK ARROW, AND BEGIN AGAIN.

SR Available [**ADDRESS VERIFICATION**]

SR Not Available [**EXIT SCREENING:** “ARE YOU SURE YOU WANT TO EXIT SCREENING?” IF Yes, **RECORD OF CALLS**. IF No, **IDENTIFY SR.**]

ADDRESS VERIFICATION [IF IDENTIFY SR = SR AVAILABLE]

I just need to verify -- is this

STREET: (*NUMBER AND STREET*)

CITY: (*CITY*)

STATE: (*STATE*)

ZIP: (*ZIP*)

Address Is Correct – Continue [**INFORMED CONSENT**]

Need to Edit Address [**EDIT ADDRESS**]

FI At Wrong Address [**SELECT CASE**]

EDIT ADDRESS [IF ADDRESS VERIFICATION = NEED TO EDIT ADDRESS]

TAP THE ITEM YOU NEED TO EDIT

ST. # (*NUMBER*)

STREET: (*STREET*)

CITY: (*CITY*)

STATE: (*STATE*) **ZIP:** (*ZIP*)

Update [SAVE UPDATED ADDRESS, THEN **INFORMED CONSENT**]

INFORMED CONSENT [IF ADDRESS VERIFICATION = ADDRESS IS CORRECT-
CONTINUE OR EDIT ADDRESS = UPDATE]

GIVE PERSON STUDY DESCRIPTION AND SAY

Please read this statement. It describes the survey and the legislation that assures the confidentiality of any information you provide. It also explains that your answers are used for statistical purposes only and that your participation is voluntary. If anyone is selected for the full interview, that person will receive a \$30 cash payment after the interview is completed.

Continue [**TRANSIENT**]

TRANSIENT [IF INFORMED CONSENT = CONTINUE]

INTERVIEWER: IS THIS GQU A TRANSIENT SHELTER?

Yes [UNIT TYPE]

No [OCCUPANCY]

UNIT TYPE [IF TRANSIENT = YES]

ARE THE LISTED UNIT...

ROOMS [TOTAL GQU MEMBERS]
BEDS, OR [ROSTER #1]
PERSONS? [ROSTER #1]

OCCUPANCY [IF TRANSIENT = NO]

(*Did/Will*) you or anyone else in this room live here for most of the time during the months of (*CURRENT QUARTER*)?

Yes [TOTAL GQU MEMBERS] No [**OCCUPANCY – CONFIRMATION:**
YOUR ‘NO’ RESPONSE WILL
CONCLUDE THIS SCREENING
AND FINALIZE THIS CASE. DO
YOU WANT TO CHANGE YOUR
ANSWER? (‘YES’ WILL CONTINUE
SCREENING. ‘NO’ WILL FINALIZE THE
CASE.) IF Yes, **TOTAL GQU MEMBERS**. IF
No, **VERIFICATION.**]

TOTAL GQU MEMBERS [IF OCCUPANCY = YES OR IF UNIT TYPE = ROOMS]

[IF TRANSIENT = YES AND UNIT TYPE = ROOMS] (Including yourself) How many people are staying in this room?

[IF TRANSIENT = NO] (Including yourself) How many people (*lived/will live*) in this room for most of the time during the months of (*CURRENT QUARTER*)?

ENTER NUMBER 1-20 [**MEMBERS 12 OR OLDER**]

[IF TOTAL GQU MEMBERS = 1, **ONLY MEMBER: CONFIRM RESPONSE:** IS THERE ONLY 1 PERSON LIVING HERE? IF No, **TOTAL GQU MEMBERS**. IF Yes AND UNIT TYPE = ROOMS, **ROSTER #1 AGE**. IF Yes AND TRANSIENT = NO, **ROSTER:** IS THIS SCREENING RESPONDENT THE ONE ELIGIBLE RESIDENT OF THE DU? IF Yes, **ROSTER #1 AGE** USING ‘YOUR’ FILL. IF No, **ROSTER #1 AGE** USING ‘THIS PERSON’ FILL].

MEMBERS 12 OR OLDER [IF TOTAL GQU MEMBERS NE BLANK AND >1]

[IF TRANSIENT = YES] How many of these [*TOTAL GQU MEMBERS*] people are now age 12 or older.

[IF TRANSIENT = NO] Of these [*TOTAL GQU MEMBERS*] people, how many are now age 12 or older?

ENTER SUBSET OF TOTAL GQU MEMBERS **ROSTER # AGE**

[IF MEMBERS 12 OR OLDER = 1, **ONLY ELIGIBLE MEMBER: “CONFIRM RESPONSE: IS THERE ONLY 1 PERSON AGE 12 OR OLDER IN THIS UNIT?”** IF No, **MEMBERS 12 OR OLDER**. IF Yes AND UNIT TYPE = ROOMS **ROSTER # 1 AGE**. IF Yes AND TRANSIENT = NO, **ROSTER: IS THIS SCREENING RESPONDENT THE ONE ELIGIBLE RESIDENT OF THE DU?** IF Yes, **ROSTER #1 AGE** USING ‘YOUR’ FILL. IF No, **ROSTER #1 AGE** USING ‘THIS PERSON’ FILL].

ROSTER #1 AGE [IF MEMBERS 12 OR OLDER NE BLANK OR TOTAL GQU MEMBERS = 1 OR IF UNIT TYPE = BEDS OR PERSONS]

Please tell me your age on your last birthday.

ENTER AGE [**ROSTER #1 NAME**]

ROSTER #1 NAME [IF ROSTER #1 AGE NE BLANK]

What is your first name?

ENTER FIRST NAME [**ROSTER #1 GENDER**]

ROSTER #1 GENDER [IF ROSTER #1 NAME NE BLANK]

ASK ONLY IF NOT OBVIOUS

Is this person male or female?

Male

Female

[**ROSTER #1 HISPANIC**]

ROSTER #1 HISPANIC [IF ROSTER #1 GENDER NE BLANK]

Are you of Hispanic, Latino or Spanish origin?

(That is, do any of these groups describe your national origin or ancestry – Puerto Rican, Cuban, Cuban-American, Mexican, Mexican-American, Chicano, Central or South American, or origin in some other Spanish-speaking country?)

Yes

No

[**ROSTER #1 RACE**]

ROSTER #1 RACE [IF ROSTER #1 HISPANIC NE BLANK]

Are you White, Black or African American, American Indian or Alaska Native, Native Hawaiian or other Pacific Islander, or Asian?

White

Black or African American

American Indian or Alaska Native

Native Hawaiian/other Pacific Islander

Asian

Other

(CHECK ALL THAT APPLY)

[ROSTER #1 MILITARY OR IF ROSTER #1 AGE NE 17-65 CONFIRM ROSTER]

ROSTER #1 MILITARY [IF ROSTER #1 RACE NE BLANK AND ROSTER #1 AGE = 17-65]

Are you currently on active duty in the United States' military?

Yes

No

Refused

[CONFIRM ROSTER]

CONFIRM ROSTER [IF ROSTER #1 MILITARY NE BLANK OR IF ROSTER #1 AGE NE 17-65 AND ROSTER #1 RACE NE BLANK]

I have listed you as a (*AGE*) year old (*GENDER*) resident. You are (*RACE*), (*HISPANIC*) [IF AGE =17-65] and (*are/are not*) on active duty in the United States' military.

Is that correct?

Yes [IF MEMBERS 12 OR OLDER \geq 2 **OTHER MEMBERS**. IF UNIT TYPE = BEDS OR PERSONS OR UNIT TYPE = ROOMS AND TOTAL GQU MEMBERS OR MEMBERS 12 OR OLDER =1 **VERIFY ROSTER DATA**]

No [**ROSTER #1 AGE**]

OTHER MEMBERS [IF CONFIRM ROSTER = YES AND MEMBERS 12 OR OLDER \geq 2]

READ TO RESPONDENT:

Now I need some general information about (*the other person/all of the other people*) who (*is/are*) 12 years old or older. [IF MEMBERS 12 OR OLDER >2] Let's start with the oldest and work down to the youngest.

Continue [**AGE**]

AGE [IF OTHER MEMBERS NE BLANK OR CONFIRM ROSTER = NO]

[IF MEMBERS 12 OR OLDER = 2] Please tell me the age of this person on his or her last birthday.

[IF MEMBERS 12 OR OLDER > 2 HH MEMBERS] Please tell me the age of the (*oldest/next oldest*) person on his or her last birthday.

ENTER AGE [**NAME**]

NAME [IF AGE NE BLANK]

What is this person's first name?

ENTER FIRST NAME [**GENDER**]

GENDER [IF NAME NE BLANK]

ASK ONLY IF NOT OBVIOUS

Is this person male or female?

Male

Female

Refused

[**HISPANIC**]

HISPANIC [IF GENDER NE BLANK]

(Is he/Is she/Is this person) of Hispanic, Latino or Spanish origin?

(That is, do any of these groups describe *(his/her/their)* national origin or ancestry – Puerto Rican, Cuban, Cuban-American, Mexican, Mexican-American, Chicano, Central or South American, or origin in some other Spanish-speaking country?)

- Yes
- No
- Unknown
- Refused

[RACE]

RACE [IF HISPANIC NE BLANK]

(Is he/Is she/Is this person) White, Black or African American, American Indian or Alaska Native, Native Hawaiian or other Pacific Islander, or Asian?

- White
- Black or African American
- American Indian or Alaska Native
- Native Hawaiian/other Pacific Islander
- Asian
- Other
- Unknown
- Refused

(CHECK ALL THAT APPLY)

[IF AGE 17-65, **MILITARY**, OTHERWISE **CONFIRM ROSTER**]

MILITARY [IF RACE NE BLANK AND AGE 17-65]

(Is he/Is she/Is this person) currently on active duty in the United States' military?

- Yes
- No
- Unknown
- Refused

[CONFIRM ROSTER]

CONFIRM ROSTER [IF AGE 17-65 AND MILITARY IS NE BLANK, OTHERWISE RACE NE BLANK]

I have listed a (*AGE*) year old (*GENDER*) resident. (*He/She*) is (*RACE*), (*HISPANIC*) [IF AGE 17-65] and (*is/is not*) on active duty in the United States' military.

Is that correct?

Yes [**AGE FOR NEXT GQU MEMBER, OTHERWISE VERIFY ROSTER DATA**]

No [**AGE**]

VERIFY ROSTER DATA [IF CONFIRM ROSTER = YES]

Name (*First Name*)

SR (*Y for Screening Respondent*)

A (*Age*)

[UPON TAPPING ON ANY ROSTER LINE, SHOW REMAINING COLUMNS]

G (*Gender: M, F, R*)

H (*Hispanic: Y, N, U, R*)

R (*Race: W, B, I, P, A, O*)

M (*Military: Y, N, U, R*)

E (*Eligibility: E, I*)

[IF CONFIRM ROSTER = YES AND MEMBERS 12 OR OLDER=1]

DO NOT READ TO RESPONDENT. WHEN READY, TAP CONTINUE TO MAKE SELECTION.

TO MAKE CORRECTIONS: TAP THE ROSTER LINE THAT YOU WANT TO EDIT, THEN TAP 'FUNCTIONS' AND 'EDIT.'

[IF CONFIRM ROSTER = YES AND MEMBERS 12 OR OLDER>=2]

I need to make sure this list is accurate. I have listed...

[READ LIST OF OCCUPANTS' AGES AND NAMES].

TO MAKE CORRECTIONS: TAP THE ROSTER LINE THAT YOU WANT TO EDIT, THEN TAP 'FUNCTIONS' AND 'EDIT.'

[FUNCTIONS TO ADD ROSTER MEMBERS AND/OR EDIT ROSTER DATA]

Continue [**START SELECTION**]

START SELECTION

THE PROGRAM WILL START THE SELECTION PROCESS. ARE YOU SURE YOU ARE READY TO MAKE THE SELECTIONS?

Yes [RESPONDENT SELECTION]

No [VERIFY ROSTER DATA]

RESPONDENT SELECTION [START SELECTION = YES]

Interview A

Roster #: (*Roster # of selected member, None*)

QuestID: (*7-digit Questionnaire ID, BLANK*)

Name: (*First Name, BLANK*)

Age: (*AGE, BLANK*)

Sex: (*M, F, BLANK*)

Race: (*W, B, I, P, A, O, BLANK*)

Hispanic: (*Y, N, BLANK*)

Interview B

Roster #: (*Roster # of selected member, None*)

QuestID: (*7-digit Questionnaire ID, BLANK*)

Name: (*First Name, BLANK*)

Age: (*AGE, BLANK*)

Sex: (*M, F, BLANK*)

Race: (*W, B, I, P, A, O, BLANK*)

Hispanic: (*Y, N, BLANK*)

2012 NSDUH Screening Application Specifications

Section 3

HU Screening - Spanish

Document Format:

- Screen names bolded
- Screen/question/instructional text designated by black and red text and non-italicized text in parenthesis (Upper-lower black text to be read, red upper case text is instructions to FI)
- Fills designated by parenthesis and italics
- Logic designated by brackets
- Text of instructional message boxes provided in bracketed logic
- Response categories underlined

The line number and address are located at the top of each screen. Tap the address to see DU ADDRESS box, an enlarged display of the line number and address. If a case is an Added DU, the DU ADDRESS box displays the link line number.

SDU CHARACTERISTIC

DU ADDRESS (LARGE FONT)

CHECK ALL THAT APPLY. TAP “?” FOR ADDITIONAL INFORMATION.

1. House/Single Unit
2. Multi-unit, 2-9 units
3. Multi-unit, 10-49 units
4. Multi-unit, 50+ units
5. Military Base
6. Student Housing
7. Native American Tribal Land
8. Senior Housing/Assisted Living
9. Other GQU
10. Empty Lot

Continue [If at least one item selected, **CONTROLLED ACCESS TYPE**. If no items selected, **CONFLICT- You must provide a SDU Characteristic, Ok, SDU**

CHARACTERISTIC]

FlatWrongAddress [**SELECT CASE**]

CONTROLLED ACCESS TYPE [IF SDU CHARACTERISTIC NE BLANK]

DU ADDRESS (LARGE FONT)

CHECK ALL THAT APPLY. TAP “?” FOR ADDITIONAL INFORMATION.

1. None
2. Guard/Door Person/Staff/Manager
3. Locked main entrance/gate, no intercom/buzzer
4. Locked main entrance/gate with intercom/buzzer, no unit address labels
5. Locked main entrance/gate with intercom/buzzer, with unit address labels

Continue [If at least one item selected, **STUDY INTRODUCTION**. If no items selected, **CONFLICT- You must provide a Controlled Access Type, Ok, CONTROLLED ACCESS TYPE**] [Physical Feature Data (SDU CHARACTERISTIC and CONTROLLED ACCESS TYPE) from this initial visit to the DU is saved and transmitted to RTI during next transmission, regardless of the outcome of the ROC (pending or final).]

FlatWrongAddress [**SELECT CASE**]

STUDY INTRODUCTION [IF CONTROLLED ACCESS TYPE NE BLANK]

(Buenas noches/Buenas tardes/Buenos días). Mi nombre es (*FI NAME*) y trabajo para el Research Triangle Institute en Carolina del Norte. Estamos llevando a cabo un estudio nacional patrocinado por el Departamento de la Salud Pública de los Estados Unidos.

[IF NOT ADDED DU] Usted ha de haber recibido una carta explicándole el estudio.

[IF NOT ADDED DU] **HAND R COPY OF LETTER IF NEEDED**

[IF ADDED DU] **HAND R LEAD LETTER, ALLOW TIME TO READ**

Continue [**IDENTIFY SR**]

IDENTIFY SR [IF STUDY INTRODUCTION = CONTINUE]

Primero, déjeme verificar: ¿vive usted aquí?

IF NOT OBVIOUS:

Y ¿tiene 18 años de edad o más?

IF NO TO EITHER, ASK FOR AN ADULT RESIDENT, TAP BACK ARROW, AND BEGIN AGAIN.

SR Available [**ADDRESS VERIFICATION**]

SR Not Available [**EXIT SCREENING: “ARE YOU SURE YOU WANT TO EXIT SCREENING?”** IF Yes, **RECORD OF CALLS**. IF No, **IDENTIFY SR.**]

ADDRESS VERIFICATION [IF IDENTIFY SR = SR AVAILABLE]

Solamente necesito confirmar que ésta es

STREET: (*NUMBER AND STREET*)

CITY: (*CITY*)

STATE: (*STATE*)

ZIP: (*ZIP*)

Address Is Correct – Continue [**INFORMED CONSENT**]

Need to Edit Address [**EDIT ADDRESS**]

FI At Wrong Address [**SELECT CASE**]

EDIT ADDRESS [IF ADDRESS VERIFICATION = NEED TO EDIT ADDRESS]

TAP THE ITEM YOU NEED TO EDIT

ST. # (*NUMBER*)

STREET: (*STREET*)

CITY: (*CITY*)

STATE: (*STATE*) **ZIP:** (*ZIP*)

Update [SAVE UPDATED ADDRESS, THEN **INFORMED CONSENT**]

INFORMED CONSENT [IF ADDRESS VERIFICATION = ADDRESS IS CORRECT-
CONTINUE OR EDIT ADDRESS = UPDATE]

GIVE PERSON STUDY DESCRIPTION AND SAY

Por favor lea esta declaración, la cual describe la encuesta y la legislación que asegura la confidencialidad de cualquier información que usted nos dé. También explica que sus respuestas son usadas con propósitos estadísticos únicamente y que su participación es voluntaria. Si alguien es seleccionado(a) para participar en la entrevista en su totalidad, dicha persona recibirá un pago de \$30 dólares en efectivo después de haber completado la entrevista.

Continue [**MISSED DUs**]

MISSED DUs [IF INFORMED CONSENT = CONTINUE]

FOR REGULAR HUs SUCH AS INDIVIDUAL HOUSES, TOWNHOUSES, DUPLEXES, TRAILERS, COTTAGES

¿Hay alguna otra vivienda dentro de esta casa o propiedad, tal como un apartamento separado con entrada aparte?

Yes [**MISSED DU ADDRESS**]
[IF MISSED DU: **CANNOT ADD UNIT** “YOU CANNOT ADD A MISSED DU FROM A DU THAT HAS BEEN ADDED” **MISSED DUs**]

No [**OCCUPANCY**]

FOR APARTMENT/CONDO HUs: DON'T ASK, JUST TAP "APT/CONDO" (BELOW) TO CONTINUE.

APT/CONDO [**OCCUPANCY**]

MISSED DU ADDRESS [IF MISSED DUs = YES]

RECORD STREET ADDRESS OR DESCRIPTION OF UNIT

STREET NUMBER:

STREET NAME:

Update [**OCCUPANCY**]

Cancel [**CANCEL DU: “ARE YOU SURE YOU WANT TO CANCEL ADDITION OF THIS DU? IF Yes, OCCUPANCY. IF No MISSED DU ADDRESS.**]

OCCUPANCY [IF MISSED DUs = NO OR MISSED DU ADDRESS = UPDATE OR CANCEL MISSED DU = YES]

(¿Vivió /¿ Vivirá) usted o alguna otra persona en esta vivienda la mayor parte del tiempo durante los meses de (*CURRENT QUARTER*)?

Yes [**TOTAL SDU MEMBERS**]

No [**OCCUPANCY – CONFIRMATION: YOUR ‘NO’ RESPONSE WILL CONCLUDE THIS SCREENING AND FINALIZE THIS CASE. DO YOU WANT TO CHANGE YOUR ANSWER? (‘YES’ WILL CONTINUE SCREENING. ‘NO’ WILL FINALIZE THE**

CASE.) IF Yes, **TOTAL SDU MEMBERS**. IF No, **VERIFICATION**.]

TOTAL SDU MEMBERS [IF OCCUPANCY= YES]

(Incluyéndose a sí mismo), ¿cuántas personas (*vivieron/vivirán*) en esta vivienda la mayor parte del tiempo durante los meses de (*CURRENT QUARTER*)? (No incluya a nadie que (*vivió/vivirá*) en la escuela o en otro lugar la mayor parte del tiempo durante los meses de (*CURRENT QUARTER*).)

ENTER NUMBER 1-20 [**MEMBERS 12 OR OLDER**]

[IF 1 TOTAL SDU MEMBERS = 1, **ONLY HOUSEHOLD MEMBER:**
“**CONFIRM RESPONSE:** IS THERE ONLY 1 PERSON IN THIS HOUSEHOLD?”
IF No, **TOTAL SDU MEMBERS**. IF Yes, **ROSTER:** “IS THIS SCREENING
RESPONDENT THE ONE ELIGIBLE RESIDENT OF THE DU?” IF No,
HOUSEHOLDER AGE USING ‘THIS PERSON’ FILL. IF Yes, **HOUSEHOLDER
AGE** USING ‘YOUR’ FILL.]

MEMBERS 12 OR OLDER [IF TOTAL SDU MEMBERS NE BLANK AND >1]

De estas (*TOTAL SDU MEMBERS*) personas, ¿cuántas tienen 12 años o más actualmente?

ENTER SUBSET OF TOTAL SDU MEMBERS [**ROSTER INTRO**]

[IF MEMBERS 12 OR OLDER = 1, **ONLY ELIGIBLE MEMBER:** “**CONFIRM
RESPONSE:** IS THERE ONLY 1 PERSON AGE 12 OR OLDER IN THIS
HOUSEHOLD?” IF No, **MEMBERS 12 OR OLDER**. IF Yes, **ROSTER:** “IS
THIS SCREENING RESPONDENT THE ONE ELIGIBLE RESIDENT OF THE
DU?” IF No, **HOUSEHOLDER AGE** USING ‘THIS PERSON’ FILL. IF Yes,
HOUSEHOLDER AGE USING ‘YOUR’ FILL.]

ROSTER INTRO [IF MEMBERS 12 OR OLDER NE 1 OR BLANK]

Ahora le haré unas cuantas preguntas acerca de las personas que viven aquí. Empecemos con la persona o una de las personas que vive aquí, quien es el dueño o la dueña de la casa o que paga por el alquiler de la misma. Nos referiremos a esta persona como la cabeza de la familia.

Continue [**HOUSEHOLDER AGE**]

HOUSEHOLDER AGE [IF ROSTER INTRO NE BLANK OR ROSTER NE BLANK OR
CONFIRM ROSTER FOR HOUSEHOLDER = NO]

Por favor dígame la edad de esta persona en su último cumpleaños.

IF SR IS HOUSEHOLDER:

Por favor dígame su edad en su último cumpleaños.

ENTER AGE [**SCREENING RESPONDENT**]

SCREENING RESPONDENT [IF HOUSEHOLDER AGE NE BLANK OR IF AGE NE BLANK AND SCREENING RESPONDENT NE YES]

IS THIS (*HOUSEHOLDER AGE/AGE*) YEAR OLD PERSON THE SCREENING RESPONDENT?

Yes [SETS LANGUAGE FOR SUBSEQUENT ROSTER QUESTIONS USING 'YOU/YOUR']

No [SETS LANGUAGE FOR SUBSEQUENT ROSTER QUESTIONS USING 'THIS PERSON.']

[IF HOUSEHOLDER, **HOUSEHOLDER GENDER** OTHERWISE, **RELATION**]

HOUSEHOLDER GENDER [IF SCREENING RESPONDENT NE BLANK FOR HOUSEHOLDER]

ASK ONLY IF NOT OBVIOUS

¿Es esta persona hombre o mujer?

Male

Female

[**HOUSEHOLDER HISPANIC**]

HOUSEHOLDER HISPANIC [IF HOUSEHOLDER GENDER NE BLANK]

¿Es (*usted/él/ella/esta persona*) de origen hispano, latino o español?

(Es decir que su origen nacional o descendencia se puede describir como puertorriqueño, cubano, cubano-americano, mexicano, mexicano-americano, chicano, centro o sudamericano, o es nativo(a) de otro país donde se habla español?)

Yes

No

[**HOUSEHOLD RACE**]

HOUSEHOLDER RACE [IF HOUSEHOLDER HISPANIC NE BLANK]

¿Es (*usted/él/ella/esta persona*) de raza blanca, negra o afro-americana, indígena americana o nativo(a) de Alaska, nativo(a) de Hawaii o de otra isla del pacífico, o asiática?

(CHECK ALL THAT APPLY)

White

Black or African American

American Indian or Alaska Native

Native Hawaiian/other Pacific Islander

Asian

Other

[HOUSEHOLDER MILITARY OR IF HOUSEHOLDER AGE NE 17-65 CONFIRM ROSTER]

HOUSEHOLDER MILITARY [IF HOUSEHOLDER RACE NE BLANK AND HOUSEHOLDER AGE = 17-65 AND SCREENING RESPONDENT = NO FOR THIS MEMBER]

¿Está (*usted/él/ella/esta persona*) actualmente en servicio activo en las fuerzas armadas de los Estados Unidos?

Yes

No

Unknown

Refused

[CONFIRM ROSTER]

HOUSEHOLDER MILITARY [IF HOUSEHOLDER RACE NE BLANK AND HOUSEHOLDER AGE = 17-65 AND SCREENING RESPONDENT = YES FOR THIS MEMBER]

¿Está (*usted/él/ella/esta persona*) actualmente en servicio activo en las fuerzas armadas de los Estados Unidos?

Yes

No

Refused

[CONFIRM ROSTER]

CONFIRM ROSTER [IF HOUSEHOLDER MILITARY NE BLANK OR IF HOUSEHOLDER AGE NE 17-65 AND HOUSEHOLDER RACE NE BLANK]

There are four translation variations. English is also provided here for clarification.

1. SCREENING RESPONDENT AGE 17- 65

ENGLISH:

I have listed you as a (AGE) year old (GENDER) resident. You are (RACE), (HISPANIC), and (are/are not) on active duty in the United States' military.

SPANISH:

(MALE:Lo)(FEMALE: La) he anotado a usted, (GENDER: una joven/una mujer/un joven/un hombre/una persona) de (AGE) años de edad. (Usted) es de raza (RACE: blanca, negra o afro-americana, indígena americana o nativo(a) de Alaska, nativo(a) de Hawaii o de otra isla del pacífico, asiática, otra raza. / es de otra raza. / es de raza NO ESPECIFICADA). (HISPANIC: Usted es hispana / Usted es hispano/ Usted no es hispana / Usted no es hispano/ NO SE ESPECIFICÓ si es de origen hispano/latino) (MILITARY: y está en servicio activo en las fuerzas armadas de los Estados Unidos. / y no está en servicio activo en las fuerzas armadas de los Estados Unidos. / y NO SE ESPECIFICÓ si está en servicio activo en las fuerzas armadas de los Estados Unidos).

2. SCREENING RESPONDENT UNDER AGE 17 OR OVER AGE 65

ENGLISH:

I have listed you as a (AGE) year old (GENDER) resident. You are (RACE), and (not) (HISPANIC).

SPANISH:

(MALE:Lo)(FEMALE: La) he anotado a usted, (GENDER: una joven/una mujer/un joven/un hombre/una persona) de (AGE) años de edad. (Usted) es de raza (RACE: blanca, negra o afro-americana, indígena americana o nativo(a) de Alaska, nativo(a) de Hawaii o de otra isla del pacífico, asiática, otra raza. / es de otra raza. / es de raza NO ESPECIFICADA). (HISPANIC: Usted es hispana / Usted es hispano/ Usted no es hispana / Usted no es hispano/ NO SE ESPECIFICÓ si es de origen hispano/latino).

3. OTHER MEMBERS AGES 17- 65

ENGLISH:

I have listed a (AGE) year old (GENDER) resident. (She/He) is (RACE), (HISPANIC) and (is/is not) on active duty in the United States' military.

SPANISH:

He anotado (GENDER) de (AGE) años de edad. (Ella/Él) es de raza (RACE). (Ella/Él) (es/no es) (HISPANIC) y (está/no está) en servicio activo en las fuerzas armadas de los Estados Unidos.

SPANISH GENDER/RELATIONSHIP DESCRIPTIONS:

He anotado (GENDER: *una joven/una mujer/un joven/un hombre/una persona*) de (AGE) años de edad. (*Ella /Él /Esta persona*) es de raza (RACE: *blanca, negra o afro-americana, indígena americana o nativo(a) de Alaska, nativo(a) de Hawaii o de otra isla del pacífico, asiática, otra raza. / es de otra raza. / es de raza NO ESPECIFICADA*). (HISPANIC: *Ella es hispana / Él es hispano/Esta persona es hispana / Ella no es hispana / Él no es hispano/Esta persona no es hispana / NO SE ESPECIFICÓ si es de origen hispano/latino*) (MILITARY: *y está en servicio activo en las fuerzas armadas de los Estados Unidos. / y no está en servicio activo en las fuerzas armadas de los Estados Unidos. / y NO SE ESPECIFICÓ si está en servicio activo en las fuerzas armadas de los Estados Unidos*).

4. OTHER MEMBERS UNDER AGE 17- OR OVER AGE 65

ENGLISH:

I have listed a (AGE) year old (GENDER) resident. (She/He) is (RACE), and (not) (HISPANIC).

SPANISH:

He anotado (GENDER: *una joven/una mujer/un joven/un hombre/una persona*) de (AGE) años de edad. (*Ella/Él*) es de raza (RACE: *blanca, negra o afro-americana, indígena americana o nativo(a) de Alaska, nativo(a) de Hawaii o de otra isla del pacífico, asiática, otra raza. / es de otra raza. / es de raza NO ESPECIFICADA*). (HISPANIC: *Ella es hispana / Él es hispano/ Ella no es hispana / Él no es hispano/ NO SE ESPECIFICÓ si es de origen hispano/latino*).

¿Es esto correcto?

Yes [OTHER MEMBERS] [IF ROSTER NE BLANK , VERIFY ROSTER DATA]
No [HOUSEHOLDER AGE]

OTHER MEMBERS [IF CONFIRM ROSTER = YES AND MEMBERS 12 OR OLDER ≥ 2]

READ TO RESPONDENT:

[IF MEMBERS 12 OR OLDER =2] Ahora necesito información general sobre la otra persona en este hogar que tenga 12 años de edad o más.

[IF MEMBERS 12 OR OLDER >2] Ahora necesito información general sobre todas las otras personas en este hogar que tengan 12 años de edad o más. Empecemos con la persona mayor hasta llegar a la persona menor.

CONTINUE [AGE]

AGE [IF OTHER MEMBERS NE BLANK OR CONFIRM ROSTER = NO]

[IF MEMBERS 12 OR OLDER = 2] Por favor dígame la edad de esta persona en su último cumpleaños.

[IF MEMBERS 12 OR OLDER > 2 HH MEMBERS] Por favor dígame la edad de la (*persona mayor/siguiente persona*) en su último cumpleaños.

ENTER AGE [IF ANY SCREENING RESPONDENT = YES, **RELATION**. IF ALL SCREENING RESPONDENT = BLANK OR NO, **SCREENING RESPONDENT**]

RELATION [IF AGE NE BLANK AND ANY SCREENING RESPONDENT =YES]

[IF SCREENING RESPONDENT = YES FOR THIS MEMBER] ¿Cuál es su parentesco con la cabeza de la familia?

[IF SCREENING RESPONDENT = YES FOR HOUSEHOLDER] ¿Qué parentesco tiene esta persona con usted, la cabeza de la familia?

[IF SCREENING RESPONDENT = NO FOR THIS MEMBER] ¿Qué parentesco tiene esta persona con la cabeza de la familia?

Husband

Wife

Son (includes step)

Daughter (includes step)

Son-in-law/Daughter-in-law

Brother (includes step)

Sister (includes step)

Brother-in-law/Sister-in-law

Parent/Guardian (incl. step)

Parent-in-law (incl. step)

Aunt/Uncle

Nephew/Niece

Grandparent

Grandchild

Cousin

Ex-Spouse

Live-in Partner

Friend/Roommate

Tenant/Boarder/Exch Student

Other relative

Other Non-relative

Relationship Unspecified

[IF RELATION = HUSBAND, WIFE, SON, DAUGHTER, BROTHER OR SISTER **HISPANIC, OTHERWISE GENDER**]

ChangeSR [**CHANGE SR:** DO YOU WANT TO CHANGE THE SR, IF No, **RELATION**. IF Yes, **THIS PERSON:** IS THIS PERSON THE SR? IF Yes OR No, **CONFIRM CHANGE:** PLEASE CONFIRM RESPONSE. IS THIS PERSON THE SR? IF RESPONSE CHANGES, **CONFIRM CHANGE:** PLEASE CONFIRM RESPONSE. IS THIS PERSON THE SR? IF RESPONSE DOES NOT CHANGE AND = No, PERSON NE SCREENING RESPONDENT. IF RESPONSE DOES NOT CHANGE AND = Yes, PERSON = SCREENING RESPONDENT.]

GENDER [IF RELATION NE HUSBAND, WIFE, SON, DAUGHTER, BROTHER OR SISTER]

ASK ONLY IF NOT OBVIOUS

¿Es esta persona hombre o mujer?

Male

Female

Refused

[HISPANIC]

ChangeSR [**CHANGE SR: DO YOU WANT TO CHANGE THE SR, IF No,
GENDER. IF Yes, THIS PERSON: IS THIS PERSON THE SR? IF Yes OR No,
CONFIRM CHANGE: PLEASE CONFIRM RESPONSE. IS THIS PERSON THE
SR? IF RESPONSE CHANGES, CONFIRM CHANGE: PLEASE CONFIRM
RESPONSE. IS THIS PERSON THE SR? IF RESPONSE DOES NOT CHANGE
AND = No, PERSON NE SCREENING RESPONDENT. IF RESPONSE DOES
NOT CHANGE AND = Yes, PERSON = SCREENING RESPONDENT.**]

HISPANIC [IF GENDER NE BLANK]

¿Es (*usted/él/ella/esta persona*) de origen hispano, latino o español?

(Es decir que su origen nacional o descendencia se puede describir como puertorriqueño, cubano, cubano-americano, mexicano, mexicano-americano, chicano, centro o sudamericano, o es nativo(a) de otro país donde se habla español?)

Yes

No

Unknown

Refused

[RACE]

RACE [IF HISPANIC NE BLANK]

¿Es (*usted/él/ella/esta persona*) de raza blanca, negra o afro-americana, indígena americana o nativo(a) de Alaska, nativo(a) de Hawaii o de otra isla del pacífico, o asiática?

(CHECK ALL THAT APPLY)

White

Black or African American

American Indian or Alaska Native

Native Hawaiian/other Pacific Islander

Asian

Other

Unknown

Refused

[IF AGE 17-65, **MILITARY**, OTHERWISE **CONFIRM ROSTER**]

MILITARY [IF RACE NE BLANK AND AGE 17-65 AND SCREENING RESPONDENT = NO FOR THIS MEMBER]

¿Está (*usted/él/ella/esta persona*) actualmente en servicio activo en las fuerzas armadas de los Estados Unidos?

Yes
No
Unknown
Refused

[CONFIRM ROSTER]

HOUSEHOLDER MILITARY [IF HOUSEHOLDER RACE NE BLANK AND HOUSEHOLDER AGE = 17-65 AND SCREENING RESPONDENT = YES FOR THIS MEMBER]

¿Está (*usted/él/ella/esta persona*) actualmente en servicio activo en las fuerzas armadas de los Estados Unidos?

Yes
No
Refused

[CONFIRM ROSTER]

CONFIRM ROSTER [IF AGE 17-65 AND MILITARY IS NE BLANK, OTHERWISE RACE NE BLANK]

There are four translation variations. English is also provided here for clarification.

1. SCREENING RESPONDENT AGE 17- 65

ENGLISH:

I have listed you as a (*AGE*) year old (*GENDER*) resident. You are (*RACE*), (*HISPANIC*), and (*are/are not*) on active duty in the United States' military.

SPANISH:

(MALE:Lo)(FEMALE: La) he anotado a usted, (GENDER: una joven/una mujer/un joven/un hombre/una persona) de (AGE) años de edad. (Usted) es de raza (RACE: blanca, negra o afro-americana, indígena americana o nativo(a) de Alaska, nativo(a) de Hawaii o de otra isla del pacífico, asiática, otra raza. / es de otra raza. / es de raza NO ESPECIFICADA). (HISPANIC: Usted es hispana / Usted es hispano/ Usted no es hispana / Usted no es hispano/ NO SE ESPECIFICÓ si es de origen hispano/latino) (MILITARY: y está en servicio activo en las fuerzas armadas de los Estados Unidos. / y no está en servicio activo en las fuerzas armadas de los Estados Unidos. / y NO SE ESPECIFICÓ si está en servicio activo en las fuerzas armadas de los Estados Unidos).

2. SCREENING RESPONDENT UNDER AGE 17 OR OVER AGE 65

ENGLISH:

I have listed you as a (AGE) year old (GENDER) resident. You are (RACE), and (not) (HISPANIC).

SPANISH:

(MALE:Lo)(FEMALE: La) he anotado a usted, (GENDER: una joven/una mujer/un joven/un hombre/una persona) de (AGE) años de edad. (Usted) es de raza (RACE: blanca, negra o afro-americana, indígena americana o nativo(a) de Alaska, nativo(a) de Hawaii o de otra isla del pacífico, asiática, otra raza. / es de otra raza. / es de raza NO ESPECIFICADA). (HISPANIC: Usted es hispana / Usted es hispano/ Usted no es hispana / Usted no es hispano/ NO SE ESPECIFICÓ si es de origen hispano/latino).

3. OTHER MEMBERS AGES 17- 65

ENGLISH:

I have listed a (AGE) year old (GENDER) resident. (She/He) is (RACE), (HISPANIC) and (is/is not) on active duty in the United States' military.

SPANISH:

He anotado (GENDER) de (AGE) años de edad. (Ella/Él) es de raza (RACE). (Ella/Él) (es/no es) (HISPANIC) y (está/no está) en servicio activo en las fuerzas armadas de los Estados Unidos.

SPANISH GENDER/RELATIONSHIP DESCRIPTIONS:

He anotado (GENDER: una joven/una mujer/un joven/un hombre/una persona) de (AGE) años de edad. (Ella /Él /Esta persona) es de raza (RACE: blanca, negra o afro-americana, indígena americana o nativo(a) de Alaska, nativo(a) de Hawaii o de otra isla del pacífico, asiática, otra raza. / es de otra raza. / es de raza NO ESPECIFICADA). (HISPANIC: Ella es hispana / Él es hispano/Esta persona es hispana / Ella no es hispana / Él no es hispano/Esta persona no es hispana / NO SE ESPECIFICÓ si es de origen hispano/latino) (MILITARY: y está en servicio activo en las fuerzas armadas de los Estados Unidos. / y no está en servicio activo en las fuerzas armadas de los Estados Unidos. / y NO SE ESPECIFICÓ si está en servicio activo en las fuerzas armadas de los Estados Unidos).

4. OTHER MEMBERS UNDER AGE 17- OR OVER AGE 65

ENGLISH:

I have listed a (AGE) year old (GENDER) resident. (She/He) is (RACE), and (not) (HISPANIC).

SPANISH:

He anotado (GENDER: *una joven/una mujer/un joven/un hombre/una persona*) de (AGE) años de edad. (*Ella/Él*) es de raza (RACE: *blanca, negra o afro-americana, indígena americana o nativo(a) de Alaska, nativo(a) de Hawaii o de otra isla del pacífico, asiática, otra raza. / es de otra raza. / es de raza NO ESPECIFICADA*). (HISPANIC: *Ella es hispana / Él es hispano/ Ella no es hispana / Él no es hispano/ NO SE ESPECIFICÓ si es de origen hispano/latino*).

¿Es esto correcto?

Yes [**AGE FOR NEXT HH MEMBER, OTHERWISE VERIFY ROSTER DATA**]

No [**AGE**]

VERIFY ROSTER DATA [IF CONFIRM ROSTER = YES]

Rel (*Relationship*)

SR (*Y for Screening Respondent*)

A (*Age*)

[UPON TAPPING ON ANY ROSTER LINE, SHOW **REMAINING COLUMNS**]

G (*Gender: M, F, R*)

H (*Hispanic: Y, N, U, R*)

R (*Race: W, B, I, P, A, O*)

M (*Military: Y, N, U, R*)

E (*Eligibility: E, I*)

[IF CONFIRM ROSTER = YES AND MEMBERS 12 OR OLDER=1]

DO NOT READ TO RESPONDENT. WHEN READY, TAP CONTINUE TO MAKE SELECTION.

TO MAKE CORRECTIONS: TAP THE ROSTER LINE THAT YOU WANT TO EDIT, THEN TAP 'FUNCTIONS' AND 'EDIT.'

[IF CONFIRM ROSTER = YES AND MEMBERS 12 OR OLDER>=2]

Necesito asegurarme que la lista está correcta. He anotado ...

[READ AGES AND RELATIONSHIPS ROSTERED].

TO MAKE CORRECTIONS: TAP THE ROSTER LINE THAT YOU WANT TO EDIT, THEN TAP 'FUNCTIONS' AND 'EDIT.'

Continue [**START SELECTION**]

START SELECTION

THE PROGRAM WILL START THE SELECTION PROCESS. ARE YOU SURE YOU ARE READY TO MAKE THE SELECTIONS?

Yes [RESPONDENT SELECTION]

No [VERIFY ROSTER DATA]

RESPONDENT SELECTION [START SELECTION = YES]

Interview A

Roster #: (*Roster # of selected member, None*)

QuestID: (*7-digit Questionnaire ID, BLANK*)

Relation: (*Relationship to householder, BLANK*)

Age: (*AGE, BLANK*)

Sex: (*M, F, BLANK*)

Race: (*W, B, I, P, A, O, BLANK*)

Hispanic: (*Y, N, BLANK*)

Interview B

Roster #: (*Roster # of selected member, None*)

QuestID: (*7-digit Questionnaire ID, BLANK*)

Relation: (*Relationship to householder, BLANK*)

Age: (*AGE, BLANK*)

Sex: (*M, F, BLANK*)

Race: (*W, B, I, P, A, O, BLANK*)

Hispanic: (*Y, N, BLANK*)

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2012 NSDUH Screening Application Specifications

Section 4

GQU Screening - Spanish

Document Format:

- Screen names bolded
- Screen/question/instructional text designated by black and red text and non-italicized text in parenthesis (Upper-lower black text to be read, red upper case text is instructions to FI)
- Fills designated by parenthesis and italics
- Logic designated by brackets
- Text of instructional message boxes provided in bracketed logic
- Response categories underlined

SDU CHARACTERISTIC

DU ADDRESS (LARGE FONT)

CHECK ALL THAT APPLY. TAP “?” FOR ADDITIONAL INFORMATION.

1. House/Single Unit
2. Multi-unit, 2-9 units
3. Multi-unit, 10-49 units
4. Multi-unit, 50+ units
5. Military Base
6. Student Housing
7. Native American Tribal Land
8. Senior Housing/Assisted Living
9. Other GQU
10. Empty Lot

Continue [If at least one item selected, **CONTROLLED ACCESS TYPE**. If no items selected, **CONFLICT- You must provide a SDU Characteristic, Ok, SDU CHARACTERISTIC**]

FIatWrongAddress [**SELECT CASE**]

CONTROLLED ACCESS TYPE [IF SDU CHARACTERISTIC NE BLANK]

DU ADDRESS (LARGE FONT)

CHECK ALL THAT APPLY. TAP “?” FOR ADDITIONAL INFORMATION.

1. None
2. Guard/Door Person/Staff/Manager
3. Locked main entrance/gate, no intercom/buzzer
4. Locked main entrance/gate with intercom/buzzer, no unit address labels
5. Locked main entrance/gate with intercom/buzzer, with unit address labels

Continue [If at least one item selected, **STUDY INTRODUCTION**. If no items selected, **CONFLICT- You must provide a Controlled Access Type, Ok, CONTROLLED ACCESS TYPE**] [Physical Feature Data (SDU CHARACTERISTIC and CONTROLLED ACCESS TYPE) from this initial visit to the DU is saved and transmitted to RTI during next transmission, regardless of the outcome of the ROC (pending or final).]

FIatWrongAddress [**SELECT CASE**]

STUDY INTRODUCTION [IF CONTROLLED ACCESS TYPE NE BLANK]

(Buenas noches/ Buenas tardes/Buenos días). Mi nombre es *(FI NAME)* " y trabajo para el Research Triangle Institute en Carolina del Norte. Estamos llevando a cabo un estudio nacional patrocinado por el Departamento de la Salud Pública de los Estados Unidos.

Usted ha de haber recibido una carta explicándole el estudio.

Continue [**IDENTIFY SR**]

IDENTIFY SR [IF STUDY INTRODUCTION = CONTINUE]

Primero, déjeme verificar: ¿vive usted aquí?

IF NOT OBVIOUS:

Y ¿tiene 18 años de edad o más?

IF NO TO EITHER, ASK FOR AN ADULT RESIDENT, TAP BACK ARROW, AND BEGIN AGAIN.

SR Available [**ADDRESS VERIFICATION**]

SR Not Available [**EXIT SCREENING: “ARE YOU SURE YOU WANT TO EXIT SCREENING?”** IF Yes, **RECORD OF CALLS**. IF No, **IDENTIFY SR.**]

ADDRESS VERIFICATION [IF IDENTIFY SR = SR AVAILABLE]

Solamente necesito confirmar que ésta es

STREET: *(NUMBER AND STREET)*

CITY: *(CITY)*

STATE: *(STATE)*

ZIP: *(ZIP)*

Address Is Correct – Continue [**INFORMED CONSENT**]

Need to Edit Address [**EDIT ADDRESS**]

FI At Wrong Address [**SELECT CASE**]

EDIT ADDRESS [IF ADDRESS VERIFICATION = NEED TO EDIT ADDRESS]

TAP THE ITEM YOU NEED TO EDIT

ST. # *(NUMBER)*

STREET: *(STREET)*

CITY: *(CITY)*

STATE: *(STATE)* **ZIP:** *(ZIP)*

Update [SAVE UPDATED ADDRESS, THEN **INFORMED CONSENT**]

INFORMED CONSENT [IF ADDRESS VERIFICATION = ADDRESS IS CORRECT-
CONTINUE OR EDIT ADDRESS = UPDATE]

GIVE PERSON STUDY DESCRIPTION AND SAY

Por favor lea esta declaración, la cual describe la encuesta y la legislación que asegura la confidencialidad de cualquier información que usted nos dé. También explica que sus respuestas son usadas con propósitos estadísticos únicamente y que su participación es voluntaria. Si alguien es seleccionado(a) para participar en la entrevista en su totalidad, dicha persona recibirá un pago de \$30 dólares en efectivo después de haber completado la entrevista.

Continue [**TRANSIENT**]

TRANSIENT [IF INFORMED CONSENT = CONTINUE]

INTERVIEWER: IS THIS GQU A TRANSIENT SHELTER?

Yes [**UNIT TYPE**]

No [**OCCUPANCY**]

UNIT TYPE [IF TRANSIENT = YES]

ARE THE LISTED UNIT...

ROOMS [**TOTAL GQU MEMBERS**]

BEDS. OR [**ROSTER #1**]

PERSONS? [**ROSTER #1**]

OCCUPANCY [IF TRANSIENT = NO]

(¿Vivió/ ¿Vivirá) usted o alguna otra persona en este cuarto la mayor parte del tiempo durante los meses de (*CURRENT QUARTER*)?

Yes [**TOTAL GQU MEMBERS**]

No [**OCCUPANCY – CONFIRMATION:**

YOUR ‘NO’ RESPONSE WILL CONCLUDE THIS SCREENING AND FINALIZE THIS CASE. DO YOU WANT TO CHANGE YOUR ANSWER? (‘YES’ WILL CONTINUE SCREENING. ‘NO’ WILL FINALIZE THE CASE.) IF YES, **TOTAL GQU MEMBERS**. IF NO, **VERIFICATION.**]

TOTAL GQU MEMBERS [IF OCCUPANCY = YES OR IF UNIT TYPE = ROOMS]

[IF TRANSIENT = YES AND UNIT TYPE = ROOMS] (*Incluyéndose a sí mismo*), ¿cuántas personas viven en este cuarto?

[IF TRANSIENT = NO] (*Incluyéndose a sí mismo*), ¿cuántas personas (*vivieron/vivirán*) en este cuarto la mayor parte del tiempo entre los meses de (*CURRENT QUARTER*)?

ENTER NUMBER 1-20 [**MEMBERS 12 OR OLDER**]

[IF TOTAL GQU MEMBERS = 1, **ONLY MEMBER: CONFIRM RESPONSE:** IS THERE ONLY 1 PERSON LIVING HERE? IF NO, **TOTAL GQU MEMBERS**. IF YES AND UNIT TYPE = ROOMS, **ROSTER #1 AGE**. IF YES AND TRANSIENT = NO, **ROSTER:** IS THIS SCREENING RESPONDENT THE ONE ELIGIBLE RESIDENT OF THE DU? IF YES, **ROSTER #1 AGE** USING ‘YOUR’ FILL. IF NO, **ROSTER #1 AGE** USING ‘THIS PERSON’ FILL].

MEMBERS 12 OR OLDER [IF TOTAL GQU MEMBERS NE BLANK AND >1]

[IF TRANSIENT = YES] ¿Cuántas de estas [TOTAL GQU MEMBERS] personas tienen 12 años o más de edad actualmente?"

[IF TRANSIENT = NO] De estas [TOTAL GQU MEMBERS] personas, ¿cuántas tienen 12 años o más actualmente?

ENTER SUBSET OF TOTAL GQU MEMBERS ROSTER # 1 AGE

[IF MEMBERS 12 OR OLDER = 1, **ONLY ELIGIBLE MEMBER: “CONFIRM RESPONSE: IS THERE ONLY 1 PERSON AGE 12 OR OLDER IN THIS UNIT?”** IF **NO, MEMBERS 12 OR OLDER**. IF **YES** AND UNIT TYPE = ROOMS **ROSTER # 1 AGE**. IF YES AND TRANSIENT = NO, “**ROSTER: IS THIS SCREENING RESPONDENT THE ONE ELIGIBLE RESIDENT OF THE DU?**” IF **YES, ROSTER #1 AGE** USING ‘YOUR’ FILL. IF **NO, ROSTER #1 AGE** USING ‘THIS PERSON’ FILL].

ROSTER #1 AGE [IF MEMBERS 12 OR OLDER NE BLANK OR TOTAL GQU MEMBERS = 1 OR IF UNIT TYPE = BEDS OR PERSONS]

Por favor dígame su edad en su último cumpleaños.

ENTER AGE [**ROSTER #1 NAME**]

ROSTER #1 NAME [IF ROSTER #1 AGE NE BLANK]

¿Cuál es su nombre (*sin apellido*)?

ENTER FIRST NAME [**ROSTER #1 GENDER**]

ROSTER #1 GENDER [IF ROSTER #1 NAME NE BLANK]

ASK ONLY IF NOT OBVIOUS

¿Es esta persona hombre o mujer?

Male

Female

[**ROSTER #1 HISPANIC**]

ROSTER #1 HISPANIC [IF ROSTER #1 GENDER NE BLANK]

¿Es usted de origen hispano, latino o español?

(Es decir que su origen nacional o descendencia se puede describir como puertorriqueño, cubano, cubano-americano, mexicano, mexicano-americano, chicano, centro o sudamericano, o es nativo(a) de otro país donde se habla español?)

Yes

No

[**ROSTER #1 RACE**]

ROSTER #1 RACE [IF ROSTER #1 HISPANIC NE BLANK]

¿Es usted de raza blanca, negra o afro-americana, indígena americana o nativo(a) de Alaska, nativo(a) de Hawaii o de otra isla del pacífico, o asiática?

(CHECK ALL THAT APPLY)

White

Black or African American

American Indian or Alaska Native

Native Hawaiian/other Pacific Islander

Asian

Other

[**ROSTER #1 MILITARY OR IF ROSTER #1 AGE NE 17-65 CONFIRM ROSTER**]

ROSTER #1 MILITARY [IF ROSTER #1 RACE NE BLANK AND ROSTER #1 AGE = 17-65]

¿Está usted actualmente en servicio activo en las fuerzas armadas de los Estados Unidos?

Yes

No

Refused

[**CONFIRM ROSTER**]

CONFIRM ROSTER [IF ROSTER #1 MILITARY NE BLANK OR IF ROSTER #1 AGE NE 17-65 AND ROSTER #1 RACE NE BLANK]

There are two translation variations. English is also provided here for clarification.

1. ROSTER #1 AGE 17- 65

ENGLISH:

I have listed you as a (AGE) year old (GENDER) resident. You are (RACE), (HISPANIC), and (are/are not) on active duty in the United States' military.

SPANISH:

(MALE:Lo)(FEMALE: La) he anotado a usted, (GENDER: una joven/una mujer/un joven/un hombre/una persona) de (AGE) años de edad. (Usted) es de raza (RACE: blanca, negra o afro-americana, indígena americana o nativo(a) de Alaska, nativo(a) de Hawaii o de otra isla del pacífico, asiática, otra raza. / es de otra raza. / es de raza NO ESPECIFICADA). (HISPANIC: Usted es hispana / Usted es hispano/ Usted no es hispana / Usted no es hispano/ NO SE ESPECIFICÓ si es de origen hispano/latino) (MILITARY: y está en servicio activo en las fuerzas armadas de los Estados Unidos. / y no está en servicio activo en las fuerzas armadas de los Estados Unidos. / y NO SE ESPECIFICÓ si está en servicio activo en las fuerzas armadas de los Estados Unidos).

2. ROSTER #1 UNDER AGE 17 OR OVER AGE 65

ENGLISH:

I have listed you as a (AGE) year old (GENDER) resident. You are (RACE), and (not) (HISPANIC).

SPANISH:

(MALE:Lo)(FEMALE: La) he anotado a usted, (GENDER: una joven/una mujer/un joven/un hombre/una persona) de (AGE) años de edad. (Usted) es de raza (RACE: blanca, negra o afro-americana, indígena americana o nativo(a) de Alaska, nativo(a) de Hawaii o de otra isla del pacífico, asiática, otra raza. / es de otra raza. / es de raza NO ESPECIFICADA). (HISPANIC: Usted es hispana / Usted es hispano/ Usted no es hispana / Usted no es hispano/ NO SE ESPECIFICÓ si es de origen hispano/latino).

¿Es esto correcto?

Yes [IF MEMBERS 12 OR OLDER \geq 2 **OTHER MEMBERS**. IF UNIT TYPE = BEDS OR PERSONS OR UNIT TYPE = ROOMS AND TOTAL GQU MEMBERS OR MEMBERS 12 OR OLDER =1 **VERIFY ROSTER DATA**]

No [**ROSTER #1 AGE**]

OTHER MEMBERS [IF CONFIRM ROSTER = YES AND MEMBERS 12 OR OLDER \geq 2]

READ TO RESPONDENT:

[IF MEMBERS 12 OR OLDER >2] Ahora necesito información general sobre todas las otras personas que tengan 12 años de edad o más. Empecemos con la persona mayor hasta llegar a la persona menor.

[IF MEMBERS 12 OR OLDER = 2] Ahora necesito información general sobre la otra persona que tenga 12 años de edad o más.

Continue [AGE]

AGE [IF OTHER MEMBERS NE BLANK OR CONFIRM ROSTER = NO]

[IF MEMBERS 12 OR OLDER = 2] Por favor dígame la edad de esta persona en su último cumpleaños.

[IF MEMBERS 12 OR OLDER > 2 HH MEMBERS] Por favor dígame la edad de la (*persona mayor/siguiente persona*) en su último cumpleaños.

ENTER AGE [NAME]

NAME [IF AGE NE BLANK]

¿Cuál es el nombre (*sin apellido*) de esta persona?

ENTER FIRST NAME [GENDER]

GENDER [IF NAME NE BLANK]

ASK ONLY IF NOT OBVIOUS

¿Es esta persona hombre o mujer?

Male

Female

Refused

[HISPANIC]

HISPANIC [IF GENDER NE BLANK]

¿Es (*él/ella/esta persona*) de origen hispano, latino o español?

(Es decir que su origen nacional o descendencia se puede describir como puertorriqueño, cubano, cubano-americano, mexicano, mexicano-americano, chicano, centro o sudamericano, o es nativo(a) de otro país donde se habla español?)

Yes

No

Unknown

Refused

[**RACE**]

RACE [IF HISPANIC NE BLANK]

¿Es (*él/ella/esta persona*) de raza blanca, negra o afro-americana, indígena americana o nativo(a) de Alaska, nativo(a) de Hawaii o de otra isla del pacífico, o asiática?

(CHECK ALL THAT APPLY)

White

Black or African American

American Indian or Alaska Native

Native Hawaiian/other Pacific Islander

Asian

Other

Unknown

Refused

[IF AGE 17-65, **MILITARY**, OTHERWISE **CONFIRM ROSTER**]

MILITARY [IF RACE NE BLANK AND AGE 17-65]

¿Está (*él/ella/esta persona*) actualmente en servicio activo en las fuerzas armadas de los Estados Unidos?

Yes

No

Unknown

Refused

[**CONFIRM ROSTER**]

CONFIRM ROSTER [IF AGE 17-65 AND MILITARY IS NE BLANK, OTHERWISE RACE NE BLANK]

There are two translation variations. English is also provided here for clarification.

1. OTHER MEMBERS AGES 17- 65

ENGLISH:

I have listed a (AGE) year old (GENDER) resident. (She/He) is (RACE), (HISPANIC) and (is/is not) on active duty in the United States' military.

SPANISH:

He anotado (GENDER) de (AGE) años de edad. (Ella/Él) es de raza (RACE). (Ella/Él) (es/no es) (HISPANIC) y (está/no está) en servicio activo en las fuerzas armadas de los Estados Unidos.

SPANISH GENDER/RELATIONSHIP DESCRIPTIONS:

He anotado (GENDER: *una joven/una mujer/un joven/un hombre/una persona*) de (AGE) años de edad. (Ella /Él /Esta persona) es de raza (RACE: *blanca, negra o afro-americana, indígena americana o nativo(a) de Alaska, nativo(a) de Hawaii o de otra isla del pacífico, asiática, otra raza. / es de otra raza. / es de raza NO ESPECIFICADA*). (HISPANIC: *Ella es hispana / Él es hispano/Esta persona es hispana / Ella no es hispana / Él no es hispano/Esta persona no es hispana / NO SE ESPECIFICÓ si es de origen hispano/latino*) (MILITARY: *y está en servicio activo en las fuerzas armadas de los Estados Unidos. / y no está en servicio activo en las fuerzas armadas de los Estados Unidos. / y NO SE ESPECIFICÓ si está en servicio activo en las fuerzas armadas de los Estados Unidos*).

2. OTHER MEMBERS UNDER AGE 17- OR OVER AGE 65

ENGLISH:

I have listed a (AGE) year old (GENDER) resident. (She/He) is (RACE), and (not) (HISPANIC).

SPANISH:

He anotado (GENDER: *una joven/una mujer/un joven/un hombre/una persona*) de (AGE) años de edad. (Ella/Él) es de raza (RACE: *blanca, negra o afro-americana, indígena americana o nativo(a) de Alaska, nativo(a) de Hawaii o de otra isla del pacífico, asiática, otra raza. / es de otra raza. / es de raza NO ESPECIFICADA*). (HISPANIC: *Ella es hispana / Él es hispano/ Ella no es hispana / Él no es hispano/ NO SE ESPECIFICÓ si es de origen hispano/latino*).

¿Es esto correcto?

Yes [AGE FOR NEXT GQU MEMBER, OTHERWISE **VERIFY ROSTER DATA**]

No [AGE]

VERIFY ROSTER DATA [IF CONFIRM ROSTER = YES]

Name (*First Name*)
SR (*Y for Screening Respondent*)
A (*Age*)

[UPON TAPPING ROSTER LINE SHOW **REMAINING COLUMNS:**]

G (*Gender: M, F, R*)
H (*Hispanic: Y, N, U, R*)
R (*Race: W, B, I, P, A, O*)
M (*Military: Y, N, U, R*)
E (*Eligibility: E, I*)

[IF CONFIRM ROSTER = YES AND MEMBERS 12 OR OLDER=1]

DO NOT READ TO RESPONDENT. WHEN READY, TAP CONTINUE TO MAKE SELECTION.

TO MAKE CORRECTIONS: TAP THE ROSTER LINE THAT YOU WANT TO EDIT, THEN TAP 'FUNCTIONS' AND 'EDIT.'

[IF CONFIRM ROSTER = YES AND MEMBERS 12 OR OLDER>=2]

I need to make sure this list is accurate. I have listed...

[READ LIST OF OCCUPANTS' AGES AND NAMES].

TO MAKE CORRECTIONS: TAP THE ROSTER LINE THAT YOU WANT TO EDIT, THEN TAP 'FUNCTIONS' AND 'EDIT.'

Continue [**START SELECTION**]

START SELECTION

THE PROGRAM WILL START THE SELECTION PROCESS. ARE YOU SURE YOU ARE READY TO MAKE THE SELECTIONS?

Yes [**RESPONDENT SELECTION**]

No [**VERIFY ROSTER DATA**]

RESPONDENT SELECTION [START SELECTION = YES]

Interview A

Roster #: (*Roster # of selected member, None*)

QuestID: (*7-digit Questionnaire ID, BLANK*)

Name: (*First Name, BLANK*)

Age: (*AGE, BLANK*)

Race: (*W, B, I, P, A, O, BLANK*)

Sex: (*M, F, BLANK*)

Hispanic: (*Y, N, BLANK*)

Interview B

Roster #: (*Roster # of selected member, None*)

QuestID: (*7-digit Questionnaire ID, BLANK*)

Name: (*First Name, BLANK*)

Age: (*AGE, BLANK*)

Race: (*W, B, I, P, A, O, BLANK*)

Sex: (*M, F, BLANK*)

Hispanic: (*Y, N, BLANK*)

Section 5
Select Case Screen Options

2012 NSDUH Screening Application Specifications

Section 5

Select Case Screen Options

Document Format:

- Screen/menu names bolded
- Screen/question/instructional text designated by black and red text and non-italicized text in parenthesis (Upper-lower black text to be read, red upper case text is instructions to FI)
- Fills designated by parentheses and italics
- Logic designated by brackets
- Text of instructional message boxes provided in bracketed logic
- Response categories underlined
- Explanatory text in italics.

Select Case screen contains the date, time, battery level, CaseID, (list of cases), Address, Results for S (Screening), A (Interview A), and B (Interview) and menus detailed below.

ACTIONS MENU [SELECT CASE, CASE ID, ACTIONS]

Items on the Actions Menu are case specific. First a case is selected on the screen, then the action from the Actions Menu is selected.

Screen DU
Go To Record Of Calls
View Selections/Roster
Edit Address
Add Missed DU
Place Case On Hold/Take Case Off Hold

[IF NO CASE SELECTED: **NO CASE SELECTED:** “TAP ON A CASE TO SELECT IT.”
OK, SELECT CASE]

SCREEN DU [SELECT CASE, CASEID, ACTIONS, SCREEN DU]

[IF INITIAL ENTRY (NO PHYSICAL FEATURE DATA ENTERED), **SDU CHARACTERISTIC** – FOR DETAILS, SEE SECTIONS 1-4]

[IF PHYSICAL FEATURE DATA ENTERED, **STUDY INTRODUCTION** – FOR DETAILS, SEE SECTIONS 1-4]

[IF SCREENING COMPLETED, **RE-OPEN CASE** DISPLAYS ON ACTIONS MENU. **RE-OPENING CONFIRMATION:** “THIS CASE HAS ALREADY BEEN COMPLETED. DO YOU WISH TO RE-OPEN THIS CASE? IF No, SELECT CASE. IF Yes, **CASE RE-OPEN CODE:** “ENTER THE CODE TO RE-OPEN THIS CASE, THEN TAP ‘OK’ TO CONTINUE.” ENTER CORRECT CODE, **OK, SDU CHARACTERISTIC**]

GO TO RECORD OF CALLS [SELECT CASE, CASEID, ACTIONS, GO TO RECORD OF CALLS]

[IF NO PHYSICAL FEATURE DATA ENTERED, **NO ROC RECORD**: “THERE ARE NO PREVIOUS CALL RECORDS FOR THIS CASE. IF YOU WANT TO ENTER A CALL RECORD, CLOSE THIS BOX AND TAP ‘SCREEN DU’ TO ENTER THE REQUIRED PHYSICAL FEATURE DATA BEFORE ENTERING A CALL RECORD.” OK – FOR DETAILS SEE SECTIONS 1-4]

[IF PHYSICAL FEATURE DATA ENTERED ENTERED, **RECORD OF CALLS** – FOR DETAILS SEE SECTION 6]

VIEW SELECTIONS/ROSTER [SELECT CASE, CASEID, ACTIONS, VIEW SELECTIONS/ROSTER]

[IF PENDING SCREENING: **NO SELECTION**: “SCREENING HAS NOT BEEN COMPLETED FOR THIS CASE. THERE IS NO SELECTION TO VIEW.” OK, **SELECT CASE.**]

[IF CASE COMPLETED WITH FINAL RESULT CODE NE TO 30, 31, 32: **NO SELECTION**: “THERE ARE NO SELECTIONS TO DISPLAY FOR THIS CASE. IT WAS SCREENED AS CODE (*RESULT CODE*)”: OK, **NO ROSTER RECORDS**: “THERE ARE NO ROSTER RECORDS FOR THIS CASE.” OK, **SELECT CASE.**]

[IF CASE COMPLETED WITH FINAL RESULT CODE = 30, 31, 32, **RESPONDENT SELECTION**]

RESPONDENT SELECTION [IF CASE COMPLETED WITH FINAL RESULT CODE = 30, 31, 32]

Interview A

Roster #: (*Roster # of selected member, None*)

QuestID: (*7-digit Questionnaire ID, BLANK*)

Relation: (*Relationship to householder, BLANK*)

Age: (*AGE, BLANK*)

Sex: (*M, F, BLANK*)

Race: (*W, B, I, P, A, O, BLANK*)

Hispanic: (*Y, N, BLANK*)

Interview B

Roster #: (*Roster # of selected member, None*)

QuestID: (*7-digit Questionnaire ID, BLANK*)

Relation: (*Relationship to householder, BLANK*)

Age: (*AGE, BLANK*)

Sex: (*M, F, BLANK*)

Race: (*W, B, I, P, A, O, BLANK*)

Hispanic: (*Y, N, BLANK*)

Done [**SELECT CASE**]

Roster [**HOUSEHOLD ROSTER**]

ROC [**RECORD OF CALLS**]

HOUSEHOLD ROSTER [IF RESPONDENT SELECTION = ROSTER]

Rel (*Relationship*)
SR (*Y for Screening Respondent*)
A (*Age*)
G (*Gender: M, F, R*)
H (*Hispanic: Y, N, U, R*)
R (*Race: W, B, I, P, A, O*)
M (*Military: Y, N, U, R*)
E (*Eligibility: E, I*)

Done [SELECT CASE]
Sels [RESPONDENT SELECTION]

EDIT ADDRESS [SELECT CASE, CASEID, ACTIONS, EDIT ADDRESS]

[EDIT ADDRESS – FOR DETAILS, SEE SECTIONS 1-4]

ADD MISSED DU [SELECT CASE , CASEID, ACTIONS ADD MISSED DU]

[MISSED DU ADDRESS – FOR DETAILS, SEE SECTION 1]

[IF CASE SELECTED IS MISSED DU: **CANNOT ADD UNIT:** “YOU CANNOT ADD A MISSED DU FROM A DU THAT HAS BEEN ADDED.” OK, **SELECT CASE.**]

[IF ATTEMPTING TO ADD A DU TO A GQU: **CALL FS:** “IF THERE ARE MISSED GROUP QUARTERS UNITS IN THE STRUCTURE, OBTAIN INFORMATION ABOUT ALL MISSED UNITS THEN CALL YOUR FS.”

PLACE CASE ON HOLD [SELECT CASE, TAP CASEID, ACTIONS, PLACE CASE ON HOLD]

This menu option toggles between “Place Case On Hold” and “Take Case Off Hold,” depending on the on-hold status of the case. When a case is on hold, data for that case are transmitted, but are not pulled into the control system—the data is maintained in a separate location to be accessed, as necessary. This allows putting a case ‘On Hold’ for troubleshooting.

[IF CASE NOT ON HOLD, **PLACE CASE ON HOLD:** “ARE YOU SURE YOU WANT TO PUT CASE (*CASEID*) ON HOLD?” IF No, **SELECT CASE** WITH CASE NOT ON HOLD. IF Yes, **CASE ON HOLD:** “CASE (*CASEID*) HAS BEEN PUT ON HOLD.” OK, **SELECT CASE** WITH ‘H’ NEXT TO *CASEID*.]

[IF CASE ON HOLD, **TAKE CASE OFF HOLD, SELECT CASE** WITH ‘H’ NEXT TO *CASEID* REMOVED AND CASE NOT ON HOLD.]

ADMIN MENU [SELECT CASE, ADMIN]

Items on Admin Menu are administrative.

- Set Name and Id
- Enter PT&E Data
- View Transmitted PT&E Data
- Reconcile Missed DUs
- Reload Training Cases
- Erase Training Cases
- Reset iPAQ
- Utilities
- Call Distribution

SET NAME AND ID [SELECT CASE, ADMIN, SET NAME AND ID]

NSDUH SYSTEM CONFIGURATION [SELECT CASE, ADMIN, SET NAME AND ID]

Government ID: *(Government ID issued to iPAQ)*

FIID: *(RTI FI ID Number)*

Name: *(FI Name to be used on Study Introduction screen)*

Done [SELECT CASE]

ENTER PT&E DATA [SELECT CASE, TAP ADMIN, ENTER PT&E DATA]

[IF THERE ARE NO PT&E RECORDS ENTERED FOR THE WEEK, **ADD PT&E:** “THERE ARE CURRENTLY NO UNTRANSMITTED PT&E RECORDS. DO YOU WANT TO ADD ONE?” IF No, **SELECT CASE**. IF Yes, **PT&E DATA**.

PT&E DATA [SELECT CASE, ADMIN, ENTER PT&E, ADD PT&E = YES]

PT&E WEEK: *(Payroll week beginning date)*

QUARTER: 1 2, 3, 4 *(Current quarter selected as default)*

FS *(Drop-down list of FS names who have hired FI)*

TASK *(Drop-down list of possible task numbers)*

HRS: *(.25-99.99)*

NOTES: *(Text entry field)*

MILES: *(1-999)*

EXP: *(.01-1500)*

Done [CHECKS FOR COMPLETE DATA ENTRY, **ANOTHER PT&E:** “DO YOU HAVE ANOTHER PT&E SUMMARY RECORD TO ENTER?” IF No, **PTE SUMMARY**. IF Yes, **PT&E DATA** FOR NEW ENTRY.

Cancel [CANCEL ENTRY: “ARE YOU SURE YOU WANT TO

CANCEL THE ENTRY OF THIS RECORD?" IF Yes, PTE SUMMARY. IF No, **PT&E DATA**.
Clear [**PT&E DATA WITH ENTRY CLEARED.**]

PTE SUMMARY

WEEK (*First date of work week*)
Q (*Quarter: 1, 2, 3, 4*)
FS (*FS Name*)
TSK (*Task number*)
HRS (*Hours*)
MI (*Miles*)
EXP (*Expenses*)
FSID (*FS ID*)
Notes (*Notes*)

TAP ON A LINE TO SELECT IT AND VIEW ITS NOTES

WEEK: QUARTER:
FS:
TASK:
HRS: NOTES:
EXP:

Done [**SELECT CASE**]
Functions [**ADD, EDIT, DELETE, TRANSMITTED PT&E**]

ADD [**PT&E DATA**]

EDIT [IF NO LINE SELECTED, **SELECT PT&E**: TAP A LINE TO SELECT A PT&E." OK]
[IF LINE SELECTED: **PT&E DATA.**]

DELETE [IF NO LINE SELECTED, **SELECT PT&E**: "TAP A LINE TO SELECT A PT&E." OK]
[IF LINE SELECTED, **DELETE CONFIRMATION**: "ARE YOU SURE YOU WANT TO DELETE THIS PT&E RECORD?" IF No, **PTE SUMMARY**. IF Yes, **PT&E DELETED**: "THIS PT&E RECORD HAS BEEN DELETED." OK. **PTE SUMMARY WITH RECORD DELETED.**]

TRANSMITTED PT&E [IF NO TRANSMITTED PT&E RECORDS, **NO RECORD**: "THERE IS CURRENTLY NO TRANSMITTED PTE RECORDS TO VIEW." OK, **PTE SUMMARY.**]

[IF TRANSMITTED PT&E RECORD(S), **PTE SUMMARY** WITHOUT OPTION TO ADD, EDIT, DELETE.]

VIEW TRANSMITTED PT&E DATA [SELECT CASE, ADMIN,
VIEW TRANSMITTED PT&E DATA]

[IF NO TRANSMITTED PT&E RECORDS, **NO RECORD:** “THERE IS CURRENTLY NO TRANSMITTED PTE RECORD.” OK, **SELECT CASE.**

[IF TRANSMITTED PT&E RECORD(S): **PTE SUMMARY** WITHOUT OPTION TO ADD, EDIT, DELETE.]

PTE SUMMARY (WITHOUT OPTION TO ADD, EDIT,
DELETE)

WEEK (*First date of work week*)

Q (*Quarter: 1, 2, 3, 4*)

FS (*FS Name*)

TSK (*Task number*)

HRS (*Hours*)

MI (*Miles*)

EXP (*Expenses*)

FSID (*FS ID*)

Notes (*Notes*)

TAP ON A LINE TO SELECT IT AND VIEW ITS NOTES

WEEK: **QUARTER:**

FS:

TASK:

HRS: **NOTES:**

EXP:

Done [SELECT CASE]

Functions [ADD, EDIT, DELETE, UN-TRANSMITTED PT&E]

UN-TRANSMITTED PT&E [SELECT CASE, VIEW
TRANSMITTED PT&E, FUNCTIONS, UN-TRANSMITTED PT&E]

[PT&E SUMMARY WITH ADD, EDIT, DELETE OPTIONS]

RECONCILE MISSED DUS [SELECT CASE, ADMIN, RECONCILE MISSED
DUS]

[IF NO MISSED DUs TO BE RECONCILED, **NO MISSED DUs:** “THERE ARE NO MISSED DUs TO RECONCILE.” OK, **SELECT CASE.**]

[IF MISSED DUs TO BE RECONCILED, **SEGMENTS AND MISSED DUs**]

SEGMENTS AND MISSED DUs [SELECT CASE, RECONCILE MISSED
DUs]

SEGMENT (*SEGID*)
STREET ADDRESS (*MISSED DU STREET ADDRESS*)

TAP ON A LINE TO SELECT SEGMENT

Reconcile [**RECONCILIATION CONFIRMATION: “YOU WILL BE REQUIRED TO RECONCILE ALL DUs WITHIN THE SELECTED SEGMENTS. ARE YOU READY TO PROCEED?” IF No, SEGMENTS AND MISSED DUs. IF Yes, MDU-SEGMENT KIT CHECK.**]

Exit [**SELECT CASE**]

MDU-SEGMENT KIT CHECK [SEGMENTS AND MISSED DUs = RECONCILE AND RECONCILIATION CONFIRMATION = YES]

Link: (line number and address of link line case)

INTERVIEWER: CONSULT YOUR SEGMENT KIT AND ANSWER THE FOLLOWING QUESTION(S):

IS THE UNIT THAT YOU ARE ATTEMPTING TO ADD

(Missed DU Street Address)

ALREADY ON THE HANDWRITTEN LIST OF DWELLING UNITS?

(MAKE SURE YOU ARE LOOKING AT THE FULL LIST OF DWELLING UNITS, NOT THE SELECTED DU LIST.)

Yes (**UNIT NOT ADDED**) [IF ANOTHER MISSED DU, **NEXT MISSED DU: “PLEASE ANSWER THE FOLLOWING QUESTIONS TO RECONCILE THE NEXT MISSED DU.” OK, MDU-SEGMENT KIT CHECK FOR NEXT MISSED DU.**]

[IF NO OTHER MISSED DU, **SELECT CASE**]

No [**MDU GEOGRAPHIC INTERVAL**]

Exit [**SELECT CASE**]

MDU-GEOGRAPHIC INTERVAL [MDU-SEGMENT KIT CHECK = NO]

Link: (line number and address of link line case)

IS THE MISSED UNIT LOCATED WITHIN THE SDU OR IN THE GEOGRAPHIC INTERVAL BETWEEN THE SDU AND THE NEXT LISTED LINE AS WELL AS LOCATED WITHIN THE SEGMENT BOUNDARIES?

(IF THE SDU IS THE LAST ONE LISTED ON A MAP PAGE, TAP THE Info BUTTON FOR FURTHER INSTRUCTIONS.)

REFER TO YOUR FI MANUAL AND YOUR SEGMENT MAPS OR CALL YOUR FS IF YOU ARE UNSURE WHETHER THIS UNIT SHOULD BE

ADDED. IF YOU CANNOT DO THAT RIGHT NOW, TAP THE Exit BUTTON TO EXIT THIS SCREEN. YOU CAN RECONCILE THIS DU LATER.

Yes (UNIT ADDED) [**MDU-ADDRESS VERIFICATION**]

No (**UNIT NOT ADDED**) [IF ANOTHER MISSED DU, **NEXT**

MISSED DU: “PLEASE ANSWER THE FOLLOWING QUESTIONS TO RECONCILE THE NEXT MISSED DU.” OK, MDU-SEGMENT KIT CHECK FOR NEXT MISSED DU.]

[IF NO OTHER MISSED DU, **SELECT CASE**]

Exit [SELECT CASE]

MDU-ADDRESS VERIFICATION

Link: (line number and address of link line case)

THIS UNIT WILL BE ADDED TO THE SAMPLE. PLEASE VERIFY THE INFORMATION BELOW. TAP ANY LINE TO EDIT IT.

ST. NO: *(street number)*

STREET: *(street name)*

CITY: *(city)*

STATE: *(state)* **ZIP:** *(zip code)*

CASE #: *(CaseID assigned to Added DU)*

Update [IF ADDITIONAL MISSED DUs TO RECONCILE,

RECONCILE NEXT: “THE ADDED DU HAS BEEN SUCCESSFULLY RECONCILED. PLEASE ANSWER THE FOLLOWING

QUESTIONS TO RECONCILE THE NEXT MISSED DU.” OK, MDU-SEGMENT KIT CHECK FOR NEXT MISSED DU]

[IF NO ADDITIONAL MISSED DUs TO RECONCILE, **SELECT CASE**]

Exit [**SELECT CASE, WITH RECONCILIATION PENDING**]

RELOAD TRAINING CASES [SELECT CASE, ADMIN, RELOAD TRAINING CASES]

RE-LOAD TRAINING CASES: “ARE YOU SURE YOU WANT TO REMOVE AND RELOAD ALL TRAINING CASES? ONCE IT STARTS, IT MAY TAKE AWHILE TO FINISH.” IF No, **SELECT CASE. IF Yes, **SELECT CASE** WITH TRAINING CASES REMOVED AND RELOADED.**

ERASE TRAINING CASES [SELECT CASE, ADMIN, ERASE TRAINING CASES]

ERASE TRAINING CASES: “ARE YOU SURE YOU WANT TO ERASE ALL TRAINING CASES?” IF No, **SELECT CASE. IF Yes, **SELECT CASE** WITH TRAINING CASES REMOVED.**

RESET IPAQ [SELECT CASE, ADMIN, RESET IPAQ]

RESET: “ARE YOU SURE YOU WANT TO RESET THE HANDHELD DEVICE?”
IF No, **SELECT CASE**. IF Yes, DEVICE SAVES DATA TO STORAGE CARD AND
RESETS, **TODAY**]

UTILITIES [ON SELECT CASE SCREEN TAP ADMIN, UTILITIES]

DATABASE UTILITIES

USE WITH CAUTION. IF YOU ARE UNSURE ABOUT HOW TO USE THIS APPLICATION, PLEASE CONTACT YOUR FIELD SUPERVISOR OR THE TECHNICAL SUPPORT GROUP.

REMOVE COMPLETED CASES: This function will remove all cases that have been screened, and for which final interview codes have been entered for all selected respondents.

This function allows the FI to refresh his/her case list by removing all cases on iPAQ that have been completed, have complete Access Data entered, and all final data successfully transmitted to RTI. FI obtains FS approval before using this function.

REMOVE ALL CASES: **USE WITH EXTREME CAUTION!!!** This function will remove ALL cases, and their associated data from your handheld device. This function should only be used as directed by your field supervisor and RTI.

This function prepares the iPAQ to receive the next quarter’s cases by removing all current final/transmitted cases from the iPAQ, then allowing the iPAQ to pick up the next quarter’s cases upon a subsequent transmission. This function was moved to the CMS, but this feature to initiate the process was left on the iPAQ as a troubleshooting option.

Commit [IF SELECT REMOVE COMPLETED CASES AND COMMIT, **REMOVE COMPLETED CASES:** “THIS WILL REMOVE ALL CASES THAT HAVE BEEN COMPLETED AND TRANSMITTED TO RTI. DO YOU WANT TO PROCEED?” IF NO, **DATABASE UTILITIES**. IF Yes, **ARE YOU SURE?:** “ARE YOU SURE YOU WANT TO REMOVE YOUR COMPLETED CASES?” IF No, **DATABASE UTILITIES**. IF Yes, **PLEASE BE PATIENT:** “THIS MAY TAKE A FEW MINUTES. IF YOU CURRENTLY HAVE LOTS OF CASES ON YOUR HANDHELD DEVICE, IT WILL TAKE LONGER. PLEASE BE PATIENT.” **OK, COMPLETED CASES REMOVED:** “ALL COMPLETED CASES THAT HAVE BEEN TRANSMITTED TO RTI HAVE BEEN REMOVED.” **OK DATABASE UTILITIES.**]

[IF SELECT REMOVE ALL CASES AND COMMIT, **ACCESS CODE ENTRY:** PLEASE USE THE KEYPAD TO ENTER YOUR CASE DELETION ACCESS CODE. TAP ‘OK’ WHEN YOU ARE DONE.” IF Cancel OR INCORRECT CODE ENTERED, **INVALID**

ACCESS CODE: “YOU HAVE ENTERED AN INVALID ACCESS CODE. PLEASE CONTACT YOUR FIELD SUPERVISOR TO OBTAIN A VALID ACCESS CODE.” **OK DATABASE UTILITIES.** IF **OK** AND CORRECT CODE ENTERED, **REMOVE ALL CASES:** “THIS WILL REMOVE ALL YOUR CASES. DO YOU WANT TO PROCEED? IF **No**, **DATABASE UTILITIES.** IF **Yes**, **ARE YOU SURE:** “ARE YOU SURE YOU WANT TO REMOVE ALL YOUR CASES? IF YOU ARE UNSURE, PLEASE TAP ‘NO’ AND CONTACT YOUR FS FOR INSTRUCTIONS. IF **No**, **DATABASE UTILITIES.** IF **Yes**, **BEGIN REMOVING CASES:** “THIS PROCESS WILL TAKE SEVERAL MINUTES. IF YOU HAVE A LARGE NUMBER OF CASES ON YOUR HANDHELD DEVICE, IT WILL TAKE LONGER. PLEASE BE PATIENT. TAP ‘YES’ TO BEGIN REMOVING CASES. TAP ‘NO’ TO EXIT WITHOUT REMOVING CASES.” IF **No**, **DATABASE UTILITIES.** IF **Yes**, **ALL CASES REMOVED:** “ALL YOUR CASES HAVE BEEN SUCCESSFULLY REMOVED. PLEASE TRANSMIT NOW TO NOTIFY RTI THAT YOUR CASES HAVE BEEN REMOVED.” **OK, DATABASE UTILITIES.]**

Exit [SELECT CASE]

CALL DISTRIBUTION [SELECT CASE, ADMIN, CALL DISTRIBUTION]

This optional case management feature can be used to view past work patterns based on ROC data and to determine the times/days when contact has not been attempted at SDUs.

CALL DISTRIBUTION

Link: (line number and address of link line case)

SELECT A CASE OR SEGMENT (*Drop-down list of cases and segments that have associated ROC data entered. FI chooses desired selection criteria.*) [IF SELECT ALL CASES ROC INFORMATION ON ALL CASES IS DISPLAYED. IF SELECT AN INDIVIDUAL CASE, ONLY ROC DATA FROM THAT CASE DISPLAYED. IF SELECT AN INDIVIDUAL SEGMENT, ROC DATA FROM CASES WITHIN THAT SEGMENT ONLY IS DISPLAYED.]

SCREENING RECORDS ONLY (*Drop-down list of selection criteria to customize ROC data displayed.*) [IF SELECT ALL ROC TYPE RECORDS, ALL ROCS ENTERED DISPLAY. IF SELECT SCREENING RECORDS ONLY, ONLY SCREENING RECORDS DISPLAY. IF SELECT INTERVIEW A OR B RECORDS ONLY, ONLY INTERVIEW A AND B RECORDS DISPLAY. IF SELECT INTERVIEW A RECORDS ONLY, ONLY INTERVIEW A ROCS DISPLAY. IF SELECT INTERVIEW B RECORDS ONLY, ONLY INTERVIEW B ROCS DISPLAY. IF SELECT CHOOSE ROC CODE(S), A DROP DOWN LIST OF ALL ROC CODES APPEARS TO CHOOSE FROM.]

DATE RANGE (INCLUSIVE)

BEGIN DATE: [SELECT A DATE] *Calendar appears allowing beginning date selection to narrow down the ROC results ACCEPT chooses the date entered* [CALL DISTRIBUTION], CANCEL, [CALL DISTRIBUTION].)

END DATE: [SELECT A DATE] *Calendar appears allowing beginning date selection to narrow down the ROC results ACCEPT chooses the date entered* [CALL DISTRIBUTION], CANCEL, [CALL DISTRIBUTION].)

	6A-10A	10A-12P	12P-4P	4P-6P	6P-10P	10P-6A	All
Su	-	-	-	-	-	-	-
M	-	-	-	-	-	-	-
Tu	-	-	-	-	-	-	-
W	-	-	-	-	-	-	-
Th	-	-	-	-	-	-	-
F	-	-	-	-	-	-	-
Sa	-	-	-	-	-	-	-
All	-	-	-	-	-	-	-

? [HELP – CALL DISTRIBUTION] *(Information screen providing helpful instructions for proper use.)*

Close [CALL DISTRIBUTION]

Done [SELECT CASE]

Refresh *(Refreshes displayed data based on most recent selection criteria entered.)* [IF NO CASE SELECTED, “PLEASE SELECT A CASE OR SEGMENT FROM THE LIST THEN TAP “REFRESH”]

OK [CALL DISTRIBUTION]

ROC [IF CASE SELECTED, RECORD OF CALLS]

VIEW MENU [SELECT CASE, VIEW]

View allows an FI to view all cases in his/her assignment or various subgroups of cases on Select Case screen for purposes of case management. View can be used in conjunction with Sort for a variety of combinations.

Pending Cases *(All Screening and Interview cases with Result Codes 00-09, 50-59)*

Pending Screenings *(All Screening cases with Result Codes 00-09)*

Pending Interviews *(All Interview cases with Result Codes 50-59)*

Group Quarters Units *(All GQU cases)*

All Cases *(All cases)*

Final Screenings *(Screening cases with Result Codes 10-32)*

Final Interviews *(Interview cases with Result Codes 70-79)*

Added DUs *(All added DUs)*

On Hold Cases *(All cases on hold)*

SORT MENU [SELECT CASE, SORT]

Sort is a case management feature that list cases in varying orders on the Select Case screen. Sort can be used in combination with View for a variety of combinations.

- By Case ID** *(Alphanumerical order by CaseID)*
- By Street** *(Alphanumerical order by street name within segment and number)*
- By SCR Code** *(Numerical order by Screening Result Code)*
- By Int A Code** *(Numerical order by Interview A Result Code)*
- By Int B Code** *(Numerical order by Interview B Result Code)*
- By ROC Date, Asc** *(Ascending date order using most recent Record of Calls entry)*
- By ROC Date, Desc** *(Descending date order using most recent Record of Calls entry)*

CAL [SELECT CASE, CAL]

This optional calendar can be used to post work and personal appointments to help with time management and scheduling of interview appointments.

APPOINTMENT-LIST

DAY: *(current date with link to calendar to select a date)* (Day of Week)
[IF SELECT A DATE, Accept CHANGES DATE,
Cancel MAINTAINS CURRENT DATE,
Left/Right Arrows SELECT MONTH]

DATES WITH APPOINTMENTS: *(list of dates with appointments)*

TIME *(appointment time)*
APPT. TYPE *(Interview-A, Interview-B, Screening, S/I Other, Other)*
DUID *(Case ID)*
T *(Data Type = S, A, B)*
Description *(text entry with comments describing appointment)*
Created Date *(appointment created date)*

TAP ON A LINE TO SELECT AND VIEW IT

TIME: **TYPE:**
DUID:
DESC:

ADDR:
CREATED ON:

Done [SELECT CASE]
New [APPOINTMENT-NEW]
Edit [IF RECORD SELECTED, APPOINTMENT-EDIT]
[IF NO RECORD SELECTED: **SELECT RECORD:** ‘PLEASE
SELECT A RECORD BEFORE EDITING IT.’ OK,
APPOINTMENT-LIST]
Delete [IF RECORD SELECTED, **DELETE CONFIRMATION:** “ARE
YOU SURE YOU WANT TO DELETE THIS (*TYPE*) APPOINTMENT
AT (*DATE/TIME*)?” IF Yes, **APPOINTMENT-LIST WITH**
APPOINTMENT DELETED. IF No, **APPOINTMENT-LIST WITH**

APPOINTMENT NOT DELETED]
[IF NO RECORD SELECTED: **SELECT RECORD:** “PLEASE
SELECT A RECORD BEFORE EDITING IT.” OK,
APPOINTMENT-LIST]

APPOINTMENT-NEW

DAY: *(current date with link to calendar to select a date)* *(Day of Week)*
[IF SELECT A DATE,
Accept CHANGES DATE,
Cancel MAINTAINS CURRENT DATE,
Left/Right Arrows SELECT MONTH]

TIME: **HOUR** *(1-12)*
MINUTE *(00, 05, 10, 15, 20, 25, 30, 35, 40, 45, 50, 55)*
AM/PM *(AM, PM)*

DESC: *(text entry of comments describing appointment)*
TYPE: *(Options for Interview-A, Interview-B, Screening, S/I Other, Other)*
DUID: *(CaseID for Interview-A, Interview-B, S/I Other, and Screening)*

Commit [CHECKS FOR COMPLETE DATA ENTRY, SAVES
APPOINTMENT ENTRY, **APPOINTMENT- LIST**]
Cancel [**APPOINTMENT-LIST** WITHOUT SAVING APPOINTMENT ENTRY]

APPOINTMENT-EDIT [APPOINTMENT-LIST, EDIT]

DAY: *(current date with link to calendar to select a date)* *(Day of Week)*
[IF SELECT A DATE,
Accept CHANGES DATE,
Cancel MAINTAINS CURRENT DATE,
Left/Right Arrows SELECT MONTH]

TIME: **HOUR** *(1-12)*
MINUTE *(00, 05, 10, 15, 20, 25, 30, 35, 40, 45, 50, 55)*
AM/PM *(AM, PM)*

DESC: *(text entry with comments describing appointment)*
TYPE: *(Options for Interview-A, Interview-B, Screening, S/I Other, Other)*
DUID: *(CaseID for Interview-A, Interview-B, S/I Other, and Screening)*

Commit [**APPOINTMENT-LIST** WITH EDITS SAVED]
Cancel [**APPOINTMENT-LIST**]

APPOINTMENTS [NSDUH SCREENER-PASSWORD, PASSWORD ENTRY, CONTINUE ARROW AND APPOINTMENTS SCHEDULED FOR CURRENT DAY]

“THERE ARE SCHEDULED APPOINTMENTS TODAY. PLEASE CHECK
THE CALENDAR.” OK, **SELECT CASE**.

QUIT [ON SELECT CASE SCREEN TAP QUIT] [**TODAY**]

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Section 6
Record of Calls

2012 NSDUH Screening Application Specifications

Section 6

Record of Calls

Document Format:

- Screen names bolded
- Screen/question/instructional text designated by black and red text and non-italicized text in parenthesis (Upper-lower black text to be read, red upper case text is instructions to FI)
- Fills designated by parentheses and italics
- Logic designated by brackets
- Text of instructional message boxes provided in bracketed logic
- Response categories underlined

RECORD OF CALLS [SELECT CASE, CASE ID, ACTIONS, GO TO RECORD OF CALLS OR ON ANY SUBSEQUENT SCREEN EXIT OR VERIFICATION, DONE OR RESPONDENT SELECTION, DONE]

T (*Data Type: S, A, B*)

Rslt (*Result Code*)

Date (*Date ROC entered*)

Day (*Day of the week ROC entered*)

Time: (*Time of day ROC entered*)

TAP ANY LINE TO DISPLAY ITS COMMENTS

Done [**SELECT CASE**]

Functions [ADD, EDIT, DELETE, VIEW COMMENTS, VIEW LETTERS (IF LETTERS REQUESTED), VIEW REFUSALS (IF CODE = 07, 17, 57, 58, 77, 78), VIEW OTHER SPECIFY (IF CODE = 09, 23)]

Ver [IF VERIFICATION INFORMATION AVAILABLE, **VERIFICATION.**] [IF NO VERIFICATION INFORMATION AVAILABLE, **NO VERIFICATION INFORMATION:** "THERE IS NO VERIFICATION INFORMATION ON FILE." **OK, RECORD OF CALLS**]

Sels [**RESPONDENT SELECTION**]

Cal [**APPOINTMENT-LIST -FOR DETAILS SEE SECTION 5**]

CD [**CALL DISTRIBUTION -FOR DETAILS SEE SECTION 5**]

FUNCTIONS MENU [RECORD OF CALLS, FUNCTIONS]

Add [**CHOOSE ROC TYPE**]

Edit [IF ROC EVENT SELECTED, **SCREENING CALL RECORD**]
[IF NO ROC EVENT SELECTED, **SELECT RECORD**: “TO EDIT ANY RECORD, TAP ON IT. THEN TAP “Functions” AT THE BOTTOM OF THE SCREEN, THEN TAP “Edit.” OK, **RECORD OF CALLS**]

Delete [IF UNTRANSMITTED, NON-SYSTEM-GENERATED ROC EVENT (NE 26, 30, 31, 32), DELETES EVENT, **RECORD OF CALLS**]
[IF TRANSMITTED, SYSTEM GENERATED ROC EVENT (26, 30, 31, 32), **RECORD TRANSMITTED**: “THIS ROC RECORD HAS BEEN TRANSMITTED OR IT WAS A SYSTEM GENERATED EVENT. YOU CANNOT DELETE IT.” OK, **RECORD OF CALLS**]
[IF NO ROC EVENT SELECTED, **SELECT RECORD**: “TO DELETE ANY RECORD, TAP ON IT. THEN TAP “Functions” AT THE BOTTOM OF THE SCREEN, THEN TAP “Delete.”” OK, **RECORD OF CALLS**]

View Comments [**ROC COMMENTS**]

Function to view all ROC event comments for an individual case.

ROC COMMENTS

(Date, time, Day of week, Result Code, Comment text)

Done [**RECORD OF CALLS**]

View Refusals [IF CODE 07, 17, 57, 58, 77, 78, **REFUSAL REPORT -FOR DETAILS SEE SECTION 7**]

View Other Specify [IF CODE 09, 23, **OTHER, SPECIFY**]

View Letters [IF LETTER SENT, **LETTERS**]

LETTERS [IF REFUSAL LETTER HAS BEEN SENT AND IF RECORD OF CALLS = CALL RECORD SELECTED, FUNCTIONS, VIEW LETTERS]

(Date letter requested – letter code – result code – FS that submitted request)

Done [**RECORD OF CALLS**]

CHOOSE ROC TYPE [IF CODE = 10-23, 30-32, RECORD OF CALLS, ROC EVENT, FUNCTIONS, ADD]

WHICH TYPE OF CALL RECORD DO YOU WANT TO ENTER?

S [**SCREENING CALL RECORD**]

A [**INT. CALL RECORD-A**]

B [**INT. CALL RECORD-B**]

Cancel [**RECORD OF CALLS**]

SCREENING CALL RECORD [IF AT COMPLETION OF SCREENING PROCESS
RESPONDENT SELECTION = DONE OR IF RECORD OF CALLS = FUNCTIONS,
ADD, CHOOSE ROC TYPE, S]

RESULT (01-23, 26, 29)

COMMENTS: (text entry)

**DO NOT CHANGE ROC DATE/TIME UNLESS INSTRUCTED BY TECH SUPPORT
OR FS.**

DATE: (Date ROC event entered)

DAY: (Day of week ROC event entered)

TIME: HOUR (1-12)

MINUTE (00-59)

AM/PM (AM, PM)

Commit [IF CODE = 32, **INTERVIEW EVENT:** “REMEMBER TO ENTER CALL
RECORDS FOR INTERVIEWS A AND B.” OK, RECORD OF CALLS.]

[IF CODE = 31, **INTERVIEW EVENT:** “REMEMBER TO ENTER
INTERVIEW CALL RECORD FOR INTERVIEW A.” OK, RECORD OF
CALLS]

[IF CODE = 10, 13, 18, 26, OR 30, **VERIFICATION**]

[IF 07 OR 17, **REFUSAL REPORT -FOR DETAILS SEE SECTION 7**]

[IF 09 OR 23, **OTHER, SPECIFY**]

[IF 56 OR 76, **OTHER LANGUAGE**]

[IF 04, 14, 54 OR 74, **INCAPABLE, SPECIFY**]

Cancel [**ARE YOU SURE?:** “ARE YOU SURE YOU WANT TO CANCEL THIS
CALL RECORD?” IF Yes, **SELECT CASE.** IF No, **SCREENING CALL
RECORD**]

INTERVIEW CALL RECORD [RECORD OF CALLS, FUNCTIONS, ADD, CHOOSE
ROC TYPE, A OR B]

RESULT (50-59, 70-79)

COMMENTS: (text entry)

**DO NOT CHANGE ROC DATE/TIME UNLESS INSTRUCTED BY TECH SUPPORT
OR FS.**

DATE: (Date ROC event entered)

DAY: (Day of week ROC event entered)

TIME: HOUR (1-12) MINUTE (00-59) AM/PM (AM, PM)

Commit [SAVES DATA, **RECORD OF CALLS**]

[IF 57, 58, 77, 78, **REFUSAL REPORT -FOR DETAILS SEE SECTION 7**]

[IF 59 OR 79, **OTHER, SPECIFY**]

Cancel [**ARE YOU SURE?:** “ARE YOU SURE YOU WANT TO CANCEL THIS
CALL RECORD?” Yes, **SELECT CASE,** No, **INT. CALL RECORD-A OR B**]

OTHER, SPECIFY [SCREENING CALL RECORD = RESULT CODE 09]

CODE 09: OTHER SPECIFY CATEGORIES

Screening breakoff
Selected wrong line number
Added in error
Safety issue
Controlled access
Possible vacant
Possible vacation/not primary residence
GQU is institution
Other listing problem
Need to discuss with FS
Something else, Specify

Done [**RECORD OF CALLS**]

OTHER, SPECIFY [SCREENING CALL RECORD = FINAL RESULT CODE 23]

CODE 23: OTHER SPECIFY CATEGORIES

Added in error
Safety issue
GQU is institution
Something else, Specify

Done [**RECORD OF CALLS**]

OTHER, SPECIFY [INTERVIEW A CALL RECORD OR INTERVIEW B CALL RECORD = RESULT CODE 59]

CODE 59: OTHER SPECIFY CATEGORIES

R moved
R under age 12
R in military
R rostered in error
R deceased
Interviewed wrong person
Screened wrong line
Safety issue
Controlled access
Need to discuss with FS
Something else, Specify

Done [**RECORD OF CALLS**]

OTHER, SPECIFY [INTERVIEW A CALL RECORD OR INTERVIEW B CALL RECORD = RESULT CODE 79]

CODE 79: OTHER SPECIFY CATEGORIES

R moved
R under age 12
R in military
R rostered in error
R deceased
Interviewed wrong person
Screened wrong line
Safety issue
Controlled access
Something else, Specify

Done [**RECORD OF CALLS**]

OTHER LANGUAGE [SCREENING CALL RECORD = 06 OR 16, INTERVIEW A CALL RECORD OR INTERVIEW B CALL RECORD = 56 OR 76]

**OTHER LANGUAGE CATEGORIES
CHOOSE ONE**

Arabic
Chinese
French
German
Italian
Korean
Polish
Portuguese
Russian
Tagalog
Vietnamese
Other, Specify [**OTHER LANGUAGE SPECIFY**]

Done [**RECORD OF CALLS**]

Comments [**OTHER LANGUAGE SPECIFY**]

OTHER LANGUAGE SPECIFY [OTHER LANGUAGE = OTHER, SPECIFY]

SPECIFY OTHER LANGUAGE OR ENTER COMMENTS:

Done [**OTHER LANGUAGE**]

INCAPABLE, SPECIFY [SCREENING CALL RECORD = 04 OR 14, INTERVIEW A
CALL RECORD OR INTERVIEW B CALL RECORD = 54 OR 74]

CODE [fill with 04 or 14 or 54 or 74]: **INCAPABLE CATEGORIES**

(CHOOSE ONE)

Physically Incapable

Mentally Incapable

Done [RECORD OF CALLS]

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Section 7
Screening and Interview
Refusals

2012 NSDUH Screening Application Specifications

Section 7

Screening and Interview Refusal

Document Format:

- Screen names bolded
- Screen/question/instructional text designated by black and red text and non-italicized text in parenthesis (Upper-lower black text to be read, red upper case text is instructions to FI)
- Fills designated by parentheses and italics
- Logic designated by brackets
- Text of instructional message boxes provided in bracketed logic
- Response categories underlined

REFUSAL REPORT [IF SCREENING CALL RECORD = 07 P REFUSAL OR
IF SCREENING CALL RECORD = 17 F REFUSAL AND ALREADY HAS A
PENDING REFUSAL ENTERED OR IF INTERVIEW CALL RECORD = 57 P
REFUSAL OR IF INTERVIEW CALL RECORD = 58 P PARENTAL REFUSAL OR
IF INTERVIEW CALL RECORD = 77 F REFUSAL AND ALREADY HAS A
PENDING REFUSAL ENTERED OR IF INTERVIEW CALL RECORD = 78 F
PARENTAL REFUSAL AND ALREADY HAS A PENDING REFUSAL ENTERED]

[IF SCREENING CALL RECORD = 17 F REFUSAL AND DOES NOT ALREADY
HAVE A PENDING REFUSAL ENTERED: **RESULT CODE ERROR:** “TRY AT
LEAST ONE MORE TIME BEFORE ASSIGNING THIS FINAL CODE.” OK.
SCREENING CALL RECORD]

[IF INTERVIEW CALL RECORD = 77 F REFUSAL AND DOES NOT ALREADY
HAVE A PENDING REFUSAL ENTERED, OR IF INTERVIEW CALL RECORD =
78 F PARENTAL REFUSAL AND DOES NOT ALREADY HAVE A PENDING
REFUSAL ENTERED: **RESULT CODE ERROR:** “TRY AT LEAST ONE MORE
TIME BEFORE ASSIGNING THIS FINAL CODE.” OK. **INTERVIEW CALL
RECORD**]

REASON FOR REFUSAL (CHECK ONLY ONE)

Too busy/no time/did too many already
Surveys/Govt. invasive/teen exposure
Clarify confidentiality, legitimacy, selection
“Nothing in it for me”/Uncooperative
Gatekeeper/Parent/HH member disallow
Welfare/INS concern
Too ill/house messy/not dressed
Need to discuss with FS [**REFUSAL COMMENTS**]

Done [SAVES REASON FOR
REFUSAL, **RECORD OF CALLS**]

Comments [**REFUSAL COMMENTS**]

REFUSAL COMMENTS [IF REFUSAL REPORT = COMMENTS, OR IF REASON FOR REFUSAL = NEED TO DISCUSS WITH FS]

COMMENTS: *(text entry)*

Done [SAVES COMMENTS ENTERED, **REFUSAL REPORT**]

Screening and Interview Refusal Functions on ROC

1. View refusal report or edit refusal report prior to transmission:

REFUSAL REPORT [IF RECORD OF CALLS = CALL RECORD HIGHLIGHTED, FUNCTIONS, VIEW REFUSALS]

REASON FOR REFUSAL (CHECK ONLY ONE)

Too busy/no time/did too many already
Surveys/Govt. invasive/teen exposure
Clarify confidentiality, legitimacy, selection
“Nothing in it for me”/Uncooperative
Gatekeeper/Parent/HH member disallow
Welfare/INS concern
Too ill/house messy/not dressed
Need to discuss with FS [**REFUSAL COMMENTS**]

Done [IF EDITED (BEFORE TRANSMISSION) SAVES REASON FOR REFUSAL, THEN **RECORD OF CALLS**]

Comments [**REFUSAL COMMENTS**]

2. View Refusal and Unable to Contact letter data:

LETTERS [IF REFUSAL LETTER HAS BEEN SENT AND IF RECORD OF CALLS = CALL RECORD HIGHLIGHTED, FUNCTIONS, VIEW LETTERS]

(Date letter requested – letter code – result code – FS that submitted request)

Done [**RECORD OF CALLS**]

**Section 8
Verification**

2012 NSDUH Screening Application Specifications

Section 8

Verification

Document Format:

- Screen names bolded
- Screen/question/instructional text designated by black and red text and non-italicized text in parenthesis (Upper-lower black text to be read, red upper case text is instructions to FI)
- Fills designated by parentheses and italics
- Logic designated by brackets
- Text of instructional message boxes provided in bracketed logic
- Response categories underlined

VERIFICATION [IF SCREENING RESULT CODE = 10, 13, 18, 22, 26 OR IF RESPONDENT SELECTION = 'NONE' FOR BOTH A AND B INTERVIEW]

FIRST NAME: *(Screening Respondent's first name)*

Not Avail. Ref.

PHONE: *(Area code and phone number)*

Home Cell Work

Not Avail. Ref.

NOTES TO VERIFICATION CALLER: *(Text field for notes about best times to call screening respondent or clarification about work number if caller has to go through an operator.)*

So that my supervisor may check the quality of my work, may I please have your first name and telephone number? **CONFIRM NUMBER WITH R.**

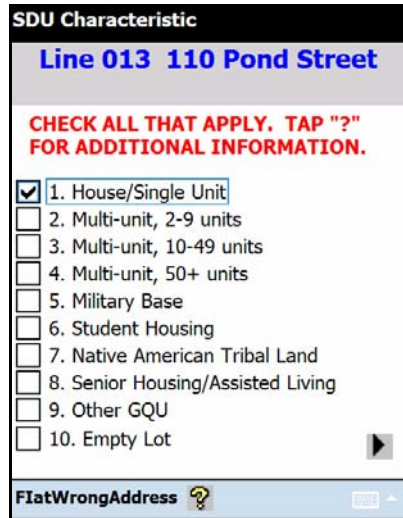
Done [CHECKS FOR COMPLETE DATA ENTRY, **SCREENING CALL RECORD**]

Clear [**VERIFICATION WITH ENTRY CLEARED**]

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Appendix A

Two Person HU Screening



Controlled Access Type

Line 013 110 Pond Street

CHECK ALL THAT APPLY. TAP "?" FOR ADDITIONAL INFORMATION.

- 1. None
- 2. Guard/Door Person/Staff/Manager
- 3. Locked main entrance/gate, no intercom/buzzer
- 4. Locked main entrance/gate with intercom/buzzer, no unit address labels
- 5. Locked main entrance/gate with intercom/buzzer, with unit address labels

FIatWrongAddress ? <

Study Introduction

Line 013 110 Pond Street

Hello, my name is Pat Jones with Research Triangle Institute in North Carolina. We are conducting a nationwide study sponsored by the U.S. Public Health Service.

You should have received a letter explaining the study.

HAND R COPY OF LETTER IF NEEDED

Span Exit ? <

Identify SR

Line 013 110 Pond Street

First, just let me verify: do you live here?

IF NOT OBVIOUS

And are you 18 or older?

IF NO TO EITHER, ASK FOR AN ADULT RESIDENT, TAP BACK ARROW, AND BEGIN AGAIN.

SR Available

SR Not Available

Span Exit ? <

Address Verification

Line 013 110 Pond Street

I just need to verify -- is this

STREET: 110 Pond Street

CITY: Cary

STATE: XX

ZIP: 27511

Address Is Correct - Continue

Need To Edit Address

FI At Wrong Address

Span Exit ? <

Edit Address only used as needed

Edit Address

Line 013 110 Pond Street

TAP THE ITEM YOU NEED TO EDIT

ST. #: 110

STREET: Pond Street

CITY: Cary

STATE: XX **ZIP:** 27511

123 1 2 3 4 5 6 7 8 9 0 - = <

Tab q w e r t y u i o p []

CAP a s d f g h j k l ; ' <

Shift z x c v b n m , . / <

Ctl áü ` \ | _ <

Span Update Exit ? <

Informed Consent

Line 013 110 Pond Street

GIVE PERSON STUDY DESCRIPTION AND SAY

Please read this statement. It describes the survey and the legislation that assures the confidentiality of any information you provide. It also explains that your answers are used for statistical purposes only and that your participation is voluntary. If anyone is selected for the full interview, that person will receive a \$30 cash payment after the interview is completed.

Span Exit ? <

Missed DUs

Line 013 110 Pond Street

FOR REGULAR HUs SUCH AS INDIVIDUAL HOUSES, TOWNHOUSES, DUPLEXES, TRAILERS, COTTAGES

Are there any other living quarters within this structure or on this property, such as a separate apartment with a separate entrance?

Yes No

FOR APARTMENT/CONDO HUs: DON'T ASK, JUST TAP "APT/CONDO" (BELOW) TO CONTINUE.

APT/CONDO

Span Exit ? ◀ ▶

Occupancy

Line 013 110 Pond Street

Have you or anyone else in this household lived here for most of the time during the months of January, February and March?

Yes No

Span Exit ? ◀ ▶

Total SDU Members

Line 013 110 Pond Street

(Including yourself), how many people in this household lived here for most of the time during the months of January, February and March? (Do not include anyone who lived at school or somewhere else for most of the time during the months of January, February and March.)

ANSWER: 2 ▶

123 1 2 3 4 5 6 7 8 9 0 - = ◀ ▶
 Tab q w e r t y u i o p []
 CAP a s d f g h j k l ; ' / < ▶
 Shift z x c v b n m , . / < ▶
 Ctl áú ` \ _ | { } ~ = > ◀ ▶

Span Exit ? ◀ ▶

Members 12 or Older

Line 013 110 Pond Street

Of these 2 people, how many are now age 12 or older?

ANSWER: 2 ▶

123 1 2 3 4 5 6 7 8 9 0 - = ◀ ▶
 Tab q w e r t y u i o p []
 CAP a s d f g h j k l ; ' / < ▶
 Shift z x c v b n m , . / < ▶
 Ctl áú ` \ _ | { } ~ = > ◀ ▶

Span Exit ? ◀ ▶

Roster Intro

Line 013 110 Pond Street

Next I'll ask a few questions about the people who live here. Let's start with the person or one of the persons living here who owns or rents this home. We'll refer to this person as the householder.

▶

Span Exit ? ◀ ▶

Householder Age

Line 013 110 Pond Street

Please tell me the age of this person on his or her last birthday.

IF SR IS HOUSEHOLDER:

Please tell me your age on your last birthday.

AGE: 48 ▶

123 1 2 3 4 5 6 7 8 9 0 - = ◀ ▶
 Tab q w e r t y u i o p []
 CAP a s d f g h j k l ; ' / < ▶
 Shift z x c v b n m , . / < ▶
 Ctl áú ` \ _ | { } ~ = > ◀ ▶

Span ChangeSR Exit ? ◀ ▶

Householder Age
Line 013 110 Pond Street

Screening Respondent

IS THIS 48 YEAR OLD PERSON THE SCREENING RESPONDENT?

IF UNSURE, ASK:
(Is that you?)

123 1 2 3 4 5 6 7 8 9 0 - = < >
Tab q w e r t y u i o p []
CAP a s d f g h j k l ; ' < >
Shift z x c v b n m , . / < >
Ct áú \ | _ < > < >

Span ChangeSR Exit ? < >

Householder Gender
Line 013 110 Pond Street

ASK ONLY IF NOT OBVIOUS

Is this person male or female?

GENDER: Male
 Female

Span ChangeSR Exit ? < >

Householder Hispanic
Line 013 110 Pond Street

Is she of Hispanic, Latino or Spanish origin?

(That is, do any of these groups describe her national origin or ancestry -- Puerto Rican, Cuban, Cuban-American, Mexican, Mexican-American, Chicano, Central or South American, or origin in some other Spanish-speaking country?)

HISPANIC: Yes
 No

Span ChangeSR Exit ? < >

Householder Race
Line 013 110 Pond Street

Is she White, Black or African American, American Indian or Alaska Native, Native Hawaiian or other Pacific Islander, or Asian?

Race:

White
 Black or African American
 American Indian or Alaska Native
 Native Hawaiian/other Pacific Islander
 Asian
 Other

(CHECK ALL THAT APPLY)

Span ChangeSR Exit ? < >

For SR only, "Unknown" is not an available choice.

Householder Military
Line 013 110 Pond Street

Is she currently on active duty in the United States' military?

MILITARY: Yes Unknown
 No Refused

Span ChangeSR Exit ? < >

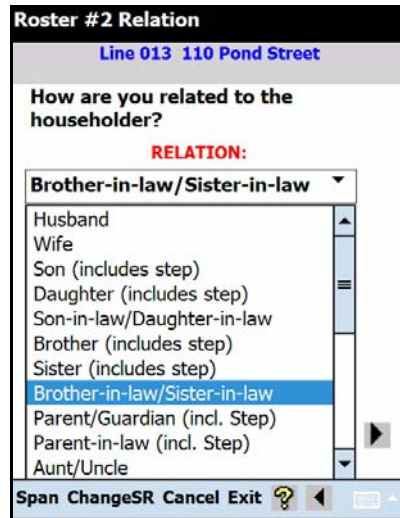
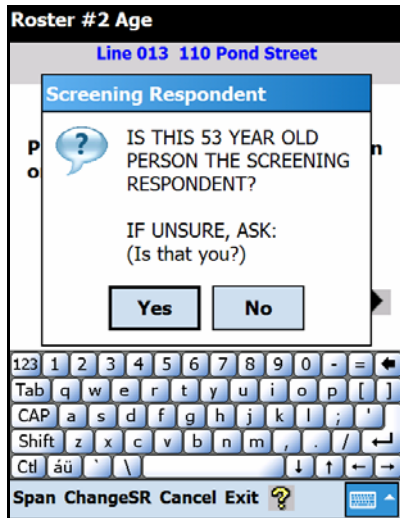
Householder Military
Line 013 110 Pond Street

Confirm Roster

I have listed a 48 year old female householder. She is Asian, not Hispanic, and is not on active duty in the United States' military.

Is that correct?

Span ChangeSR Exit ? < >



(Prefills based on relationship, as appropriate. Prefilled and omitted for husband, wife, son, daughter, brother and sister relationships)

Roster #2 Gender
Line 013 110 Pond Street

ASK ONLY IF NOT OBVIOUS

Is this person male or female?

GENDER: Male
 Female Refused

Span ChangeSR Cancel Exit ? < >

Roster #2 Hispanic
Line 013 110 Pond Street

Are you of Hispanic, Latino or Spanish origin?

(That is, do any of these groups describe your national origin or ancestry -- Puerto Rican, Cuban, Cuban-American, Mexican, Mexican-American, Chicano, Central or South American, or origin in some other Spanish-speaking country?)

HISPANIC: Yes Unknown
 No Refused

Span ChangeSR Cancel Exit ? < >

For SR only, "Unknown" is not an available choice.

Roster #2 Race
Line 013 110 Pond Street

Are you White, Black or African American, American Indian or Alaska Native, Native Hawaiian or other Pacific Islander, or Asian?

Race:
 White
 Black or African American
 American Indian or Alaska Native
 Native Hawaiian/other Pacific Islander
 Asian
 Other

(CHECK ALL THAT APPLY)
 Unknown Refused

Span ChangeSR Cancel Exit ? < >

Roster #2 Military
Line 013 110 Pond Street

Are you currently on active duty in the United States' military?

MILITARY: Yes
 No Refused

Span ChangeSR Cancel Exit ? < >

Roster #2 Military

Confirm Roster

I have listed you as a 53 year old sister-in-law. You are White, not Hispanic, and are not on active duty in the United States' military.

Is that correct?

Span ChangeSR Cancel Exit ? <

Verify Roster Data

Line 013 110 Pond Street

Rel	SR	A
Householder		48
Brother-in-law/Sister-in-law	Y	53

I need to make sure this list is accurate. I have listed ...

[READ AGES AND RELATIONSHIPS ROSTERED].

TO MAKE CORRECTIONS: TAP THE ROSTER LINE THAT YOU WANT TO EDIT, THEN TAP 'FUNCTIONS' AND 'EDIT.'

Functions Span Exit ? <

Verify Roster Data

Line 013 110 Pond Street

Start Selection

THE PROGRAM WILL START THE SELECTION PROCESS. ARE YOU SURE YOU ARE READY TO MAKE THE SELECTIONS?

[READ AGES AND RELATIONSHIPS ROSTERED].

TO MAKE CORRECTIONS: TAP THE ROSTER LINE THAT YOU WANT TO EDIT, THEN TAP 'FUNCTIONS' AND 'EDIT.'

Functions Span Exit ? <

Respondent Selection

XX10010013 110 Pond Street

Interview A

Roster #: **2**
 QuestID: **9998050**
 Relation: **Brother-in-law/Sister-in-**
 Age: **53** Sex: **F**
 Race: **W** Hisp: **N**

Interview B

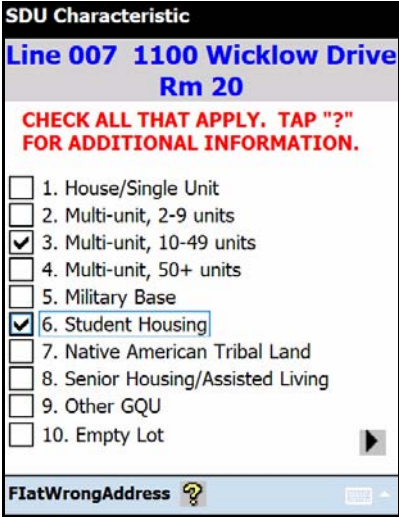
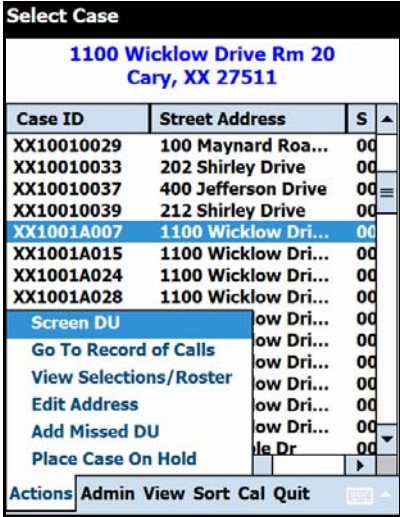
Roster #: **None**
 QuestID:
 Relation:
 Age: Sex:
 Race: Hisp:

Done ? <

Appendix B
Non-Transient GQU
Screening

Appendix B

Non-Transient GQU Screening



Controlled Access Type

Line 007 1100 Wicklow Drive
Rm 20

CHECK ALL THAT APPLY. TAP "?" FOR ADDITIONAL INFORMATION.

1. None

2. Guard/Door Person/Staff/Manager

3. Locked main entrance/gate, no intercom/buzzer

4. Locked main entrance/gate with intercom/buzzer, no unit address labels

5. Locked main entrance/gate with intercom/buzzer, with unit address labels

FIatWrongAddress ? ◀ ▶

Study Introduction

Line 007 1100 Wicklow Drive Rm 20

Hello, my name is Pat Jones with Research Triangle Institute in North Carolina. We are conducting a nationwide study sponsored by the U.S. Public Health Service.

You should have received a letter explaining the study.

HAND R COPY OF LETTER IF NEEDED

Span Exit ? ▶

Identify SR

Line 007 1100 Wicklow Drive Rm 20

First, just let me verify: do you live here?

IF NOT OBVIOUS

And are you 18 or older?

IF NO TO EITHER, ASK FOR AN ADULT RESIDENT, TAP BACK ARROW, AND BEGIN AGAIN.

SR Available

SR Not Available

Span Exit ? ◀ ▶

Address Verification

Line 007 1100 Wicklow Drive Rm 20

I just need to verify -- is this

STREET: 1100 Wicklow Drive Rm 20

CITY: Cary

STATE: XX

ZIP: 27511

Address Is Correct - Continue

Need To Edit Address

FI At Wrong Address

Span Exit ? ◀ ▶

Informed Consent

Line 007 1100 Wicklow Drive Rm 20

GIVE PERSON STUDY DESCRIPTION AND SAY

Please read this statement. It describes the survey and the legislation that assures the confidentiality of any information you provide. It also explains that your answers are used for statistical purposes only and that your participation is voluntary. If anyone is selected for the full interview, that person will receive a \$30 cash payment after the interview is completed.

Span Exit ? ◀ ▶

Transient

Line 007 1100 Wicklow Drive Rm 20

INTERVIEWER: IS THIS GQU A TRANSIENT SHELTER?

Yes

No

Exit ? ◀ ▶

Occupancy
Line 007 1100 Wicklow Drive Rm 20

Did you or anyone else in this room live here for most of the time during the months of January, February and March?

Yes No

Span Exit ?

Total GQU Members
Line 007 1100 Wicklow Drive Rm 20

(Including yourself) How many people lived in this room for most of the time during the months of January, February and March?

ANSWER: 2

123 1 2 3 4 5 6 7 8 9 0 - =

Tab q w e r t y u i o p []

CAP a s d f g h j k l ; ' ,

Shift z x c v b n m , . / -

Ctl áú ` \ | _

Span Exit ?

Members 12 or Older
Line 007 1100 Wicklow Drive Rm 20

Of these 2 people, how many are now age 12 or older?

ANSWER: 2

123 1 2 3 4 5 6 7 8 9 0 - =

Tab q w e r t y u i o p []

CAP a s d f g h j k l ; ' ,

Shift z x c v b n m , . / -

Ctl áú ` \ | _

Span Exit ?

Roster #1 Age
Line 007 1100 Wicklow Drive Rm 20

Please tell me your age on your last birthday.

AGE: 20

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Span ChangeSR Exit ?

Roster #1 Name
Line 007 1100 Wicklow Drive Rm 20

What is your first name?

FIRST NAME: John

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CAP a s d f g h j k l ; ' ,

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Span Exit ?

Roster #1 Gender
Line 007 1100 Wicklow Drive Rm 20

ASK ONLY IF NOT OBVIOUS

Is this person male or female?

GENDER: Male Female

Span Exit ?

Roster #1 Hispanic
Line 007 1100 Wicklow Drive Rm 20

Are you of Hispanic, Latino or Spanish origin?

(That is, do any of these groups describe your national origin or ancestry -- Puerto Rican, Cuban, Cuban-American, Mexican, Mexican-American, Chicano, Central or South American, or origin in some other Spanish-speaking country?)

HISPANIC: Yes No

Span Exit ? <

Roster #1 Race
Line 007 1100 Wicklow Drive Rm 20

Are you White, Black or African American, American Indian or Alaska Native, Native Hawaiian or other Pacific Islander, or Asian?

Race:

White
 Black or African American
 American Indian or Alaska Native
 Native Hawaiian/other Pacific Islander
 Asian
 Other

(CHECK ALL THAT APPLY)

Span Exit ? <

For Roster 1 only, "Unknown" is not an available choice.

Roster #1 Military
Line 007 1100 Wicklow Drive Rm 20

Are you currently on active duty in the United States' military?

MILITARY: Yes No Refused

Span Exit ? <

Roster #1 Military

Confirm Roster

? I have listed you as a 20 year old male resident. You are Asian, not Hispanic, and are not on active duty in the United States' military.

Is that correct?

Span Exit ? <

Other Members
Line 007 1100 Wicklow Drive Rm 20

READ TO RESPONDENT:
Now I need some general information about the other person who is 12 years old or older.

Span Exit ?

Roster #2 Age
Line 007 1100 Wicklow Drive Rm 20

Please tell me the age of this person on his or her last birthday.

AGE: 19

Span ChangeSR Cancel Exit ?

Roster #2 Name
Line 007 1100 Wicklow Drive Rm 20

What is this person's first name?

FIRST NAME:

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Span Cancel Exit ? < >

Roster #2 Gender
Line 007 1100 Wicklow Drive Rm 20

ASK ONLY IF NOT OBVIOUS

Is this person male or female?

GENDER: Male
 Female Refused

Span Cancel Exit ? < >

Roster #2 Hispanic
Line 007 1100 Wicklow Drive Rm 20

Is he of Hispanic, Latino or Spanish origin?

(That is, do any of these groups describe his national origin or ancestry -- Puerto Rican, Cuban, Cuban-American, Mexican, Mexican-American, Chicano, Central or South American, or origin in some other Spanish-speaking country?)

HISPANIC: Yes Unknown
 No Refused

Span Cancel Exit ? < >

Roster #2 Race
Line 007 1100 Wicklow Drive Rm 20

Is he White, Black or African American, American Indian or Alaska Native, Native Hawaiian or other Pacific Islander, or Asian?

Race:
 White
 Black or African American
 American Indian or Alaska Native
 Native Hawaiian/other Pacific Islander
 Asian
 Other

(CHECK ALL THAT APPLY)
 Unknown Refused

Span Cancel Exit ? < >

Roster #2 Military
Line 007 1100 Wicklow Drive Rm 20

Is he currently on active duty in the United States' military?

MILITARY: Yes Unknown
 No Refused

Span Cancel Exit ? < >

Roster #2 Military
Line 007 1100 Wicklow Drive Rm 20

Confirm Roster

? I have listed a 19 year old male resident. He is White, not Hispanic, and is not on active duty in the United States' military.

Is that correct?

Span Cancel Exit ? < >

Verify Roster Data
Line 007 1100 Wicklow Drive Rm 20

Name	SR	A
John	Y	20
Mike		19

I need to make sure this list is accurate. I have listed ...

[READ LIST OF OCCUPANTS' AGES AND NAMES].

TO MAKE CORRECTIONS: TAP THE ROSTER LINE THAT YOU WANT TO EDIT, THEN TAP 'FUNCTIONS' AND 'EDIT.'

Functions Span Exit ?

Verify Roster Data
Line 007 1100 Wicklow Drive Rm 20

Start Selection

THE PROGRAM WILL START THE SELECTION PROCESS. ARE YOU SURE YOU ARE READY TO MAKE THE SELECTIONS?

Yes No

[READ LIST OF OCCUPANTS' AGES AND NAMES].

TO MAKE CORRECTIONS: TAP THE ROSTER LINE THAT YOU WANT TO EDIT, THEN TAP 'FUNCTIONS' AND 'EDIT.'

Functions Span Exit ?

Respondent Selection
XX1001A007 1100 Wicklow Drive Rm 20

Interview A

Roster #: 2
QuestID: 9998194
Name: Mike
Age: 19 Sex: M
Race: W Hisp: N

Interview B

Roster #: None
QuestID:
Name:
Age: Sex:
Race: Hisp:

Done ?

Appendix C
Select Case Screen Options

Appendix C

Select Case Screen Options

Select Case

Saturday, August 13, 2011
11:36 AM Battery: 100%

Case ID	Street Address	S	▲
XX10010002	102 Kildaire Farm ...	00	
XX10010005	5410 Cornwall Ro...	00	
XX10010007	5410 Cornwall Ro...	00	
XX10010008	5410 Cornwall Ro...	00	
XX10010010	5410 Cornwall Ro...	00	
XX10010013	110 Pond Street	31	
XX10010015	300 Gordon Street	04	
XX10010017	304 Gordon Street	00	
Screen DU			
Go To Record of Calls			
View Selections/Roster			
Edit Address			
Add Missed DU			
Place Case On Hold			

Actions Admin View Sort Cal Quit

Select Case

Saturday, August 13, 2011
11:39 AM Battery: 100%

Case ID	Street Address	S	▲
XX10010002	102 Kildaire Farm ...	00	
XX10010005	5410 Cornwall Ro...	00	
XX10010007	5410 Cornwall Ro...	00	
XX10010008	5410 Cornwall Ro...	00	
XX10010010	5410 Cornwall Ro...	00	
XX10010013	110 Pond Street	31	
XX10010015	300 Gordon Street	04	
XX10010017	304 Gordon Street	00	
XX10010019	308 Gordon Street	00	
XX10010021	Devon Avenue ne...	00	
XX10010023	205 Sussex Lane	00	
XX10010025	5421 Cornwall Road	00	
XX10010027	108 Kildaire Farm ...	00	
XX10010029	100 Maynard Roa...	00	
XX10010033	202 Shirley Drive	00	

Actions Admin View Sort Cal Quit

Select Case

304 Gordon Street
Cary, XX 27511

Case ID	Street Address	S	▲
XX10010007	5410 Cornwall Ro...	00	
XX10010008	5410 Cornwall Ro...	00	
XX10010010	5410 Cornwall Ro...	31	
XX10010013	110 Pond Street	00	
XX10010015	300 Gordon Street	07	
XX10010017	304 Gordon Street	00	
XX10010019	308 Gordon Street	00	
XX10010021	Devon Avenue ne...	00	
Screen DU			
Go To Record of Calls			
View Selections/Roster			
Edit Address			
Add Missed DU			
Place Case On Hold			

Actions Admin View Sort Cal Quit

Select Case

5410 Cornwall Road Apt 3B
Cary, XX 27511

Case ID	Street Address	S	▲
XX10010002	102 Kildaire Farm ...	31	
XX10010005	5410 Cornwall Ro...	00	
XX10010007	5410 Cornwall Ro...	00	
XX10010008	5410 Cornwall Ro...	00	
XX10010010	5410 Cornwall Ro...	31	
XX10010013	110 Pond Street	00	
XX10010015	300 Gordon Street	07	
XX10010017	304 Gordon Street	00	
Re-Open Case			
Go To Record of Calls			
View Selections/Roster			
Edit Address			
Add Missed DU			
Place Case On Hold			

Actions Admin View Sort Cal Quit

Select Case

5410 Cornwall Road Apt 3B
Cary, XX 27511

Re-Opening Confirmation

THIS CASE HAS ALREADY BEEN COMPLETED.

DO YOU WISH TO RE-OPEN THIS CASE?

Yes No

XX10010021	Devon Avenue ne...	00
XX10010023	205 Sussex Lane	00
XX10010025	5421 Cornwall Road	00
XX10010027	108 Kildaire Farm ...	00
XX10010029	100 Maynard Roa...	00
XX10010033	202 Shirley Drive	00

Actions Admin View Sort Cal Quit

CASE RE-OPEN CODE

ENTER THE CODE TO RE-OPEN THIS CASE, THEN TAP 'OK' TO CONTINUE.

OK Cancel

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Select Case

304 Gordon Street
Cary, XX 27511

Case ID	Street Address	S
XX10010010	5410 Cornwall Ro...	00
XX10010013	110 Pond Street	31
XX10010015	300 Gordon Street	31
XX10010017	304 Gordon Street	00
XX10010019	308 Gordon Street	00
XX10010021	Devon Avenue ne...	00
XX10010023	205 Sussex Lane	00
XX10010025	5421 Cornwall Road	00
Screen DU	farm ...	00
Go To Record of Calls	Roa...	00
View Selections/Roster	rive	00
Edit Address	Drive	00
Add Missed DU	ive	00
Place Case On Hold	ive	00

Actions Admin View Sort Cal Quit

Select Case

304 Gordon Street

No ROC Record

THERE ARE NO PREVIOUS CALL RECORDS FOR THIS CASE. IF YOU WANT TO ENTER A CALL RECORD, CLOSE THIS BOX AND TAP 'SCREEN DU' TO ENTER THE REQUIRED PHYSICAL FEATURES DATA BEFORE ENTERING A CALL RECORD.

XX10010029	100 Maynard Roa...	00
XX10010033	202 Shirley Drive	00
XX10010037	400 Jefferson Drive	00
XX10010039	212 Shirley Drive	00
XX1001A007	1100 Wicklow Dri...	00

Actions Admin View Sort Cal Quit

Select Case

110 Pond Street
Cary, XX 27511

Case ID	Street Address	S
XX10010002	102 Kildaire Farm ...	31
XX10010005	5410 Cornwall Ro...	00
XX10010007	5410 Cornwall Ro...	00
XX10010008	5410 Cornwall Ro...	00
XX10010010	5410 Cornwall Ro...	31
XX10010013	110 Pond Street	32
XX10010015	300 Gordon Street	07
XX10010017	304 Gordon Street	00
Re-Open Case	street	00
Go To Record of Calls	ne...	00
View Selections/Roster	ane	00
Edit Address	l Road	00
Add Missed DU	arm ...	00
Place Case On Hold	Roa...	00
	ive	00

Actions Admin View Sort Cal Quit

Record of Calls

XX10010013 110 Pond Street

T	Rslt	Date	Day	Time
A	70	08/15/2011	Mo	7:02 PM
B	52	08/14/2011	Su	12:01 PM
A	52	08/14/2011	Su	11:59 AM
S	32	08/14/2011	Su	11:56 AM

TAP ANY LINE TO DISPLAY ITS COMMENTS

Done Functions Ver Sels Cal CD ?

Select Case

110 Pond Street
Cary, XX 27511

Case ID	Street Address	S
XX10010002	102 Kildaire Farm ...	31
XX10010005	5410 Cornwall Ro...	00
XX10010007	5410 Cornwall Ro...	00
XX10010008	5410 Cornwall Ro...	00
XX10010010	5410 Cornwall Ro...	31
XX10010013	110 Pond Street	32
XX10010015	300 Gordon Street	07
XX10010017	304 Gordon Street	00

Re-Open Case
Go To Record of Calls
View Selections/Roster
Edit Address
Add Missed DU
Place Case On Hold

Actions Admin View Sort Cal Quit

Respondent Selection

XX10010013 110 Pond Street

Interview A

Roster #: 2
QuestID: **9998050**
Relation: **Husband**
Age: 48 Sex: M
Race: A Hisp: N

Interview B

Roster #: 5
QuestID: **9998906**
Relation: **Daughter (includes step)**
Age: 12 Sex: F
Race: A Hisp: N

Done ?

Household Roster

Line 013 110 Pond Street

Rel	SR	A	G	H
Householder	Y	48	F	N
Husband		48	M	N
Daughter (includes step)		17	F	N
Son (includes step)		15	M	N
Daughter (includes step)		12	F	N

Span Done Sels

Select Case

Devon Avenue new wh. dblwid trlr
Cary, XX 27511

Case ID	Street Address	S
XX10010013	110 Pond Street	32
XX10010015	300 Gordon Street	07
XX10010017	304 Gordon Street	00
XX10010019	308 Gordon Street	00
XX10010021	Devon Avenue ne...	00
XX10010023	205 Sussex Lane	00
XX10010025	5421 Cornwall Road	00
XX10010027	108 Kildaire Farm ...	00

Screen DU
Go To Record of Calls
View Selections/Roster
Edit Address
Add Missed DU
Place Case On Hold

Actions Admin View Sort Cal Quit

Edit Address

Line 021 Devon Avenue new wh. dblwid trlr

TAP THE ITEM YOU NEED TO EDIT

ST. #:

STREET: Devon Avenue new wh. dblwid trlr

CITY: Cary

STATE: XX ZIP: 27511

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Span Update Exit ?

Select Case

304 Gordon Street
Cary, XX 27511

Case ID	Street Address	S
XX10010017	304 Gordon Street	00
XX10010019	308 Gordon Street	00
XX10010021	Devon Avenue ne...	00
XX10010023	205 Sussex Lane	00
XX10010025	5421 Cornwall Road	00
XX10010027	108 Kildaire Farm ...	00
XX10010029	100 Maynard Roa...	00
XX10010033	202 Shirley Drive	00

Screen DU
Go To Record of Calls
View Selections/Roster
Edit Address
Add Missed DU
Place Case On Hold

Actions Admin View Sort Cal Quit

Missed DU Address

Link: 017 304 Gordon Street

RECORD STREET ADDRESS OR DESCRIPTION OF UNIT:

STREET NUMBER: 304-B

STREET NAME: Gordon Street

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Update Cancel Exit ?

Select Case

308 Gordon Street
Cary, XX 27511

Case ID	Street Address	S
XX10010019	308 Gordon Street	00
XX10010021	Devon Avenue ne...	00
XX10010023	205 Sussex Lane	00
XX10010025	5421 Cornwall Road	00
XX10010027	108 Kildaire Farm ...	00
XX10010029	100 Maynard Roa...	00
XX10010033	202 Shirley Drive	00
XX10010037	400 Jefferson Drive	00
	Screen DU	00
	Go To Record of Calls	00
	View Selections/Roster	00
	Edit Address	00
	Add Missed DU	00
	Place Case On Hold	00

Actions Admin View Sort Cal Quit

Select Case

308 Gordon Street
Cary, XX 27511

Place Case On Hold

ARE YOU SURE YOU WANT TO PUT CASE XX10010019 ON HOLD?

Yes No

Case ID	Street Address	S
XX10010019	308 Gordon Street	00
XX10010021	Devon Avenue ne...	00
XX10010023	205 Sussex Lane	00
XX10010025	5421 Cornwall Road	00
XX10010027	108 Kildaire Farm ...	00
XX10010029	100 Maynard Roa...	00
XX10010033	202 Shirley Drive	00

Actions Admin View Sort Cal Quit

Select Case

308 Gordon Street
Cary, XX 27511

Case ID	Street Address	S
XX10010019	308 Gordon Street	00
XX10010017	304 Gordon Street	00
XX10010019H	308 Gordon Street	00
XX10010021	Devon Avenue ne...	00
XX10010023	205 Sussex Lane	00
XX10010025	5421 Cornwall Road	00
XX10010027	108 Kildaire Farm ...	00
XX10010029	100 Maynard Roa...	00
XX10010033	202 Shirley Drive	00

Case On Hold ok

CASE XX10010019 HAS BEEN PLACED ON HOLD.

Actions Admin View Sort Cal Quit

Select Case

308 Gordon Street
Cary, XX 27511

Case ID	Street Address	S
XX10010017	304 Gordon Street	00
XX10010019H	308 Gordon Street	00
XX10010021	Devon Avenue ne...	00
XX10010023	205 Sussex Lane	00
XX10010025	5421 Cornwall Road	00
XX10010027	108 Kildaire Farm ...	00
XX10010029	100 Maynard Roa...	00
XX10010033	202 Shirley Drive	00
XX10010037	400 Jefferson Drive	00
XX10010039	212 Shirley Drive	00
XX1001A007	1100 Wicklow Dri...	00
XX1001A015	1100 Wicklow Dri...	00
XX1001A024	1100 Wicklow Dri...	00
XX1001A028	1100 Wicklow Dri...	00
XX1001A030	1100 Wicklow Dri...	00

Actions Admin View Sort Cal Quit

Select Case

308 Gordon Street
Cary, XX 27511

Case ID	Street Address	S
XX10010017	304 Gordon Street	00
XX10010019H	308 Gordon Street	00
XX10010021	Devon Avenue ne...	00
XX10010023	205 Sussex Lane	00
XX10010025	5421 Cornwall Road	00
XX10010027	108 Kildaire Farm ...	00
XX10010029	100 Maynard Roa...	00
XX10010033	202 Shirley Drive	00
	Screen DU	00
	Go To Record of Calls	00
	View Selections/Roster	00
	Edit Address	00
	Add Missed DU	00
	Take Case Off Hold	00

Actions Admin View Sort Cal Quit

Select Case

308 Gordon Street
Cary, XX 27511

Take Case Off Hold

ARE YOU SURE YOU WANT TO TAKE CASE XX10010019 OFF HOLD?

Yes No

Case ID	Street Address	S
XX10010037	400 Jefferson Drive	00
XX10010039	212 Shirley Drive	00
XX1001A007	1100 Wicklow Dri...	00
XX1001A015	1100 Wicklow Dri...	00
XX1001A024	1100 Wicklow Dri...	00
XX1001A028	1100 Wicklow Dri...	00
XX1001A030	1100 Wicklow Dri...	00

Actions Admin View Sort Cal Quit

Select Case

308 Gordon Street
Cary, XX 27511

Case ID	Street Address	S
XX10010019	308 Gordon Street	00
XX10010021	Devon Avenue ne...	00
XX10010023	205 Sussex Lane	00
XX10010025	5421 Cornwall Road	00
XX10010027	108 Kildaire Farm ...	00
XX10010029	100 Maynard Roa...	00
XX10010033	202 Shirley Drive	00
XX10010037	400 Jefferson Drive	00
XX10010039	212 Shirley Drive	00
XX1001A007	1100 Wicklow Dri...	00
XX1001A015	1100 Wicklow Dri...	00
XX1001A024	1100 Wicklow Dri...	00
XX1001A028	1100 Wicklow Dri...	00
XX1001A030	1100 Wicklow Dri...	00

Case Off Hold ok

CASE XX10010019 HAS BEEN TAKEN OFF HOLD.

Actions Admin View Sort Cal Quit

Select Case

205 Sussex Lane
Cary, XX 27511

Case ID	Street Address	S
XX10010002	102 Kildaire Farm ...	31
XX10010005	5410 Cornwall Ro...	00
XX10010007	5410 Cornwall Ro...	00
XX10010008	5410 Cornwall Ro...	00

Set Name and ID

- Enter PT&E Data
- View Transmitted PT&E Data
- Reconcile Missed DUs
- Reload Training Cases
- Erase Training Cases
- Reset iPAQ
- Utilities
- Call Distribution

Actions Admin View Sort Cal Quit

NSDUH System Configuration

Government ID: 183463

FIID: 999999

Name: Pat Jones

Done

Select Case

304 Gordon Street
Cary, XX 27511

Case ID	Street Address	S
XX10010002	102 Kildaire Farm ...	31
XX10010005	5410 Cornwall Ro...	00
XX10010007	5410 Cornwall Ro...	00
XX10010008	5410 Cornwall Ro...	00

Set Name and ID

- Enter PT&E Data
- View Transmitted PT&E Data
- Reconcile Missed DUs
- Reload Training Cases
- Erase Training Cases
- Reset iPAQ
- Utilities
- Call Distribution

Actions Admin View Sort Cal Quit

Select Case

304 Gordon Street
Cary, XX 27511

Add PT&E

THERE ARE CURRENTLY NO UNTRANSMITTED PT&E RECORDS. DO YOU WANT TO ADD ONE?

Yes No

Case ID	Street Address	S
XX10010019	308 Gordon Street	00
XX10010021	Devon Avenue ne...	00
XX10010023	205 Sussex Lane	00
XX10010025	5421 Cornwall Road	00
XX10010027	108 Kildaire Farm ...	00
XX10010029	100 Maynard Roa...	00
XX10010033	202 Shirley Drive	00

Actions Admin View Sort Cal Quit

PTE Data

WEEK: 8/7/2011-8/13/2011

QUARTER: 1 2 3 4

FS: Kristen Effess(999)

TASK: 206.002 2011 Main Study S/I

HRS: **NOTES:**

MILES:

EXP:

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Done Cancel Clear ?

PTE Data

WEEK: 8/7/2011-8/13/2011

QUARTER: 1 2 3 4

FS: Kristen Effess(999)

TASK: 206.002 2011 Main Study S/I

HRS: 25.00 **NOTES:**

MILES: 207 stamp

EXP: 0.44

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Done Cancel Clear ?

PTE Data

WEEK: 8/7/2011-8/13/2011

QUARTER: 1 2 3 4

FS: Kristen Effess(999)

TASK: 206.002 2011 Main Study S/I

HRS: **NOTES:**

MILES:

EXP: 0.44

123 1 2 3 4 5 6 7 8 9 0 - = < >

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Done Cancel Clear ?

Another PT&E

DO YOU HAVE ANOTHER PT&E SUMMARY RECORD TO ENTER?

PTE Summary

WEEK	Q	FS	TSK	HR
8/7/2011	3	Kristen Effess	206.002	25

TAP ON A LINE TO SELECT IT AND VIEW ITS NOTES

WEEK: **QUARTER:**

FS: **NOTES:**

TASK:

HRS:

MILES:

EXP:

Done Functions ?

Select Case

304 Gordon Street
Cary, XX 27511

Case ID	Street Address	S
XX10010002	102 Kildaire Farm ...	31
XX10010005	5410 Cornwall Ro...	00
XX10010007	5410 Cornwall Ro...	00
XX10010008	5410 Cornwall Ro...	00

- Set Name and ID
- Enter PT&E Data
- View Transmitted PT&E Data**
- Reconcile Missed DUs
- Reload Training Cases
- Erase Training Cases
- Reset iPAQ
- Utilities
- Call Distribution

Actions Admin View Sort Cal Quit

PTE Summary

WEEK	Q	FS	TSK	HRS
7/31/2011	3	Kristen Effess	206.002	28
8/7/2011	3	Kristen Effess	206.002	25

TAP ON A LINE TO SELECT IT AND VIEW ITS NOTES

WEEK: **QUARTER:**

FS: **NOTES:**

TASK:

HRS:

MILES:

EXP:

- Add
- Edit
- Delete
- Un-Transmitted PT&E

Done Functions ?

Select Case

102 Kildaire Farm Road
Cary, XX 27511

Case ID	Street Address	S
XX10010005	5410 Cornwall Ro...	00
XX10010007	5410 Cornwall Ro...	00
XX10010008	5410 Cornwall Ro...	00
XX10010010	5410 Cornwall Ro...	00
XX10010011	5410 Cornwall Ro...	00

- Set Name and ID
- Enter PT&E Data
- View Transmitted PT&E Data
- Reconcile Missed DUs**
- Reload Training Cases
- Erase Training Cases
- Reset iPAQ
- Utilities
- Call Distribution

Actions Admin View Sort Cal Quit

Segments and Missed DUs

SEGMENT	STREET ADDRESS
XX1001	102A Kildaire Farm Road
XX1001	312 Gordon Street

TAP ON A LINE TO SELECT SEGMENT

Reconcile Exit ?

Segments and Missed DUs

Reconciliation Confirmation

YOU WILL BE REQUIRED TO RECONCILE ALL DUs WITHIN THE SELECTED SEGMENTS.

ARE YOU READY TO PROCEED?

XX1001

Reconcile Exit ?

MDU-Segment Kit Check

Link: 0002 102 Kildaire Farm Road

INTERVIEWER: CONSULT YOUR SEGMENT KIT AND ANSWER THE FOLLOWING QUESTION(S):

IS THE UNIT THAT YOU ARE ATTEMPTING TO ADD

102A Kildaire Farm Road

ALREADY ON THE HANDWRITTEN LIST OF DWELLING UNITS?

(MAKE SURE YOU ARE LOOKING AT THE FULL LIST OF DWELLING UNITS, NOT THE SELECTED DU LIST.)

(UNIT NOT ADDED)

Exit ?

MDU-Geographic Interval

Link: 0002 102 Kildaire Farm Road

IS THE MISSED UNIT LOCATED WITHIN THE SDU OR IN THE GEOGRAPHIC INTERVAL BETWEEN THE SDU AND THE NEXT LISTED LINE AS WELL AS LOCATED WITHIN THE SEGMENT BOUNDARIES?
(IF THE SDU IS THE LAST ONE LISTED ON A MAP PAGE, TAP THE Info BUTTON FOR FURTHER INSTRUCTIONS.)

REFER TO YOUR FI MANUAL AND YOUR SEGMENT MAPS OR CALL YOUR FS IF YOU ARE UNSURE WHETHER THIS UNIT SHOULD BE ADDED. IF YOU CANNOT DO THAT RIGHT NOW, TAP THE Exit BUTTON TO EXIT THIS SCREEN. YOU CAN RECONCILE THIS DU LATER.

(UNIT ADDED) (UNIT NOT ADDED)

Exit ?

MDU-Address Verification

Link: 0002 102 Kildaire Farm Road

THIS UNIT WILL BE ADDED TO THE SAMPLE. PLEASE VERIFY THE INFORMATION BELOW. TAP ANY LINE TO EDIT IT.

ST. #: 102A

STREET: Kildaire Farm Road

CITY: Cary

STATE: XX ZIP: 27511

CASE #: XX10010040

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Update Exit ?

MDU-Address Verification
Link: 0002 102 Kildaire Farm Road

THIS UI PLEASE TAP AND ST. STRE CI STA CASE

Reconcile Next **MPLE. FLOW.**

THE ADDED DU HAS BEEN SUCCESSFULLY RECONCILED.

PLEASE ANSWER THE FOLLOWING QUESTIONS TO RECONCILE THE NEXT MISSED DU.

123 1 2 3 4 5 6 7 8 9 0 - =

Tab q w e r t y u i o p []

CAP a s d f g h j k l ; ' /

Shift z x c v b n m , . / ←

Ctl áü \ | _

Update Exit ?

Select Case
205 Sussex Lane
Cary, XX 27511

Case ID	Street Address	S
XX10010019	308 Gordon Street	00
XX10010021	Devon Avenue ne...	00
XX10010023	205 Sussex Lane	00
XX10010025	5421 Cornwall Road	00

Set Name and ID

Enter PT&E Data

View Transmitted PT&E Data

Reconcile Missed DUs

Reload Training Cases

Erase Training Cases

Reset iPAQ

Utilities

Call Distribution

Actions Admin View Sort Cal Quit

Select Case
205 Sussex Lane
Cary, XX 27511

Re-Load Training Cases

ARE YOU SURE YOU WANT TO REMOVE AND RELOAD ALL TRAINING CASES? ONCE IT STARTS, IT MAY TAKE A WHILE TO FINISH.

XX10010040	102A Kildaire Far...	00
XX10010041	312 Gordon Street	00
XX1001A007	1100 Wicklow Dri...	00
XX1001A015	1100 Wicklow Dri...	00
XX1001A024	1100 Wicklow Dri...	00
XX1001A028	1100 Wicklow Dri...	00

Actions Admin View Sort Cal Quit

Select Case
400 Jefferson Drive
Cary, XX 27511

Case ID	Street Address	S
XX10010002	102 Kildaire Farm ...	00
XX10010005	5410 Cornwall Ro...	00
XX10010007	5410 Cornwall Ro...	00
XX10010008	5410 Cornwall Ro...	00
XX10010010	5410 Cornwall Ro...	00
XX10010013	110 Pond Street	00
XX10010015	300 Gordon Street	00
XX10010017	304 Gordon Street	00
XX10010019	308 Gordon Street	00
XX10010021	Devon Avenue ne...	00
XX10010023	205 Sussex Lane	00
XX10010025	5421 Cornwall Road	00
XX10010027	108 Kildaire Farm ...	00
XX10010029	100 Maynard Roa...	00
XX10010033	202 Shirley Drive	00

Actions Admin View Sort Cal Quit

Select Case
202 Shirley Drive
Cary, XX 27511

Case ID	Street Address	S
XX10010005	5410 Cornwall Ro...	00
XX10010007	5410 Cornwall Ro...	00
XX10010008	5410 Cornwall Ro...	00
XX10010010	5410 Cornwall Ro...	00

Set Name and ID

Enter PT&E Data

View Transmitted PT&E Data

Reconcile Missed DUs

Reload Training Cases

Erase Training Cases

Reset iPAQ

Utilities

Call Distribution

Actions Admin View Sort Cal Quit

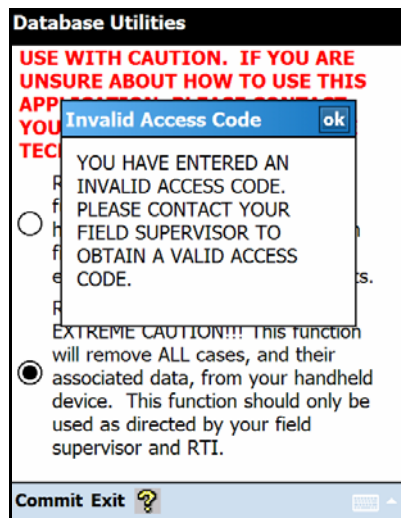
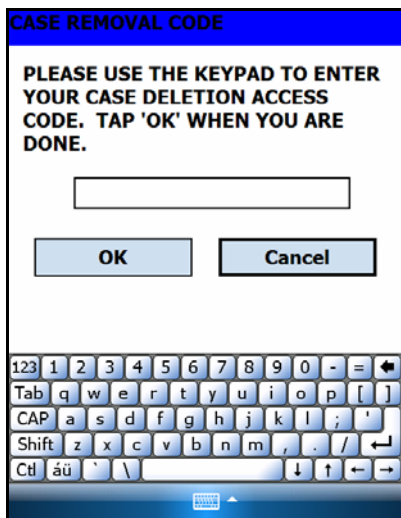
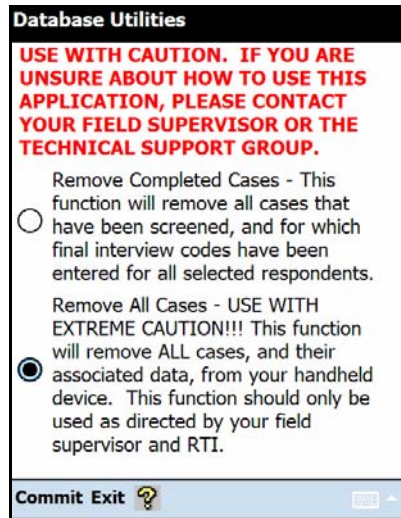
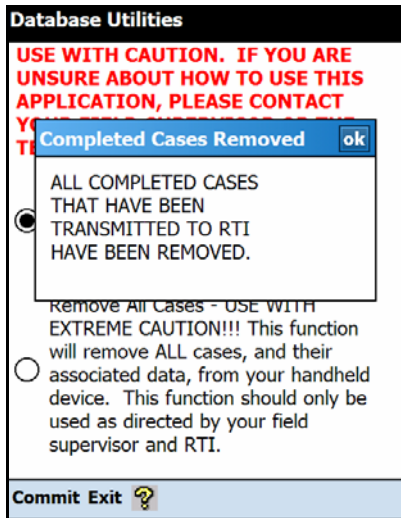
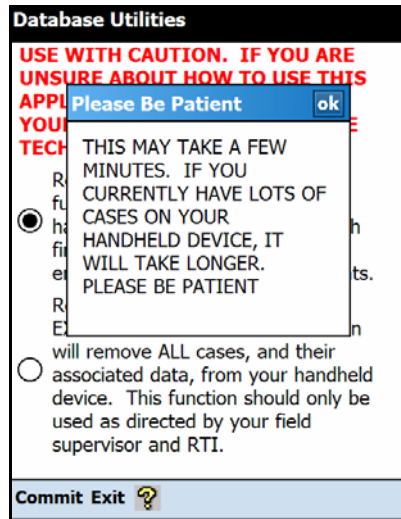
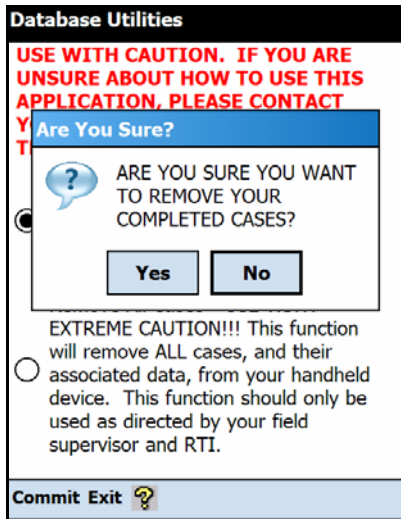
Select Case
202 Shirley Drive
Cary, XX 27511

Erase Training Cases

ARE YOU SURE YOU WANT TO ERASE ALL TRAINING CASES?

XX10010021	Devon Avenue ne...	00
XX10010023	205 Sussex Lane	00
XX10010025	5421 Cornwall Road	00
XX10010027	108 Kildaire Farm ...	00
XX10010029	100 Maynard Roa...	00
XX10010033	202 Shirley Drive	00
XX10010037	400 Jefferson Drive	00

Actions Admin View Sort Cal Quit



Select Case

Saturday, August 13, 2011
01:12 PM Battery: 100%

Case ID	Street Address	S
XX10010002	102 Kildaire Farm ...	00
XX10010005	5410 Cornwall Ro...	00
XX10010007	5410 Cornwall Ro...	00
XX10010008	5410 Cornwall Ro...	00
XX10010011		
XX10010012		
XX10010013		
XX10010014		
XX10010015		
XX10010016		
XX10010017		
XX10010018		
XX10010019		
XX10010020		
XX10010021		
XX10010022		
XX10010023		
XX10010024		
XX10010025		
XX10010026		
XX10010027		
XX10010028		
XX10010029		
XX10010030		
XX10010031		
XX10010032		
XX10010033		

- Set Name and ID
- Enter PT&E Data
- View Transmitted PT&E Data
- Reconcile Missed DUs
- Reload Training Cases
- Erase Training Cases
- Reset iPAQ
- Utilities
- Call Distribution

Actions Admin View Sort Cal Quit

Select Case

Saturday, August 13, 2011
01:13 PM Battery: 100%

Case ID	Street Address	S
XX10010017	304 Gordon Street	00
XX10010019	308 Gordon Street	00
XX10010021	Devon Avenue ne...	00
XX10010023	205 Sussex Lane	00
XX10010025	5421 Cornwall Road	00
XX10010027	108 Kildaire Farm ...	00
XX10010029	100 Maynard Roa...	00
XX10010033	202 Shirlev Drive	00

Call Distribution ok

THERE ARE NO PREVIOUS CALL RECORDS FOR ANY CASES.

Actions Admin View Sort Cal Quit

Call Distribution

SELECT A CASE OR SEGMENT...
SCREENING RECORDS ONLY

DATE RANGE (INCLUSIVE)
BEGIN DATE: 7 / 1 / 2011
END DATE: 9 / 30 / 2011

	6A-10A	10A-12P	12P-4P	4P-6P	6P-10P
Su	-	-	-	-	-
M	-	-	-	-	-
Tu	-	-	-	-	-
W	-	-	-	-	-
Th	-	-	-	-	-
F	-	-	-	-	-
Sa	-	-	-	-	-
All	-	-	-	-	-

Done Refresh ROC ?

Call Distribution

SELECT A CASE OR SEGMENT...
SELECT A CASE OR SEGMENT...
ALL CASES
===== CASES =====
XX10010002 - 07
XX10010013 - 01,02,01,32,50,70,50
XX10010017 - 01,02,01,02,01,03,01,02
XX10010023 - 22
XX10010025 - 07
S XX1001A062 - 02
M ===== SEGMENTS =====

	6A-10A	10A-12P	12P-4P	4P-6P	6P-10P
Tu	-	-	-	-	-
W	-	-	-	-	-
Th	-	-	-	-	-
F	-	-	-	-	-
Sa	-	-	-	-	-
All	-	-	-	-	-

Done Refresh ROC ?

Call Distribution

SELECT A CASE OR SEGMENT...
SCREENING RECORDS ONLY
ALL ROC TYPE RECORDS
SCREENING RECORDS ONLY
INTERVIEW A OR B RECORDS ONLY
INTERVIEW A RECORDS ONLY
INTERVIEW B RECORDS ONLY
CHOOSE ROC CODE(S) ==>

	6A-10A	10A-12P	12P-4P
Su	-	-	-
M	-	-	-
Tu	-	-	-
W	-	-	-
Th	-	-	-
F	-	-	-
Sa	-	-	-
All	-	-	-

Done Refresh ROC ?

Call Distribution

SELECT A CASE OR SEGMENT...
CHOOSE ROC CODE(S) ==> All 00 01 02 03 04 05 06 07 08 09 10 11

DATE RANGE (INCLUSIVE)
BEGIN DATE: 7 / 1 / 2011
END DATE: 9 / 30 / 2011

	6A-10A	10A-12P	12P-4P
Su	-	-	-
M	-	-	-
Tu	-	-	-
W	-	-	-
Th	-	-	-
F	-	-	-
Sa	-	-	-
All	-	-	-

Done Refresh ROC ?

Call Distribution

SELECT A CASE OR SEGMENT...
 ALL ROC TYPE RECORDS

DATE RANGE (INCLUSIVE)
 BEGIN DATE: 8 / 1 / 2011
 END DATE: August 2011

	6A-10A	10A	S	M	T	W	T	F	S	
Su	-	-	31	1	2	3	4	5	6	
M	-	-	7	8	9	10	11	12	13	
Tu	-	-	14	15	16	17	18	19	20	
W	-	-	21	22	23	24	25	26	27	
Th	-	-	28	29	30	31	1	2	3	
F	-	-	4	5	6	7	8	9	10	
Sa	-	-	Today: 8/13/2011							-
All	-	-	-	-	-	-	-	-	-	

Done Refresh ROC ?

Call Distribution

SELECT A CASE OR SEGMENT...
 SCREENING RECORDS ONLY

DATE RANGE (INCLUSIVE)
 BEGIN DATE: 7 / 1 / 2011
 END DATE: 9 / 30 / 2011

	6A-10A	10A-12P	12P-4P	4P-6P	6P-10
Su	-	-	-	-	-
M	-	-	-	-	-
Tu	-	-	-	-	-
W	-	-	-	-	-
Th	-	-	-	-	-
F	-	-	-	-	-
Sa	-	-	-	-	-
All	-	-	-	-	-

Done Refresh ROC ?

Call Distribution

XX1001
 SCREENING RECORDS ONLY

DATE RANGE (INCLUSIVE)
 BEGIN DATE: 7 / 1 / 2011
 END DATE: 9 / 30 / 2011

	6A-10A	10A-12P	12P-4P	4P-6P	6P-10
Su	-	-	-	1	1
M	-	4	-	-	-
Tu	-	-	-	-	-
W	3	-	-	-	-
Th	-	-	-	5	-
F	-	-	-	-	-
Sa	-	-	1	-	-
All	3	4	1	6	1

Done Refresh ROC ?

Call Distribution

XX1001
 ALL ROC TYPE RECORDS

DATE RANGE (INCLUSIVE)
 BEGIN DATE: 7 / 1 / 2011
 END DATE: 9 / 30 / 2011

	6A-10A	10A-12P	12P-4P	4P-6P	6P-10
Su	-	-	-	1	1
M	-	5	-	-	-
Tu	-	-	-	-	-
W	3	-	-	-	-
Th	-	-	-	5	-
F	-	-	-	-	-
Sa	-	-	1	5	-
All	3	5	1	11	1

Done Refresh ROC ?

Select Case

205 Sussex Lane
 Cary, XX 27511

Case ID	Street Address	S
XX10010002	102 Kildaire Farm ...	00
XX10010005	5410 Cornwall Ro...	00
XX10010007	5410 Cornwall Ro...	01
XX10010008	5410 Cornwall Ro...	00
XX10010010	5410 Cornwall Ro...	00
XX10010013	110 Pond Street	00
XX10010015	300 Gordon Street	00
XX10010017	304	00
XX10010019	308	00
XX10010021	Deva	00
XX10010023	205	00
XX10010025	5421	00
XX10010027	108	00
XX10010029	100	00
XX10010033	202	00

- Pending Cases
- Pending Screenings
- Pending Interviews
- Group Quarters Units
- All Cases
- Final Screenings
- Final Interviews
- Added DUs
- On Hold Cases

Actions Admin View Sort Cal Quit

Select Case

205 Sussex Lane
 Cary, XX 27511

Case ID	Street Address	S
XX10010002	102 Kildaire Farm ...	00
XX10010005	5410 Cornwall Ro...	00
XX10010007	5410 Cornwall Ro...	01
XX10010008	5410 Cornwall Ro...	00
XX10010010	5410 Cornwall Ro...	00
XX10010013	110 Pond Street	00
XX10010015	300 Gordon Street	00
XX10010017	304	00
XX10010019	308	00
XX10010021	Deva	00
XX10010023	205	00
XX10010025	5421	00
XX10010027	108	00
XX10010029	100	00
XX10010033	202	00

- By Case ID
- By Street
- By SCR Code
- By INT A Code
- By INT B Code
- By ROC Date, Asc
- By ROC Date, Desc

Actions Admin View Sort Cal Quit

Select Case

Saturday, August 13, 2011
12:58 PM Battery: 100%

Case ID	Street Address	S
XX10010002	102 Kildaire Farm ...	01
XX10010005	5410 Cornwall Ro...	00
XX10010007	5410 Cornwall Ro...	00
XX10010008	5410 Cornwall Ro...	00
XX10010010	5410 Cornwall Ro...	00
XX10010013	110 Pond Street	00
XX10010015	300 Gordon Street	00
XX10010017	304 Gordon Street	00
XX10010019	308 Gordon Street	00
XX10010021	Devon Avenue ne...	00
XX10010023	205 Sussex Lane	00
XX10010025	5421 Cornwall Road	00
XX10010027	108 Kildaire Farm ...	00
XX10010029	100 Maynard Roa...	00
XX10010033	202 Shirley Drive	00

Actions Admin View Sort Cal Quit

Appointments - List

DAY: 8/13/2011 Saturday

DATES WITH APPTS: [dropdown]

TIME	APPT. TYPE	DUID	T	Description

TAP ON A LINE TO SELECT AND VIEW IT

TIME: TYPE:

DUID:

DESC:

ADDR:

CREATED ON:

Done New Edit Delete ?

Appointment - New

DAY: 8/13/2011 Saturday

HOUR MINUTE AM/PM

TIME: [dropdown] [dropdown] [dropdown]

DESC: [text area]

TYPE: [dropdown]

DUID: [dropdown]

Commit Cancel ?

Appointment - New

DAY: 8/17/2011 Saturday

TIME: [calendar]

DESC: [text area]

TYPE: [dropdown]

DUID: Today: 8/13/2011

Commit Cancel ?

Appointment - New

DAY: 8/17/2011 Saturday

HOUR MINUTE AM/PM

TIME: [dropdown] [dropdown] [dropdown]

DESC: [text area]

TYPE: [dropdown]

DUID: [dropdown]

Commit Cancel ?

Appointment - New

DAY: 8/17/2011 Saturday

HOUR MINUTE AM/PM

TIME: 7 30 PM

DESC: He'll meet me after swim meet

TYPE: Interview - A

DUID: XX10010005 - 5410 Cornwall I

123 1 2 3 4 5 6 7 8 9 0 - =

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Shift z x c v b n m , . / ←

Ctl au ' \ ↓ ↑ ← →

Commit Cancel ?

Appointments - List

DAY: 8 /17/2011 Wednesday

DATES WITH APPTS:

TIME	APPT. TYPE	DUID	T
4:00 PM	Interview - A	XX10010013	A
7:00 PM	Other		
7:30 PM	Interview - A	XX10010005	A

TAP ON A LINE TO SELECT AND VIEW IT

TIME: 7:30 PM TYPE: Interview -

DUID: XX10010005A

DESC: He`ll meet me after swim meet

ADDR: 5410 Cornwall Road Apt 1A

CREATED ON: 8/13/2011

Done New Edit Delete ?

Appointment - Edit

DAY: 8 /17/2011 Wednesday

HOUR MINUTE AM/PM

TIME: 7 45 PM

DESC: He`ll meet me after swim meet

TYPE: Interview - A

DUID: XX10010005 - 5410 Cornwall I

Commit Cancel ?

NSDUH Screener - Password

Wednesday, August 17, 2011

Appointments ok

PLEASE THERE ARE SCHEDULED APPOINTMENTS TODAY. PLEASE CHECK THE CALENDAR. PLEASE

123 1 2 3 4 5 6 7 8 9 0 - =

Tab q w e r t y u i o p []

CAP a s d f g h j k l ; ' /

Shift z x c v b n m , . /

Ctl au ` \ | _

Exit ?

Select Case

102 Kildaire Farm Road
Cary, XX 27511

Quit - Are You Sure?

ARE YOU SURE YOU WANT TO CLOSE THIS PROGRAM?

Yes No

XX10010017	304 Gordon Street	00
XX10010019	308 Gordon Street	02
XX10010021	Devon Avenue ne...	00
XX10010023	205 Sussex Lane	00
XX10010025	5421 Cornwall Road	00
XX10010027	108 Kildaire Farm ...	00
XX10010029	100 Maynard Roa...	00
XX10010033	202 Shirley Drive	00

Actions Admin View Sort Cal Quit

Appendix D
Record of Calls

Appendix D

Record of Calls

Record of Calls
XX10010015 300 Gordon Street

T	Rslt	Date	Day	Time
S	07	08/13/2011	Sa	1:21 PM
S	01	08/12/2011	Fr	4:21 PM
S	02	08/11/2011	Th	7:18 PM
S	01	08/11/2011	Th	1:17 PM

TAP ANY LINE TO DISPLAY ITS COMMENTS

Done Functions Ver Sels Cal CD ?

Record of Calls
XX10010015 300 Gordon Street

T	Rslt	Date	Day	Time
S	07	08/13/2011	Sa	1:21 PM
S	01	08/12/2011	Fr	4:21 PM
S	02	08/11/2011	Th	7:18 PM
S	01	08/11/2011	Th	1:17 PM

TAP A Add COMMENTS

- Edit
- Delete
- View Comments
- View Refusals
- View Other Specify
- View Letters

Done Functions Ver Sels Cal CD ?

Choose ROC Type
Line 015 300 Gordon Street

WHICH TYPE OF CALL RECORD DO YOU WANT TO ENTER?

S A B

Cancel

Screening Call Record
XX10010015 300 Gordon Street

RESULT: [Dropdown]

COMMENT: PENDING SCREENING COD...
=====...
01 No one at DU
02 SR unavailable
03 Neighbor ind.occupancy
04 P Incapable
05 P Lang bar - Spanish
06 P Lang bar - other
07 P refusal
08 Unable to locate SDU
09 P Other - specify
=====...
FINAL SCREENING CODES
=====...

DO NOT C
UNLESS I
OR FS.

DATE: [Field]
TIME: [Field]

Commit Cancel ?

Record of Calls
XX10010019 308 Gordon Street

T	Rslt	Date	Day	Time
S	31	08/13/2011	Sa	1:26 PM

Interview Event **ok**

REMEMBER TO ENTER A CALL RECORD FOR INTERVIEW A.

TAP ANY LINE TO DISPLAY ITS COMMENTS

Done Functions Ver Sels Cal CD ?

Record of Calls
XX10010019 308 Gordon Street

T	Rslt	Date	Day	Time
S	31	08/13/2011	Sa	1:26 PM

TAP A **Add** **S COMMENTS**

- Edit
- Delete
- View Comments
- View Refusals
- View Other Specify
- View Letters

Done Functions Ver Sels Cal CD ?

Choose ROC Type
Line 019 308 Gordon Street

WHICH TYPE OF CALL RECORD DO YOU WANT TO ENTER?

S A B

Cancel

Int. Call Record - A
XX10010019 308 Gordon Street

RESULT:

COMMENT:

=====...
PENDING INTERVIEW COD...
=====...

50 Appointment for int
51 No one at HU
52 R unavail, call back
53 P Breakoff
54 P Incapable
55 P Lang bar - Spanish
56 P Lang bar - other
57 P Refusal
58 P Parental refusal
59 P Other - specify

DO NOT C UNLESS I OR FS.

DATE:
TIME:

FINAL INTERVIEW CODES

Commit Cancel ?

Record of Calls
XX10010015 300 Gordon Street

T	Rslt	Date	Day	Time
S	07	08/13/2011	Sa	1:21 PM
S	01	08/12/2011	Fr	4:21 PM
S	02	08/11/2011	Th	7:18 PM
S	01	08/11/2011	Th	1:17 PM

TAP A **Add** **S COMMENTS**

- Edit
- Delete
- View Comments
- View Refusals
- View Other Specify
- View Letters

Done Functions Ver Sels Cal CD ?

Record of Calls
XX10010015 300 Gordon Street

T	Rslt	Date	Day	Time
S	0			
S	0			
S	0			
S	0			

Select Record **ok**

TO EDIT ANY RECORD, TAP ON IT. THEN TAP "Functions" AT THE BOTTOM OF THE SCREEN, THEN TAP "Edit".

TAP A **S COMMENTS**

Done Functions Ver Sels Cal CD ?

Record of Calls					
XX10010015 300 Gordon Street					
T	Rslt	Date	Day	Time	
S	07	08/13/2011	Sa	1:21 PM	
S	01	08/12/2011	Fr	4:21 PM	
S	02	08/11/2011	Th	7:18 PM	
S	01	08/11/2011	Th	1:17 PM	

TAP A	Add	COMMENTS
	Edit	
	Delete	
	View Comments	
	View Refusals	
	View Other Specify	
View Letters		

Done Functions Ver Sels Cal CD ? ?

Record of Calls					
XX10010015 300 Gordon Street					
T	Rslt	Date	Day	Time	
S	07	08/13/2011	Sa	1:21 PM	
S	01	08/12/2011	Fr	4:21 PM	
S	02	08/11/2011	Th	7:18 PM	
S	01	08/11/2011	Th	1:17 PM	

TAP A	Add	COMMENTS
	Edit	
	Delete	
	View Comments	
	View Refusals	
	View Other Specify	
View Letters		

Done Functions Ver Sels Cal CD ? ?

Record of Calls					
XX10010010 5410 Cornwall Road Apt 3B					
T	Rslt	Date	Day	Time	
A	50	08/13/2011	Sa	4:01 PM	
S	31	08/13/2011	Sa	4:01 PM	

TAP A	Add	COMMENTS
	Edit	
	Delete	
	View Comments	
	View Refusals	
	View Other Specify	
View Letters		

Done Functions Ver Sels Cal CD ? ?

Record of Calls					
XX10010010 5410 Cornwall Road Apt 3B					
T	Rslt	Date	Day	Time	
A	50	08/13/2011	Sa	4:01 PM	
S	31	08/13/2011	Sa	4:01 PM	

TAP A	Add	COMMENTS
	Edit	
	Delete	
	View Comments	
	View Refusals	
	View Other Specify	
View Letters		

Comments:

Done Functions Ver Sels Cal CD ? ?

Record of Calls
XX10010010 5410 Cornwall Road Apt 3B

T	Rslt	Date	Day	Time
A				
S				

Record Transmitted ok

THIS ROC RECORD HAS BEEN TRANSMITTED OR IT WAS A SYSTEM GENERATED EVENT. YOU CANNOT DELETE IT.

TAP A COMMENTS

Comments:

Done Functions Ver Sels Cal CD ?

Record of Calls
XX10010015 300 Gordon Street

T	Rslt	Date	Day	Time
S	07	08/13/2011	Sa	1:21 PM
S	01	08/12/2011	Fr	4:21 PM
S	02	08/11/2011	Th	7:18 PM
S	01	08/11/2011	Th	1:17 PM

TAP A Add COMMENTS

Edit

Delete

View Comments

View Refusals

View Other Specify

View Letters

Done Functions Ver Sels Cal CD ?

ROC Comments
Line 015 300 Gordon Street

8/11/2011 7:18 PM - Th - S - 02 - daughter said to try back fri around 4:40pm

8/11/2011 1:17 PM - Th - S - 01 - Gazette paper in driveway

Done ?

Record of Calls
XX10010015 300 Gordon Street

T	Rslt	Date	Day	Time
S	07	08/13/2011	Sa	1:21 PM
S	01	08/12/2011	Fr	4:21 PM
S	02	08/11/2011	Th	7:18 PM
S	01	08/11/2011	Th	1:17 PM

TAP A Add COMMENTS

Edit

Delete

View Comments

View Refusals

View Other Specify

View Letters

Done Functions Ver Sels Cal CD ?

Refusal Report
Line 015S 300 Gordon Street

REASON FOR REFUSAL(CHECK ONLY ONE)

Too busy/no time/did too many already

Surveys/Govt. invasive/teen exposure

Clarify confidentiality,legitimacy, selection

"Nothing in it for me" / Uncooperative

Gatekeeper/Parent/HH member disallow

Welfare/INS concern

Too ill/house messy/not dressed

Need to discuss with FS

Done Comments ?

Record of Calls
XX10010015 300 Gordon Street

T	Rslt	Date	Day	Time
S	07	08/13/2011	Sa	1:21 PM
S	01	08/12/2011	Fr	4:21 PM
S	02	08/11/2011	Th	7:18 PM
S	01	08/11/2011	Th	1:17 PM

TAP A Add COMMENTS

Edit

Delete

View Comments

View Refusals

View Other Specify

View Letters

Done Functions Ver Sels Cal CD ?

Letters

Line 015 300 Gordon Street

8/17/2011 - S - S2 - 07 - Kristen Effess

Done ?

Record of Calls

XX10010015 300 Gordon Street

T	Rslt	Date	Day	Time
S	07	08/13/2011	Sa	1:21 PM
S	01	08/12/2011	Fr	4:21 PM
S	02	08/11/2011	Th	7:18 PM
S	01	08/11/2011	Th	1:17 PM

TAP ANY LINE TO DISPLAY ITS COMMENTS

Done Functions Ver Sels Cal CD ?

Record of Calls

XX10010015 300 Gordon Street

T	Rslt	Date	Day	Time
S	07	08/13/2011	Sa	1:21 PM

No Verification Information ok

THERE IS NO VERIFICATION INFORMATION ON FILE.

TAP ANY LINE TO DISPLAY ITS COMMENTS

Done Functions Ver Sels Cal CD ?

Verification

Line 002 102 Kildaire Farm Road

FIRST NAME: Samantha

Not Avail. Ref.

PHONE: (555) 234-7789

Home Cell Work

Not Avail. Ref.

NOTES TO VERIFICATION CALLER:

So that my supervisor may check the quality of my work, may I please have your first name and telephone number?

CONFIRM NUMBER WITH R

Done Clear Span ?

Record of Calls

XX10010019 308 Gordon Street

T	Rslt	Date	Day	Time
A	50	08/13/2011	Sa	1:27 PM
S	31	08/13/2011	Sa	1:26 PM

TAP ANY LINE TO DISPLAY ITS COMMENTS

Done Functions Ver Sels Cal CD ?

Respondent Selection

XX10010019 308 Gordon Street

Interview A

Roster #: 2

QuestID: 9998078

Relation: Daughter (includes step)

Age: 12 Sex: F

Race: A Hisp: N

Interview B

Roster #: None

QuestID:

Relation:

Age: Sex:

Race: Hisp:

Done ?

Household Roster
Line 019 308 Gordon Street

Rel	SR	A	G	H
Householder	Y	42	F	N
Daughter (includes step)	12	F	N	

Span Done Sels

Record of Calls
XX10010019 308 Gordon Street

T	Rslt	Date	Day	Time
A	50	08/13/2011	Sa	1:27 PM
S	31	08/13/2011	Sa	1:26 PM

TAP ANY LINE TO DISPLAY ITS COMMENTS

Done Functions Ver Sels Cal CD ?

Appointments - List

DAY: 8/13/2011 Saturday

DATES WITH APPTS:

TIME	APPT. TYPE	DUID	T	Description

TAP ON A LINE TO SELECT AND VIEW IT
TIME: TYPE:
DUID:
DESC:
ADDR:
CREATED ON:

Done New Edit Delete ?

Record of Calls
XX10010015 300 Gordon Street

T	Rslt	Date	Day	Time
S	07	08/13/2011	Sa	1:21 PM
S	01	08/12/2011	Fr	4:21 PM
S	02	08/11/2011	Th	7:18 PM
S	01	08/11/2011	Th	1:17 PM

TAP ANY LINE TO DISPLAY ITS COMMENTS

Done Functions Ver Sels Cal CD ?

Call Distribution
300 Gordon Street, Cary, XX 27511

XX10010015 - 01,02,01,07

SCREENING RECORDS ONLY

DATE RANGE (INCLUSIVE)
BEGIN DATE: 7/1/2011
END DATE: 9/30/2011

	6A-10A	10A-12P	12P-4P	4P-6P	6P-10
Su	-	-	-	-	-
M	-	-	-	-	-
Tu	-	-	-	-	-
W	-	-	-	-	-
Th	-	-	1	-	1
F	-	-	-	1	-
Sa	-	-	1	-	-
All	-	-	2	1	1

Done Refresh ROC ?

Appendix E
Screening and Interview
Refusals

Appendix E

Screening and Interview Refusals

Refusal Report
Line 002S 102 Kildaire Farm Road

REASON FOR REFUSAL(CHECK ONLY ONE)

- Too busy/no time/did too many already
- Surveys/Govt. invasive/teen exposure
- Clarify confidentiality,legitimacy, selection
- "Nothing in it for me" / Uncooperative
- Gatekeeper/Parent/HH member disallow
- Welfare/INS concern
- Too ill/house messy/not dressed
- Need to discuss with FS

Done Comments ?

Refusal Comments
Line 002 102 Kildaire Farm Road

COMMENTS:

123 1 2 3 4 5 6 7 8 9 0 - = <

Tab q w e r t y u i o p []

CAP a s d f g h j k l ; ' /

Shift z x c v b n m , . / <

Ctl áü ` \ | _ ↓ ↑ ← →

Done ?

Screening Call Record
XX10010033 202 Shirley Drive

RESULT: 17 F refusal

COMM: Result Code Error ok

TRY AT LEAST ONE MORE TIME BEFORE ASSIGNING THIS FINAL CODE.

DO NOT CHANGE ROC DATE/TIME UNLESS INSTRUCTED BY TECH SUPPORT OR FS.

DATE: 8 / 13 / 2011 DAY: Sat

HOUR MINUTE AM/PM

TIME: 4 08 PM

Commit Cancel ?

Int. Call Record - A
XX10010010 5410 Cornwall Road Apt 3B

RESULT: 77 F Refusal

COMM: Result Code Error ok

TRY AT LEAST ONE MORE TIME BEFORE ASSIGNING THIS FINAL CODE.

DO NOT CHANGE ROC DATE/TIME UNLESS INSTRUCTED BY TECH SUPPORT OR FS.

DATE: 8 / 13 / 2011 DAY: Sat

HOUR MINUTE AM/PM

TIME: 4 21 PM

Commit Cancel ?

Record of Calls				
XX10010019 308 Gordon Street				
T	Rslt	Date	Day	Time
A	57	08/13/2011	Sa	4:11 PM
S	31	08/13/2011	Sa	1:26 PM

TAP A Com	Add	COMMENTS
	Edit	
	Delete	
	View Comments	
	View Refusals	
	View Other Specify	
	View Letters	

Done Functions Ver Sels Cal CD ?

Refusal Report	
Line 019A 308 Gordon Street	
REASON FOR REFUSAL(CHECK ONLY ONE)	
<input checked="" type="radio"/>	Too busy/no time/did too many already
<input type="radio"/>	Surveys/Govt. invasive/teen exposure
<input type="radio"/>	Clarify confidentiality,legitimacy, selection
<input type="radio"/>	"Nothing in it for me" / Uncooperative
<input type="radio"/>	Gatekeeper/Parent/HH member disallow
<input type="radio"/>	Welfare/INS concern
<input type="radio"/>	Too ill/house messy/not dressed
<input type="radio"/>	Need to discuss with FS

Done Comments ?

Record of Calls				
XX10010033 202 Shirley Drive				
T	Rslt	Date	Day	Time
S	07	08/15/2011	Mo	4:14 PM
S	07	08/13/2011	Sa	4:08 PM

TAP A	Add	COMMENTS
	Edit	
	Delete	
	View Comments	
	View Refusals	
	View Other Specify	
	View Letters	

Done Functions Ver Sels Cal CD ?

Letters	
Line 033 202 Shirley Drive	
8/24/2011 - S - S2 - 07 - Kristen Effess	

Done ?

Appendix F

Verification

Verification
Line 007 5410 Cornwall Road Apt 2A

FIRST NAME:

Not Avail. Ref.

PHONE: () -

Home Cell Work

Not Avail. Ref.

NOTES TO VERIFICATION CALLER:

So that my supervisor may check the quality of my work, may I please have your first name and telephone number?

CONFIRM NUMBER WITH R

Done Clear Span ?

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