ATTACHMENT T

**Authorization Letters**

ATTACHMENT T1

**Field Interviewer Authorization Letter**

**FIELD INTERVIEWER AUTHORIZATION LETTER**

[DATE]

To Whom It May Concern:

This letter certifies that «Fname» «Lname» is a representative for the Children’s Health after the Storms (CHATS) study, sponsored by the Centers for Disease Control and Prevention (CDC). RTI International (RTI), a nationally recognized not-for-profit research organization with headquarters in Research Triangle Park, North Carolina, is under contract to the Federal Government to perform all data collection activities associated with the survey (CDC Contract Number: 200-2010-34803).

Field Interviewers working on this study have been individually hired and trained by RTI staff to work specifically on this project between the dates of XXX, X, XXX through XXX, X, XXXX.

If you need additional assurance that «Fname» «Lname» is a legitimate RTI representative assigned to this government sponsored study, please contact XXX, [insert name and project title], toll-free at 1-800-XXX-XXXX, extension \_\_\_\_, or the toll free project hotline at 1-XXX-XXX-XXXX, between 9:00 AM and 5:00 PM CST, Monday through Friday.

Thank you for your cooperation.

Sincerely,

Diane Wagener, PhD.

Project Director

Children’s Health after the Storms

ATTACHMENT T2

**Registered Nurse Authorization Letter**

**REGISTERED NURSE AUTHORIZATION LETTER**

[DATE]

To Whom It May Concern:

This letter certifies that «Fname» «Lname» is a trained Registered Nurse for the Children’s Health after the Storms (CHATS) study, sponsored by the Centers for Disease Control and Prevention (CDC). RTI International (RTI), a nationally recognized not-for-profit research organization with headquarters in Research Triangle Park, North Carolina, is under contract to the Federal Government to perform all data collection activities associated with the survey (CDC Contract Number: 200-2010-34803).

Registered Nurses working on this study have been individually hired from local public health care providers and trained by RTI staff to work specifically on this project between the dates of XXX, X, XXXX through XXX, X, XXXX.

If you need additional assurance that «Fname» «Lname» is a legitimate Registered Nurse working on behalf of RTI and assigned to this government sponsored study, please contact XXX, [insert project name and title], toll-free at 1-800-XXX-XXXX, extension \_\_\_\_, or the toll-free project hotline at 1-XXX-XXX-XXXX, between 9:00 AM and 5:00 PM CST, Monday through Friday.

Thank you for your cooperation.

Sincerely,



Diane Wagener, PhD.

Project Director

Children’s Health after the Storms

ATTACHMENT T3

**Medical Records Abstractor**

**Authorization Letter**

**MEDICAL RECORDS ABSTRACTOR AUTHORIZATION LETTER**

[DATE]

To Whom It May Concern:

This letter certifies that «Fname» «Lname» is a medical records abstractor working on the Children’s Health after the Storms (CHATS) study, sponsored by the Centers for Disease Control and Prevention (CDC). RTI International (RTI), a nationally recognized not-for-profit research organization with headquarters in Research Triangle Park, North Carolina, is under contract to the Federal Government to perform all data collection activities associated with the survey (CDC Contract Number: 200-2010-34803).

Medical record abstractors working on this study have been hired and trained by RTI staff to work specifically on this project between the dates of XXX, X, XXX through XXX, X, XXXX.

If you need additional assurance that «Fname» «Lname» is a legitimate representative working on behalf of RTI and assigned to this government sponsored study, please contact XXX, [insert name & project title], toll-free at 1-800-XXX-XXXX, extension \_\_\_\_, or the toll free project hotline at 1-XXX-XXX-XXXX, between 9:00 AM and 5:00 PM CST, Monday through Friday.

Thank you for your cooperation.

Sincerely,

Diane Wagener, PhD.

Project Director

Children’s Health after the Storms

ATTACHMENT U

**Sorry I Missed You Card**

**SORRY I MISSED YOU CARD**

**Children’s Health after the Storms (CHATS)**

|  |  |
| --- | --- |
| ***Front of Card:******Sorry I Missed You***  | ***Back of Card:***RTI InternationalSurvey Research DivisionP. O. Box 12194Research Triangle Park, NC 277091 (800) XXX-XXXX |
| ***Inside of Card (upper portion): blank*** | ***Inside of Card (lower portion):***Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ Time: \_\_\_\_\_\_\_\_\_Dear Resident:I stopped by today to talk to you about an important research study being conducted by RTI International. I am sorry that I did not find you at home. I will return to talk with you in the next few days. Thank you in advance for your participation.Sincerely, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

ATTACHMENT V

**Unable to Contact Letter**

**UNABLE TO CONTACT LETTER - SCREENING**

[DATE]

Resident

[STREET ADDRESS]

[CITY], [STATE] [ZIPCODE]

Dear Community Member:

Recently, an interviewer from RTI International attempted to contact your household about taking part in the Children’s Health after the Storms (CHATS) study. This study is supported by the Centers for Disease Control and Prevention (CDC). So far, we have been unable to speak with anyone in your household. Your participation in this study is important—this is why we continue to try and reach you.

Some people are careful about speaking to a stranger at their door, and this is understandable. Please know that we are not selling anything. We just have a few general questions to ask that will take about 10 minutes of your time. You do not even need to let the interviewer into your home. You can answer the questions right at your door.

Based on your answers, a child in your home may be selected to take part in our study. It is also possible that no one will be selected to participate. As a thank you for your time, your household could receive up to $140 in cash depending on the age of our child, and the study parts in which your family qualifies.

The purpose of the Children’s Health after the Storms Study is to find out if children who lived in Federal Emergency Management Agency (FEMA)-supplied trailers after Hurricanes Katrina and Rita have any special health issues. In order to accomplish our goal, it is very important that we also speak to children who did not live in any of the FEMA-supplied trailers during that time. This is so that we can compare the health of the two groups of children. A limited number of households were randomly selected to represent this large population of Gulf Coast children, and as a result, we cannot invite another household to participate.

I have included with this letter a brochure with more information about CHATS. I hope that after reading it you will agree to take part in this important study. One of our interviewers will call on you again soon. If you have any questions or concerns, or would like to set up an appointment, please call me toll-free at 1-800-334-8571, extension 5628 from 9 am - 5 pm CST. Thank you very much for your time.

Sincerely,

Diane Wagener, PhD

Project Director

Children’s Health after the Storms

ATTACHMENT W

**Refusal Letters**

ATTACHMENT W1

**General Refusal Letter**

**GENERAL REFUSAL CONVERSION LETTER**

[DATE]

[Parent Name]

[STREET ADDRESS]

[CITY], [STATE] [ZIPCODE]

Dear [Parent Name],

Recently, an interviewer from RTI International came to your home and asked permission for your child to take part in the Children’s Health after the Storms (CHATS) study. This study is supported by the Centers for Disease Control and Prevention (CDC). At that time, you did not wish for your child to take part in the study. I am writing to tell you more about the study and hope you will reconsider.

The purpose of the Children’s Health after the Storms study is to find out if children who lived in Federal Emergency Management Agency (FEMA)-supplied trailers after Hurricanes Katrina and Rita have any special health issues. In order to accomplish our goal, it is very important that we also speak to children who did not live in any of the FEMA-supplied trailers during that time. This is so that we can compare the health of the two groups of children.

Your participation is critical to the success of our study. A small number of children were randomly selected to represent children living on the Gulf Coast. Your child cannot be replaced. If your child does not take part in the study, the health experiences of children like yours will not be heard. By participating in this study, your child will help us record the experiences, symptoms and illnesses among these children.

We understand that the privacy of your family is important, and we will keep all information your family provides strictly private. You and your child can refuse to answer any questions you do not want to answer. Any services you and your family may receive will not be affected as a result of your participation. All answers and data collected for CHATS will be combined with other interviews and provided to the public in summary form only and your names will not be included in these reports.

In addition, RTI has obtained a Federal Certificate of Confidentiality which prevents the release of your names or other identifying characteristics to anyone not connected with the CHATS study.  There is an important exception: If the CHATS interviewer or nurse feels that a participant’s life or health is in danger, they will inform the appropriate county or state agency.

As a thank you for your time, your household could receive up to $140 depending on the age of your child and the study parts in which your family qualifies.

I have included with this letter a brochure with more information about CHATS. I hope that after reading it you will agree to have your child take part in this important study. You and your child can make a difference, but only if you participate. One of our interviewers will call on you again soon. If you have any questions or concerns, or would like to set up an appointment, please call me toll-free at 1-800-334-8571, ext. 5628 from 9 am - 5 pm CST. Thank you very much for your time.

Sincerely,

Diane Wagener, PhD

Project Director

Children’s Health after the Storms

ATTACHMENT W2

**Anti-Government Refusal Letter**

**REFUSAL LETTER – ANTI-GOVERNMENT**

[DATE]

[Resident]

[STREET ADDRESS]

[CITY], [STATE] [ZIPCODE]

Dear Community Member,

Recently, an interviewer from RTI International came to your home and asked your household to take part in the Children’s Health after the Storms (CHATS) study. At that time, you were concerned about your family participating in a study sponsored by the federal government. I am writing to tell you more about the study and hope you will reconsider.

CHATS is supported by the Centers for Disease Control and Prevention (CDC). RTI International, a not-for-profit research organization, is carrying out the study on CDC’s behalf. The purpose of the Children’s Health after the Storms study is to find out if children who lived in Federal Emergency Management Agency (FEMA)-supplied trailers after hurricanes Katrina and Rita have any special health issues. In order to accomplish our goal, it is very important that we also speak to children who did not live in any of the FEMA-supplied trailers during that time. This is so that we can compare the health of the two groups of children.

Your participation is critical to the success of our study. A small number of households were randomly selected to represent the children living on the Gulf Coast. Your household cannot be replaced. If your household does not take part in the study, the health experiences of children like yours will not be heard. By participating in this study, you will help us to record the experiences, symptoms and illnesses among these children.

We understand that the privacy of your family is important, and we will keep all the information your family provides strictly private. You can refuse to answer any questions you do not want to answer. Any services you and your family may receive will not be affected as a result of your participation. The CDC will not receive your names or address nor will any other government agency. All answers and data collected for CHATS will be combined, all published information about the study will be in summary form only and your names will not be included in these reports. All RTI employees are required by law to safeguard and protect the information collected for the CHATS study.

In addition, RTI has obtained a Federal Certificate of Confidentiality which prevents the release of your names or other identifying characteristics to anyone not connected with the CHATS study.  There is an important exception: If the CHATS interviewer or nurse feels that a participant’s life or health is in danger, they will inform the appropriate county or state agency.

As a thank you for your time, your household could receive up to $140 depending on the age of your child and the study parts in which your family qualifies.

I have included with this letter a brochure with more information about CHATS. I hope that after reading it you will agree to take part in this important study. Your household can make a difference, but only if you participate. One of our interviewers will call on you again soon. If you have any questions or concerns, or would like to set up an appointment, please call me toll-free at 1-800-334-8571, extension 5628 from 9 am - 5 pm CST. Thank you very much for your time.

Sincerely,

Diane Wagener, PhD.

Project Director

Children’s Health after the Storms

ATTACHMENT X

**Study Results**

ATTACHMENT X1

**Normal Range Health Assessment Results Letter**

**NORMAL RANGE HEALTH ASSESSMENT RESULTS LETTER**

[DATE]

[ID]

[Name]

[Address]

[City, St. Zip]

Dear [NAME]:

Thank you very much for taking part in the Children’s Health after the Storm (CHATS) study. As promised, we are sending you the results of the laboratory tests on your child’s blood and urine as well as an explanation of these results.

All of your child’s test results are within the range considered as normal. These results are highlighted on the second page of this letter. Please note that the health assessment your child received from the CHATS study nurse should not replace any scheduled visits to your regular doctor or health care provider.

We would also like to take this opportunity to reassure you that the information you and your child provided for the CHATS Study will be kept private and will be used only for research purposes. All published information about the study will be in summary form only; your names will not be in any report with the study’s results.

While we cannot give you medical advice, if you have questions about your results or want a list of local doctors and clinics, please call our lead nurse, [NAME], toll-free at 1-800-xxx-xxxx.

We will check in on you and your child again in several months to see how you are doing and to discuss the next phase of this important survey. We hope we can count on your continued support.

Sincerely,

Diane Wagener, PhD.

Project Director

Children’s Health after the Storms

Results of your child’s blood and urine tests:

|  |  |  |
| --- | --- | --- |
| **Test** | **Your Child’s Measurement**  | **Normal Range** |
| Hemoglobin¹ | xxxx | xxxx to xxxx |
| White Blood Cells² | xxxx | xxxx to xxxx |
| Platelets ³ | xxxx | xxxx to xxxx |
| Total IgEº | xxxx | xxxx to xxxx |
| IgE- (Cats)^ | xxxx | xxxx to xxxx |
| IgE (Oak)\* | xxxx | xxxx to xxxx |
| IgE (mold) | xxxx | xxxx to xxxx |
| Urinary creatinine' | xxxx | xxxx to xxxx |

¹ Hemogloblin is the substance in blood that carries oxygen; measurements outside the normal range may be due to anemia or other blood conditions.

² White blood cells are associated with the body’s ability to fight infections; measurements outside the normal range may be due to an infection or the body trying to deal with an infection.

³ Platelets are the cells associated with blood clotting; measurements outside the normal range may be due to prolonged bleeding or other blood conditions.

 º ^ \*  Total IgE and specific IgEs (such as cats, oak tree, and mold) are substances, often called antibodies, that are part of the body’s reaction to exposures to things such as cats, tree dust and pollen, and mold; measurements higher than the normal range may be linked to allergies of those exposures.

' Urinary creatinine is a natural occurring substance in urine; an elevation in the level maybe associated with kidney problems.

ATTACHMENT X2

**Abnormal Range Health Assessment Results Letter**

**ABNORMAL RANGE HEALTH ASSESSMENT RESULTS LETTER**

[DATE]

[ID]

[Name]

[Address]

[City, St. Zip]

Dear [NAME]:

Thank you very much for taking part in the Children’s Health after the Storms (CHATS) study. As promised, we are sending you the results of the laboratory tests on your child’s blood and urine as well as an explanation of these results.

One or more of your child’s test results is outside of the normal range. These results are highlighted on second page of this letter. We suggest that you take this report and discuss the results with your health care provider as soon as possible. Please note that the health assessment your child received from the CHATS study nurse should not replace any scheduled visits to your regular doctor or health care provider

We would also like to take this opportunity to reassure you that the information you and your child provided for the CHATS Study will be kept private and will be used only for research purposes. All published information about the study will be in summary form only; your names will not be in any report with the study’s results.

While we cannot give you medical advice, if you have questions about your report or want a list of local doctors and clinics, please call our lead nurse, [NAME], toll-free at 1-800-xxx-xxxx.

We will check in on you and your child again in several months to see how you are doing and to discuss the next phase of this important study. We hope we can count on your continued support.

Sincerely,

Diane Wagener, PhD

Project Director

Children’s Health after the Storms

Results of your child’s blood and urine tests:

|  |  |  |
| --- | --- | --- |
| **Test** | **Your Child’s Measurement**  | **Normal Range** |
| Hemoglobin¹ | xxxx | xxxx to xxxx |
| White Blood Cells² | xxxx | xxxx to xxxx |
| Platelets ³ | xxxx | xxxx to xxxx |
| Total IgEº | xxxx | xxxx to xxxx |
| IgE- (Cats)^ | xxxx | xxxx to xxxx |
| IgE (Oak)\* | xxxx | xxxx to xxxx |
| IgE (mold) | xxxx | xxxx to xxxx |
| Urinary creatinine' | xxxx | xxxx to xxxx |

¹ Hemogloblin is the substance in blood that carries oxygen; measurements outside the normal range may be due to anemia or other blood conditions.

² White blood cells are associated with the body’s ability to fight infections; measurements outside the normal range may be due to an infection or the body trying to deal with an infection.

³ Platelets are the cells associated with blood clotting; measurements outside the normal range may be due to prolonged bleeding or other blood conditions.

 º ^ \*  Total IgE and specific IgEs (such as cats, oak tree, and mold) are substances, often called antibodies, that are part of the body’s reaction to exposures to things such as cats, tree dust and pollen, and mold; measurements higher than the normal range may be linked to allergies of those exposures.

' Urinary creatinine is a natural occurring substance in urine; an elevation in the level maybe associated with kidney problems.

ATTACHMENT X3

**Session 2 Health Assessment Results**

**Session 2 Health Assessment Results**

Child’s Name: Date:

Type of Assessment (check one): Baseline 6 month

Below are the results from your child’s health assessment. These are given to you for your personal records. These tests do not substitute for a visit to your own doctor or other health professional. We encourage you to share all of these results with your child’s doctor/healthcare provider especially if any of the results are outside the normal limits. **We encourage you to let your child’s physician/healthcare provider know about any results that are outside the normal limits.** If you or the child’s physician/healthcare provider has questions about these results, they can contact the CHATS Lead Nurse at xxx-xxx-xxxx.

1. Your child’s weight is: \_\_\_\_\_\_lbs

 Within normal limits: \_\_\_\_\_\_ Outside normal limits: \_\_\_\_\_\_

2. Your child’s skin examination for evidence of allergic reaction is:

 Within normal limits: \_\_\_\_\_\_ Outside normal limits: \_\_\_\_\_\_

3. Your child’s spirometry result (indication of lung function) is:

 Within normal limits: \_\_\_\_\_\_ Outside normal limits: \_\_\_\_\_\_

4. Your child’s exhaled nitrous oxide results (indication of inflammation of the breathing system) is:

 Within normal limits: \_\_\_\_\_\_ Outside normal limits: \_\_\_\_\_\_

Nurse’s Printed Name:

Nurse’s Signature:

ATTACHMENT X4

**Extreme Value Health Assessment Results Letter**

**EXTREME VALUE HEALTH ASSESSMENT RESULTS LETTER**

[DATE]

[ID]

[Name]

[Address]

[City, St. Zip]

Dear [NAME]:

Thank you very much for taking part in the Children’s Health after the Storm (CHATS) study.

As we promised, we are providing the results of your child’s laboratory tests. **One or more of your child’s test results is outside of the normal range and may pose a serious health risk to your child.** The result is outlined below in this letter.

**We suggest that you take this report right away and discuss the results with your health care provider.** Please note that the health assessment your child received from the CHATS study nurse should not replace any scheduled visits to your regular doctor or health care provider

Test Child’s value Normal Range

Xxxx xxxx xxx

**While we cannot give you medical advice, if you have questions about your report or want a list of local doctors and clinics, please call our lead nurse, [NAME], toll-free at 1-800-xxx-xxxx.**

We would also like to take this opportunity to reassure you that the information you and your child provided for the study will be kept private and will be used only for research purposes. Your names will not be in any report with the study’s results.

We will check in on you and your child again in several months to see how you are doing and to discuss the next phase of this important study. We hope we can count on your continued support.

Sincerely,

Diane Wagener, PhD.

Project Director

Children’s Health after the Storms

ATTACHMENT X5

**Normal Range Environmental Test Results Letter**

**ENVIRONMENTAL TEST RESULTS LETTER**

**Low Ambient/Normal Cotinine**

[DATE]

[ID]

[Name]

[Address]

[City, St. Zip]

Dear [NAME]:

Thank you very much for taking part in the Children’s Health after the Storm (CHATS) study. As promised, we are sending you information about the air samples we took in and outside your home.

We tested particles in the air, nitrogen dioxide which is toxic gas, and smoke from tobacco. The U.S. Environmental Protection Agency has set National Air Quality Standards for nitrogen dioxide and particles in the air to protect public health, including health of children and people who have asthma. The levels of nitrogen dioxide and particles in the air in your home were *below the Standards*. This is good and means that appliances in your home such as gas ranges and ovens, gas water heaters, gas clothes dryers and any fireplaces are properly vented. It also means that any exhausts from cars or lawn mowers outside are not polluting the air inside your home. On the next page, we list the amount of nitrogen dioxide in your home and compare it against your community’s measurement and to the national standard. We also provided some website addresses and a brochure to help you lower the levels in your home even more.

It is important to understand that the amounts of these pollutants are estimates from measurements taken in your home over seven days. They do not fully describe your true exposure in your home and also outside of the home. Air pollutant amounts typically change on a daily basis. We have enclosed some information on air pollution, including specific information on these pollutants, where they tend to come from, and what you can do to decrease exposures for you and your child.

The U.S. Environmental Protection Agency does not have quality standards for exposure to tobacco smoke. However, the Environmental Protection Agency and Centers for Disease Control and Prevention encourage people not to smoke in the home and car because exposures can cause ear infections, more frequent and severe asthma attacks, coughing, shortness of breath, bronchitis, and pneumonia in children. On the next page, we also list the amount of cotinine in your child’s urine. The only way a child can have cotinine in the urine is if they are exposed to tobacco smoke. Although there are no government standards, we do have data on the levels of cotinine in children throughout the United States. Your child was within the normal range.

We would also like to take this opportunity to reassure you that the information you and your child provided for the CHATS study will be kept private and will be used only for research purposes. Your names will not be in any report with the study’s results.

If you have questions about your report, please call me toll-free at 1-800-xxx-xxxx. We will check in on you and your child again in several months to see how you are doing and to discuss the next phase of this important Study. We hope we can count on your continued support.

Sincerely,

Diane Wagener, PhD.

Project Director

Children’s Health after the Storms

**Reports from in and outdoor air samples (lower is better):**

|  |  |  |  |
| --- | --- | --- | --- |
| **Pollutant** | **Your Household’s Measurement** | **Your Community’s Measurement** | **National Standard** |
| PM10 | xxxxx | xxxxx | xxxxx |
| Nitrogen Dioxide | Xxxxx | xxxxx | xxxxx |
| Tobacco Smoke  | Xxxx | Not measured | None  |

**Report of cotinine in the urine (lower is better)**

 **Your Child’s Measurement Measurements in 90% of Children**

 **Ages 3-11 Years Ages 12-19 Years**

Less than 1.22 ng/mL Less than 1.16 ng/mL

**List of websites:**

ATTACHMENT X6

**Abnormal Range #1 Environmental Test Results Letter**

 High Ambient/High Cotinine**ABNORMAL RANGE ENVIRONMENTAL TEST RESULTS LETTER**

**High Ambient/High Cotinine**

[DATE]

[ID]

[Name]

[Address]

[City, St. Zip]

Dear [NAME]:

Thank you very much for taking part in the Children’s Health after the Storm (CHATS) study. As promised, we are sending you information about the air samples we took in and outside your home.

We tested particles in the air, nitrogen dioxide which is toxic gas, and smoke from tobacco. The U.S. Environmental Protection Agency has set National Air Quality Standards for nitrogen dioxide and particles in the air to protect public health, including health of children and people who have asthma. At least one of the levels of nitrogen dioxide and particles in the air in your home were *above the Standards*. This is means that appliances in your home such as gas ranges and ovens, gas water heaters, gas clothes dryers and any fireplaces are not properly vented. It also means that any exhaust from cars or lawn mowers outside may also be contributing to the air pollution inside your home. Poorly vented homes can lead to health problems. On the next page, we list the amount of nitrogen dioxide in your home and compare it against your community’s measurement and to the national standard. We also provided some website addresses and a brochure to help you lower the levels in your home.

It is important to understand that the amounts of these pollutants are estimates from measurements taken in your home over seven days. They do not fully describe your true exposure in your home and also outside of the home. Air pollutant amounts typically change on a daily basis. We have enclosed some information on air pollution, including specific information on these pollutants, where they tend to come from, and what you can do to decrease exposures for you and your child.

The U.S. Environmental Protection Agency does not have quality standards for exposure to tobacco smoke. However, the Environmental Protection Agency and Centers for Disease Control and Prevention encourage people not to smoke in the home and car because exposures can cause ear infections, more frequent and severe asthma attacks, coughing, shortness of breath, bronchitis, and pneumonia in children. On the next page, we also list the amount of cotinine in your child’s urine. The only way a child can have cotinine in the urine is if they are exposed to tobacco smoke. Although there are no government standards, we do have data on the levels of cotinine in children throughout the United States. Your child’s level of cotinine was among the highest 10% of children their age. The Centers for Disease Control and Prevention encourages you to try to identify where the child is being exposed to tobacco smoke and minimize that exposure.

We would also like to take this opportunity to reassure you that the information you and your child provided for the CHATS study will be kept private and will be used only for research purposes. Your names will not be in any report with the study’s results.

If you have questions about your report, please call me toll-free at 1-800-xxx-xxxx. We will check in on you and your child again in several months to see how you are doing and to discuss the next phase of this important Study. We hope we can count on your continued support.

Sincerely,

Diane Wagener, PhD.

Project Director

Children’s Health after the Storms

**Reports from in and outdoor air samples (lower is better):**

|  |  |  |  |
| --- | --- | --- | --- |
| **Pollutant** | **Your Household’s Measurement** | **Your Community’s Measurement** | **National Standard** |
| PM10 | Xxxxx | xxxxx | xxxx |
| Nitrogen Dioxide | xxxxx | xxxxx | xxxxx |
| Tobacco Smoke  | xxxxx | Not measured | None  |

**Report of cotinine in the urine (lower is better)**

 **Your Child’s Measurement Measurements in 90% of Children**

 **Ages 3-11 Years Ages 12-19 Years**

Less than 1.22 ng/mL Less than 1.16 ng/mL

**List of websites:**

ATTACHMENT X7

**Abnormal Range #2 Environmental Test Results Letter**

**High Ambient/Normal Cotinine**

**ABNORMAL RANGE ENVIRONMENTAL TEST RESULTS LETTER**

**High Ambient/Normal Cotinine**

[DATE]

[ID]

[Name]

[Address]

[City, St. Zip]

Dear [NAME]:

Thank you very much for taking part in the Children’s Health after the Storm (CHATS) study. As promised, we are sending you information about the air samples we took in and outside your home.

We tested particles in the air, nitrogen dioxide which is toxic gas, and smoke from tobacco. The U.S. Environmental Protection Agency has set National Air Quality Standards for nitrogen dioxide and particles in the air to protect public health, including health of children and people who have asthma. At least one of the levels of nitrogen dioxide and particles in the air in your home were *above the Standards*. This is means that appliances in your home such as gas ranges and ovens, gas water heaters, gas clothes dryers and any fireplaces are not properly vented. It also means that any exhaust from cars or lawn mowers outside may also be contributing to the air pollution inside your home. Poorly vented homes can lead to health problems. On the next page, we list the amount of nitrogen dioxide in your home and compare it against your community’s measurement and to the national standard. We also provided some website addresses and a brochure to help you lower the levels in your home.

It is important to understand that the amounts of these pollutants are estimates from measurements taken in your home over days. They do not fully describe your true exposure in your home and also outside of the home. Air pollutant amounts typically change on a daily basis. We have enclosed some information on air pollution, including specific information on these pollutants, where they tend to come from, and what you can do to decrease exposures for you and your child.

The U.S. Environmental Protection Agency does not have quality standards for exposure to tobacco smoke. However, the Environmental Protection Agency and Centers for Disease Control and Prevention encourage people not to smoke in the home and car because exposures can cause ear infections, more frequent and severe asthma attacks, coughing, shortness of breath, bronchitis, and pneumonia in children. On the next page, we also list the amount of cotinine in your child’s urine. The only way a child can have cotinine in the urine is if they are exposed to tobacco smoke. Although there are no government standards, we do have data on the levels of cotinine in children throughout the United States. Your child’s level of cotinine was within the normal range.

We would also like to take this opportunity to reassure you that the information you and your child provided for the CHATS study will be kept private and will be used only for research purposes. Your names will not be in any report with the study’s results.

If you have questions about your report, please call me toll-free at 1-800-xxx-xxxx. We will check in on you and your child again in several months to see how you are doing and to discuss the next phase of this important Study. We hope we can count on your continued support.

Sincerely,

Diane Wagener, PhD.

Project Director

Children’s Health after the Storms

**Reports from in and outdoor air samples (lower is better):**

|  |  |  |  |
| --- | --- | --- | --- |
| **Pollutant** | **Your Household’s Measurement** | **Your Community’s Measurement** | **National Standard** |
| PM10 | Xxxxx | xxxxx | xxxx |
| Nitrogen Dioxide | xxxxx | xxxxx | xxxxx |
| Tobacco Smoke  | xxxxx | Not measured | None  |

**Report of cotinine in the urine (lower is better)**

 **Your Child’s Measurement Measurements in 90% of Children**

 **Ages 3-11 Years Ages 12-19 Years**

Less than 1.22 ng/mL Less than 1.16 ng/mL

**List of websites:**

ATTACHMENT X8

**Abnormal Range #3 Environmental Test Results Letter**

**Normal Ambient/High Cotinine**

**ABNORMAL RANGE ENVIRONMENTAL TEST RESULTS LETTER**

**Normal Ambient/High Cotinine**

[DATE]

[ID]

[Name]

[Address]

[City, St. Zip]

Dear [NAME]:

Thank you very much for taking part in the Children’s Health after the Storm (CHATS) study. As promised, we are sending you information about the air samples we took in and outside your home.

We tested particles in the air, nitrogen dioxide which is toxic gas, and smoke from tobacco. The U.S. Environmental Protection Agency has set National Air Quality Standards for nitrogen dioxide and particles in the air to protect public health, including health of children and people who have asthma. The levels of nitrogen dioxide and particles in the air in your home were *below the Standards*. This is good and means that appliances in your home such as gas ranges and ovens, gas water heaters, gas clothes dryers and any fireplaces are properly vented. It also means that any exhausts from cars or lawn mowers outside are not polluting the air inside your home. On the next page, we list the amount of nitrogen dioxide in your home and compare it against your community’s measurement and to the national standard. We also provided some website addresses and a brochure to help you lower the levels in your home even more.

It is important to understand that the amounts of these pollutants are estimates from measurements taken in your home over seven days. They do not fully describe your true exposure in your home and also outside of the home. Air pollutant amounts typically change on a daily basis. We have enclosed some information on air pollution, including specific information on these pollutants, where they tend to come from, and what you can do to decrease exposures for you and your child.

The U.S. Environmental Protection Agency does not have quality standards for exposure to tobacco smoke. However, the Environmental Protection Agency and Centers for Disease Control and Prevention encourage people not to smoke in the home and car because exposures can cause ear infections, more frequent and severe asthma attacks, coughing, shortness of breath, bronchitis, and pneumonia in children. On the next page, we also list the amount of cotinine in your child’s urine. The only way a child can have cotinine in the urine is if they are exposed to tobacco smoke. Although there are no government standards, we do have data on the levels of cotinine in children throughout the United States. Your child’s level of cotinine was among the highest 10% of children their age. The Centers for Disease Control and Prevention encourages you to try to identify where the child is being exposed to tobacco smoke and minimize that exposure.

We would also like to take this opportunity to reassure you that the information you and your child provided for the CHATS study will be kept private and will be used only for research purposes. Your names will not be in any report with the study’s results.

If you have questions about your report, please call me toll-free at 1-800-xxx-xxxx. We will check in on you and your child again in several months to see how you are doing and to discuss the next phase of this important Study. We hope we can count on your continued support.

Sincerely,

Diane Wagener, PhD.

Project Director

Children’s Health after the Storms**Reports from in and outdoor air samples (lower is better):**

|  |  |  |  |
| --- | --- | --- | --- |
| **Pollutant** | **Your Household’s Measurement** | **Your Community’s Measurement** | **National Standard** |
| PM10 | Xxxxx | xxxxx | xxxx |
| Nitrogen Dioxide | xxxxx | xxxxx | xxxxx |
| Tobacco Smoke  | xxxxx | Not measured | None  |

**Report of cotinine in the urine (lower is better)**

 **Your Child’s Measurement Measurements in 90% of Children**

 **Ages 3-11 Years Ages 12-19 Years**

Less than 1.22 ng/mL Less than 1.16 ng/mL

**List of websites:**

ATTACHMENT Y

**Resource List**

**Children’s Health after the Storm (CHATS)**

**Health Care Resources and Information**

**Metairie, LA**

**Health Care Facilities**

**Children's - Klein Lawrence Pediatric Group**

Organization: Children's Hospital Medical Practice Corporation

[www.chmpc.org](http://www.chmpc.org)

3100 Kingman Street, Ste 110, Metairie, LA 70006

504-887-6355

**Children's - Lakeside Children's Clinic**
Organization: Children's Hospital Medical Practice Corporation
[www.chmpc.org](http://www.chmpc.org)

4740 S I-10 Service Road, Metairie, LA 70001
504-883-3703

**Children's - Metairie Pediatrics**
Organization: Children's Hospital Medical Practice Corporation
[www.chmpc.org](http://www.chmpc.org)

2201 Veteran's Blvd., Ste 300, Metairie, LA 70002
504-833-7374

**Children's - Napoleon Pediatrics Metairie**
Organization: Children's Hospital Medical Practice Corporation
[www.chmpc.org](http://www.chmpc.org)

3040 33rd Street, Metairie, LA 70001
504-219-0880

**Daughter’s of Charity Services of New Orleans – Metairie Medical Center**

Organization: Daughters of Charity Services of New Orleans
[www.dcsno.org](http://www.dcsno.org)

111 N Causeway Blvd, Metairie, LA 70001

504-482-0084

**Jefferson Parish Health Unit**

111 Causeway Blvd, Metairie, LA 70001

504-838-5100

**Jefferson Parish Health Unit**

1855 Ames Blvd, Marrero, LA 70072

504-349-8802

**Ochsner Health Center – Metairie**

2005 Veterans Memorial Blvd., Metairie, LA 70002

504-836-9820

**Ochsner Children’s Health Center – Metairie**

4901 Veterans Memorial Blvd., Metairie, LA 70006

504-887-1133

**VIA LINK Call Center**

<http://www.vialink.org>

New Orleans, LA 70175

504-895-5550

**Hospitals**

Tulane-Lakeside Hospital

4700 South I 10 Service Road West, Metairie, LA 70001

504-988-5800

**East Jefferson General Hospital**
4200 Houma Boulevard, Metairie, LA 70006

504-454-4000

**Children's - Klein Lawrence Pediatric Group**

Organization: Children's Hospital Medical Practice Corporation

3100 Kingman Street, Ste 110, Metairie, LA 70006

504-887-6355

**Children’s Hospital – Metairie Center**

3040 33rd Street, Metairie, LA 70001

504-832-4033

**Children’s Health after the Storm (CHATS)**

**Health Care Resources and Information**

**Baton Rouge, LA**

**Health Care Facilities**

**Baton Rouge General – Bluebonnet**

[8585 Picardy Avenue, Baton Rouge, LA 70809](http://maps.google.com/maps?f=q&source=s_q&hl=en&geocode=&q=8585+Picardy+Avenue+Baton+Rouge,+LA+70809&sll=30.451707,-91.154552&sspn=0.008731,0.018389&ie=UTF8&ll=30.395551,-91.095221&spn=0.008736,0.018389&z=16&iwloc=A)

225-763-4000

**Baton Rouge General - Mid City**[3600 Florida Boulevard, Baton Rouge, LA 70806](http://maps.google.com/maps?f=q&source=s_q&hl=en&geocode=&q=8585+Picardy+Avenue+Baton+Rouge,+LA+70809&sll=30.451707,-91.154552&sspn=0.008731,0.018389&ie=UTF8&ll=30.395551,-91.095221&spn=0.008736,0.018389&z=16&iwloc=A)

225-387-7000

**Baton Rouge Primary Care Collaborative**

P.O. Box 127, Baton Rouge, LA 70821

**Capitol City Family Health Center**

3140 Florida Street, Baton Rouge, LA 70806

225-650-2000

**LSU Health Care Services Division – Earl K. Long Medical Center**

5825 Airline Highway, Baton Rouge, LA 70805

225-358-1000

**North Baton Rouge Community Health Center**

1414 Fairchild St, Baton Rouge, LA 70807

**Ochsner Health Center - Baton Rouge**

9001 Summa Avenue, Baton Rouge, LA 70809

225-761-5200

**Ochsner Health Center - Baton Rouge**

16777 Medical Center Drive, Baton Rouge, LA 70816

225-754-3278

**Baton Rouge Crisis Intervention Center**

<http://www.brcic.org/>

Baton Rouge, LA 70808

225-924-1431

**Hospitals**

**Children's Hospital – Outpatient Center of Baton Rouge**

720 Connell Park Lane, Baton Rouge, LA 70806

225-216-3047

**Our Lady of the Lake**

5000 Hennessy Blvd., Baton Rouge, LA 70808

225-765-6565

**Children’s Health after the Storm (CHATS)**

**Health Care Resources and Information**

**Slidell, LA**

**Health Care Facilities**

**Ochsner Health Center – Slidell (Hwy 190 W)**

2104 Highway 190 West, Slidell, LA

985-661-3550

**Ochsner Health Center – Slidell**

2750 E. Gause Blvd., Slidell, LA 70461

985-639-3777

**Ochsner Children’s Health Center – Slidell**

2370 E. Gause Blvd., Slidell, LA 70461

985-639-3755

**Slidell Memorial Hospital Center for Family Health**

901 Gause Blvd., Slidell, LA 70458

985-639-8970

**Slidell Memorial Hospital Wellness Pavilion**

501 Robert Blvd., Slidell, LA 70458

985-847-9355

**St. Tammany Community Health Center**

1340 14th Street, Slidell, LA

985-607-0400

985-847-0720

**St. Tammany Parish Health Unity**

Slidell, LA

985-646-6445

**VIA LINK Call Center**

<http://www.vialink.org>

New Orleans, LA 70175

504-895-5550

**Hospitals**

**Doctors Hospital of Slidell**

989 Robert Boulevard, Slidell, LA 70458

985-690-8200

**Slidell Memorial Hospital**

1001 Gause Blvd., Slidell, LA 70458

985-643-2200

**St. Tammany Parish Hospital**

985-898‐4000

**Children’s Health after the Storm (CHATS)**

**Health Care Resources and Information**

**New Orleans, LA**

**Health Care Facilities**

**Common Ground Health Clinic - Algiers**

Organization: Common Ground Health Clinic

[www.cghc.org](http://www.cghc.org)

1400 Teche Street, New Orleans, LA 70114
504-361-9800

**Children's - Kids First TigerCARE Kenner**

Organization: Children's Hospital Medical Practice Corporation

[www.chmpc.org](http://www.chmpc.org)

3321 Florida Ave

Kenner, LA 70062

(504) 468-4437

**Children's - Kids First MidCity**

Organization: Children's Hospital Medical Practice Corporation

[www.chmpc.org](http://www.chmpc.org)

4052 Ulloa Street, New Orleans, LA 70119

(504) 488-7505

**Children's - Kids First TigerCARE NO East**

[www.chmpc.org](http://www.chmpc.org)

Organization: Children's Hospital Medical Practice Corporation

14401 Chef Menteur Hwy, New Orleans, LA 70129

(504) 662-0644

**Children's - Kids First TigerCARE Canal**

Organization: Children's Hospital Medical Practice Corporation

[www.chmpc.org](http://www.chmpc.org)

1661 Canal Street , Ste 1200, New Orleans, LA 70112

(504) 299-9980

**Children's - Kids First Prytania**

Organization: Children's Hospital Medical Practice Corporation

[www.chmpc.org](http://www.chmpc.org)

3600 Prytania Street, New Orleans, LA 70115

(504) 899-5437

**Children's - Napoleon Pediatrics Uptown**

Organization: Children's Hospital Medical Practice Corporation

[www.chmpc.org](http://www.chmpc.org)

2820 Napoleon Avenue, Ste. 950, New Orleans, LA 70115

504-897-4242

**Daughters of Charity – Carrollton**

Organization: Daughters of Charity Services of New Orleans

[www.dcsno.org](http://www.dcsno.org)

3201 S. Carrollton Ave, New Orleans, LA 70118

504-207-3060

**Daughters of Charity – Health Services**

Organization: Daughters of Charity Services of New Orleans

[www.dcsno.org](http://www.dcsno.org)

3900 S. Carrollton Ave, New Orleans, LA 70118

504-482-2080

**Daughters of Charity - St. Cecilia**

Organization: Daughters of Charity Services of New Orleans

[www.dcsno.org](http://www.dcsno.org)

4201 N Rampart St, New Orleans, LA 70117

(504) 941-6041

**EXCELth Algiers Fischer Clinic**

Organization: EXCELth, Inc.

4422 General Meyer Avenue, Suite 100, New Orleans, LA 70114

504-364-4065

**EXCELth Family Health Center**

Organization: EXCELth, Inc.

9900 Lake Forest Blvd., Suite F, New Orleans, LA 70127

PHONE

**EXCELth Ida Hymel/Algiers Community Health Clinic**

Organization: EXCELth, Inc.

1111 Newton Street, New Orleans, LA 70114

(504) 658-2550

**EXCELth Mobile Medical Unit - Children's Defense Fund**

Organization: EXCELth, Inc.

New Orleans, LA 70112

(504) 444-7070

**EXCELth Mobile Medical Unit - New Orleans**

Organization: EXCELth, Inc.

New Orleans, LA 70112

(504) 444-7071

**EXCELth St. Bernard Health Center**

Organization: EXCELth, Inc.

3639 St. Bernard Avenue, New Orleans, LA 70122

504-286-2165

**Family Health Center – Algiers**

Organization: Leading Edge Services International, Inc d/b/a Family Health Center

[www.lesint.org](http://www.lesint.org)

1501 Newton Street C, New Orleans, LA 70114

(504) 361-3777

**LSU-HSCD School Based Health Center - At Eleanor McMain**

Organization: LSU Health Sciences Center New Orleans (School Based Health Center)

5712 South Claiborne, New Orleans, LA 70125

(504) 359-1120

**LSU-HSCD School Based Health Center - At Science and Math**

Organization: LSU Health Sciences Center New Orleans (School Based Health Center)

5625 Loyola Avenue, New Orleans, LA 70115

(504) 359-1131

**LSU-HCSD Medicine Clinic (Lord & Taylor)**

Organization: Medical Center of Louisiana at New Orleans (MCLNO)

1400 Poydras Street, New Orleans, LA 70112

(504) 903-2373

**LSU-HCSD School Based Health Center - At O Perry Walker**

Organization: Medical Center of Louisiana at New Orleans (MCLNO)

2832 General Meyer Ave, New Orleans, LA 70114

(504) 361-6360

**City of NO Health Dept - Edna Pilsbury Health**

Organization: City of New Orleans Health Department

[www.cityofno.com](http://www.cityofno.com)

2222 Simon Bolivar Avenue 2nd Floor, New Orleans, LA 70112

(504) 658-2825

**City of NO Health Dept - Ida Hymel/Algiers Fisher Health**

Organization: City of New Orleans Health Department

[www.cityofno.com](http://www.cityofno.com)

1111 Newton Street, New Orleans, LA 70114

(504) 658-2550

**City of NO Health Dept - New Orleans East**

Organization: City of New Orleans Health Department

[www.cityofno.com](http://www.cityofno.com)

5640 Read Blvd. #540, New Orleans, LA 70127

(504) 658-2750

**Tulane New Orleans Children's Health Project (NOCHP)**

Organization: Administrators of Tulane Educational Fund

[www.nochp.org](http://www.nochp.org)

New Orleans, LA 70112

(504) 988-0545

**Tulane Drop In Center**

Organization: Administrators of Tulane Educational Fund

[www.tulane.edu/~dropin](http://www.tulane.edu/~dropin)

1428 N Rampart St., New Orleans, LA 70116

(504) 948-6701

**Tulane Drop-In Clinic at Covenant House**

Organization: Administrators of Tulane Educational Fund

[www.tulane.edu/~dropin](http://www.tulane.edu/~dropin)

611 N. Rampart St., New Orleans, LA 70112

(504) 584-1112

**Tulane Community Health Mobile Medical Unit**

Organization: Administrators of Tulane Educational Fund

[www.tuchc.org](http://www.tuchc.org)

New Orleans, LA 70112

(504) 994-0054

**Children's - Kids First Louisa**

Organization: Children's Hospital Medical Practice Corporation

[www.chmpc.org](http://www.chmpc.org)

3512 Louisa Street, New Orleans, LA 70126

(504) 948-2873

**Cohen School Based Health Center**

Organization: Administrators of Tulane Educational Fund

3520 Dryades Street, New Orleans, LA 70115

(504) 988-4180

**Daughter’s of Charity Services of New Orleans –** Carrollton Medical Center

3201 S Carrollton Ave, New Orleans, LA 70118

504-207-3060

**Daughter’s of Charity Services of New Orleans–** St. Cecilia Medical Center

1030 Lessepst St, New Orleans, LA 70117

504-941-6041

**VIA LINK Call Center**

<http://www.vialink.org>

New Orleans, LA 70175

504-895-5550

**Hospitals**

**Children’s Hospital – Main Campus**

200 Henry Clay Ave, New Orleans, LA 70118

504-899-9511

**Children’s Hospital – Calhoun Campus**

1040 Calhoun Street, New Orleans, LA 70118

504-896-7200

**Interim LSU Public Hospital**

2021 Perdido Street, New Orleans, LA 70112-1352

504-903-3000

**Children’s Health after the Storm (CHATS)**

**Health Care Resources and Information**

**Bay Saint Louis, MS Area**

**Health Care Facilities**

**Hancock Medical Center**

Organization:

[www.hmc.org](http://www.hmc.org)

149 Drinkwater Blvd., Bay St. Louis, MS 39520

228-467-8600

**Coastal Family Health Center: Bay St Louis**

Organization:

[www.coastalfamilyhealth.org/locations/bay-st-louis/](http://www.coastalfamilyhealth.org/locations/bay-st-louis/)

109 Hospital Dr, Bay St. Louis, MS 39520

228-463-9666

**National Hopeline Network**

Organization: Emotional Distress Hotline

<http://www.hopeline.com/>

**CONTACT Helpline**

Columbus, MS 39703

662-327-2968

**Mississippi Deptment of Mental Health - Office of Constituency Services**

Jackson, MS 39201

<http://www.dmh.state.ms.us>

**Hospitals**

**Hancock Medical Services Port**

3068 Port and Harbor Drive, Bay St. Louis, MS 39520

228-533-9000

**Children’s Health after the Storm (CHATS)**

**Health Care Resources and Information**

**Gulfport, MS Area**

**Health Care Facilities**

**Coastal Family Health Center**

Organization:

[www.coastalfamilyhealth.org](http://www.coastalfamilyhealth.org)

15024 Martin Luther King Blvd, Gulfport, MS 39501

228.864.0003

**Coastal Family Health Center**

Organization:

[www.coastalfamilyhealth.org](http://www.coastalfamilyhealth.org)

1408 44th Avenue Gulfport, MS 39501

**Primary Care Medical Center of Gulfport**

Organization:

<http://primarycaremedgulfportmgcms.com/>

15444 Dedeaux Road, Suite B, Gulfport, MS 39503

228-832-9038

**National Hopeline Network**

Organization: Emotional Distress Hotline

<http://www.hopeline.com/>

**CONTACT Helpline**

Columbus, MS 39703

662-327-2968

**Mississippi Deptment of Mental Health - Office of Constituency Services**

Jackson, MS 39201

<http://www.dmh.state.ms.us>

**Hospitals**

**Garden Park Medical Center** GPCH-GP

Organization:

15200 Community Road, Gulfport, MS 39503

228-575-7000

**Memorial Hospital**

Organization:

4500 Thirteenth Street, Gulfport, MS 39501

228-867-4000

**Children’s Health after the Storm (CHATS)**

**Health Care Resources and Information**

**Biloxi, MS Area**

**Health Care Facilities**

**Coastal Family Health Center**

Organization:

[www.coastalfamilyhealth.org](http://www.coastalfamilyhealth.org)

1046 Division St, Biloxi, MS 39530

228-374-2494

**Biloxi Regional Medical Center**

Organization:

[www.biloxiregional.net](http://www.biloxiregional.net)

150 Reynoir Street, Biloxi, Mississippi 39530

228-432-1571

**Bethel Free Health Clinic**

Organization:

1650 Carrol Drive, Biloxi, Mississippi  39531

228-594-3640

**National Hopeline Network**

Organization: Emotional Distress Hotline

<http://www.hopeline.com/>

**CONTACT Helpline**

Columbus, MS 39703

662-327-2968

**Mississippi Deptment of Mental Health - Office of Constituency Services**

Jackson, MS 39201

<http://www.dmh.state.ms.us>

**Hospitals**

**Memorial Hospital**

Organization:

4500 Thirteenth Street, Gulfport, MS 39501

228-867-4000

**Children’s Health after the Storm (CHATS)**

**Health Care Resources and Information**

**Pascagoula, MS Area**

**Health Care Facilities**

**Coastal Family Health Center**

Organization:

[www.coastalfamilyhealth.org](http://www.coastalfamilyhealth.org)

4770 Amoco Drive, Moss Point,MS

228-474-9511

**National Hopeline Network**

Organization: Emotional Distress Hotline

<http://www.hopeline.com/>

**CONTACT Helpline**

Columbus, MS 39703

662-327-2968

**Mississippi Department of Mental Health - Office of Constituency Services**

Jackson, MS 39201

<http://www.dmh.state.ms.us>

**Hospitals**

**Singing River Hospital**

Organization:

<http://srhshealth.com/>

2809 Denny Ave, Pascagoula

Notes: Include statement similar to following where appropriate:

Most of the medical centers listed on this site accept private and public health insurance, or payments can be made on an income-based sliding fee scale.

ATTACHMENT Z

**Incident Report Form**

**Children’s Health after the Storms (CHATS)**

**Incident Report Form**

Should you or a study respondent become distressed or find the need to initiate emergency protocols during the course of an interview or health assessment, you must complete this form to document the incident.

If you have questions regarding the form’s completion, please call [Insert name] at 1-xxx-xxx-xxxx. Use the back of this form if more space is needed to record details of events or actions.

This form must be completed immediately following the incident and the information submitted electronically via e-mail to [Laura Strange, your Field Supervisor, QA Team, and Field Director] within one (1) working day of the incident. To protect respondent privacy, please only refer to the respondent by their case ID number and do not use respondent names in e-mail exchanges. This completed hard copy form should be shipped to RTI with the completed case records for this household.

**Date of Event: \_\_\_ \_\_\_ /\_\_\_ \_\_\_/\_\_\_ \_\_\_ \_\_\_ \_\_\_**

**Time of Event: \_\_\_ \_\_\_:\_\_\_ \_\_\_\_ AM/PM**

**Case ID Number: \_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_**

**Location of Event:**

**Names and job titles of study staff involved with this event:**

**Description of event:**

**Description of actions taken by study staff in response to event:**

**Description of any deviations from approved data collection procedures:**

**Signature of staff reporting event:**

**Date event reported to project staff: \_\_\_ \_\_\_/\_\_\_ \_\_\_/\_\_\_ \_\_\_ \_\_\_ \_\_\_**

**Time event reported to project staff: \_\_\_\_ \_\_\_\_:\_\_\_\_ \_\_\_\_ AM/PM**