

## **Attachment H**

### **QFT Housing Unit and Group Quarters Unit Screening Questions**

# **NATIONAL SURVEY ON DRUG USE AND HEALTH QUESTIONNAIRE FIELD TEST**

## **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

May 2012



# **QUESTIONNAIRE FIELD TEST NATIONAL SURVEY ON DRUG USE AND HEALTH**

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**Section 1**  
**HU Screening**

**Section 2**  
**GQU Screening**

**Section 3**  
**Select Case Screen Options**



**Section 4**  
**Record of Calls**

**Section 5**  
**Screening and Interview**  
**Refusals**

**Section 6**  
**Verification**

**Section 7**  
**QFT FI Debriefing**

## Table of Contents

<b>Section</b>	<b>Page</b>
1. HU Screening .....	1-1
2. GQU Screening .....	2-1
3. Select Case Screen Options .....	3-1
4. Record of Calls .....	4-1
5. Screening and Interview Refusals .....	5-1
6. Verification .....	6-1
7. QFT FI Debriefing .....	7-1



# NSDUH QFT 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 RTI International in North Carolina. We are conducting a nationwide study sponsored by the U.S. Department of Health and Human Services.

[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 \$30 in cash 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 September, October, and November?

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 September, October, and November? (Do not include anyone who (*lived/will live*) at school or somewhere else for most of the time during the months of September, October, and November.)

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*)

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*)

*This page intentionally left blank.*

# NSDUH QFT Screening Application Specifications

## Section 2

### GQU Screening

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

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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 RTI International in North Carolina. We are conducting a nationwide study sponsored by the U.S. Department of Health and Human Services.

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 \$30 in cash 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 September, October, and November?

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 September, October, and November?

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*)

# NSDUH QFT Screening Application Specifications

## Section 3

### 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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# NSDUH QFT Screening Application Specifications

## Section 4

### 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]

# NSDUH QFT Screening Application Specifications

## Section 5

### 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**]

# NSDUH QFT Screening Application Specifications

## Section 6

### 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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# NSDUH QFT Screening Application Specifications

## Section 7

### FI Debriefing Questions

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

**QFTDBF1** [IF SCREENING CALL RECORD = RESULT CODE 30, 31 or 32]

**THESE QUESTIONS ARE FOR YOU TO ANSWER. DO NOT READ TO THE R.**

Did the respondent remember receiving the Lead Letter?

YES

NO

Next [**QFTDBF2**]

**QFTDBF2** [IF QFTDBF1 NE BLANK]

What comments, if any, did the respondent make about the **Lead Letter** or in response to the **Lead Letter**? *Check all that apply*

1. THE RESPONDENT **DID NOT MAKE ANY COMMENTS** ABOUT THE LEAD LETTER
2. R WAS **LOOKING FORWARD** TO YOUR VISIT/**BEEN WAITING** FOR YOU
3. R WAS **INTERESTED** IN THE STUDY
4. R WOULD **LIKE TO PARTICIPATE** IN THE STUDY
5. R DO NOT BELIEVE THE GOVERNMENT IS PAYING \$30/**WASTE OF TAX DOLLARS**
6. THE LETTER **ANSWERED THE R'S QUESTIONS/CONCERNS**
7. R **DID NOT WANT SOMEONE COMING TO MY HOME** WITHOUT MY PERMISSION
8. R WAS **CONFUSED** BY THE LETTER
9. THE LETTER **DID NOT ANSWER ALL OF THE R'S QUESTIONS/CONCERNS**
10. R DOES NOT BELIEVE THE SURVEY IS **CONFIDENTIAL**
11. R THOUGHT THIS WAS A **SCAM**
12. R **DOES NOT OPEN** ANYTHING ADDRESSED TO "RESIDENT"
13. OTHER

Next [**RECORD OF CALLS**]

**INTERVIEW DEBRIEFING QUESTIONS:**

**THESE QUESTIONS ARE FOR YOU TO ANSWER. DO NOT READ TO THE R.**

**QFTDBF3** [IF INTERVIEW A CALL RECORD OR INTERVIEW B CALL RECORD = RESULT CODE 70]

When did you give the respondent (or parent/guardian of youth respondent) the Q&A Brochure?

1. BEFORE THE INTERVIEW
2. DURING THE INTERVIEW
3. AT THE END OF THE INTERVIEW

Next [QFTDBF3a]

**QFTDBF3a** [IF QFTDB3 NE BLANK]

What comments, if any, did the respondent (or parent/guardian) make about the Q&A Brochure?

*Check all that apply*

1. THERE WERE NO COMMENTS ABOUT THE Q&A BROCHURE
2. THE BROCHURE DID NOT ANSWER ALL OF THE RESPONDENT'S QUESTIONS ABOUT THE STUDY.
3. THE BROCHURE ADDRESSED THE RESPONDENT'S QUESTIONS
4. RESPONDENT WAS CONFUSED BY THE BROCHURE.
5. THE BROCHURE ENCOURAGED THE RESPONDENT TO PARTICIPATE.
6. OTHER

Next [QFTDBF4]

**QFTDBF4** [IF QFTDBF3a NE BLANK]

Did you conduct this interview at the respondent's home, either inside or outside?

YES

NO

Next [IF QFTDBF4=YES, GO TO QFTDBF6]

**QFTDBF5** [IF QFTDBF4=NO]

Where did you conduct this interview?

1. AT THE RESPONDENT'S WORKPLACE
2. AT THE HOME OF THE RESPONDENT'S RELATIVE OR FRIEND
3. IN SOME TYPE OF CONFERENCE ROOM IN A RESIDENCE HALL, SCHOOL OR APARTMENT COMPLEX
4. AT A LIBRARY



5. IN SOME TYPE OF COMMON AREA, SUCH AS A LOBBY, HALLWAY, STAIRWELL, OR LAUNDRY ROOM
6. SOME OTHER PLACE

Next [IF QFTDBF5=6, GO TO QFTDBF5a]

**QFTDBF5a** [IFQFTDBF5=6]

Where did the interview take place?

ALLOW 140 CHARACTERS

Next [QFTDBF6]

**QFTDBF6** [IF QFTDBF4=YES; OR QFTDBF5=1, 2, 3, 4, OR 5; OR QFTDBF5a NE BLANK]

Please indicate how private the interview was. Do not count yourself or a project observer as another person in the room.

1. COMPLETELY PRIVATE – NO ONE WAS IN THE ROOM OR COULD OVERHEAR ANY PART OF THE INTERVIEW
2. MINOR DISTRACTIONS – PERSON(S) IN THE ROOM OR LISTENING LESS THAN 1/3 OF THE TIME
3. PERSON(S) IN THE ROOM OR LISTENING ABOUT 1/3 OF THE TIME
4. SERIOUS INTERRUPTIONS OF PRIVACY MORE THAN HALF THE TIME
5. CONSTANT PRESENCE OF OTHER PERSON(S)

Next [IF QFTDBF6=1, GO TO QFTDBF9; IF QFTDBF6 NE1, GO TO QFTDBF7]

**QFTDBF7** [IF QFTDBF6 NE1]

Not including yourself or project observers, other people present or listening to the interview were:

*Check all that apply*

1. PARENT(S)
2. SPOUSE
3. LIVE-IN PARTNER/BOYFRIEND/GIRLFRIEND
4. OTHER ADULT RELATIVE(S)
5. OTHER ADULT(S)
6. CHILD(REN) UNDER 15
7. OTHER

Next [IF QFTDBF7=1, 2, 3, 4, 5, OR 6, GO TO QFTDBF9]

**QFTDBF8** [IF QFTDBF7=7]

Please enter a description of the other person(s) present or listening to the interview. This description may be relationship to the respondent if you have this information, or simply the gender and estimated age.

ALLOW 140 CHARACTERS

Next [QFTDBF9]

**QFTDBF9** [IF QFTDBF6=1; OR IF QFTDBF7=1, 2, 3, 4, 5, OR 6; OR IF QFTDBF8 NE BLANK]

Did the respondent make any comments about the interview being too long?

YES \_\_\_\_\_

NO

Next [QFTDBF10]

**QFTDBF10** [IF QFTDBF9 NE BLANK]

Did the respondent have any questions or comments about the Prescription Drug questions in the ACASI section of the questionnaire?

YES

NO

Next [IF QFTDBF10 =NO, GO TO QFTDBF11]

**QFTDBF10a** [IF QFTDBF10= YES]

Please describe the respondent's comments about the Prescription Drug questions.

ALLOW 140 CHARACTERS

Next [QFTDBF11]

**QFTDBF11** [IF QFTDBF10 = NO OR QFTDBF10a NE BLANK]

Did the respondent have any questions or comments about the on-screen calendars in the **ACASI** section of the questionnaire? If the respondent asked how to access the calendar at any time during the ACASI portion of the interview, select "YES."

YES

NO

Next [IF QFTDBF11=NO, GO TO QFTDBF12]

**QFTDBF11a** [IF QFTDBF11 = YES]

What comments did the respondent make about the on-screen calendars? *Check all that apply*

1. THE RESPONDENT ASKED HOW TO ACCESS THE CALENDAR.

2. THE RESPONDENT ASKED **HOW TO CLOSE** THE CALENDAR.
3. THE RESPONDENT **DID NOT SEE** THE REFERENCE DATES ON THE CALENDAR.
4. THE CALENDAR **HELPED** THE RESPONDENT ANSWER THE QUESTION.
5. THE CALENDAR **COVERED** THE QUESTIONS OR THE IMAGES ON THE SCREEN.
6. OTHER

Next [QFTDBF12]

**QFTDBF12** [IF QFTDBF11=NO; OR IF QFTDBF11a NE BLANK]

Did the respondent have trouble understanding any **other questions** asked during the interview?

YES

NO

Next [IF QFTDBF12=NO, GO TO QFTDBF13]

**QFTDBF12a** [IF QFTDBF12=YES]

Enter the screen name and a brief description of what the respondent found confusing. If you do not know the screen name, please provide as much information as possible.

ALLOW 140 CHARACTERS

Next [QFTDBF13]

**QFTDBF13** [IF QFTDBF12=NO OR QFTDBF12a NE BLANK]

Was a proxy used for the income and health insurance questions?

YES

NO

Next [IF QFTDBF13=NO, GO TO RECORD OF CALLS]

**QFTDBF14** [IF QFTDBF13=YES]

Did the **respondent** have any questions or concerns about his/ her answers being revealed to the proxy?

YES

NO

Next [QFTDBF15]

**QFTDBF15** [IF QFTDBF14 NE BLANK]

Did the **respondent** have any other questions or comments about the proxy interview?

YES

NO

Next [IF QFTDBF15 =NO, GO TO QFTDBF16]

**QFTDBF15a** [IF QFTDBF15=YES]

Please describe the other questions or comments the **respondent** had about the proxy interview.

ALLOW 140 CHARACTERS

Next [**QFTDBF16**]

**QFTDBF16** [IF QFTDBF15 =NO; OR QFTDBF15a NE BLANK]

Were there any problems with the **proxy's** understanding of the ACASI tutorial?

YES

NO

Next [**IF QFTDBF16 =NO, GO TO QFTDBF17**]

**QFTDBF16a** [IF QFTDBF16=YES]

Which of the following describes the problems with the **proxy's** understanding of the tutorial?  
*Check all that apply*

1. THE PROXY DID NOT UNDERSTAND HOW TO ANSWER THE QUESTIONS.
2. THE PROXY DID NOT KNOW WHY HE/SHE WAS ASKED TO ANSWER THESE QUESTIONS
3. OTHER

Next [**IF QFTDBF16a=1 OR 2, GO TO QFTDBF17**]

**QFTDBF16b** [IF QFTDBF16a=3]

Please describe the other problems with the **proxy's** understanding of the tutorial.

ALLOW 140 CHARACTERS

Next [**QFTDBF17**]

**QFTDBF17** [IF QFTDBF16a=1 OR 2; OR QFTDBF16b NE BLANK]

Were there any problems with the **proxy's** use of ACASI to answer the income and health insurance questions?

YES

NO

Next [**IF QFTDBF17= NO, GO TO RECORD OF CALLS**]

**QFTDBF17a** [IF QFTDBF17=YES]

Which of the following describes the problems with the **proxy's** use of ACASI in answering the income and health insurance questions? *Check all that apply.*

1. THE PROXY **DID NOT KNOW THE ANSWERS** TO THE QUESTIONS
2. THE PROXY DID NOT KNOW **HOW TO ENTER HIS/HER ANSWERS** TO THE QUESTIONS
3. THE PROXY **REFUSED** TO ANSWER SOME QUESTIONS
4. THE PROXY DID NOT KNOW **WHY HE/SHE WAS ASKED** TO ANSWER THESE QUESTIONS
5. OTHER

Next [**RECORD OF CALLS**]

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