Attachment K

2013 Showcard Booklet

2013 National Survey on Drug Use and Health

SHOWCARD BOOKLET

RESEARCH TRIANGLE INSTITUTE

Supervisor Contacts

FS Name............... _____

FS Number .... (_____) _____

RS Name .... _____

RS Number........... (_____) _____

RTI Telephone Numbers

Tech Support........ (877) 419-1768

Headway .... (800) 208-7043

To reach other RTI staff, call toll-free 1-800-848-4079 then ask the operator for the employee with whom you wish to speak.

Website Addresses

NSDUH .... http://nsduhweb.rti.org

RTI .... http://www.rti.org

SAMHSA .... http://www.samhsa.gov

<u>Quick Reference Guide</u>

In the CAI Manager, if you want to: <u>CLICK ON</u>

<u>S</u>tart an interview ....<u>S</u>tart CAI
Ca<u>n</u>cel the start of an interview.. Ca<u>n</u>cel
Resume (re-<u>s</u>tart) an interview ....<u>S</u>tart CAI
<u>T</u>ransmit data to RTI...<u>T</u>ransmit to RTI, <u>Y</u>es
<u>V</u>iew e-mail messages ....<u>V</u>iew Email Messages
Start the e<u>P</u>TE Program .... <u>P</u>TE Entry
List the cases b<u>y</u> Descending Order (based on date).................... Descending
List the cases in Ascending Order (based on date)........................ Ascending
<u>H</u>ide previous quarters' interviews... <u>H</u>ide
E<u>x</u>it CAI Manager ....E<u>x</u>it

To begin a CAI Interview:

Enter QuestID from iPAQ for selected sample member. Double check!

In the Interview, if you need to:

Break off an interview ....[Alt] [f], [x]
Enter Don't Know.. [F3]
Enter Refused .... [F4]
Return to the first screen.. [F5]
Return to the first unanswered question... [F6]
Toggle audio on/off .... [F7]
Enter a comment.. [F8]
<u>S</u>ave a comment ....[Alt] [s]
Back up one screen.. [F9]
Replay audio .... [F10]
Edit a lengthy text field ....[Ins]
Return the focus to the CAI window so the top bar is blue ....[Alt] [Tab]

To adjust the main laptop volume*:

Increase volume .... [Fn], [Page Up]
Decrease volume .... [Fn], [Page Down]
Mute volume .... [Fn], [Home]
*Keep the main laptop volume turned all the way UP at all times. Respondents will only adjust the volume on the headphone cord.

To suppress a Hard Error in the interview, involving two questions:
• **Read the message box carefully.**
  – If the first question listed is the one to be changed, press [Enter].
  – If the second question listed is the one to be changed, press the down arrow key to highlight the second question, then press [Enter].
  – In the rare but possible event that neither question needs to be changed and the data entered are correct, press [Tab] until the Suppress box is highlighted and then press [Enter].

To edit a lengthy response:
• With the cursor blinking in the answer field, press the Insert key [Ins]. You can then use the arrow keys to move to the precise place within the answer field and add additional text or edit existing text.

U.S. Public Health Service
Center for Behavioral Health Statistics and Quality
Rockville, MD 20857

_____, 2013

Dear Resident:

To better serve all people across the nation, the United States Public Health Service (USPHS) is conducting a national study on health-related issues. Your address was randomly chosen along with more than 200,000 others. Research Triangle Institute (RTI) is under contract to carry out this study for the USPHS. Soon, an RTI interviewer will be in your neighborhood to give you more information.

When the interviewer arrives, please ask to see his or her personal identification card. An example of the ID card is shown below. The interviewer will ask you a few questions, and then may ask one or two members of your household to complete an interview. It is possible that no one from your household will be chosen to be interviewed. You may choose not to take part in this study, but no one else can take your place. **Every person who is chosen and completes the interview will receive $30 in cash**.

All the information collected is confidential and will be used only for statistical purposes. This is assured by federal law. This letter is addressed to "Resident" because your address was selected, and we do not know your name. Feel free to ask the interviewer any questions you have about the study.

Your help is very important to this study's success. Thank you for your cooperation.

Sincerely,

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

Ilona S. Johnson
National Field Director, RTI
(800) 848-4079

NATIONAL STUDY conducted for the
United States Public Health Service
Field Interviewer Name
ID:
Issue Date: 01-01-12
Expiration Date: 12-31-13

Certified by Ilona S. Johnson
National Field Director, RTI
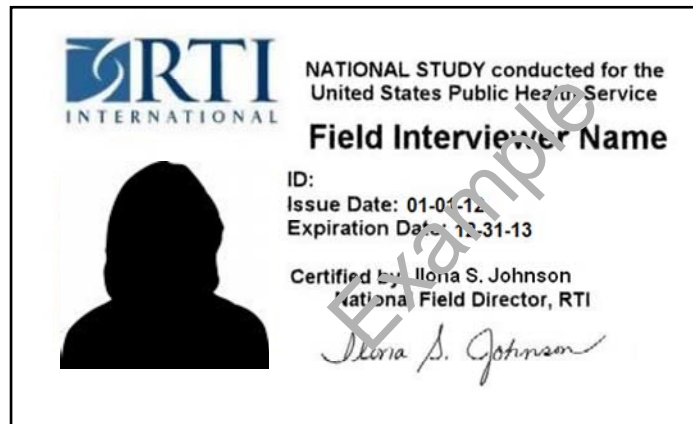
_____
Assigned Field Interviewer

U.S. Public Health Service
Center for Behavioral Health
Statistics and Quality

Study Description

Your address is one of several in this area randomly chosen for the 2013 National Survey on Drug Use and Health. This study, sponsored by the United States Public Health Service, collects information for research and program planning by asking about:
- tobacco, alcohol, and drug use or non-use,
- knowledge and attitudes about drugs,
- mental health, and
- other health issues.

You cannot be identified through any information you give us. Your name and address will never be connected to your answers. Also, federal law requires us to keep all of your answers confidential. Any data that you provide will only be used by authorized personnel for statistical purposes according to the Confidential Information Protection and Statistical Efficiency Act of 2002.

The screening questions take just a few minutes. If anyone is chosen, the interview will take about an hour. You can refuse to answer any questions, and you can quit at any time. **Each person who is chosen and completes the interview will receive $30 in cash.**

If you have questions about the study, call the Project Representative at 1-800-848-4079. If you have questions about your rights as a study participant, call RTI's Office of Research Protection at 1-866-214-2043 (a toll-free number). You can also visit our project website: http://nsduhweb.rti.org/ for more information.

Thank you for your cooperation and time.

Michael Jones, Project Officer
Center for Behavioral Health Statistics and Quality
Substance Abuse and Mental Health Services Administration (SAMHSA)
U.S. Public Health Service
Department of Health and Human Services

INTRODUCTION AND INFORMED CONSENT FOR
INTERVIEW RESPONDENTS AGE 18+

IF INTERVIEW RESPONDENT IS <u>NOT</u> SCREENING RESPONDENT,
INTRODUCE YOURSELF AND STUDY AS NECESSARY: Hello, I'm _____,
and I'm working on a nationwide study sponsored by the U.S. Public Health
Service. You should have received a letter about this study. (SHOW LEAD
LETTER, IF NECESSARY.)

**READ THE BOXED INFORMATION BELOW
BEFORE STARTING <u>EVERY</u> INTERVIEW**

This year, we are interviewing about 70,000 people across the nation. You have
been randomly chosen to take part. You will represent over 4,500 other people who
are similar to you. You may choose not to take part in this study, but no one else
can take your place. We will give you $30 when you finish the interview.

GIVE STUDY DESCRIPTION TO R IF YOU HAVE NOT ALREADY DONE SO.

This study asks about tobacco, alcohol, and drug use or non-use, knowledge and
attitudes about drugs, mental health, and other health issues. It takes about an
hour. You will answer most of the questions on the computer, so I will not see your
answers. We are only interested in the combined responses from all 70,000 people,
not just one person's answers. This is why we do not ask for your name and we
keep your answers separate from your address. RTI may contact you by phone or
mail to ask a few questions about the quality of my work. This is why we ask for
your phone number and mailing address at the end of the interview.

While the interview has some personal questions, federal law keeps your answers
private. We hope that protecting your privacy will help you to give accurate
answers. You can quit the interview at any time and you can refuse to answer any
questions.

If it is all right with you, let's get started.

(Can we find a private place to complete the interview?)

INTRODUCTION AND INFORMED CONSENT FOR
INTERVIEW RESPONDENTS AGE 12-17

**FIRST, READ THE PARENTAL PERMISSION SCRIPT BELOW AND
OBTAIN PERMISSION FROM THE PARENT**

Your (AGE) year-old child has been selected to be in this study. Your child's participation is voluntary. This interview asks about tobacco, alcohol, and drug use or non-use, knowledge and attitudes about drugs, mental health, and other health related issues. All of your child's answers will be confidential and used only for statistical purposes. Since your child will answer most of the questions on the computer, I will never see the answers, and you are not allowed to see them either. If it is all right with you, we'll get started.

(Can we find a private place to complete the interview?)

**THEN, READ THE BOXED INFORMATION BELOW BEFORE STARTING EVERY
INTERVIEW WITH A 12-17 YEAR OLD**

This year, we are interviewing about 70,000 people across the nation. You have been randomly chosen to take part. You will represent over 1,000 young people in this country who are similar to you. You may choose not to take part in this study, but no one else can take your place. We will give you $30 when you finish the interview.

GIVE STUDY DESCRIPTION TO R IF YOU HAVE NOT ALREADY DONE SO.

This study asks about tobacco, alcohol, and drug use or non-use, knowledge and attitudes about drugs, mental health, and other health issues. It takes about an hour. You will answer most of the questions on the computer, so I will not see your answers. Your answers will never be seen by either your parents or your school. We are only interested in the combined responses from all 70,000 people, not just one person's answers. This is why we do not ask for your name and we keep your answers separate from your address. RTI may contact you by phone or mail to ask a few questions about the quality of my work. This is why we ask for your phone number and mailing address at the end of the interview.

While the interview has some personal questions, federal law keeps your answers private. We hope that protecting your privacy will help you to give accurate answers. You can quit the interview at any time and you can refuse to answer any questions.

If it is all right with you, let's get started.

SHOWCARD 1

1   MEXICAN, MEXICAN AMERICAN, MEXICANO
     OR CHICANO

2   PUERTO RICAN

3   CENTRAL OR SOUTH AMERICAN

4   CUBAN OR CUBAN AMERICAN

5   DOMINICAN (FROM DOMINICAN REPUBLIC)

6   SPANISH (FROM SPAIN)

SHOWCARD 2

1   WHITE

2   BLACK OR AFRICAN AMERICAN

3   AMERICAN INDIAN OR ALASKA NATIVE
     (AMERICAN INDIAN INCLUDES NORTH
     AMERICAN, CENTRAL AMERICAN, AND SOUTH
     AMERICAN INDIANS)

4   NATIVE HAWAIIAN

5   GUAMANIAN OR CHAMORRO

6   SAMOAN

7   OTHER PACIFIC ISLANDER

8   ASIAN (INCLUDING: ASIAN INDIAN, CHINESE,
     FILIPINO, JAPANESE, KOREAN, AND
     VIETNAMESE)

SHOWCARD 3

1   **ASIAN INDIAN**

2   **CHINESE**

3   **FILIPINO**

4   **JAPANESE**

5   **KOREAN**

6   **VIETNAMESE**

SHOWCARD 4

1   SEPTEMBER 2001 OR LATER

2   AUGUST 1990 TO AUGUST 2001 (INCLUDING PERSIAN GULF WAR)

3   MAY 1975 TO JULY 1990

4   VIETNAM ERA (AUGUST 1964 TO APRIL 1975)

5   FEBRUARY 1955 TO JULY 1964

6   KOREAN WAR (JULY 1950 TO JANUARY 1955)

7   JANUARY 1947 TO JUNE 1950

8   WORLD WAR II (DECEMBER 1941 TO DECEMBER 1946)

9   NOVEMBER 1941 OR EARLIER

SHOWCARD 5

0   NEVER ATTENDED SCHOOL

PRIMARY AND SECONDARY GRADES:

1   1ST GRADE COMPLETED

2   2ND GRADE COMPLETED

3   3RD GRADE COMPLETED

4   4TH GRADE COMPLETED

5   5TH GRADE COMPLETED

6   6TH GRADE COMPLETED

7   7TH GRADE COMPLETED

8   8TH GRADE COMPLETED

9   9TH GRADE COMPLETED

10   10TH GRADE COMPLETED

11   11TH GRADE COMPLETED

12   12TH GRADE COMPLETED

COLLEGE OR UNIVERSITY:

13   1ST YEAR COMPLETED

14   2ND YEAR COMPLETED

15   3RD YEAR COMPLETED

16   4TH YEAR COMPLETED

17   5TH OR HIGHER YEAR COMPLETED

<u>PRIMARY AND SECONDARY GRADES</u>:

1   1ST GRADE

2   2ND GRADE

3   3RD GRADE

4   4TH GRADE

5   5TH GRADE

6   6TH GRADE

7   7TH GRADE

8   8TH GRADE

9   9TH GRADE

10   10TH GRADE

11   11TH GRADE

12   12TH GRADE

<u>COLLEGE OR UNIVERSITY</u>:

13   1ST YEAR

14   2ND YEAR

15   3RD YEAR

16   4TH YEAR

17   5TH YEAR OR HIGHER

1   SCHOOL WAS BORING OR I DIDN'T WANT TO BE THERE

2   I GOT PREGNANT / I GOT SOMEONE PREGNANT

3   I GOT IN TROUBLE OR EXPELLED FOR <u>SELLING</u> DRUGS

4   I GOT IN TROUBLE OR EXPELLED FOR <u>USING</u> DRUGS

5   I GOT IN TROUBLE OR EXPELLED FOR SOME OTHER REASON

6   I OFTEN GOT INTO TROUBLE

7   I HAD TO GET A JOB (OR WORK MORE HOURS)

8   I WAS GETTING BAD GRADES

9   I WASN'T LEARNING ANYTHING

10 I GOT MARRIED OR MOVED IN WITH MY BOY/GIRLFRIEND

11 I MOVED HERE FROM ANOTHER COUNTRY AND DIDN'T ENROLL IN SCHOOL (OR DROPPED OUT OF SCHOOL) BECAUSE OF LANGUAGE OR OTHER PROBLEMS

12 I WAS TREATED BADLY AT SCHOOL

13 I BECAME ILL OR INJURED

14 I WENT TO JAIL / PRISON

15 I HAD RESPONSIBILITIES AT HOME OR PERSONAL PROBLEMS

SHOWCARD 8

1   MANUFACTURING

2   WHOLESALE TRADE

3   RETAIL TRADE

4   AGRICULTURE

5   CONSTRUCTION

6   SERVICE

7   GOVERNMENT

SHOWCARD 9

1   PRIVATE <u>FOR-PROFIT</u> COMPANY OR BUSINESS

2   PRIVATE <u>NOT-FOR-PROFIT</u> COMPANY OR BUSINESS

3   <u>LOCAL</u> GOVERNMENT (CITY, COUNTY, ETC.)

4   <u>STATE</u> GOVERNMENT

5   <u>FEDERAL</u> GOVERNMENT

6   <u>INTERNATIONAL OR FOREIGN</u> GOVERNMENT

7   SELF-EMPLOYED IN AN <u>INCORPORATED</u> BUSINESS

8   SELF-EMPLOYED IN AN <u>UNINCORPORATED</u> BUSINESS

9   WORKING <u>WITHOUT PAY</u> IN A FAMILY BUSINESS OR FARM

SHOWCARD 10

1   ON VACATION, SICK, FURLOUGH, STRIKE, OR OTHER TEMPORARY ABSENCE

2   ON LAYOFF AND <u>NOT</u> LOOKING FOR WORK

3   ON LAYOFF AND LOOKING FOR WORK

4   WAITING TO REPORT TO A NEW JOB

5   SELF-EMPLOYED AND DID NOT HAVE ANY BUSINESS LAST WEEK

6   GOING TO SCHOOL OR TRAINING

SHOWCARD 11

1   **LOOKING FOR WORK**

2   **ON LAYOFF AND <u>NOT</u> LOOKING FOR WORK**

3   **KEEPING HOUSE OR CARING FOR CHILDREN FULL-TIME**

4   **GOING TO SCHOOL OR TRAINING**

5   **RETIRED**

6   **DISABLED FOR WORK**

7   **DIDN'T WANT A JOB**

SHOWCARD 12

1   **LESS THAN 10 PEOPLE**

2   **10-24 PEOPLE**

3   **25-99 PEOPLE**

4   **100-499 PEOPLE**

5   **500 PEOPLE OR MORE**

SHOWCARD 13

1   HANDLED ON AN INDIVIDUAL BASIS/POLICY DOES NOT SPECIFY WHAT HAPPENS

2   EMPLOYEE IS FIRED

3   EMPLOYEE IS REFERRED FOR TREATMENT OR COUNSELING

4   NOTHING HAPPENS

5   SOMETHING ELSE HAPPENS

SHOWCARD 14

1   SELF

2   FATHER (INCLUDES STEP, FOSTER, ADOPTIVE)

3   SON (INCLUDES STEP, FOSTER, ADOPTIVE)

4   BROTHER (INCLUDES HALF, STEP, FOSTER, ADOPTIVE)

5   HUSBAND

6   UNMARRIED PARTNER

7   HOUSEMATE OR ROOMMATE

8   SON-IN-LAW

9   GRANDSON

10   FATHER-IN-LAW

11   GRANDFATHER

12   BOARDER OR ROOMER

13   OTHER RELATIVE

14   OTHER NON-RELATIVE

SHOWCARD 15

1   **SELF**

2   **MOTHER (INCLUDES STEP, FOSTER, ADOPTIVE)**

3   **DAUGHTER (INCLUDES STEP, FOSTER, ADOPTIVE)**

4   **SISTER (INCLUDES HALF, STEP, FOSTER, ADOPTIVE)**

5   **WIFE**

6   **UNMARRIED PARTNER**

7   **HOUSEMATE OR ROOMMATE**

8   **DAUGHTER-IN-LAW**

9   **GRANDDAUGHTER**

10   **MOTHER-IN-LAW**

11   **GRANDMOTHER**

12   **BOARDER OR ROOMER**

13   **OTHER RELATIVE**

14   **OTHER NON-RELATIVE**

SHOWCARD 16

1   PERSON IN FAMILY WITH HEALTH INSURANCE LOST JOB OR CHANGED EMPLOYERS

2   LOST MEDICAID OR MEDICAL ASSISTANCE COVERAGE BECAUSE OF NEW JOB OR INCREASE IN INCOME

3   LOST MEDICAID OR MEDICAL ASSISTANCE COVERAGE FOR SOME OTHER REASON

4   COST IS TOO HIGH / CAN'T AFFORD PREMIUMS

5   BECAME INELIGIBLE BECAUSE OF AGE OR LEAVING SCHOOL

6   EMPLOYER DOES NOT OFFER COVERAGE, OR NOT ELIGIBLE FOR COVERAGE

7   GOT DIVORCED OR SEPARATED FROM PERSON WITH INSURANCE

8   DEATH OF SPOUSE OR PARENT

9   INSURANCE COMPANY REFUSED COVERAGE

10   DON'T NEED IT

11   RECEIVED MEDICAID OR MEDICAL INSURANCE ONLY WHILE PREGNANT

SHOWCARD 17

1   COST IS TOO HIGH / CAN'T AFFORD PREMIUMS

2   EMPLOYER DOES NOT OFFER COVERAGE, OR
     NOT ELIGIBLE FOR COVERAGE

3   INSURANCE COMPANY REFUSED COVERAGE

4   DON'T NEED IT

SHOWCARD 17a

1   **VETERAN'S ADMINISTRATION PAYMENTS**

2   **OTHER DISABILITY, RETIREMENT OR SURVIVOR PENSION**

3   **UNEMPLOYMENT OR WORKER'S COMPENSATION**

4   **INTEREST INCOME**

5   **DIVIDENDS FROM STOCKS OR MUTUAL FUNDS**

6   **INCOME FROM RENTAL PROPERTIES, ROYALTIES, ESTATES OR TRUSTS**

7   **ALIMONY**

8   **CHILD SUPPORT**

SHOWCARD 18

1 LESS THAN $1,000 (INCLUDING LOSS)

2 $1,000 - $1,999

3 $2,000 - $2,999

4 $3,000 - $3,999

5 $4,000 - $4,999

6 $5,000 - $5,999

7 $6,000 - $6,999

8 $7,000 - $7,999

9 $8,000 - $8,999

10 $9,000 - $9,999

11 $10,000 - $10,999

12 $11,000 - $11,999

13 $12,000 - $12,999

14 $13,000 - $13,999

15 $14,000 - $14,999

16 $15,000 - $15,999

17 $16,000 - $16,999

18 $17,000 - $17,999

19 $18,000 - $18,999

20 $19,000 - $19,999

21    $20,000 - $24,999

22    $25,000 - $29,999

23    $30,000 - $34,999

24    $35,000 - $39,999

25    $40,000 - $44,999

26    $45,000 - $49,999

27    $50,000 - $74,999

28    $75,000 - $99,999

29    $100,000 OR MORE

2013 National Survey on Drug Use and Health
Summary of the Questionnaire

You have asked to know more about the *National Survey on Drug Use and Health* and the types of questions the interviewer will ask. Below is a summary of each section of the questionnaire for you to examine. Keep in mind that not everyone will see every question—the questions depend on the participant's own experiences. Furthermore, participants can always refuse to answer any questions during the interview.

Demographics
This section, administered by the interviewer, consists of questions about the participant such as his/her date of birth, race, educational background, and health status.

Sample Questions:
▸ What is the highest grade or year of school you have **completed**?
▸ Would you say your health in general is excellent, very good, good, fair, or poor?

Computer Practice Session
In this section, the interviewer shows the participant how to use the laptop computer and lets him/her practice using a short practice session.

Cigarettes, Alcohol and Illicit Drugs
For most of the rest of the interview, the participant answers questions by listening to the questions over the headphones and/or reading the questions on the computer screen, and then entering responses using the computer's keyboard. The participant answers these questions in private, although the interviewer is available to help with any problems using the computer. During this part of the interview, only the participant can hear and see the questions and see his/her responses.

Tobacco Products and Alcohol
These sections include questions about whether and how often participants have used cigarettes, chewing tobacco, snuff, cigars, pipe tobacco, and alcoholic beverages such as beer, wine, or liquor.

Sample Questions:
▸ Have you **ever** smoked part or all of a cigarette?
▸ How old were you the **first time** you used chewing tobacco?
▸ What is your **best estimate** of the number of days you drank alcohol during the past 30 days?

Illicit Drugs
The next sections ask about the participant's use or non-use of marijuana, heroin, cocaine, hallucinogens, and inhalants; and prescription pain killers, tranquilizers, stimulants, and sedatives when taken only for their effect. Questions about drug dependence and drug treatment are also included in these sections.

Sample Questions:
▸ Have you **ever**, even once, used marijuana or hashish?
▸ How much do people risk harming themselves physically and in other ways when they use **cocaine once a month**?

Adult Social Environment and Mental Health
Participants aged 18 and older receive questions about their social experiences such as: how many times they have moved, their opinions about drug use, and in some cases, their experiences as a parent. Mental health questions cover such topics as depression and treatment for mental health problems.

Sample Questions:
▸ How do you feel about **adults** trying marijuana or hashish once or twice?
▸ During the past 12 months, was there any time when you **needed** mental health treatment or counseling for yourself but **didn't get it?**
▸ Have you ever in your life had a period of time lasting several days or longer when **most of the day** you felt **sad, empty, or depressed**?

Youth Experiences and Mental Health
Youth aged 12-17 participating in the survey are also asked questions about their social experiences such as: perceptions about the risks of using certain drugs; whether getting drugs is difficult or easy; feelings about school and peers; and involvement in clubs, sports, and other extracurricular activities. The mental health questions cover such topics as depression and treatment for mental health problems.

Sample Questions:
▸ **During the past 12 months**, in how many different kinds of school-based activities, such as team sports, cheerleading, choir, band, student government, or clubs, have you participated?
▸ Have you ever in your life had a period of time lasting several days or longer when **most of the day** you felt **sad, empty, or depressed**?
▸ During the past 12 months, did you receive treatment or counseling from a **private therapist**, **psychologist**, **psychiatrist**, **social worker**, **or counselor** for emotional or behavioral problems that were **not** caused by alcohol or drugs?

Health Care and Demographic Information
In this section, the laptop is handed back to the interviewer, who asks questions about education, health insurance, and family income information to help in analyzing the data. If necessary, a knowledgeable adult in the household may be asked to help participants answer some of these questions.

The answers to these questions increase the government's knowledge about health care, especially as it may relate to drug use or treatment. This information helps in planning health care services and finding ways to lower the costs of care.

Sample Questions:
▸ How many hours did you work **last week** at all jobs or businesses?
▸ **Before taxes and other deductions**, was the total **combined family** income during 2012 more or less than 20,000 dollars?
▸ Are you currently covered by private health insurance?

Thank you for your cooperation and help!

Enumeration Rules

PERSONS WHO ARE <u>NOT</u> TO BE INCLUDED ON ROSTER:

- Persons under the age of 12 at the time of screening (do count them in the total SDU Members number)

- Persons who are institutionalized at the time of screening

- Persons who will <u>not</u> live at the SDU for most of the time during the quarter

PERSONS WHO <u>ARE</u> TO BE INCLUDED ON ROSTER:

- Persons who will live at the SDU for <u>most of the time during the quarter</u> (provided they are 12 or older and not institutionalized at the time of screening)

PERSONS ON ACTIVE DUTY IN THE UNITED STATES' MILITARY/ARMED FORCES:

- Active duty personnel who live at the SDU for half or more of the quarter will be rostered, but then will be made ineligible by the iPAQ prior to selection

KNOWN CITIZENS OF FOREIGN COUNTRIES:

- DO <u>NOT</u> INCLUDE: — citizens of foreign countries living on the premises of an embassy, ministry, legation, chancellery, or consulate

  — citizens of foreign countries who consider themselves to be just visiting or traveling in the United States (regardless of the length of time they will be staying at the SDU)

- <u>DO</u> INCLUDE citizens of foreign countries who are not living on the premises of an embassy, ministry, etc., but who are living/studying/working in the United States and who will be living at the SDU for most of the time during the quarter.

Steps to Maximize Data Quality

This summary is not a replacement for information contained in your FI Manual, but is a listing of some of the most crucial protocols that <u>must</u> be followed.

Note the FI Manual pages referenced with each key point. Keep in mind these protocols are <u>not</u> the only steps necessary to follow. Use your FI Manual, Field Supervisor, and project e-mails for information on additional steps to maximize data quality.

BE SURE YOU FOLLOW EACH OF THESE PROTOCOLS AT ALL TIMES.

SCREENING

- **Use your segment maps**, and not just the address, to locate your selected DUs. [FI Manual p. 3-21]

- **Display your ID badge** when knocking on every door in your segment. [FI Manual pgs. 4-15 and 5-1]

- **Complete screenings in-person** with a resident who is 18 or older. The only exception is in the case of emancipated minors. [FI Manual p. 4-16]

- **Give a Study Description to each SR**. [FI Manual p. 4-17]

- Obtain complete and accurate screening information, **reading the screening questions verbatim to the SR** and immediately entering responses into the iPAQ. The only missing screening data should be a result of the respondent's refusal or inability to provide the information. [FI Manual p. 6-15]

INTERVIEW

- **Read the CAI Introduction and Informed Consent from the Showcard Booklet** to the R (choosing the appropriate version based on the respondent's age) before beginning the interview. Before speaking with a selected minor, you must obtain verbal parental permission. **If the R was not the SR, give him/her a Study Description.** [FI Manual pgs. 7-22 and 7-23]

- Make it apparent you are **completing the interview in a completely confidential and unbiased manner**. [FI Manual pgs. 2-6, 2-7 and 8-1]

- To the extent possible, **choose an interview location that gives the respondent privacy**. [FI Manual pgs. 7-26 and 7-27]

INTERVIEW, CONT.

- **Do not rush the respondent**. Do not tell the respondent how to make the interview go faster. [FI Manual pgs. 8-2 and 8-3]

- Use the **Reference Date Calendar and read the explanation provided on the CAI screens verbatim to the R**. As appropriate, remind the respondent to use the calendar as a visual aid throughout the interview. [FI Manual p. 8-14]

- Familiarize the R with the laptop and function keys by reading the provided script in the CAI Interview and **allow the R to successfully complete the Computer Practice on his or her own**. You must always explain, offer, AND plug in the headphones with each R. [FI Manual pgs. 8-17 through 8-20]

- **Read the interview questions exactly as they appear on the screen**. It is never acceptable to use your own words or 'wing it'. Do not assume you know answers from a previous conversation, question, or interview. [FI Manual pgs. 8-2 and 8-3]

- **Hand the appropriate Showcard to the respondent** when instructed on the CAI screen. [FI Manual p. 8-13]

- Allow your respondents to complete the ACASI portion of the interview on their own. **Never read the questions in the ACASI portion out loud to the respondent**. In cases of extreme physical impairment, it may be necessary to enter the answers into the computer for the ACASI questions, but always allow the ACASI recording to 'read' the questions and answer categories via the headphones. [FI Manual p. 8-24]

- **Have the respondent fill out the top portion of the Quality Control Form** and allow him or her to insert the form into the envelope and seal it. Mail the form within 24 hours of the interview. [FI Manual pgs. 8-26 through 8-27]

- Always protect the confidentiality of your respondents. **Never reveal a respondent's answers to anyone,** including the respondent's family members. Resist the temptation to reveal even positive information gleaned from an interview to parents or other household members. [FI Manual pgs. 2-6 through 2-8]

Sampling Process Explanation

Sample: *A representative part of a population that is studied to gain information about the whole population.*

NSDUH target population: *Civilian, non-institutional population aged 12 years or older residing within the 50 United States and the District of Columbia.*

THE PROCESS:
RTI statisticians draw a smaller sample of the target population designed to represent the population as a whole using probability sampling.

Step 1:
Break each state up into geographic areas, called **State Sampling Regions** (SS Regions) using estimates of population and housing unit counts from the Census Bureau.

- o Number of SS Regions is dependent on the population of the state.
  - 8 most populated states=48 regions.
  - Remaining states=12 regions
- o Each SS Region is expected to yield the same number of interviews. This means the more densely populated the area, the smaller the region.

Step 2:
Break each SS Region up into **segments**.
- o Scientifically selected to ensure the sample accurately represents the United States' population.
- o Each area is assigned a "probability," or "chance," of being selected based on the Census population count.
- o 8 segments selected within each SS Region.
  - 2 per quarter of data collection.

Step 3:
Dwelling Units within the segments are counted and listed, and recorded on the List of Dwelling Units or Group Quarters Listing Form.

Step 4:
From the listed dwelling units, specific HUs and GQUs are randomly selected.
- o Selected units are called sample dwelling units, or **SDUs** which you contact for screening and possible interviewing.
- o Approximately 180,000 SDUs randomly selected each year

Step 5:
Either 0, 1, or 2 persons (**respondents**) are selected for interview using the roster information entered into the iPAQ during screening. Approximately 70,000 respondents are selected and complete the interview each year.
- o Eligibility for interview is based only on the AGE of the SDU members
- o All screening data is used by the RTI statisticians

Analysis:
"Sample Weighting" is used to determine how many people in the population each respondent represents.
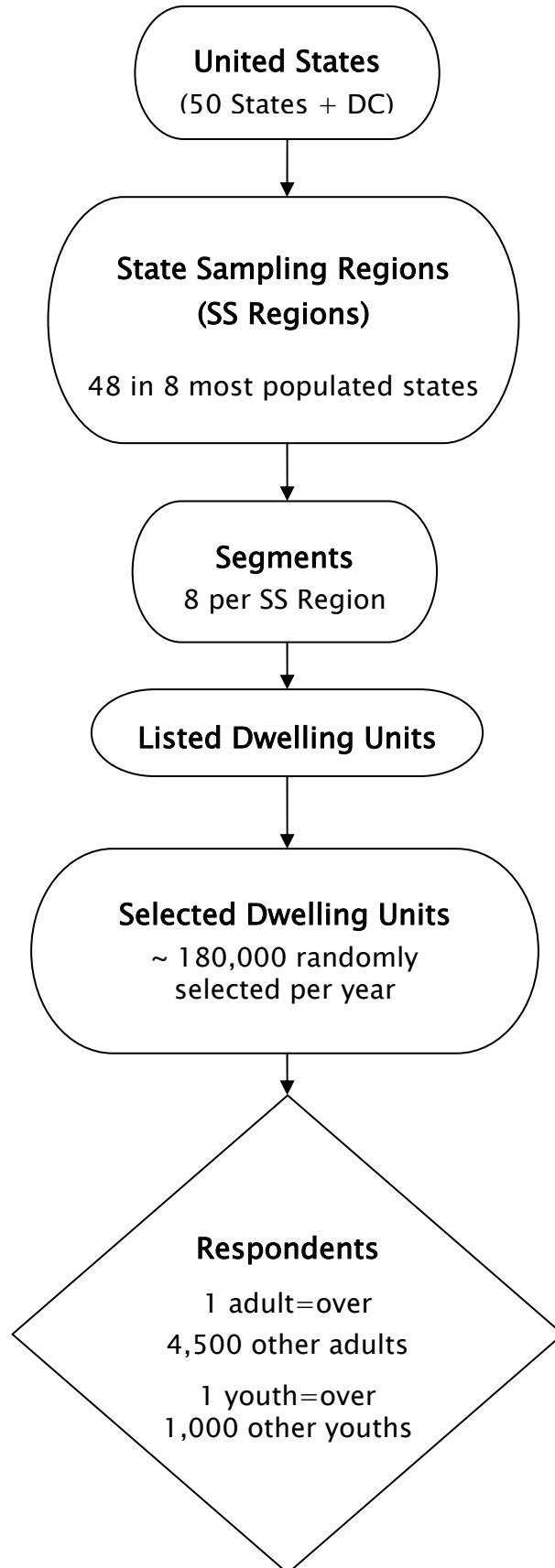- o 1 adult - represents over 4,500 other adults
- o 1 youth - represents over 1,000 other youths
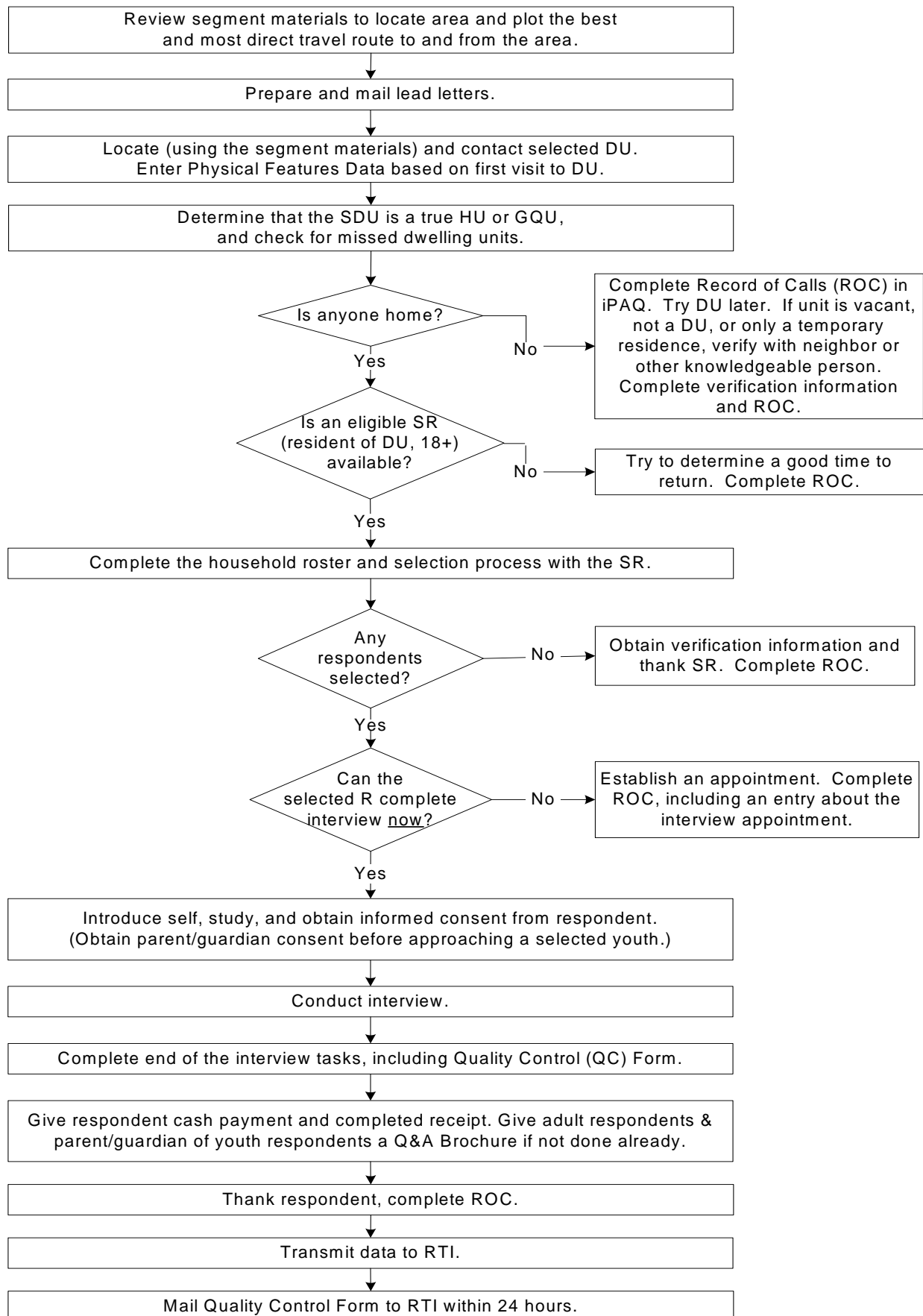
FIELD INTERVIEWER'S ROLE
Maintain the integrity of the sample by:
- o Using segment materials properly
- o Following project procedures, including editing address and adding missed DU protocols
- o Investigating discrepancies between the materials and what you actually see in the field
- o Paying close attention to details

Sampling Process Explanation *(continued)*

United States
(50 States + DC)

↓

State Sampling Regions
(SS Regions)

48 in 8 most populated states

↓

Segments
8 per SS Region

↓

Listed Dwelling Units

↓

Selected Dwelling Units
~ 180,000 randomly
selected per year

↓

Respondents

1 adult=over
4,500 other adults

1 youth=over
1,000 other youths

Overview of the Screening and Interview Process

Review segment materials to locate area and plot the best and most direct travel route to and from the area.

↓

Prepare and mail lead letters.

↓

Locate (using the segment materials) and contact selected DU. Enter Physical Features Data based on first visit to DU.

↓

Determine that the SDU is a true HU or GQU, and check for missed dwelling units.

↓

Is anyone home?

— No → Complete Record of Calls (ROC) in iPAQ. Try DU later. If unit is vacant, not a DU, or only a temporary residence, verify with neighbor or other knowledgeable person. Complete verification information and ROC.

Yes ↓

Is an eligible SR (resident of DU, 18+) available?

— No → Try to determine a good time to return. Complete ROC.

Yes ↓

Complete the household roster and selection process with the SR.

↓

Any respondents selected?

— No → Obtain verification information and thank SR. Complete ROC.

Yes ↓

Can the selected R complete interview now?

— No → Establish an appointment. Complete ROC, including an entry about the interview appointment.

Yes ↓

Introduce self, study, and obtain informed consent from respondent. (Obtain parent/guardian consent before approaching a selected youth.)

↓

Conduct interview.

↓

Complete end of the interview tasks, including Quality Control (QC) Form.

↓

Give respondent cash payment and completed receipt. Give adult respondents & parent/guardian of youth respondents a Q&A Brochure if not done already.

↓

Thank respondent, complete ROC.

↓

Transmit data to RTI.

↓

Mail Quality Control Form to RTI within 24 hours.

Screening and Interview Tasks

When you work in the field, you will encounter a variety of situations:

Can't screen (i.e. no one home, vacant units, SR not available, etc.)
- choose case from Select Case, tap Actions, Screen DU
- approach unit and discover you can't screen
- obtain verification information for codes 10, 13 and 18
- complete ROC to document situation

Screen only (codes 22, 26, 30)
- choose case from Select Case, tap Actions, Screen DU
- approach unit and obtain participation of eligible SR
- complete screening
- obtain verification information
- complete ROC

Screen, then interview (31, 32 and then 70)
- choose case from Select Case, tap Actions, Screen DU
- approach unit and obtain participation of eligible SR
- complete screening
- complete ROC for screening
- obtain participation/informed consent of selected respondent(s)
- prepare laptop and enter QuestID from iPAQ
- conduct interview(s) with available selected respondent(s)
- enter QC ID from Quality Control Form in CAI program in laptop
- complete ROC(s) in iPAQ for completed interview(s)
- mail completed Quality Control Form(s) to RTI within 24 hours

Screen, make appointment for interview (codes 31, 32 and then 50)
- choose case from Select Case, tap Actions, Screen DU
- approach unit and obtain participation of eligible SR
- complete screening
- complete ROC for screening
- complete ROC to document appointment for each selected respondent
- prepare appointment card and give to each respondent

Interview only at appointment time or other follow-up contact
- choose case from Select Case, review selections and roster
- obtain participation/informed consent of selected respondent(s)
- prepare laptop and enter QuestID from iPAQ
- conduct interview(s) with selected respondent(s)
- enter QC ID from Quality Control Form in CAI program in laptop
- complete ROC(s) in iPAQ
- mail completed Quality Control Form to RTI within 24 hours

Always enter Physical Features Data based on your first visit to a DU.

Physical Features Data Reference Sheet

There are two key elements for entering accurate Physical Features Data into the iPAQ:

1. The SDU characteristic and controlled access type should be based on **what you encounter** during your **first visit** to the SDU. Details on what transpires during subsequent contact attempts are documented in the Record of Calls (ROC). If the situation changes during future visits, that information will be reported in the ROCs.

2. Reference the **definitions for SDU characteristic and controlled access type**. The categories are abbreviated in the iPAQ program, so reference, as necessary, the additional information provided in parentheses below or the additional text provided in the iPAQ information screen.

Physical Features Data provides a "picture" associated with the SDU. These data are used in conjunction with ROCs to provide more complete information about issues impacting field interviewers and household surveys.

<u>SDU Characteristic:</u>
Select the description of the characteristics of the SDU from the list on the SDU Characteristic screen.

IMPORTANT NOTE: Some SDUs may fall into several characteristic categories—if so, <u>check all characteristics that apply to the SDU.</u>   For example, if the SDU is a high-rise apartment complex (more than 50 units) on a military base, use codes 4 and 5.

1. **House/Single Unit** (single family home, trailer, or cottage)

2. **Multi-unit, 2-9 units** (multi-unit structure with 2-9 units)

3. **Multi-unit, 10-49 units** (multi-unit structure with 10-49 units)

4. **Multi-unit, 50+ units** (multi-unit structure with 50 or more units)

5. **Military Base**

6. **Student Housing** (includes dormitory, fraternity/sorority housing, or college-owned apartment)

7. **Native American Tribal Land** (Reservation)

8. **Senior Housing/Assisted Living** (includes houses, apartments, or condos)

9. **Other GQU** (group quarters units OTHER than those listed in the above options, such as shelters)

10. **Empty Lot** (empty home site or mobile home site)

Controlled Access Type:
"Controlled access" is defined as any situation where an FI approaches an SDU and encounters some barrier that prevents the FI from gaining access to the door of the SDU. Select the type of physical barrier(s), if any, that prevents you from gaining access to the door of the SDU during your initial visit from the list on the Controlled Access Type screen. If you encounter a controlled access barrier during your initial visit to a multi-unit building or complex that prevents you from gaining access to any SDUs, you should enter the barrier type for all SDUs in that building or complex.

IMPORTANT NOTE: Some SDUs may include multiple types—if so, <u>check all types that apply to the SDU.</u> For example, if you encounter a guard station and locked gate with no intercom when trying to approach an SDU in a community and the guard does not grant you access to the community, you would enter 2 and 3.

1. **None** (The vast majority of SDUs possess *none* of the types of access barriers listed below, so "None" will be a common entry. Remember, if you encounter any of the access barriers below, but gain access to the door of the SDU during your initial visit, the barrier would be coded as "None" per the Controlled Access definition.)

2. **Guard/Door Person/Staff/Manager** (door person at front door who has to call the unit, door person that must give access to building, guard at gate of community, on-site or off-site manager who controls access)

3. **Locked main entrance/gate, no intercom/buzzer** (locked doors, locked gate, controlled gate, or other locked entry)

4. **Locked main entrance/gate with intercom/buzzer, no unit address labels** (may contain other labels such as names, but does not provide address label)

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

Example Scenarios	CHAR	TYPE
One story brick home in a gated neighborhood. The gate was open upon your arrival & you entered and accessed the SDU successfully.	1	1
The manager of a college dorm will not grant you access to the locked building (with no intercom/buzzer). There are 8 SDUs within the 16 unit dorm.	3 and 6	2 and 3
The SDU is in a high rise apartment building with over 100 units. There is a locked elevator and intercoms with only names listed in the lobby. You are unable to gain access to any SDUs on your first attempt.	4	4
The rural SDU on a reservation is located down a long driveway that is dangerous to traverse due to severe ice from a recent storm.	1 and 7	1
The SDU is located in a senior housing apartment building with 18 units. After being granted access to the building from a guard in the lobby, you buzz residents from an intercom with room numbers. The residents can unlock the main door from their apartment. You are granted access by the resident of the first SDU contacted.	3 and 8	1
After screening 5 SDUs in the senior housing example above, you return a week later to initially visit the remaining 7 SDUs, but the manager has told the guard not to grant you access to the building. How do you code the physical features data for the remaining cases?	3 and 8	2 and 5
You try to contact 4 SDUs in an 8 unit apartment complex on a military base, but the guard at the controlled entrance gate will not grant you access to the base on your first attempt. How do you code the physical features data for these 4 SDUs?	2 and 5	2 and 3

If you have questions about entering Physical Features Data, contact your FS.

Editing Address Protocol

When to Edit an Address
Editing SDU addresses should <u>not</u> be a common task. An address should only be edited if the <u>physical</u> address is missing or incorrect, such as when only a description of the SDU is provided.

Before editing an address, first confirm you are at the correct selected dwelling unit. To do this, use <u>a combination of project resources</u>, including the handwritten List of DUs, block listing maps, <u>and</u> the address or description in your iPAQ. If you are confident you are at the correct DU but the address is incorrect, you should consult the *Editing Address Protocol* chart. It will guide you on the steps to follow.

When you edit an address, there are two additional steps you must take to complete the process. First, you must <u>enter a note in the Record of Calls</u> explaining the reason for the edit. Second, you should <u>notify your FS</u> of the edit. Your FS must update their copy of the segment materials with the edit, and in many cases notify RTI's Sampling Department to update the project sampling frame.

Never make edits to an address which creates a duplicate of an address already listed on the original List of DUs. Enter a note in the Record of Calls describing the situation and address discrepancy, and then obtain permission from your FS and Sampling before making the edit. Carefully checking the original List of DUs before making an edit will ensure no duplication occurs.

After reviewing the *Editing Address Protocol* chart, if you are unsure whether an address should be edited or the appropriate procedures to follow, enter detailed notes about the situation in the ROCs and contact your FS promptly for assistance.

When NOT to Edit an Address
In order to maintain the integrity of the sample, there are specific situations when you should not edit an address. These situations are listed as "Improper" in the third column of the *Editing Address Protocol* chart.

For example, addresses must never be edited due to screening on the incorrect line or at the wrong dwelling unit. <u>Always double-check the address at the top of the iPAQ screen and consult your segment materials to prevent this type of error</u>.

Also, do <u>not</u> change an address or description to a Post Office Box, but instead enter any PO Box information in the Record of Calls.

Lastly, do <u>not</u> edit addresses to change abbreviations to full spellings, such as "Dr." to "Drive," or from full spellings to abbreviations, such as "Boulevard" to "Blvd."

Reminder:

<u>Always refer to the chart:</u>

- when deciding whether or not to edit an address, and
- to be certain all appropriate procedures have been completed when editing an address.

EDITING ADDRESS PROTOCOL

REMINDER: Always review your segment maps, original list of dwelling units, and iPAQ information before editing SDU addresses.

Scenario	Description of Situation	Proper or Improper to Edit	Appropriate FI Action	Appropriate FS Action
A	Description edited to a street address	Proper	Check handwritten list of DUs, if address is not on list, delete description; enter street address in iPAQ; proceed with screening; enter notes in ROCs; notify FS	Make correction in segment materials
B	Street name spelling corrected or drive/avenue/street/etc. corrected	Proper	Edit address in iPAQ; proceed with screening; enter notes in ROCs; notify FS	Make correction in segment materials
C	Correction of one SDU address due to 911/U.S. Postal Service/ local government address revisions	Proper	Edit address in iPAQ; proceed with screening; enter notes in ROCs; notify FS	Make correction in segment materials
D	Correction of listing error for one SDU (includes edits to street/apt. number)	Proper	Check handwritten list of DUs, if address is not on list, edit address in iPAQ; proceed with screening; enter notes in ROCs; notify FS	Make correction in segment materials
E	Adding apt. numbers to differentiate between added units in a SDU or on SDU property	Proper	Check handwritten list of DUs, if address is not on list, edit address in iPAQ; proceed with screening; enter notes in ROCs; notify FS	Make correction in segment materials
F	City, state, or zip code corrected	Proper	Edit address in iPAQ; proceed with screening; enter notes in ROCs; notify FS	Make correction in segment materials
G	Within controlled access buildings/complexes, edits to addresses for multiple units originally gained through "blind" listing or listing by buzzer/mailbox	Proper (with prior approval from FS)	Notify FS; if approved by FS, edit address in iPAQ; proceed with screening; enter notes in ROCs	Make correction in segment materials; instruct FI to make edit and proceed with screening; notify Sampling
H	Complete street name change	Proper (with prior approval from FS and Sampling)	Notify FS; if approved by FS and Sampling, edit address in iPAQ; proceed with screening; enter notes in ROCs	Seek Sampling approval; if approved, make correction in segment materials and instruct FI to make edit in iPAQ and proceed with screening
I	Removing the apt. number from SDU address	Proper (with prior approval from FS and Sampling)	Notify FS; if approved by FS and Sampling, edit address in iPAQ; proceed with screening; enter notes in ROCs	Seek Sampling approval; if approved, make correction in segment materials and instruct FI to make edit in iPAQ and proceed with screening
J	Correction of address for multiple units due to 911/U.S. Postal Service/local government address revisions	Proper (with prior approval from FS and Sampling)	Notify FS; if approved by FS and Sampling, edit address in iPAQ; proceed with screening; enter notes in ROCs	Seek Sampling approval; if approved, make correction in segment materials and instruct FI to make edit in iPAQ and proceed with screening
K	Correction of listing error for multiple units (includes edits to street and/or apt. number) *See Scenario G for additional information	Proper (with prior approval from FS and Sampling)	Notify FS; if approved by FS and Sampling, edit address in iPAQ; proceed with screening; enter notes in ROCs	Seek Sampling approval; if approved, make correction in segment materials and instruct FI to make edit in iPAQ and proceed with screening
L	Adding apt. numbers to single dwelling units *See Scenario E for additional information	Proper (with prior approval from FS and Sampling)	Notify FS; if approved by FS and Sampling, edit address in iPAQ; proceed with screening; enter notes in ROCs	Seek Sampling approval; if approved, make correction in segment materials and instruct FI to make edit in iPAQ and proceed with screening
M	Description or street address edited to a Post Office Box address	Improper	Place Post Office Box address in ROCs	Retrain FI
N	Edit due to screening on the wrong line or at the wrong dwelling unit	Improper	Request status code change or reopen code from FS; complete screening on correct line	Give status code change code or reopen code or instruct FI to final code, as appropriate; retrain FI
O	Edit due to merged or condemned unit, or unit does not exist	Improper	Notify FS; code case as instructed by FS and Sampling	Seek Sampling input; instruct FI to code case as instructed by Sampling

Checking for and Adding Missed DUs

You are not required to check the entire segment for missed dwelling units. Check for missed DUs at every selected DU. (However do not ignore significant changes, such as a new development or new apartment building—call your FS.)

At a selected housing unit, look for missed dwelling units:

- **Within the structure or on the property.**

    For regular housing units (houses, townhouses, trailers, cottages, duplexes), during each screening you ask the SR if there are any other units within the structure or on the property, such as a separate apartment with a separate entrance. If so, simply enter the address of the other unit(s) and proceed with screening.

    For housing units in apartment and condo buildings, do not ask the Missed DU question. However, if you discover a missed DU such as the rare but possible 'unit within a unit,' check with the SR and add the unit from the Select Case Screen by tapping "Actions/Add Missed DU."

- **In the geographic interval between the SDU and the next listed line.**

    On the first visit to the SDU, check the space between the SDU and the next listed DU. Enter any discovered units using "Actions/Add Missed DUs."

    If the SDU is the last one listed on a map page:

    - the 'next listed line' means the next one listed on that map page, not the next one listed numerically. Check the interval between the SDU and the very first DU listed on that map page.

    - check any subsequent zero map pages for missed DUs.

For group quarters structures listed by persons or beds:

- Compare the original list with the current situation. If there are more units now, call your FS who will contact RTI's Sampling Department about which missed GQUs to add.

Limits on missed DUs:

- Up to 5 units at one SDU
- Up to 10 units per segment
- iPAQ stores space for 5 added DUs per segment. If more are required, contact your FS to have 5 more lines transferred to your iPAQ.

For more information on checking for and adding missed DUs, refer to pages 3-31 through 3-38 and 3-44 through 3-46 in your FI Manual.

Reconciling Missed DUs

Recording the addresses of missed DUs in the iPAQ does not automatically add them to your assignment. When ready to reconcile these missed DUs to see if they should be added, be sure that you have the handwritten List of Dwelling Units and the block listing maps.

You can Reconcile at three different spots in the iPAQ:

- At the end of screening if you have entered a missed DU address(es). If you don't have time or your segment materials, simply tap "No" and reconcile later.

- If you entered a missed DU address using "Actions/Add Missed DUs," you will be asked if you want to reconcile.

- From the option "Admin/Reconcile Missed DUs."

To Reconcile Missed DUs:

- Follow the instructions on the iPAQ screen carefully, making certain you refer to your segment materials as you reconcile the unit.

- Determine if the missed unit is already on the handwritten List of DUs.

- Determine if the missed unit is in the correct geographic interval.

- If the missed unit is not on the list and is in the correct interval, it will be added to your assignment.

- Complete the List of Added Dwelling Units to document the unit.

- Remember to mark the location of the missed DU on the correct Block Listing Map.

If you have any questions, exit the program and contact your FS.

In the following situations, check with your FS who will check with RTI's Sampling Department:

- more than five missed DUs are found at a specific SDU
- more than 10 missed DUs are found in a segment
- a missed HU (other than a 'unit within a unit') is discovered in an apartment or condo building
- a missed GQU is discovered within a group quarters structure
- a missed group quarters structure is discovered
- a significant listing problem is discovered.

For more information on reconciling missed DUs, refer to pages 3-40 through 3-46 in your FI Manual.

Guidelines for Speaking with Neighbors

When speaking with neighbors, it's important only to ask for and obtain certain information. <u>Always be very general and concise, and do not offer more information than is necessary.</u>

If the neighbor is suspicious and won't provide any information unless you tell them why you are interested in a particular address, simply state the household has been selected to participate in a national study. Do not name or describe the survey.

You <u>CAN</u> speak to a neighbor to:

1. Verify whether someone actually lives at the selected DU(s)
2. Find out a good time to find the residents at home
3. Obtain verification data if the SDU is vacant

When speaking with neighbors, you <u>CANNOT</u>:

1. Explain that the household has been selected to participate in the NSDUH
2. Obtain screening information for the selected DU(s)

Suggested wording to use when speaking with neighbors:

"Hello, my name is [INSERT NAME] with Research Triangle Institute. I am working on a nationwide study sponsored by the U. S. Public Health Service and need to speak with your neighbor. Do you know when would be a good time to find them at home?"

OR

"Hello, my name is [INSERT NAME] with Research Triangle Institute. Your neighbor has been selected to participate in a national study and I'm having trouble catching them at home. Do you know when a good time would be for me to find them at home?"

Suggested wording for vacancy verification:

"Hello, my name is [INSERT NAME] with Research Triangle Institute. Your neighbor has been selected to participate in a national study, but it looks like the house may be vacant. Can you tell me if someone lives there?"

ROC Comments

ROC comments should be appropriate, non-judgmental, and:

- **Informative –** Record appointment times, best times to return, who you talked to, or if no adult was home, record which cars were in the driveway.
- **Helpful –** Note relevant information for you to use in preparing to return or when discussing the case with your supervisor. If a case gets transferred to another FI, the notes are very important to the new FI to understand what has happened.
- **Concise –** Explain your comments directly, leaving out unnecessary words or information. Your comments must be easily understood by you, your FS, other FIs, and project managers.

Examples of good ROCs:

- CB after 7:00 pm
- 2:30 Sat appt
- W M 15ish said parents home after 8:00
- HISP F 60s send SPAN letter

PROJECT ABBREVIATIONS

R	respondent (for the interview)
SR	screening respondent
FI	field interviewer
Q&A	Q&A Brochure
DU	dwelling unit

STANDARD ABBREVIATIONS

days of the week	(with 3 letters)
F	female
M	male
B	black
W	white
HISP	Hispanic
SPAN	Spanish
INFO	information
REF	refused

SUGGESTED HELPFUL ABBREVIATIONS

CB	call back (or come back)
APPT	appointment
AM	morning
AFTRN	afternoon
PM	evening
NGHBR	neighbor
GTKPR	gatekeeper
WKND	weekend

Counting and Listing Abbreviations

COLORS

BG	Beige
BK	Black
BL	Blue
BR	Brown
DK	Dark
GR	Grey
GN	Green
LT	Light
MED	Medium
OR	Orange
PK	Pink
RD	Red
TN	Tan
WH	White
YL	Yellow

ADDRESSES

ADD	Address
ALY	Alley
APT	Apartment
AVE	Avenue
BLK	Block
BLVD	Boulevard
BLDG	Building
CIR	Circle
CT	Court
DRWR	Drawer
DR	Drive
HWY	Highway
JCT	Junction
LN	Lane
PKWY	Parkway
PL	Place
PT	Point
PO	Post Office (Box)
RD	Road
RTE	Route
ST	Street
TER	Terrace

OTHER/GENERAL

ATT	Attached
BSMT	Basement
BUS	Business
CPT	Carport
CG	Cattleguard
CHNLNK	Chainlink
CHMY	Chimney
CHUR	Church
COL	Column
COR	Corner
CO	County
DB	Doorbell
DRMR	Dormer
DBL	Double
DRWY	Driveway
ELCMTR	Electric Motor
ENT	Entrance
EXT	Exit
EXTR	Exterior
FEN	Fence
FLR	Floor
FDN	Foundation
FRM	Frame
FR	From
GAR	Garage
GRD	Guard
GRV	Gravel
GRND	Ground
HSE	House
LG	Large
MBX	Mailbox
MID	Middle
MI	Mile
PKT	Picket
PCH	Porch
PVT	Private
RR	Railroad
RSTR	Restaurant
RM	Room
SCRN	Screen/Screened
SHK	Shake
SHUT	Shutters
SD	Side Door
STR	Store
STY	Story
TR	Trim
UC	Under Construction
VAC	Vacant
VER	Veranda
VEST	Vestibule
WIN	Window
WD	Wood

DIRECTION/ORIENTATION

ABV	Above
ACR	Across
ADJ	Adjacent
BCK	Back
BEH	Behind
BTWN	Between
BTM	Bottom
E	East
FRT	Front
L	Left
N	North
NE	Northeast
NW	Northwest
RE	Rear
R	Right
S	South
SE	Southeast
SW	Southwest
W	West

STRUCTURE/MATERIALS

ALUM	Aluminum
BRK	Brick
BRNSTN	Brownstone
CDR	Cedar
CBLK	Cement Block
CEM	Cement
LOG	Log
RCK	Rock
SDG	Siding
STN	Stone
STU	Stucco
VNY	Vinyl

ARCHITECTURE/BUILDING STYLE

APT	Apartment
CPCD	Cape Cod
CLNL	Colonial
CONDO	Condominium
CNTP	Contemporary
DBLWID	Doublewide
DPX	Duplex
RCH	Ranch
RF	Roof
SPL	Split Level
TRAD	Traditional
TRLR	Trailer
TRANS	Transitional

TYPES OF ROOFS

FLT	Flat
GBL	Gable
GMBR	Gambrel
HIP	Hip
MNSD	Mansard
SHGL	Shingle
SPNTL	Spanish Tile
TIN	Tin

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Refusal Reasons

Use these descriptions to help you classify refusals in the iPAQ.

1. **Too busy/no time/did too many surveys already**
   The number one reason for refusals is lack of time.

2. **Surveys/Govt. invasive/teen exposure**
   These people feel that the government invades their privacy too much with surveys. There may be philosophical, political, or religious reasons for not participating in surveys. Parents may be concerned about exposing their teen to the sensitive subject matter in the survey.

3. **Clarify confidentiality, legitimacy, or selection**
   Be sure to listen carefully to what respondents are telling you—questions about the legitimacy of the survey or how the survey guarantees confidentiality can often be explained by you on the doorstep, if you understand their concern.

4. **"Nothing in it for me"/uncooperative**
   Although rare, sometimes people will either not give a reason for their refusal or they'll tell you that there's no reason for them to participate.

5. **Gatekeeper/Parent/HH member disallow**
   Sometimes you encounter a refusal situation controlled by another person besides the person selected for the interview. A spouse, parent, guardian, or another influential person in the household may refuse for the selected individual, or deny you the ability to talk directly to the selected person. Even if you are able to talk with the selected person, he or she may refuse because of the other person's opinions.

6. **Welfare or INS concern**
   Persons involved with various government programs may fear that you are a welfare worker or an immigration officer checking on their status.

7. **Too ill/house messy/not dressed**
   These refusals are situational and will not generate a refusal letter. They refused because you caught them at an awkward time.

8. **Need to discuss with FS**
   In some cases, a respondent's refusal won't fit any of the above categories, but you are able to gather a sense of what is preventing them from participating. With this option write a very specific note in the refusal comment section to alert your FS. Then you can talk with him/her about how best to handle the refusal.

The Interview Process

Informed Consent Procedures

- READ THE INFORMED CONSENT FOUND AT THE FRONT OF THIS BOOKLET TO RESPONDENT
- If the respondent is 12 - 17 years old, obtain parental consent first

Choose the Best Interview Location

- Consider the following issues:
  - Privacy and ethics
  - Comfort and safety
  - Battery power and/or the availability of an electrical outlet
- Be flexible in choosing a location, but never compromise NSDUH protocols

Setting up the Computer

- Unpack the computer and plug it in using the extension cord if needed
- Press the ON button and WAIT for the computer to boot up
- While waiting, make sure you have the QuestID displayed on the iPAQ, a Reference Date Calendar, your Showcard Booklet, a Quality Control Form and envelope, a Q&A Brochure (if not given earlier), $30 and an Interview Incentive Receipt
- Place clean headphone covers on the ear pieces of the headphones and plug the headphones into the computer
- Enter the passwords, then enter the QuestID from the iPAQ to begin the interview

Conducting the Interview

- Obtain informed consent (if not done earlier)
- If respondent is under the age of 12 or is active in the military, the computer will automatically complete this case (If this occurs, remember to enter a Code 79 in the iPAQ and explain the situation)
- Complete the Reference Date Calendar, following the script on the computer screen

  - Write the 12-month and 30-day dates given to you on the computer screen in the appropriate boxes
  - Circle the 12-month reference date
  - Circle the 30-day reference date, then underline the 30 days between the circled day and the current date
  - Record the Case ID at the top of the calendar
- Use the Showcards as instructed
- During the ACASI, be available to assist the respondent without being intrusive
  - Prepare the Quality Control Form:
    - Record the **date** and approximate interview completion **time**
    - Print your **name** and **FI ID #** legibly
    - Record the **Case ID**, including the **A** or **B**
    - Indicate which **parent** (or guardian) gave permission if respondent is a minor
  - Prepare the Interview Incentive Receipt:
    - Record the **Case ID**, including the **A** or **B**
    - Do not sign, date, or check the box for cash acceptance until prompted by the computer

- Other possible tasks include: review your iPAQ ROCs and plan work for the day, re-read portions of the FI Computer Manual or FI Manual (remove a chapter or two at a time from the binder) complete your Data Quality Knowledge Notebook entries, re-read the Job Aids section in the Showcard Booklet, and review materials for information to use when obtaining cooperation

- Enter the QC ID and the Case ID when prompted and follow Quality Control Form procedures
  - For a youth, the Quality Control Form should be completed by a parent or guardian (If no parent is available, it is acceptable for the youth to complete the form)
  - The R/parent should place the Quality Control Form into the envelope and seal it (If R/parent refuses to complete the Quality Control Form, ask him/her to write "REFUSED" across the top)
- Give R the $30 cash, sign, date and mark the appropriate box on the Interview Incentive Receipt and give the respondent the top copy
- Give adult interview respondents and parent/guardian of youth respondents a Q&A Brochure (if not done earlier)
- Answer the observation questions

When Finished with the Interview

- Pack up your equipment:
  - Unplug the power cord from the computer first, unplug from the wall, then wrap them up and place in carrying case
  - Close the screen display until you hear a click, place the laptop in the case and zip closed
  - Remember your iPAQ, Showcard Booklet, Reference Date Calendar, and other papers
- **THANK YOUR RESPONDENT!**
- Enter a Code 70 in your iPAQ.
- Mail Quality Control Form to RTI within 24 hours of completion of the interview
- Mail Reference Date Calendar and Interview Incentive Receipt (FS copy) to your FS each week

Possible Respondent Difficulties

- Is the respondent physically or emotionally capable of participating?
  - Slow the pace of the questions to see if comprehension improves
  - Allow adequate time to answer
  - If respondent does not seem to understand, politely discontinue the interview and speak with your FS
- Is the respondent intoxicated or under the influence of other drugs?
  - Attempt to schedule another time to return
- Is the respondent blind or paralyzed?
  - Take the time to figure out if respondent can complete interview–each interview is precious!
  - Only in these situations are you allowed to enter the responses during the ACASI portion for the respondent (Make note of this in the FI Observation questions)
- Does the respondent exhibit behaviors that suggest he or she may have difficulty reading?
  - Remember that the respondent can listen to all the questions through the headphones and answer most questions with a number

Helpful Hints for Gathering Good I&O Data

What you record in the Industry and Occupation questions is used to classify the respondent's work by assigning two separate codes. To assign these codes, the coding staff needs **descriptive, yet concise information**. **For all of the industry and occupation questions, it is important to probe for further details.** Use adjectives in your probes—for example, find out what <u>type</u> of doctor or salesperson, what <u>kind</u> of engineer or programmer, supervisor of <u>what?</u>

Also, keep in mind the following:

- **List the most important information first**, as each answer field has a character limit.

- Consider abbreviating when possible. Use typical abbreviations that coding staff will understand, such as **dr** for doctor and **mgr** for manager. **Don't use abbreviations that are not standard—**deciphering abbreviations takes a lot of time and the end result may not be what you originally intended.

The chart below lists the open-ended I&O questions, plus hints and character limits for each.

Name	Question	Character Limit	Hints
INOC01	In what kind of business or industry do you work? That is, what product is made or what kind of service is offered?	100	• Don't enter just the name of a company as the Industry—include a description of the type of company. There could be multiple industries with the same name (e.g., Lowe's Foods or Lowe's Home Improvement Store).
INOC02M	What do they make?	35	• Probe for the <u>specific</u> product the respondent's employer makes (for example, car timing belts, small aircraft propellers). • One word answers are usually too general and not descriptive enough.
INOC02T	What do they sell?	35	• Probe for the <u>specific</u> product the respondent's employer sells. • If the respondent has difficulty specifying what is sold, it could be the response to the previous question should not have been "wholesale or retail trade." Probe for accuracy.
INOC03	PLEASE SPECIFY THE TYPE OF INDUSTRY	35	• Probe for the specific business or industry in which the respondent works. Company name and/or job title are not sufficient descriptions.
INOC04	What kind of work do you do? That is, what is your occupation?	50	• Try to use <u>detailed</u> terms that describe the Occupation (for example, "Electrical Engineer" rather than "Engineer"). • Don't list a generic job title as the Occupation (for example, manager). Try to get a specific title for the occupation. • Be sure to list only one occupation.
INOC05	What are your most important activities or duties in that job?	100	• Describe the work the R spends <u>most</u> of his/her time doing for that business or occupation.

The following are examples of probes and the types of details required for certain jobs in order to correctly assign the industry and occupation codes.

Industry/Occupation	Questions to Ask
Service [Businesses and occupations that work with the public]	**What <u>type</u> of service?** *(housekeeping, customer service, waiter)* **What <u>type</u> of location?** *(restaurant, hotel, private home)* **For <u>whom</u> is the service done?** *(airline industry, the government, bank customers)*
Medical Field	**What <u>type</u> of medical field or office?** *(doctor, dentist, pediatrician, orthopedic surgeon)* **What is their <u>full</u> title?** *(Write out the word–orthodontist, orthopedist, podiatrist–do not use abbreviations such as "ortho")* **What <u>type</u> of location?** *(hospital, private doctor's office, Planned Parenthood)*
Education	**What grade <u>level</u> do they teach?** *(K-5, 6-9, 10-12, college)* **What <u>subject</u> do they teach?** *(English, Biology, French)* **What <u>type</u> of position?** *(Dean, Professor, Principal, Teacher, Teacher's aide, School Board member, Janitor, Cafeteria Worker)* **What <u>type</u> of location?** *(the YMCA, a recreation center, a school)* **Is the school <u>public</u> or <u>private</u>?**
Childcare [Babysitter, Nanny, Daycare Center, etc.]	**<u>Where</u> is the service given?** *(private home, someone else's home such as a neighbor, daycare center)* **What is their <u>employment status</u>?** *(self-employed, employee in a business)* **What <u>type</u> of position?** *(teacher, care provider, cleaner)*
Supervisors/ Managers	**<u>Who</u> or what <u>type</u> of activity do you supervise or manage?** *(sales clerks, laborers, accountants)* **What <u>type</u> of manager are you?** *(hotel, office, property, bakery)*
Government Contractors	**Is the company run by the <u>government</u> or is it <u>a private company</u>?** *(for example, RTI is a contractor for the federal government—RTI is not a government agency)*
Call Centers	**What <u>type</u> of call center is it?** *(retail, credit card, delinquent debt, market research, non-market research—do **not** only give the company name)* **What is the <u>primary purpose</u> of the call center?** *(repair service center, catalog ordering center, merchandising)*
Manufacturing	**What specific <u>product</u> do they make?** *(for example, does the company develop the software for a program or manufacture the products holding the software (e.g., discs, CD-ROMs))?* **What <u>type</u> of machine do they operate?** *(Riveter, lathe operator, punch press operator)*

Additional examples and information on Industry and Occupation Questions can be found in your FI Manual, pages 8-21 through 8-23.

Result Codes

Pending Screening Codes		Requires FS Approval	Verification Info Required	iPAQ Auto Codes
01	No One at DU			
02	Screening Respondent Unavailable			
03	Neighbor Indicates Occupancy			
04	Incapable			
05	Language Barrier (Spanish)			
06	Language Barrier (Other)			
07	Refusal to Screening Questions			
08	Unable to Locate SDU			
09	Other			

Final Screening Codes		Requires FS Approval	Verification Info Required	iPAQ Auto Codes
Ineligible SDUs				
10	Vacant		✔	
13	Not a Primary Residence		✔	
18	Not a Dwelling Unit		✔	
19	GQU Listed as HU			
20	HU Listed as GQU			
22	DU Contains Only Military Personnel		✔	✔
25	No Eligible SDU Members		✔	✔
26	In DU less than ½ of the Quarter		✔	✔
29	Listing Error	✔		
Screening Not Obtained				
11	No One at DU after Repeated Visits	✔		
12	SR Unavailable after Repeated Visits	✔		
14	Incapable	✔		
15	Language Barrier (Spanish)	✔		
16	Language Barrier (Other)	✔		
17	Refusal	✔		
21	Denied Access to Building/Complex	✔		
23	Other	✔		
Screening Completed				
30	No One Selected for Interview		✔	✔
31	One Selected for Interview			✔
32	Two Selected for Interview			✔

Result Codes *(continued)*

	Pending Interview Codes	Requires FS Approval	Verification Info Required	iPAQ Auto Codes
50	Appointment for Interview			
51	No One at DU			
52	Respondent Unavailable			
53	Breakoff (Partial Interview)			
54	Incapable			
55	Language Barrier (Spanish)			
56	Language Barrier (Other)			
57	Refusal (By Respondent)			
58	Parental Refusal for 12-17 Year Old			
59	Other			

	Final Interview Codes	Requires FS Approval	Verification Info Required	iPAQ Auto Codes
70	Interview Complete		✔	
71	No One at Home after Repeated Visits	✔		
72	Respondent Unavailable	✔		
73	Breakoff (Partial Interview)	✔		
74	Incapable	✔		
75	Language Barrier (Spanish)	✔		
76	Language Barrier (Other)	✔		
77	Final Refusal by Respondent	✔		
78	Parental Refusal for 12-17 Year Old	✔		
79	Other	✔		

Instructions for Using the Certificate of Participation

At the end of the interview, you can give a Certificate of Participation that authenticates the respondent's participation in NSDUH. Youth and other interested respondents may use the completed certificate to verify with teachers or group leaders that they participated in NSDUH, and may then receive credit for participating in the study. Possibilities include:

- extra credit for school
- incorporating the NSDUH experience into a school project
- credit towards community service hours.

It is the respondents' responsibility to arrange to receive any possible credit. Respondents and parents must understand that:

- they are responsible for making arrangements for any credit
- their school or group may or may not give credit; credit is not guaranteed
- no advance arrangements have been made with any schools or community groups.

The certificate is worded to allow for use with respondents other than middle or high school students, such as a young adult required to perform community service or for classes beyond high school. However, the certificate should be used primarily with youth respondents. Adult respondents should not receive a certificate unless they ask for acknowledgement that he/she completed the survey or seem very interested in receiving one.

Upon completion of the interview, prepare the certificate by:

- filling in the date the interview was completed
- and your FI name and ID number.

To preserve confidentiality, the respondent adds his or her name at a later time.

Also provide a Question and Answer Brochure along with the certificate, as it contains additional details and includes contact information and Website addresses where interested persons can obtain additional information.

Procedures After an Automobile Accident

Immediately After an Accident...
- Check for injuries. Life and health are more important than damage to vehicles.
- Make note of specific damages to all vehicles involved.
- Write down the names, addresses and license numbers of persons involved in the accident. Also, write a description of the other vehicles.
- Call the police, even if the accident is minor.
- Jot down names and addresses of anyone who may have witnessed the accident. This can prevent disagreement concerning how the accident actually happened.

DOs and DON'Ts
- **DO** jot down details about the accident and circumstances such as weather conditions and visibility.
- **DO** notify your FS, Headway, and your insurance agent about the accident immediately. If you are working as a traveling interviewer in a rental car, notify the car rental agency as well.
- **DO NOT** sign any document unless it is for the police or your insurance agent.

Headway Accident/Injury Reporting Procedures
- In the event of an accident, the employee must contact his/her FS immediately. The employee must also contact a Headway Representative directly to report the accident within 24 hours of the injury. If you're calling after hours, leave a message.

- Employees are expected to seek treatment at an Emergency Room, Urgent Care Facility, or General Practitioner. If the employee seeks treatment elsewhere, the employee may be responsible for payment depending on the applicable state workers' compensation laws.

- Whenever possible, the employee will notify a Headway representative before seeking medical treatment.

- The employee will provide a signed written statement to Headway detailing the nature and extent of all injuries sustained at work.

- The employee is required to submit the results of all evaluations to a Headway representative, as well as any doctor's notes that prevent the employee from working, within 24 hours of any doctor's visit related to injury.

- Headway will investigate all on-the-job injuries thoroughly to determine causes and contributing factors. The employee will cooperate with the investigation of any accident he/she is involved in or witness to. Workers' Compensation fraud is a felony offense and Headway will prosecute anyone proven to be committing fraud.

- If physical therapy or surgery (in the event of a non-threatening injury) is recommended, pre-authorization must be obtained from the worker's compensation insurance carrier in order to guarantee payment of services. The physician should contact the Human Resources Department of Headway at (800) 948-9379 for approval.

Failure to comply with these policies and procedures may jeopardize your workers' compensation benefits. Please also be reminded that workers' compensation laws vary from state to state. There may be additional requirements that you must meet in compliance with your state's laws.

EQUIPMENT MAINTENANCE CHECKLIST

Before Leaving Home to Screen/Interview:

____Ensure iPAQ is in the canvas case and fully charged

____Ensure you have all accessories needed [car charger and mini-USB cable]

____Check iPAQ date & time, and transmit to correct if necessary

While Screening/Interviewing:

____Reset from Today Screen or Admin menu every 30 minutes *

____Turn off iPAQ between screenings

____Be careful not to drop iPAQ

____Be extremely careful to select the correct case when screening

____Keep an eye on the battery level and charge as needed

____Before leaving the field, exit screener program to the Today Screen **

Upon Returning Home from Screening/Interviewing:

____Exit to the Today Screen if not done earlier **

____Transmit

____Plug in iPAQ to charge when not in use, noticing an orange light to ensure you have a good connection

When Transmitting/Charging:

____Reset iPAQ from Today Screen or Admin Menu

____Follow steps in computer manual for transmission

____If problems occur, refer to computer manual

Never remove the battery from the iPAQ unless instructed to do so while on the phone with Tech Support. Data loss can occur!

* Resetting enhances the function of your iPAQ by cleaning up memory leaks

** Exiting screening program saves all data to the storage card—if the iPAQ battery runs down before you have exited the screening program, you will lose data

CARD A
Pain Relievers

1 Darvocet-N®

Darvon®

Tylenol® with Codeine
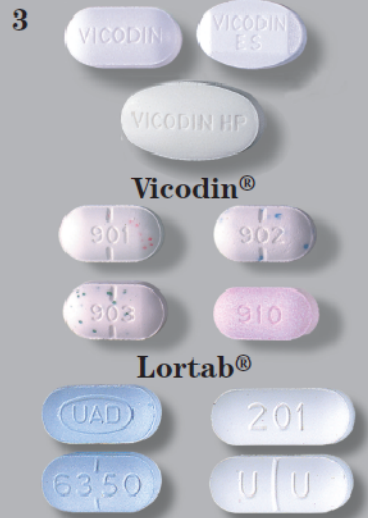
2 Percocet®

Percodan®

Tylox®

3 Vicodin®

Lortab®

Lorcet®/Lorcet Plus®

4 Codeine

5 Demerol®

6 Dilaudid®

7 Fioricet®

8 Fiorinal®

9 Hydrocodone

10 Methadone

11 Morphine

12 OxyContin®

13 Phenaphen® with Codeine

14 Propoxyphene

15 SK-65®

16 Stadol®

17 Talacen®

18 Talwin®

19 Talwin® NX

20 Tramadol

21 Ultram®

CARD B
Tranquilizers

1
Klonopin®

Clonazepam

2
Xanax®

Alprazolam

Ativan®

Lorazepam

3
Valium®

Diazepam

4
Atarax®

5
BuSpar®

6
Equanil®

7
Flexeril®

8
Librium®

9
Limbitrol®

10
Meprobamate

11
Miltown®

12
Rohypnol®

13
Serax®

14
Soma®

15
Tranxene®

16
Vistaril®

CARD C
Stimulants

1

(picture not available)
Methamphetamine
("speed" or "ice" or
"crank")

Desoxyn®

(picture not available)
Methedrine

2

Amphetamines

Benzedrine®

Biphetamine®

Fastin®

Phentermine

3

Ritalin®

Methylphenidate

4

Cylert®

5

Dexedrine®

6

Dextroamphetamine

7

Didrex®

8

Eskatrol®

9

Ionamin®

10

Mazanor®

11 **Obedrin-LA®**

12

Plegine®

13

Preludin®

14

Sanorex®

15

Tenuate®

CARD D
Sedatives

1

(picture not available)
**Methaqualone
(includes Sopor®,
Quaalude®)**

2

Nembutal® Sodium

(picture not available)
Pentobarbital

Seconal®

(picture not available)
Secobarbital

(picture not available)
Butalbital

3

Restoril®

Temazepam

4

Amytal®

5

Butisol®

6

Chloral Hydrate

7

Dalmane®

8

Halcion®

9

Phenobarbital

10

Placidyl®

11

Tuinal®

Lead Letter
English
Spanish

Study Description

Study Description
English
Spanish

Introduction and Informed Consent for Interview Respondents age 18+

English
Spanish

Introduction and Informed Consent for Interview Respondents ages 12-17

**English
Spanish**

Pillcards A-D

Showcards 5-19

Summary of the NSDUH Questionnaire

English
Spanish

Interviewer Job Aids

Informed Consent Reference Guide

This reference guide is not a replacement for information contained in your FI Manual, but is a listing of crucial protocols that must be followed when obtaining informed consent. Refer to pages 7-22 and 7-23 in your FI Manual for more information on informed consent procedures.

YOUTH INFORMED CONSENT PROCEDURES:

Parental Permission:

- Must obtain parental permission to interview youth BEFORE speaking with youth
  - o Introduce yourself to parent/guardian
  - o Read the top box of the Intro to CAI 12-17 to parent/guardian and obtain their permission
  - o Consent MUST be given IN PERSON
- Parent/guardian should be present during interview (not in interview room)
  - o Exceptions: Explicit permission was given to conduct interview without parent/guardian present
    - ▪ In this case, you must read the top box of the Intro to CAI 12-17 to parent/guardian in person to obtain permission and give parent/guardian a copy of the Q&A Brochure
  - o OR youth is an emancipated minor (such as a college student)
    - ▪ In this case, proceed with youth Informed Consent procedures without parental permission, using the Intro to CAI 12-17 script
- If you obtain permission from one parent/guardian who is not home when you return to do the interview, you may only proceed if the other parent/guardian is available and grants permission for the interview
- If the parent/guardian cannot communicate well enough in English to understand the Intro to CAI script:
  - o If parent speaks Spanish, have the parent read the Spanish translation of the Intro to CAI themselves (if you are not a RTI-Certified bilingual FI who could read it to them)
    - ▪ If parent cannot read, the youth or another translator may read script to the parent, along with reading the Spanish Study Description
  - o If language is other than Spanish, the youth or another translator may use the script and Study Description and translate the information for the parent
  - o Use the youth or translator to answer any questions the parent may have

After Obtaining Parental Permission:

- Read the main box of the Intro to CAI 12-17 to the youth
- When instructed, give the youth a Study Description to read and keep

ADULT INFORMED CONSENT PROCEDURES:

- Read the Intro to CAI 18+ to R
- When instructed, give the R a Study Description to read and keep (if not done earlier)
  - o If R cannot read the Study Description themselves, you must read it to them