

Telephone Script for Recruitment of MUH Operators in Los Angeles County

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Hello,

My name is XXXXXXXX and I am calling you from Healthy Housing Solutions in Columbia, MD. This is not a sales call. We have been asked by the U.S. Centers for Disease Control and Prevention, or CDC, to study smoke-free policies in apartment complexes. I am calling you because your apartment complex has been selected to participate in our research study. We have already sent your management firm a letter that describes the study.

I would like to invite a representative of your apartment complex to take part in an interview about the non-smoking policy in your apartment complex. The goal of this research study is to learn more about how apartment complexes put smoke-free policies in place and what it takes to carry out that policy.

1. Are you the person in charge of the daily operation of this apartment complex?

- ☐ Yes (If "Yes", go to Question 2)
- ☐ No (If "No", go to Question 1a)

1a. Who may we contact to obtain this information? [END SURVEY with respondent; if information available, contact the appropriate person]

☐ _____

2. Do you have knowledge of the company policy/policies regarding smoking in this apartment complex?

- ☐ Yes (If "Yes", proceed with the interview)
- ☐ No (If "No", go to Question 2a)

2a. Who may we contact to obtain this information? [END SURVEY with respondent; if information available, contact the appropriate person]

If you agree to be part of the study, we will:

- ☐ Come to your office on a day and time of your convenience between _____ and _____, 2012;
- ☐ Ask you to read a consent form about your role in the study. If you agree to participate, we will ask you to sign the form;
- ☐ Interview you for approximately 45 minutes about your policies and experience with smoke-free units and the costs involved in getting apartments ready for new tenants.
- ☐ Get copies of any written materials that your apartment complex gives tenants about smoke-free policies (such as lease agreements and statements about charges for damages or costs to renovate at turnover a unit that had smokers in it);
- ☐ Ask you to show us the outside and common areas of the complex to look at signs for designated smoking and non-smoking areas;
- ☐ Give a list of building and apartment numbers of occupied apartments so that we can randomly select residents to interview for the research study.

At the end of the interview, we will give you a \$75.00 Visa gift card.

You and the apartment complex will not be identified by name in any of the information we use for this study. We will not share the information you give us with senior management from your firm.

Would you like to participate?

- ☐ Yes – Thanks for your help!
- ☐ No -- *If no, ask the following:*

Do have any questions or concerns that would limit your participation that you would like me to answer?

☐ Yes

☐ No – Can you recommend someone else who might help us?

Use only if appointment is scheduled:

I will send a letter confirming the appointment day and time. Please let me know the correct mailing address to use.

Appointment Date and Time: _____

Mailing address for confirmation _____

Email (optional) _____

Thank you for your time!