

Attachment H
UTC Letters

[DATE]

Resident

[STREET ADDRESS]

[CITY], [STATE] [ZIP]

Dear Resident:

Recently, a Field Interviewer from RTI International attempted to contact your household about participating in the National Survey on Drug Use and Health. So far, we have been unable to speak with anyone in your household. Your participation in this study is important—this is why we continue to try and reach you.

Some people are cautious about speaking to a stranger at the door, and that is understandable. Please know that we are not soliciting or selling anything—we have just a few general questions to ask that will take about five minutes. It is not necessary for you to let the interviewer into your home—you can answer the questions right at your door.

After these initial questions, someone in your household may or may not be randomly selected to participate in the full interview. **If anyone is selected for the full interview, that person will receive \$30 in cash at the end of the interview as a token of appreciation for participating.**

A limited number of households were randomly selected to represent the population of the U.S. Your household cannot be replaced. If you choose not to participate, your experiences and views—as well as the people you represent—will not have a chance to be heard.

Thank you for your time. I hope you'll choose to participate in this extremely important and beneficial study.

Sincerely,

[FS NAME], Field Supervisor

P.S. Please, if you have any questions or would like to set up an appointment, telephone me toll-free at [TOLL FREE NUMBER].

*The National Survey on Drug Use and Health is conducted by RTI International for the Substance Abuse and Mental Health Services Administration, an agency in the U.S. Department of Health and Human Services. [<http://nsduhweb.rti.org>] [<http://www.samhsa.gov>] [<http://www.rti.org>]

[DATE]

Resident
[STREET ADDRESS]
[CITY], [STATE] [ZIP]

Attention: [age] year old [gender] resident

Dear Resident:

Recently, a Field Interviewer from RTI International came to your home and asked you to participate in the National Survey on Drug Use and Health. You were not available to complete the interview at that time and have been away or unavailable each time the interviewer has returned since then. Your participation in this study is important—this is why we continue to try and reach you.

A limited number of people were randomly selected to represent the population of the U.S. You cannot be replaced. If you choose not to participate, your experiences and views—as well as the people you represent—will not be heard.

Your answers to the survey questions are combined with the answers of other people and reported only as overall numbers. To further protect your privacy, the survey is set up so that you record most of your own answers—the interviewer never sees or hears them. Also, the option to refuse to answer any question is always available.

The results of this study help state and national policymakers learn about health issues—including information on alcohol, tobacco, and drug use, non-use, and opinions—so that informed decisions about policies and programs can be made. By participating in this study, you will make a direct impact on important health-related decisions.

Your participation is critical to the success of this study, and we are happy to make a special effort to work around your schedule so that you can be included. Please feel free to call me to set up an appointment time—the interview can also be conducted at a neutral location such as a public library.

We appreciate that your time is a precious commodity. **As a token of our appreciation, you will receive \$30 in cash at the end of the interview.**

Thank you for your time. I hope you'll choose to participate in this extremely important and beneficial study.

Sincerely,

[FS NAME], Field Supervisor

P.S. Please, if you have any questions, telephone me toll-free at [TOLL FREE NUMBER].

*The National Survey on Drug Use and Health is conducted by RTI International for the Substance Abuse and Mental Health Services Administration, an agency in the U. S. Department of Health and Human Services. [<http://nsduhweb.rti.org>] [<http://www.samhsa.gov>] [<http://www.rti.org>]

ATTENTION RESIDENTS!

The U.S. Department of Health and Human Services is conducting a national survey on health-related issues in order to provide better future services to all segments of the population. RTI International has been contracted to complete the work.

Some residences in this building were randomly selected for participation in this survey. A field representative, **[FIELD INTERVIEWER]**, will be at your complex:

- **[DATE]**
- **[TIMES]**
- **[LOCATION]**

The initial questions will only take a few minutes and then one or two persons from your household may be asked to participate in a voluntary interview. It is also possible that no one will be selected to participate. All data collected will be kept completely confidential. This survey is covered by the Confidential Information Protection and Statistical Efficiency section of the E-Government Act of 2002 (Public Law 107-347) which ensures that any information provided will only be used for statistical purposes and cannot be used for any other purpose.

Our field representative is registered with your local police department.

You may contact Field Supervisor **[FS NAME]** at **[FS PHONE NUMBER]** or visit <http://nsduhweb.rti.org/> on the internet to verify the legitimacy of the survey.

Your participation is extremely important to the success of this study and we thank you in advance for your cooperation.

[DATE]

Resident
[COMPLEX/COMMUNITY NAME]
[ADDRESS]
[CITY], [STATE] [ZIP]

Dear Resident:

Recently we sent a letter requesting your help with a national study on health-related issues conducted by RTI International for the U.S. Department of Health and Human Services.

A limited number of household addresses—including yours—were randomly chosen to take part in this important study. No other household or person can take your place. Information gathered from this study is used by researchers and local, state and federal health agencies in developing various medical and health-related policies and programs.

Typically, a professional RTI interviewer visits each selected residence in person. We respect the policies of [COMPLEX/COMMUNITY NAME] and appreciate your desire for privacy, so we are contacting you by mail instead. Your participation in this study is very important or we would not continue to try to reach you.

Since we cannot contact you in person, we ask you to please call our supervisor for your area, [FIRST & LAST NAMES] to set an appointment for an RTI interviewer to visit your household.

Please call: [FIRST & LAST NAME] [PHONE NUMBER] (toll free)

The interviewer only needs a few minutes of your time to see if someone in your household will be chosen for an interview. Every person who **is chosen and completes the full interview will receive \$30 in cash at the end of the interview.** Any information you provide is kept completely confidential and will be used only for statistical purposes.

For more details about the study, please visit <http://nsduhweb.rti.org>.

Your call to [MR./MS. LAST NAME] is extremely important to the success of this study, and I thank you in advance for your cooperation.

Sincerely,

Ilona S. Johnson
National Field Director, RTI

[DATE]

Resident
[NAME OF COMPLEX/COLLEGE/UNIVERSITY]
[ADDRESS]
[CITY], [STATE] [ZIP]

Attention: [age and gender of respondent]

Dear Resident:

Recently, an interviewer from RTI International came to your [HOME /RESIDENCE HALL] and asked you to participate in the National Survey on Drug Use and Health (NSDUH)*. **Your participation in this study is important—which is why we continue to try to reach you.**

We want to provide you with additional information about the study:

- A limited number of individuals—including you—were randomly chosen to take part. No other person can take your place in this study.
- As a token of our appreciation, you will receive \$30 in cash at the end of the interview.
- Any information you provide is kept completely confidential and will be used only for statistical purposes.
- For more details about the study, please visit <http://nsduhweb.rti.org>.

We are happy to work around your schedule so that you can be included. Please contact our supervisor for your area, [FIRST & LAST NAME], to set up an appointment.

Please call:

[FIRST & LAST NAME]
[PHONE NUMBER] (toll free)

If [MR./MS. LAST NAME] is not available when you call, please leave your phone number, address and the time you wish to be interviewed. [HE/SHE] will call you to confirm your appointment.

Thank you for your time. Your call to [MR./MS. LAST NAME] is very important to the success of this study, and I thank you in advance for your cooperation.

Sincerely,

Ilona S. Johnson
National Field Director, RTI

*The National Survey on Drug Use and Health is conducted by RTI International for the Substance Abuse and Mental Health Services Administration, an agency in the U.S. Department of Health and Human Services.

[DATE]

Resident
[NAME OF COMPLEX]
[ADDRESS]
[CITY], [STATE] [ZIP]

Attention: Parent of [age and gender of respondent]

Dear Resident:

Recently, an interviewer from RTI International came to your home and asked your [SON/DAUGHTER] to participate in the National Survey on Drug Use and Health (NSDUH)*. **[HIS/HER] participation in this study is important—which is why we continue to try to reach you.**

We want to provide you with additional information about the study:

- A limited number of individuals—including your [SON/DAUGHTER]—were randomly chosen to take part. No other person can take [HIS/HER] place in this study.
- As a token of our appreciation, [HE/SHE] will receive \$30 in cash at the end of the interview.
- All information provided is kept completely confidential and will be used only for statistical purposes.
- For more details about the study, please visit <http://nsduhweb.rti.org>.

We are happy to work around your family's schedule so that your [SON/DAUGHTER] can be included. Please contact our supervisor for your area, [FIRST & LAST NAME], to set up an appointment.

Please call:

[FIRST & LAST NAME]
[PHONE NUMBER] (toll free)

If [MR./MS. LAST NAME] is not available when you call, please leave your phone number, address and the time you wish to be visited for your [SON'S/DAUGHTER'S] interview. [HE/SHE] will call you to confirm the appointment.

Thank you for your time. Your call to [MR./MS. LAST NAME] is very important to the success of this study, and I thank you in advance for your cooperation.

Sincerely,

Ilona S. Johnson
National Field Director, RTI

*The National Survey on Drug Use and Health is conducted by RTI International for the Substance Abuse and Mental Health Services Administration, an agency in the U.S. Department of Health and Human Services.

[DATE]

Resident
[COMPLEX/COMMUNITY NAME]
[ADDRESS]
[CITY], [STATE] [ZIP]

Dear Resident:

Recently we sent a letter requesting your help with a national study on health-related issues conducted by RTI International for the U.S. Department of Health and Human Services.

A limited number of household addresses—including yours—were randomly chosen to take part in this important study. No other household or person can take your place. Information gathered from this study is used by researchers and local, state and federal health agencies in developing various medical and health-related policies and programs.

Typically, a professional RTI interviewer visits each selected residence in person. We appreciate your desire for privacy, so we are contacting you by mail instead. Your participation in this study is very important or we would not continue to try to reach you.

Since we cannot contact you in person, we ask you to please call our supervisor for your area, [FIRST & LAST NAMES] to set an appointment for an RTI interviewer to visit your household.

Please call:

[FIRST & LAST NAME]
[PHONE NUMBER] (toll free)

The interviewer only needs a few minutes of your time to see if someone in your household will be chosen for an interview. Every person who **is chosen and completes the full interview will receive \$30 in cash at the end of the interview**. Any information you provide is kept completely confidential and will be used only for statistical purposes.

For more details about the study, please visit <http://nsduhweb.rti.org>.

Your call to [MR./MS.] [LAST NAME] is extremely important to the success of this study, and I thank you in advance for your cooperation.

Sincerely,

Ilona S. Johnson
National Field Director, RTI

[DATE]

Resident
[NAME OF RESIDENCE HALL/STUDENT APTS]
[ADDRESS]
[CITY], [STATE] [ZIP]

Dear Resident:

We need your assistance with an important national study on health-related issues conducted by RTI International for the U.S. Department of Health and Human Services.

A limited number of addresses—including yours—were randomly chosen to take part in this study. No other household or person can take your place. Information gathered from this study is used by researchers and local, state and federal health agencies in developing various medical and health-related policies and programs.

Typically, a professional RTI interviewer visits each selected residence in person. We respect the policies of [DORMITORY/RESIDENCE HALL NAME OR COLLEGE/UNIVERSITY NAME] and appreciate your desire for privacy, so we are contacting you by mail instead. Your participation in this study is very important or we would not continue to try to reach you.

Since we cannot contact you in person, we ask you to please call our supervisor for your area, [FIRST & LAST NAMES] to set an appointment for an RTI interviewer to visit your residence.

Please call:

[FIRST & LAST NAME]
[PHONE NUMBER] (toll free)

The interviewer only needs a few minutes of your time to see if someone living at your residence will be chosen for an interview. Every person who **is chosen and completes the full interview will receive \$30 in cash at the end of the interview.** Any information you provide is kept completely confidential and will be used only for statistical purposes.

For more details about the study, please visit <http://nsduhweb.rti.org>.

Your call to [MR./MS.] [LAST NAME] is extremely important to the success of this study, and I thank you in advance for your cooperation.

Sincerely,

Ilona S. Johnson
National Field Director, RTI

[DATE]

Resident
[COMPLEX/COMMUNITY NAME]
[ADDRESS]
[CITY], [STATE] [ZIP]

Dear Resident:

Recently we sent a letter requesting your help with a national study on health-related issues conducted by RTI International for the U.S. Department of Health and Human Services.

A limited number of household addresses—including yours—were randomly chosen to take part in this important study. No other household or person can take your place. Information gathered from this study is used by researchers and local, state and federal health agencies in developing various medical and health-related policies and programs.

Typically, a professional RTI interviewer visits each selected residence in person. We have been unable to contact you in this manner, so we are contacting you by mail instead. Your participation in this study is very important or we would not continue to try to reach you.

Since we cannot contact you in person, we ask you to please call our supervisor for your area, [FIRST & LAST NAMES] to set an appointment for an RTI interviewer to visit your household.

Please call:

[FIRST & LAST NAME]
[PHONE NUMBER] (toll free)

The interviewer only needs a few minutes of your time to see if someone in your household will be chosen for an interview. Every person who **is chosen and completes the full interview will receive \$30 in cash at the end of the interview**. Any information you provide is kept completely confidential and will be used only for statistical purposes.

For more details about the study, please visit <http://nsduhweb.rti.org>.

Your call to [MR./MS.] [LAST NAME] is extremely important to the success of this study, and I thank you in advance for your cooperation.

Sincerely,

Ilona S. Johnson
National Field Director, RTI

[DATE]

[NAME], [TITLE]
[COLLEGE/UNIVERSITY NAME]
[ADDRESS]
[CITY], [STATE] [ZIP]

Dear [DR./MR./MS.] [NAME]:

Recently one of our interviewers, [FIRST & LAST NAMES], attempted to contact specific [ROOMS/RESIDENCES] on the [COLLEGE/UNIVERSITY NAME] campus that were randomly selected to participate in the National Survey on Drug Use and Health (NSDUH), a study conducted by RTI International for the U.S. Department of Health and Human Services. So far, [MR./MS.] [LAST NAME] has been unable to [GAIN ACCESS/GAIN FULL ACCESS] to [NAME OF RESIDENCE HALL/STUDENT APTS], and we are asking for your help.

We understand your responsibility to protect the students on campus and want to provide you with additional information about the study:

- We are not selling anything. This is not a marketing survey.
- The NSDUH provides valuable national and state-level information about important health-related issues including experiences with and opinions about the use or non-use of alcohol, drugs, and tobacco. For this reason, it is just as important that we talk to people who have not used drugs as it is that we talk to people who have.
- A limited number of [ROOMS/HOUSEHOLDS] were randomly chosen to take part. We do not have any information about the residents other than an address.
- The RTI interviewer only needs a few minutes of the residents' time to see if someone in the [ROOM/HOUSEHOLD] will be asked to participate in an interview. If selected, those completing the interview receive a cash incentive.
- All information provided is kept completely confidential and used for statistical purposes only in compliance with the Confidential Information Protection and Statistical Efficiency Act of 2002 (PL 107-347).
- For more details about the study, please visit <http://nsduhweb.rti.org>.

A current Institutional Review Board (IRB) summary package is included for your review. By helping us access the selected [ROOMS/HOUSEHOLDS] at [COLLEGE/UNIVERSITY NAME], you will make a direct contribution to this important research effort. [FIRST & LAST NAMES], our supervisor in your area, will contact you soon to address any questions, or you may call [HIM/HER] toll free at [TOLL FREE NUMBER].

Your assistance is extremely important, and I thank you in advance for your help.

Sincerely,

Ilona S. Johnson
National Field Director, RTI

[DATE]

[NAME], [TITLE]
[GQU NAME]
[ADDRESS]
[CITY], [STATE] [ZIP]

Dear [MR./MS.] [LAST NAME]:

Recently one of our field interviewers, [FIRST & LAST NAME], attempted to contact specific [RESIDENCES/UNITS] within your [TYPE OF GQU] that were randomly selected to participate in a national study conducted by RTI International for the U.S. Department of Health and Human Services. So far, [MR./MS.] [LAST NAME] has been unable to [GAIN ACCESS/GAIN FULL ACCESS] to [GQU NAME OR ADDRESS], and we are asking for your help.

We understand your responsibility to protect your residents and want to provide you with additional information about the study:

- We are not selling anything. This is not a marketing survey.
- The National Survey on Drug Use and Health (NSDUH) provides valuable national and state-level information about important health-related issues including experiences with and opinions about the use or non-use of alcohol, drugs, and tobacco. For this reason, it is just as important that we talk to people who have not used drugs as it is that we talk to people who have.
- A limited number of addresses were randomly chosen to take part. We do not have any information about the residents other than an address.
- The RTI interviewer only needs a few minutes of the residents' time to see if someone in the [HOUSEHOLD/UNIT] will be asked to participate in an interview. If selected, those completing the interview receive a cash incentive.
- All information provided is kept completely confidential.
- For more details about the study, please visit <http://nsduhweb.rti.org>.

By helping our interviewer access the selected [RESIDENCES/UNITS] in [NAME OF GQU], **you** will make a direct contribution to this important research effort. [FIRST & LAST NAMES], our supervisor in your area, will contact you soon to address any questions, or you may call [HIM/HER] toll free at [TOLL FREE NUMBER].

Your assistance is extremely important to the success of this study, and I thank you in advance for your help.

Sincerely,

Ilona S. Johnson
National Field Director, RTI

[DATE]

[NAME], [TITLE]
[COMPLEX/COMMUNITY NAME]
[ADDRESS]
[CITY], [STATE] [ZIP]

Dear [MR./MS.] [NAME]:

This letter is to confirm that RTI International is authorized to conduct data collection for the 2013 National Survey on Drug Use and Health (NSDUH) for the U.S. Department of Health and Human Services.

The NSDUH began in 1971 and has maintained an outstanding level of participation, primarily through a rigorous commitment to respondent confidentiality as well as an increased public awareness of the effects of drug abuse. The data from this study provide information for tracking drug use in the general population and for monitoring drug control policies.

I want to assure you that this agency and RTI are committed to full compliance with all policies regarding security on your property. RTI's representative will work with you to develop a mutually agreeable procedure for contacting selected units for voluntary participation in our study.

Thank you for your assistance. If you have any questions, you may call me at (240) 276-1265 (9:00 a.m. to 5:00 p.m., ET, Monday through Friday).

Sincerely,

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

[DATE]

[FIRST NAME] [LAST NAME]
[POSITION], [LAW ENFORCEMENT AGENCY]
[ADDRESS]
[CITY], [STATE] [ZIP]

Dear [TITLE/MR./MS.] [LAST NAME]:

RTI International will be in your area conducting a research study for the U.S. Department of Health and Human Services (DHHS) during the months of [FILL IN MONTHS OF QUARTER].

We understand your responsibility to protect the residents of [CITY/COUNTY NAME]. Since the public may ask your department about the legitimacy of this national study, we seek your cooperation in providing information about the study to staff members who may receive such inquiries.

- We are not selling anything. This is not a marketing survey.
- The National Survey on Drug Use and Health (NSDUH)^a is the primary source of national and state-level data concerning alcohol, tobacco, and drug use. Information from this study is used by government agencies, policy makers, and researchers to monitor substance abuse trends, design and support prevention, treatment, and education programs.
- A limited number of household addresses are randomly selected to represent the population of the U.S. Once a household has been chosen, it cannot be replaced.
- An RTI interviewer will only visit the selected households and needs a few minutes of the residents' time to see if someone in the household will be asked to participate in an interview. If selected, those completing the interview will receive a cash incentive.
- All information provided is kept completely confidential as required by federal law.^b
- For more details about the study, please visit <http://nsduhweb.rti.org>.

Thank you in advance for sharing this information with all pertinent staff in your department. Your efforts are important to the success of this study, and I thank you in advance for your help. If you have any questions, please contact our supervisor for your area, [FIRST & LAST NAME] toll free at [TOLL FREE NUMBER].

Sincerely,

Ilona S. Johnson
National Field Director, RTI

^a The NSDUH is authorized by Section 505 of the Public Health Service Act (42 USC 290aa4) and is sponsored by the Substance Abuse and Mental Health Services Administration (SAMHSA), U.S. Department of Health and Human Services (OMB No. 0930-0334).

^b The Confidential Information Protection and Statistical Efficiency section of the E-Government Act of 2002 (Public Law 107-347) ensures that any information residents provide will only be used for statistical purposes and cannot be used for any other purpose. Any unlawful use of these data may result in a jail term of up to 5 years, a fine of \$250,000, or both.

List of Enclosures

2013 National Survey on Drug Use and Health

A. Lead Letter

Prior to the interviewer's arrival at a household, a "lead letter" will be mailed to the selected address briefly explaining the survey and requesting the residents' assistance. The interviewer will visit the household a few days later, refer the resident to this letter, and answer questions if necessary. If the resident has no knowledge of the lead letter, the interviewer will provide another copy. All NSDUH interviewers prominently display their ID badge, which is referenced on this letter.

B. Authorization Letter

Each NSDUH field interviewer will carry a personal identification letter which is provided by the Substance Abuse and Mental Health Services Administration (SAMHSA), the agency within DHHS that sponsors the study. This letter serves as documentation that SAMHSA formally authorizes the interviewer to work on the NSDUH for RTI.

C. Study Description

When an in-person contact is made with an adult member of a selected household and an introductory exchange is completed, the interviewer will follow consent procedures that include presenting a "Study Description" and answering any questions the respondent might have. Upon respondent permission, the interviewer will proceed to create a list of all members of the household using a hand-held tablet computer. This list includes information such as the member's age, gender, and race, but does not include names or any other personally identifying information. The hand-held computer will process this roster of the household members and apply a statistical algorithm to randomly select zero, one, or two persons age 12 and older to be interviewed. The selected respondent(s) will be asked to complete an interview using a laptop computer.

D. Question and Answer Brochure

Entitled "Answers to your questions," the NSDUH Question and Answer Brochure provides a ready reference to the study, including answers to commonly asked questions. This brochure is given to each adult interview respondent or parent or guardian of youth respondents.

E. Highlights from the 2011 Study

Each year SAMHSA releases results of the study, and this document highlights some of the findings from the 2011 NSDUH.

[DATE]

Resident

[NAME OF COMPLEX/UNIVERSITY]

[STREET ADDRESS]

[CITY], [STATE] [ZIP]

Dear Resident:

We need your help with an important national study conducted by RTI International for the U.S. Department of Health and Human Services

A limited number of addresses—including yours—were randomly chosen to take part in this important study. No other household or person can take your place.

Typically a professional RTI interviewer visits each selected residence in person. We respect the policies of [NAME OF COMPLEX/UNIVERSITY] so we are asking you to speak with our interviewer, who only needs a few minutes of your time to see if someone in your [HOUSEHOLD/ROOM] will be chosen for an interview. Every person who **is chosen and completes the full interview will receive \$30 in cash at the end of the interview.**

Please meet with our interviewer [FI FIRST/LAST NAME] in [MEETING PLACE]:

Please meet in [MEETING PLACE]:

- [DAY OF WEEK], [MONTH] [DATE] [TIME]

OR

- [DAY OF WEEK], [MONTH] [DATE] [TIME]

If you are unable to speak with [MR/MS] [LAST NAME], call [FS FIRST/LAST NAME], our supervisor for your area, at [TOLL FREE NUMBER] (toll free) to request another meeting time.

Any information you provide is kept completely confidential and used only for statistical purposes. Information gathered from this study is used by researchers and local, state and federal health agencies in developing various medical and health-related policies and programs.

For more details about the study, please visit <http://nsduhweb.rti.org>.

Your visit with [MR/MS] [FI LAST NAME] or call to [MR/MS] [FS LAST NAME] is extremely important to the success of this study, and I thank you in advance for your cooperation.

Sincerely,

Ilona S. Johnson
National Field Director, RTI

[DATE]

[RANK] [FULL NAME], [TITLE]
[NAME OF BASE]
[ADDRESS]
[CITY], [STATE] [ZIP]

Dear [RANK/MR./MS.] [LAST NAME]:

Please be advised that [MR./MS.] [FIRST & LAST NAMES], an authorized representative of RTI International, is collecting data for the National Survey on Drug Use and Health (NSDUH). This important research study is sponsored by the U.S. Department of Health and Human Services (OMB No. 0930-0334).

We understand and respect your responsibility to protect individuals living on [NAME OF BASE] and want to provide you with additional information about the study:

- We are not selling anything. This is not a marketing survey.
- The NSDUH provides valuable national and state-level information about important health-related issues including experiences with and opinions about the use or non-use of alcohol, drugs, and tobacco. For this reason, it is just as important that we talk to people who have not used drugs as it is that we talk to people who have.
- The RTI interviewer only needs a few minutes of the residents' time to see if any **civilian** members of the household will be asked to participate in an interview (*active-duty members of the military are not eligible for this study*). If selected, those completing the interview receive a cash incentive at the end of the interview.
- All information provided is kept completely confidential and used for statistical purposes only in compliance with the Confidential Information Protection and Statistical Efficiency Act of 2002 (PL 107-347).
- For more details about the study, please visit <http://nsduhweb.rti.org>.

An Institutional Review Board (IRB) summary package is included for your review. By helping us access the selected households on [NAME OF BASE], you will make a direct contribution to this important research effort. [FIRST & LAST NAMES], our supervisor in your area, will contact you soon to address any questions, or you may call [HIM/HER] toll free at [**TOLL FREE NUMBER**].

Your assistance is extremely important to the success of this study, and I thank you in advance for your help.

Sincerely,

Ilona S. Johnson
National Field Director, RTI

Enclosures

[DATE]

[NAME], [TITLE]
[COMPLEX/COMMUNITY NAME]
[ADDRESS]
[CITY], [STATE] [ZIP]

Dear [MR./MS.] [NAME]:

One of our field interviewers, [FIRST & LAST NAMES], needs to contact specific residences within [COMPLEX/COMMUNITY NAME] that were randomly selected to participate in a national study conducted by RTI International for the U.S. Department of Health and Human Services.

We understand your responsibility to protect your residents and want to provide you with additional information about the study:

- We are not selling anything. This is not a marketing survey.
- The National Survey on Drug Use and Health (NSDUH) provides valuable national and state-level information about important health-related issues including experiences with and opinions about the use or non-use of alcohol, drugs, and tobacco. For this reason, it is just as important that we talk to people who have not used drugs as it is that we talk to people who have.
- A limited number of household addresses were randomly chosen to take part. We do not have any information about the residents other than an address.
- The RTI interviewer only needs a few minutes of the residents' time to see if someone in the household will be asked to participate in an interview. If selected, those completing the interview receive a cash incentive.
- All information provided is kept completely confidential.
- For more details about the study, please visit <http://nsduhweb.rti.org>.

By helping our interviewer access the selected households in [NAME OF COMPLEX/COMMUNITY], **you** will make a direct contribution to this important research effort. [FIRST & LAST NAMES], our supervisor in your area, will contact you soon to address any questions, or you may call [HIM/HER] toll free at [TOLL FREE NUMBER].

Your assistance is extremely important to the success of this study, and I thank you in advance for your help.

Sincerely,

Ilona S. Johnson
National Field Director, RTI

Enclosures

[DATE]

[NAME], [TITLE]
[COMPLEX/COMMUNITY NAME]
[ADDRESS]
[CITY], [STATE] [ZIP]

Dear [MR./MS.] [NAME]:

Recently one of our field interviewers, [FIRST & LAST NAMES], attempted to contact specific residences within [COMPLEX/COMMUNITY NAME] that were randomly selected to participate in a national study conducted by RTI International for the U.S. Department of Health and Human Services. So far, [MR./MS.] [LAST NAME] has been unable to [GAIN ACCESS/GAIN FULL ACCESS] to [NAME OF COMPLEX/COMMUNITY], and we are asking for your help.

We understand your responsibility to protect your residents and want to provide you with additional information about the study:

- We are not selling anything. This is not a marketing survey.
- The National Survey on Drug Use and Health (NSDUH) provides valuable national and state-level information about important health-related issues including experiences with and opinions about the use or non-use of alcohol, drugs, and tobacco. For this reason, it is just as important that we talk to people who have not used drugs as it is that we talk to people who have.
- A limited number of household addresses were randomly chosen to take part. We do not have any information about the residents other than an address.
- The RTI interviewer only needs a few minutes of the residents' time to see if someone in the household will be asked to participate in an interview. If selected, those completing the interview receive a cash incentive.
- All information provided is kept completely confidential.
- For more details about the study, please visit <http://nsduhweb.rti.org>

By helping our interviewer access the selected households in [NAME OF COMPLEX/COMMUNITY], **you** will make a direct contribution to this important research effort. [FIRST & LAST NAMES], our supervisor in your area, will contact you soon to address any questions, or you may call [HIM/HER] toll free at [**TOLL FREE NUMBER**].

Your assistance is extremely important to the success of this study, and I thank you in advance for your help.

Sincerely,

Ilona S. Johnson
National Field Director, RTI

Enclosures

[DATE]

[NAME], [TITLE]
[NAME OF COMPLEX/COMMUNITY]
[ADDRESS]
[CITY], [STATE] [ZIP]

Dear [MR./MS.] [LAST NAME]:

On behalf of our client, the U.S. Department of Health and Human Services, I would like to express our most sincere appreciation for the assistance you recently provided our [FI/FS] [CIRCUMSTANCES] at [NAME OF COMPLEX/COMMUNITY]. It was your cooperation that made it possible for us to meet our response rate goals in this important national study. Every completed interview helps ensure that the data collected for the 2013 National Survey on Drug Use and Health (NSDUH) are statistically sound. The information generated from the 2013 NSDUH will provide the nation's policymakers with accurate data on a number of important health issues.

If you have any questions, please do not hesitate to call me during 9:00 am and 5:00 pm (Eastern Time), Monday through Friday, at 1-800-848-4079. Once again, thank you for your cooperation.

Sincerely,

Ilona S. Johnson
National Field Director, RTI

Attachment I
Refusal Letters

[DATE]

Resident
[STREET ADDRESS]
[CITY], [STATE] [ZIPCODE]

Attention: [age] year old [gender] resident

Dear Resident:

Recently, a Field Interviewer from RTI International came to your home and asked you to participate in the National Survey on Drug Use and Health. At the time, you expressed some reluctance about spending the time necessary to do the interview.

A limited number of people were randomly selected to represent the population of the U.S. You cannot be replaced. If you choose not to participate, your experiences and views—as well as the people you represent—will not be heard.

As you know, this nation is made up of all kinds of people, and so we are interviewing all kinds of people—including busy people like you. If we only interviewed people who have a lot of free time, then active people like yourself would not be fairly represented. Your participation is critical to the success of this study, and we are happy to make a special effort to work around your schedule so that you can be included.

We appreciate that your time is a precious commodity. **As a token of our appreciation, you will receive \$30 in cash at the end of the interview.**

We combine your answers with the answers of other people and report them only as overall numbers. The survey is set up so that you record most of your own answers—the interviewer never sees or hears them. Also, the option to refuse to answer any question is always available.

The results of this study help state and national policymakers learn about health issues—including information on alcohol, tobacco, and drug use, non-use, and opinions—so that informed decisions about policies and programs can be made. By participating in this study, you will make a direct impact on important health-related decisions.

Thank you for your time. I hope you'll reconsider and choose to participate in this extremely beneficial study.

Sincerely,

[FS NAME], Field Supervisor

P.S. Please, if you have any questions or would like to set up an appointment, telephone me toll-free at [TOLL FREE NUMBER].

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[DATE]

Resident
[STREET ADDRESS]
[CITY], [STATE] [ZIPCODE]

Attention: [age] year old [gender] resident

Dear Resident,

Recently, a Field Interviewer from RTI International came to your home and asked you to participate in the National Survey on Drug Use and Health. At the time, you expressed some concerns about participating in the study.

We understand that your privacy is important—RTI protects your privacy by not providing any individual answers to anyone. Your answers are combined with the answers of other people and reported only as overall numbers. Also, we never ask for your name.

To further protect your privacy, the survey is set up so that you record most of your own answers—the interviewer never sees or hears them. Also, the option to refuse to answer any question is always available.

A limited number of people were randomly selected to represent the population of the U.S. You cannot be replaced. If you choose not to participate, your experiences and views—as well as the people you represent—will not be heard.

We also appreciate that your time is a precious commodity. **As a token of our appreciation, you will receive \$30 in cash at the end of the interview.**

The results of this study help state and national policymakers learn about health issues—including information on alcohol, tobacco, and drug use, non-use, and opinions—so that informed decisions about policies and programs can be made. By participating in this study, you will make a direct impact on important health-related decisions.

Thank you for your time. I hope you'll reconsider and choose to participate in this extremely important and beneficial study.

Sincerely,

[FS NAME], Field Supervisor

P.S. Please, if you have any questions, telephone me toll-free at [TOLL FREE NUMBER].

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[DATE]

Resident
[STREET ADDRESS]
[CITY], [STATE] [ZIPCODE]

Attention: [age] year old [gender] resident

Dear Resident,

Recently, a Field Interviewer from RTI International came to your home and asked you to participate in the National Survey on Drug Use and Health. At the time, you expressed some concerns about the study.

A limited number of people were randomly selected to represent the population of the U.S. You cannot be replaced. If you choose not to participate, your experiences and views—as well as the people you represent—will not be heard.

Your answers to the survey questions are combined with the answers of other people and reported only as overall numbers. To further protect your privacy, the survey is set up so that you record most of your own answers—the interviewer never sees or hears them. Also, the option to refuse to answer any question is always available.

The results of this study help state and national policymakers learn about health issues—including information on alcohol, tobacco, and drug use, non-use, and opinions—so that informed decisions about policies and programs can be made. By participating in this study, you will make a direct impact on important health-related decisions.

Your participation is critical to the success of this study, and we are happy to make a special effort to work around your schedule so that you can be included.

We appreciate that your time is a precious commodity. **As a token of our appreciation, you will receive \$30 in cash at the end of the interview.**

Thank you for your time. I hope you'll reconsider and choose to participate in this extremely important and beneficial study.

Sincerely,

[FS NAME], Field Supervisor

P.S. Please, if you have any questions or would like to set up an appointment, telephone me toll-free at [TOLL FREE NUMBER].

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[DATE]

Resident
[STREET ADDRESS]
[CITY], [STATE] [ZIPCODE]

Attention: [age] year old [gender] resident

Dear Resident,

Recently, a Field Interviewer from RTI International came to your home and asked you to participate in the National Survey on Drug Use and Health. At the time, you were not interested in participating. We are writing this letter to ask you to reconsider.

The results of this study help state and national policymakers learn about health issues—including information on alcohol, tobacco, and drug use, non-use, and opinions—so that informed decisions about policies and programs can be made. By participating in this study, you will make a direct impact on important health-related decisions.

Without adequate levels of participation, these health-related decisions might not be as informed, and money for programs that might be needed in your state or community could be directed elsewhere.

A limited number of people were randomly selected to represent the population of the U.S.—and you were one of them! You cannot be replaced. If you choose not to participate, your experiences and views—as well as the people you represent—will not be heard.

We appreciate that your time is a precious commodity. **As a token of our appreciation, you will receive \$30 in cash at the end of the interview.**

Thank you for your time. I hope you'll reconsider and choose to participate in this extremely important and beneficial study.

Sincerely,

[FS NAME], Field Supervisor

P.S. Please, if you have any questions, telephone me toll-free at [TOLL FREE NUMBER].

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[DATE]

Resident
[STREET ADDRESS]
[CITY], [STATE] [ZIPCODE]

Attention: [age] year old [gender] resident

Dear Resident,

Recently, a Field Interviewer from RTI International came to your home and asked you to participate in the National Survey on Drug Use and Health. At the time, you expressed some concerns about participating in the study.

We understand that your privacy is important—RTI protects your privacy by not providing any individual answers to anyone. Your answers are combined with the answers of other people and reported only as overall numbers. Also, we never ask for your name.

To further protect your privacy, the survey is set up so that you record most of your own answers—the interviewer never sees or hears them. Also, the option to refuse to answer any question is always available.

A limited number of people were randomly selected to represent the population of the U.S. You cannot be replaced. If you choose not to participate, your experiences and views—as well as the people you represent—will not be heard.

Your participation is critical to the success of this study, and we are happy to make a special effort to work around your schedule so that you can be included. Please feel free to call me to set up an appointment at a time that would be convenient for you.

We also appreciate that your time is a precious commodity. **As a token of our appreciation, you will receive \$30 in cash at the end of the interview.**

Thank you for your time. I hope you'll reconsider and choose to participate in this extremely important and beneficial study.

Sincerely,

[FS NAME], Field Supervisor

P.S. Please, if you have any questions, telephone me toll-free at [TOLL FREE NUMBER].

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[DATE]

Resident
[STREET ADDRESS]
[CITY], [STATE] [ZIPCODE]

Attention: [age] year old [gender] resident

Dear Resident,

Recently, a Field Interviewer from RTI International came to your home and asked you to participate in the National Survey on Drug Use and Health. At the time, you expressed some reluctance about spending the time necessary to do the interview.

A limited number of teenagers were randomly selected to represent the teenage population of the U.S. You cannot be replaced. If you choose not to participate, your experiences and views—as well as the other teenagers you represent—will not be heard.

We understand that you have many demands on your time. However, if we only interviewed teenagers who had lots of free time, then active teenagers like yourself would not be fairly represented. Your participation is critical to the success of this study, and we are happy to make a special effort to work around your schedule so that you can be included.

We appreciate that your time is precious to you. **As a token of our appreciation, you will receive \$30 in cash at the end of the interview.**

Please know that your privacy will be protected. Your answers cannot be looked at by anyone—including your parents. We combine your answers with the answers of other teenagers and report them only as overall numbers. Also, the survey is set up so that you record most of your own answers—the interviewer never sees or hears them. The option to refuse to answer any question is always available.

Thank you for your time. I hope you'll reconsider and choose to participate in this extremely important and beneficial survey.

Sincerely,

[FS NAME], Field Supervisor

P.S. Please, if you have any questions or would like to set up an appointment, telephone me toll-free at [TOLL FREE NUMBER].

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[DATE]

Resident
[STREET ADDRESS]
[CITY], [STATE] [ZIPCODE]

Attention: Parent/Guardian of [age] year old [gender] resident

Dear Resident,

Recently, a Field Interviewer from RTI International asked permission for a young person in your home to participate in the National Survey on Drug Use and Health. At the time, you expressed some reluctance about exposing your teen to questions related to substance use.

We understand your concern. Please know that if you allow your teen to participate, the option is always available for him or her to answer “I don’t know” to any question.

The survey also includes other questions related to school and community topics, such as participation in different types of school-based activities.

A limited number of teens were randomly selected to represent the teenage population of the U.S. Your teenager cannot be replaced. We need responses from everyone selected to get an accurate picture of teenage health issues. For example, in order to know how many teens are using various substances, we need to hear from teens who are not using any substances.

We also appreciate that your teen’s time is a precious commodity. **As a token of our appreciation, your teen will receive \$30 in cash at the end of the interview.** Also, the interviewer can give your teen a Certificate of Participation—some participants have been able to go to their schools with this certificate and get class or community service credit for participating in the survey.

Thank you for your time. I hope you’ll reconsider and choose to let your teenager participate in this extremely important and beneficial study.

Sincerely,

[FS NAME], Field Supervisor

P.S. Please, if you have any questions or would like to set up an appointment, telephone me toll-free at [TOLL FREE NUMBER].

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[DATE]

Resident
[STREET ADDRESS]
[CITY], [STATE] [ZIPCODE]

Attention: [age] year old [gender] resident

Dear Resident,

Recently, a Field Interviewer from RTI International came to your home and asked you to participate in the National Survey on Drug Use and Health. At the time, you expressed some concerns about the study.

The results of this study help state and national policymakers learn about health issues—including information on alcohol, tobacco, and drug use, non-use, and opinions—so that informed decisions about policies and programs can be made. By participating in this study, you will make a direct impact on important health-related decisions.

A limited number of teenagers were randomly selected to represent the teenage population of the U.S. You cannot be replaced. If you choose not to participate, your experiences and views—as well as the other teenagers you represent—will not be heard.

Please know that your privacy will be protected. Your answers cannot be looked at by anyone—including your parents. We combine your answers with the answers of other teenagers and report them only as overall numbers. Also, the survey is set up so that you record most of your own answers—the interviewer never sees or hears them. The option to refuse to answer any question is always available.

Your participation is critical to the success of this study, and we are happy to make a special effort to work around your schedule so that you can be included.

We appreciate that your time is a precious commodity. **As a token of our appreciation, you will receive \$30 in cash at the end of the interview.**

Thank you for your time. I hope you'll reconsider and choose to participate in this extremely important and beneficial study.

Sincerely,

[FS NAME], Field Supervisor

P.S. Please, if you have any questions or would like to set up an appointment, telephone me toll-free at [TOLL FREE NUMBER].

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[DATE]

Resident
[STREET ADDRESS]
[CITY], [STATE] [ZIPCODE]

Attention: [age] year old [gender] resident

Dear Resident,

Recently, a Field Interviewer from RTI International came to your home and asked you to participate in the National Survey on Drug Use and Health. At the time, you were not interested in participating. We are writing this letter to ask you to reconsider.

A limited number of teenagers were randomly selected to represent the teenage population of the U.S.—and you were one of them! You cannot be replaced. If you choose not to participate, your experiences and views—as well as the other teenagers you represent—will not be heard.

The results of this study help state and national policymakers learn about health issues—including information on alcohol, tobacco, and drug use, non-use, and opinions—so that informed decisions about policies and programs can be made. By participating in this study, you will make a direct impact on important health-related decisions.

We appreciate that your time is a precious commodity. **As a token of our appreciation, you will receive \$30 in cash at the end of the interview.** Also, your interviewer can give you a Certificate of Participation—some participants have been able to go to their schools with this certificate and get class or community service credit for participating in the survey.

Thank you for your time. I hope you'll reconsider and choose to participate in this extremely important and beneficial study.

Sincerely,

[FS NAME], Field Supervisor

P.S. Please, if you have any questions, telephone me toll-free at [TOLL FREE NUMBER].

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[DATE]

Resident
[STREET ADDRESS]
[CITY], [STATE] [ZIPCODE]

Attention: Parent/Guardian of [age] year old [gender] resident

Dear Resident,

Recently, a Field Interviewer from RTI International asked permission for a young person in your home to participate in the National Survey on Drug Use and Health. At the time, you expressed some reluctance about allowing your teen to participate in the study. We are writing this letter to ask you to reconsider.

A limited number of teens were randomly selected to represent the teenage population of the U.S. Your teenager cannot be replaced. It is not necessary that he or she know anything about drugs, alcohol, or tobacco to participate in the study. In fact, in order to know how many teens are using various substances, we need to hear from the teens who are not.

If you allow your teen to participate, the option is always available for him or her to answer “I don’t know” or to refuse any question.

We understand that the privacy of your family is important—RTI protects participants’ privacy by not providing any individual answers to anyone. Your teen’s answers would be combined with the answers of other teens and reported only as overall totals.

We also appreciate that your teen’s time is a precious commodity. **As a token of our appreciation, your teen will receive \$30 in cash at the end of the interview.** Also, the interviewer can give your teen a Certificate of Participation—some participants have been able to go to their schools with this certificate and get class or community service credit for participating in the survey.

Thank you for your time. I hope you’ll reconsider and choose to let your teenager participate in this extremely important and beneficial study.

Sincerely,

[FS NAME], Field Supervisor

P.S. Please, if you have any questions or would like to set up an appointment, telephone me toll-free at [TOLL FREE NUMBER].

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[DATE]

Resident
[STREET ADDRESS]
[CITY], [STATE] [ZIPCODE]

Dear Resident,

Recently, a Field Interviewer from RTI International contacted someone in your household about participating in the National Survey on Drug Use and Health. We are sorry we called on your household at an inconvenient time.

The initial questions for the study only take about five minutes and ask for very general information. After these initial questions, someone in your household may or may not be randomly selected to participate in the full interview.

If anyone is selected for the full interview, that person will receive \$30 in cash at the end of the interview as a token of appreciation for participating.

A limited number of households were randomly selected to represent the population of the U.S. Your household cannot be replaced. If you choose not to participate, your experiences and views—as well as the people you represent—will not have a chance to be heard.

As you know, this nation is made up of all kinds of people, and so we are talking to all kinds of people—including busy people like you. If we only interviewed people who have a lot of free time, then active people like yourself would not be fairly represented. Your participation is critical to the success of this study, and we are happy to make a special effort to work around your schedule so that you can be included.

Thank you for your time. I hope you'll reconsider and choose to participate in this extremely important and beneficial study.

Sincerely,

[FS NAME], Field Supervisor

P.S. Please, if you have any questions or would like to set up an appointment, telephone me toll-free at [TOLL FREE NUMBER].

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[DATE]

Resident
[STREET ADDRESS]
[CITY], [STATE] [ZIPCODE]

Dear Resident,

Recently, a Field Interviewer from RTI International contacted someone in your household about participating in the National Survey on Drug Use and Health. We understand that at the time, some concerns were expressed about participating in the study.

Your privacy is important—RTI protects your privacy by not providing any individual answers to anyone. Your answers are combined with the answers of other people and reported only as overall numbers. Also, we never ask for your full name. To further protect your privacy, the interview is set up so that you record most of your own answers—the interviewer never sees or hears them.

A limited number of households were randomly selected to represent the population of the U.S. Your household cannot be replaced. If you choose not to participate, your experiences and views—as well as the people you represent—will not have a chance to be heard.

If you agree to participate, the option to refuse to answer any question is always available. The initial questions for the study only take about five minutes and ask for very general information. After these initial questions, someone in your household may or may not be randomly selected to participate in the full interview.

If anyone is selected for the full interview, that person will receive \$30 in cash at the end of the interview as a token of appreciation for participating.

Thank you for your time. I hope you'll reconsider and choose to participate in this extremely important and beneficial study.

Sincerely,

[FS NAME], Field Supervisor

P.S. Please, if you have any questions, telephone me toll-free at [TOLL FREE NUMBER].

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[DATE]

Resident
[STREET ADDRESS]
[CITY], [STATE] [ZIPCODE]

Dear Resident,

Recently, a Field Interviewer from RTI International contacted someone in your household about participating in the National Survey on Drug Use and Health. We understand that at the time, some concerns were expressed about participating in the study.

A limited number of households were randomly selected to represent the population of the U.S. Your household cannot be replaced. If you choose not to participate, your experiences and views—as well as the people you represent—will not have a chance to be heard.

If you agree to participate, the option to refuse to answer any question is always available. The initial questions for the study only take about five minutes and ask for very general information. After these initial questions, someone in your household may or may not be randomly selected to participate in the full interview.

Your answers are combined with the answers of other people and reported only as overall numbers. Also, we never ask for your full name. To further protect privacy, the interview is set up so that the participant records most answers—the interviewer never sees or hears them.

If anyone is selected for the full interview, that person will receive \$30 in cash at the end of the interview as a token of appreciation for participating.

Thank you for your time. I hope you'll reconsider and choose to participate in this extremely important and beneficial study.

Sincerely,

[FS NAME], Field Supervisor

P.S. Please, if you have any questions or would like to set up an appointment, telephone me toll-free at [TOLL FREE NUMBER].

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[DATE]

Resident
[STREET ADDRESS]
[CITY], [STATE] [ZIPCODE]

Dear Resident,

Recently, a Field Interviewer from RTI International contacted someone in your household about participating in the National Survey on Drug Use and Health. We understand that at the time, there was no interest in participating. We are writing to ask you to reconsider.

The initial questions for the study only take about five minutes and ask for very general information. After these initial questions, someone in your household may or may not be randomly selected to participate in the full interview.

If anyone is selected for the full interview, that person will receive \$30 in cash at the end of the interview as a token of appreciation for participating.

A limited number of households were randomly selected to represent the population of the U.S. Your household cannot be replaced. If you choose not to participate, your experiences and views—as well as the people you represent—will not have a chance to be heard.

The results of this study help state and national policymakers learn about health issues—including information on alcohol, tobacco, and drug use, non-use, and opinions—so that informed decisions about policies and programs can be made. By participating in this study, you can make a direct impact on important health-related decisions.

Thank you for your time. I hope you'll reconsider and choose to participate in this extremely important and beneficial study.

Sincerely,

[FS NAME], Field Supervisor

P.S. Please, if you have any questions, telephone me toll-free at [TOLL FREE NUMBER].

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[DATE]

Resident
[STREET ADDRESS]
[CITY], [STATE] [ZIPCODE]

Dear Resident,

Recently, a Field Interviewer from RTI International contacted someone in your household about participating in the National Survey on Drug Use and Health. We understand that at the time, some concerns were expressed about participating in the study.

Your privacy is important—RTI protects your privacy by not providing any individual answers to anyone. Your answers are combined with the answers of other people and reported only as overall numbers. Also, we never ask for anyone's full name. To further protect privacy, the interview is set up so that the participant records most answers—the interviewer never sees or hears them.

If you agree to participate, the option to refuse to answer any question is always available. The initial questions for the study only take about five minutes and ask for very general information. After these initial questions, someone in your household may or may not be randomly selected to participate in the full interview.

If anyone is selected for the full interview, that person will receive \$30 in cash at the end of the interview as a token of appreciation for participating.

A limited number of households were randomly selected to represent the population of the U.S. Your household cannot be replaced. If you choose not to participate, your experiences and views—as well as the people you represent—will not have a chance to be heard.

Your participation is critical to the success of this study, and we are happy to make a special effort to work around your schedule so that you can be included. Please feel free to call me to set up an appointment at a time that would be convenient for you.

Thank you for your time. I hope you'll reconsider and choose to participate in this extremely important and beneficial study.

Sincerely,

[FS NAME], Field Supervisor

P.S. Please, if you have any questions, telephone me toll-free at [TOLL FREE NUMBER].

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