

Attachment B  
FGD Recruitment and Screening

**FGD RECRUITMENT INSTRUCTIONS**

- The six community partner organizations will participate in this phase of data collection process.
- The community partner organizations will reach out to parents/caregivers within their network.
- The goal for each organization is to assemble a group of 9–12 individuals who are parents/caregivers of children aged 9–15; to retain nine individuals by group.
- Partner organizations will receive a screening questionnaire and recruiting criteria, including exclusion criteria.
- Recruiters will complete a screening questionnaire with each person contacted.
- The screening will take from January 4 to January 11, 2016, as follows:

<b>SCREENING AND RECRUITING—Jan. 4 to Jan. 11, 2016</b>	
<b>City</b>	<b>Potential date</b>
Los Angeles (California)	TBA
Phoenix (Arizona)	TBA
Oklahoma City (Oklahoma)	TBA
Atlanta (Georgia)	TBA
Manhasset (New York)	TBA
Washington, DC	TBA

- During the screening process, follow the screening questionnaire items sequentially. On sections marked *Recruiter*, read or paraphrase the statement. On all other sections, read the questions and possible responses exactly as they appear.
- Mark the interviewees’ responses in the spaces provided.
- Note that some responses prompt termination of the questionnaire and the screening process. In those cases, read the thank-you script provided in the questionnaire and say goodbye.
- From those interviewees who complete the questionnaire, request contact information needed to confirm his or her selection as a FGD participant.
- Selected participants will be contacted a week before the FGD and informed of the session venue, date, and time; a reminder will be sent by telephone or e-mail 1 day before the FGD session.
- The FGDs sessions will be conducted from January 11, 2016–January 20, 2016, as follows:

<b>FGDs’ IMPLEMENTATION—Jan. 11, 2016–Jan. 20, 2016</b>	
<b>City</b>	<b>Potential date</b>
Los Angeles (California)	TBA
Phoenix (Arizona)	TBA
Oklahoma City (Oklahoma)	TBA
Atlanta (Georgia)	TBA
Manhasset (New York)	TBA
Washington, DC	TBA

## **SCREENING QUESTIONNAIRE**

### **RECRUITMENT PURPOSE**

Recruit 12 parents of children aged 9 to 15 (to get nine participants per group) who are willing and available to participate in a FGD session of 90 minutes, preferable at evening hours, to discuss the “Talk. They Hear You.” Campaign.

### **RECRUITMENT CHARACTERISTICS**

To recruit for a diverse array of demographic characteristics, including:

- Gender—Female/male
- Parents and caregivers who have children from 9 to 15 years old
- Three segments: Adults with children of ages 9 to 11, 12 to 13, and 14 to 15
- Adults from varied ethnic/racial groups:
  - Hispanic and Non-Hispanic
  - American Indian or Alaska Native
  - Asian
  - Black/African American
  - Native Hawaiian/Other Pacific Islander
  - White
- Adults with different levels of educational attainment

### **EXCLUSION CRITERIA**

- Adults 18 years old and older who do not have children 9 to 15 years old
- Adults 18 years and older who have children ages 9 to 15, but do not live with them/no contact with them
- Adults who have children younger than 9 years old and older than 15 years old
- Individuals who do not speak English well
- Not available to participate on the planned dates

### **SELECTION CRITERIA FOR PARTICIPANTS**

- Parents/caregivers with children 9 to 15 years old, who live with them at least part time

Additional criteria—ideal distributions may or may not be possible:

- Adults with multiple children may qualify for one age group
- Participants are English speaking dominant or bilingual in English and Spanish
- Mix of income levels and educational attainment
- Mix of ethnic/racial groups

**PARTICIPANTS' DESIRED DISTRIBUTION -**

	FG1	FG2	FG3	FG4	FG5	FG6	TOTAL
	Atlanta	L.A.	Manhasset	Oklahoma	Phoenix	Washington DC	6
<b>Gender</b>							
Female	5	5	5	5	5	5	30
Male	4	4	4	4	4	4	24
<b>Children's Age</b>							
9-11	2	4	2	2	4	2	16
12-13	4	2	3	4	2	3	18
14-15	3	3	4	3	3	4	20
<b>Ethnicity</b>							
Hispanic	2	3	2	3	2	2	14
Not Hispanic							
<b>Race<sup>1</sup></b>							
Asian	1	2	3	1	1	1	9
American Ind/Alaska Nat.				1	1		2
Black/African American	3	1	1	2	2	3	12
White	3	3	3	2	3	3	17
<b>Education</b>							
No HS diploma, nor GED	1	1	1	1	1	1	6
HS graduate	2	2	2	2	2	2	12
Some college or tech school	2	2	2	2	2	2	12
College/Tech grad	2	2	2	2	2	2	12
Post-graduate	1	1	1	1	1	1	6
<b>Language</b>							
English dominant	7	6	7	6	7	7	42
Spanish dominant							
Bilingual ENG/SPA	2	3	2	3	2	2	14

<sup>1</sup> We are not including a target distribution for Native Hawaiian/Other Pacific Islander. Based on the geographic locations we do not anticipate a large enough population of this group to make it practical for partners to sample based on this category. However, we will record racial affiliation based on all 5 categories.

Public Burden Statement: An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The OMB control number for this project is 0930-0196. Public reporting burden for this collection of information is estimated to average xx minutes per respondent, per year, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to SAMHSA Reports Clearance Officer, 1 Choke Cherry Road, Room 2-1057, Rockville, Maryland, 20857.

### SCREENING/RECRUITING QUESTIONNAIRE

The goal for each organization is to recruit 9–12 individuals who are parents/caregivers of children aged 9–15; to retain nine by group.

**(RECRUIT 12 for a SHOW of 9)**

Recruiter's Name: \_\_\_\_\_

Recruiter's Organization: \_\_\_\_\_

Recruiter's Telephone/Mobile: \_\_\_\_\_

Hello. My name is \_\_\_\_\_. I work at \_\_\_\_\_ (organization's name) \_\_\_\_\_. We are interested in taking with parents about the "Talk. They Hear You." Campaign. Especially with parents who have seen the campaign materials that were distributed by <organization>. The group discussion will be at our offices. We want to explore the effect that this campaign had in terms of your knowledge, attitudes, and behaviors regarding underage drinking.

1. Are you interested in participating in this group session?  
 Yes  No [if No, terminate: "Thank you very much for your time. Have a good day/evening, goodbye."]
2. Are you available to participate in a 90-minute session during the week of:  
[TBA - include dates and time for each city.]  
 Yes  No [if No, terminate "Based on your availability, we cannot include you this time. Thank you for your interest."]

Recruiter: I am going to ask you some questions that will indicate whether you qualify to participate in this discussion group.

3. Gender:             Female  Male  
[Attempt to recruit five females and four males by group.]
4. Are you the mother/father or primary caregiver of a child between the ages of 9 and 15?  
Yes -  Mother/Father [CONTINUE]  
Yes -  Primary caregiver [CONTINUE]  
No -  [Thank and terminate.]
5. What age is/are your children? [Recruiter: Do not read. Mark in the appropriate range.]  
 9-11  
 12-13  
 14-15  
[If a potential participant has multiple children, select a mother/father only for one age group. Refer to the number of participants' quota in your city.]
6. What is your race? [Do not read, wait for the response. If any, read the options. Participants may choose one or more race categories; check off as many race categories as selected by participants. Attempt a mix. Please refer to the number of participants' quota in your city.]  
 American Indian/Alaska Native  
 Asian  
 Black/African American  
 Native Hawaiian/Other Pacific Islander  
 White
7. Are you of Hispanic, Latino, or Spanish origin?  
Yes -  [Refer to the number of participants' quota in your city.] [If yes, ask question #8.]  
[CONTINUE]  
No -  [CONTINUE] [Go to question # 9.]
8. Do you speak a language other than English at home?  
No -  [go to question # 9]  
Yes -  [CONTINUE]
9. How well do you speak English?  
Very Well -  [CONTINUE]  
Well -  [CONTINUE]  
Not well -  [Thank and terminate.]  
Not at all -  [Thank and terminate.]
10. What is the highest degree or level of education you have completed? [Attempt a mix. Please refer to the number of participants' quota in your city.]  
 No high school diploma, nor GED

- HS graduate or GED
- Some college or tech school
- College/Tech graduate
- Postgraduate

*Recruiter: "Thank you for answering these questions. If you are selected as a group discussion participant, you will receive a call from me, or/and an e-mail to confirm your participation, and to be informed of the venue, date, and time of the group discussion session. Could you please provide us with information about the best way to contact you?"*

*Name:*

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*E-mail:* \_\_\_\_\_ *Phone/Mobile:* \_\_\_\_\_

*Best time to be contacted:*

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*Recruiter: "Again, thank you for your collaboration. Goodbye."*