

Form Approved  
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## **TELEPHONE SCRIPT FOR STATE RECRUITMENT IN 2016 Appendix H-1**

Public reporting burden for this collection of information is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. 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. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: CDC/ATSDR Reports Clearance Officer, 1600 Clifton Road NE, Mailstop D-74, Atlanta, GA 30333; Attention PRA (0920-0445).

## TELEPHONE SCRIPT FOR STATE RECRUITMENT IN 2016

[PRIOR TO CALLING, CHECK DATE LETTER WAS SENT, SUPERINTENDENT'S NAME, SAMPLED DISTRICTS IN THE STATE, INCLUDING ANY SAMPLED SCHOOLS WITHIN THESE DISTRICTS]

*The recruiter may not speak to the State Superintendent. Generally, you will speak with an administrative assistant or an Assistant Superintendent.*

### **BEGIN SCRIPT**

Hello. My name is \_\_\_\_\_ and I'm calling on behalf of CDC, the U.S. Centers for Disease Control and Prevention, as part of a study looking at school health policies and practices. [SUPERINTENDENT'S NAME] was recently sent a letter via FEDEX from the CDC, describing the School Health Policies and Practices Study . I am calling today to see if your office has received this FEDEX.

Did you receive that letter? This letter was sent on [DATE], via FEDEX, to [SUPERINTENDENT'S NAME] and our records indicate it arrived on [DATE]. The letter was from the CDC, dated [DATE], signed by Dr. Howell Wechsler, and there were several other materials enclosed as well, including information about how the study will be conducted. Could you tell me who will be handling the review of this request?

### **EXPLANATION OF STUDY (once a contact has been identified):**

Let me just take a few minutes to briefly tell you about this study. [IF CONTACT DOES NOT HAVE MATERIALS THAT WE SENT]: I'd be happy to fax you a copy of the study information at the end of our conversation.

The purpose of the study is to describe the policies and practices related to school health at the district level nationwide. Participation in the study is completely voluntary. Beginning in Fall 2015, we will be collecting data from district personnel via web-based questionnaires. Your support for the study is important in obtaining the cooperation of the selected districts in your state. I am calling today to request a letter of support that can be used when we invite selected school districts in your state to participate in the study.

### **State Endorsement and Support for SHPPS:**

- Are there any special clearance procedures with which our research request must comply? **IF YES:** Please send me any necessary forms so that we can return them as quickly as possible. Do you see any problem in obtaining the state's endorsement of the survey? **(IF SO:)** We expect that some states will not choose to endorse the survey. In

such cases, CDC is asking that the state allow each school district and school to make up its own mind about whether to participate. Can we obtain a letter indicating the state's support or approval? **(IF SO:)** When do you think you think that you will be able to have the letter completed? We would like to include the letter when we complete our initial outreach to the school districts and schools this Fall. Do you think you will have it ready by then?

- We'd like to request that your office call each selected district confirming that we have contacted you concerning their inclusion, have complied with any clearance requirements, and will be contacting them soon. Can you do this? Or if you prefer, with your approval we will contact the district(s) and inform them that "we spoke to State Superintendent \_\_\_\_\_ on [DATE]. (He/she) has given (his/her) approval for our contacting you today." Or would you prefer to call or write a letter personally to each district yourself before we contact them? **[IF SO]:** Will you be writing or calling? Could you give me an idea when you expect to make the contacts? I'd like to confirm with you that you've made contact before we proceed. **[IF CONTACT WILL BE BY LETTER]:** Could you send me a copy of the letter?

Thank you again for your time. We will begin contacting district leadership about their district's participation this Fall. Each district will receive a packet of information that provides background information about the study and contact information for our office should they have any questions for us about their participation. Please feel free to call Alice Roberts, at 1-800-287-1815, if you have any questions.