

**ATTACHMENT N:**

**CORRESPONDENCE RELATED TO ENROLLMENT, SCREENSHOTS OF THE  
FLASHE WEBSITE, AND FAQs**

## **Introductory Email to Parent**

Dear [parent name]:

I am pleased to tell you about the Family Life, Activity, Sun, Health, and Eating (FLASHE) Study. This is an important study about daily lifestyle practices that may affect your health and this study is sponsored by the US Department of Health and Human Services (HHS). The study will involve you and your teenager each completing two surveys – one focused on diet and one focused on physical activity. We have contracted with a private research firm, Westat, to help us with this study. Westat will be sending you information regarding the FLASHE Study in all future communications.

The parent surveys are intended for [parent name], and only [parent name] should fill them out. As a thank you, you will receive \$5 for each survey you complete. Similarly, your teenager, [teen name], will also complete two surveys. The teenager surveys are intended for [teen name], and only [teen name] should fill them out. As a thank you, [teen name] will also receive \$5 for each survey.

Before you can complete the surveys, we need to obtain consent for your participation, as well as permission for your teenager's participation.

To get started and let us know whether or not you will participate in the FLASHE Study, please use the following information to log in to the study website. We ask that you log in and get started within five days of receiving this email.

URL

Pin

Feel free to contact the Westat FLASHE Research Team at 1-800-XXX-XXXX or at XXXXX@Westat.com, if you have any questions.

If you choose to participate, your responses will help inform research and efforts at HHS to promote healthier lifestyles and behaviors among teenagers and their families in the US. Thank you for your consideration in participating in this important study!

Sincerely,

Linda Nebeling, PhD, MPH, RD, FADA  
FLASHE Project Officer  
National Institutes of Health  
U.S. Department of Health and Human Services



## Introductory Email for Adolescent

Dear [teen name]:

I am pleased to tell you about the Family Life, Activity, Sun, Health, and Eating (FLASHE) Study, for which your [relationship], [parent name] has given permission for you to participate. This is an important study about daily lifestyle practices that may affect your health and this study is sponsored by the US Department of Health and Human Services (HHS). The study will involve you and your [relationship], each completing two surveys – one focused on diet and one focused on physical activity. We are working with a private company, Westat, to help us with this study. Westat will be sending you information about the FLASHE Study in all future communications.

The teen surveys are intended for you and only you should fill them out. As a thank you, you will receive \$5 for each survey you complete.

Even though your [relationship] has already given permission for you to participate, we need to obtain your permission as well.

To get started and let us know whether or not you will participate in the FLASHE Study, please use the following information to log in to the study website. We ask that you log in and get started within five days of receiving this email.

URL

Pin

Feel free to contact the Westat FLASHE Research Team at 1-800-XXX-XXXX or at XXXXX@Westat.com, if you have any questions.

If you choose to participate, your responses will help inform research and efforts at HHS to promote healthier lifestyles and behaviors among teenagers and their families in the US. Thank you for your consideration in participating in this important study!

Sincerely,

Linda Nebeling, PhD, MPH, RD, FADA  
FLASHE Project Officer  
National Institutes of Health  
U.S. Department of Health and Human Services

## Website Pages

**Home Page** – the adult will click the link on the “Enrollment” side of the screen to begin.



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[FAQs](#) | [Contact Us](#)

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**Welcome to FLASHE!**


<p style="text-align: center;"><b>Enrollment</b></p> <p>If you have been invited to participate in this study, please <a href="#">click here to enroll</a>.</p>	<p style="text-align: center;"><b>Login</b></p> <p>If you are enrolled in the study and have been notified to complete a survey or provide other information, please enter your Username and Password below.</p> <p><b>Username:</b> <input type="text"/></p> <p><b>Password:</b> <input type="password"/></p> <p style="text-align: center;"><input type="button" value="LOGIN"/> <input type="button" value="CLEAR"/></p> <p style="text-align: center;"><a href="#">Forgot Username?</a> <a href="#">Forgot Password?</a></p>
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[Privacy Notice](#) | [Accessibility](#) | [FOIA](#)



**PIN Screen** – the adult will enter a PIN sent to them via email and their First and Last Name to begin the process.



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[FAQs](#) | [Contact Us](#)

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Please enter the information below to enter the system. Your PIN was sent to you in an email. If you don't know your PIN or you need assistance, please click the Contact Us link above.

\* All fields are required before moving on.


\*PIN:

\*First Name:

\*Last Name:

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**Adult Welcome** – provides some basic information about the study.

# FLASHE

Family Life, Activity, Sun,  
Health, and Eating Study

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[FAQs](#) | [Contact Us](#)

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FLASHE is an important study about daily lifestyle practices that affect your health. Your participation will help the US Department of Health and Human Services promote healthier lifestyles and behaviors for American families.

There are two parts to the FLASHE study:

1. **Web surveys:** You will be asked to complete two on-line surveys that will ask about your physical activity, eating behaviors, tobacco use, sleep habits and sun safety practices. We will send you an email when it is time for you to complete each survey. You will receive a \$5 gift card for each survey you complete.
2. **Motion study:** Teenagers participating in FLASHE may be asked to wear a small motion sensing device that will track their level of physical activity. [Read more about the motion study here.](#) We will notify you by email if you are selected for participation in the motion study part of FLASHE. If selected for the motion study, you will receive a [\$20/40] gift card for your participation.

Before you can participate in any FLASHE activities, you need to provide consent.

PROVIDE CONSENT

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**Username/Password Screen** – adult creates their username/password



Family Life, Activity, Sun,  
Health, and Eating Study

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[FAQs](#) | [Contact Us](#)

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You will use the username and password you create today to login to the FLASHE website in the future.

Each should be between 8 and 14 characters long. Your password must contain at least one letter and one number.

\* All fields required before moving on.

\*Username:

\*Password:

\*Re-enter Password:

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**Adult Thank You Screen** – final screen verifying the adult completed enrollment



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Health, and Eating Study

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[FAQs](#) | [Contact Us](#)

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Congratulations! You have successfully enrolled in the FLASHE study. The next step is for your teenager to log in and complete his/her permission to participate. An email with personalized log-in information will be sent to your teenager using the email address you just provided. We ask for your assistance in encouraging your teenager to log in and get started too.

Thank you very much for your participation in this exciting study!

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**Adult “Sorry” Screen** – If the adult chooses not to consent to the study, this screen is displayed

# FLASHE

Family Life, Activity, Sun,  
Health, and Eating Study

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[FAQs](#) | [Contact Us](#)

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You have chosen not to participate in the FLASHE study. If this is correct, we thank you for taking the time to visit our website. If this was done in error, please [click here to go back and change your response](#).

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**Adult No Permission for Teen** – If the adult does not provide permission for the teen to participate, this screen is displayed

# FLASHE

Family Life, Activity, Sun,  
Health, and Eating Study

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You have chosen not to provide permission for your teenager’s participation in the study surveys. Unfortunately, this means that your teenager will not be able to participate in the FLASHE study. Additionally, because we need both a parent and teen to participate as a pair, this means that you will not be able to participate in FLASHE either. If this is correct, we thank you for taking the time to visit our website. If this was done in error, please [click here to go back to the consent screen and change your response](#).

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## Teen Enrollment Screens/Process

The following screens detail the process for an invited adult to enroll in the study. The teen will be notified once the adult has completed enrollment and if the adult has provided permission for the teen to enroll:

Home Page – the teen will click the link on the “Enrollment” side of the screen to begin.



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[FAQs](#) | [Contact Us](#)

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**Welcome to FLASHE!**


<p style="text-align: center;"><b>Enrollment</b></p> <p>If you have been invited to participate in this study, please <a href="#">click here to enroll</a>.</p>	<p style="text-align: center;"><b>Login</b></p> <p>If you are enrolled in the study and have been notified to complete a survey or provide other information, please enter your Username and Password below.</p> <p>Username: <input type="text"/></p> <p>Password: <input type="password"/></p> <p style="text-align: center;"><input type="button" value="LOGIN"/> <input type="button" value="CLEAR"/></p> <p style="text-align: center;"><a href="#">Forgot Username?</a> <a href="#">Forgot Password?</a></p>
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PIN Screen – the teen will enter a PIN sent to them via email and their First and Last Name to begin the process.



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[FAQs](#) | [Contact Us](#)

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Please enter the information below to enter the system. Your PIN was sent to you in an email. If you don't know your PIN or you need assistance, please click the Contact Us link above.

\* All fields are required before moving on.


\*PIN:

\*First Name:

\*Last Name:

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**Teen Welcome** – provides some basic information about the study.

# FLASHE

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[FAQs](#) | [Contact Us](#)

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FLASHE is an important study about daily lifestyle practices that affect your health. Your participation will help the US Department of Health and Human Services promote healthier lifestyles and behaviors for American families.

There are two parts to the FLASHE study:

1. **Web surveys:** You will be asked to complete two on-line surveys that will ask about your physical activity, eating behaviors, tobacco use, sleep habits and sun safety practices. We will send you an email when it is time for you to complete each survey. You will receive a \$5 gift card for each survey you complete.
2. **Motion study:** Teenagers participating in FLASHE may be asked to wear a small motion sensing device that will track their level of physical activity. [Read more about the motion study here.](#) We will notify you by email if you are selected for participation in the motion study part of FLASHE. If selected for the motion study, you will receive a [\$20/40] gift card for your participation.

Before you can participate in any FLASHE activities, you need to provide permission to continue.

PROVIDE PERMISSION

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**Username/Password Screen** – adolescent will create personal username/password.



Family Life, Activity, Sun,  
Health, and Eating Study

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[FAQs](#) | [Contact Us](#)

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You will use the username and password you create today to login to the FLASHE website in the future.

Each should be between 8 and 14 characters long. Your password must contain at least one letter and one number.

\* All fields required before moving on.

\*Username:

\*Password:

\*Re-enter Password:

NEXT

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**Thank You Screen** – Once here, the system will create the first assignments for both the adult and the adolescent and the adolescent can begin immediately.



Family Life, Activity, Sun,  
Health, and Eating Study

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[FAQs](#) | [Contact Us](#)

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Congratulations! You have successfully enrolled in the FLASHE study. An email will be sent to you with information on what to do next, but if you're excited to get started, [click here to access your first survey](#).

Thank you very much for your participation in this exciting study!

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**Adolescent “Sorry” Screen** – if the adolescent does not agree to participate, this screen is displayed



Family Life, Activity, Sun,  
Health, and Eating Study

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[FAQs](#) | [Contact Us](#)

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You have chosen not to participate in the study surveys. If this is correct, we thank you for taking the time to visit our website. If this was done in error, please [click here to go back to the consent screen and change your response](#).

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## **Study Participation Screens**

Once both the adolescent and the adult are enrolled, they can follow the process below to login and begin their assignments.

**Home Page** – participant will login on the right side of the screen. If they forget their username or password, they can retrieve them through email. If password is retrieved, the system will send a “temporary” password and force the participant to change it.



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[FAQs](#) | [Contact Us](#)

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Welcome to FLASHE!

### **Enrollment**

If you have been invited to participate in this study,  
please [click here to enroll](#).

### **Login**

If you are enrolled in the study and have been notified to  
complete a survey or provide other information, please  
enter your Username and Password below.

Username:

Password:

[Forgot Username?](#) [Forgot Password?](#)

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**Forgot Username Screen** – simple screen to retrieve their username



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[FAQs](#) | [Contact Us](#)

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**Welcome to FLASHE!!**

Please enter your Email Address. We will send your username to your email address.

Email Address:

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**Forgot Password Screen** – simple screen to retrieve their password



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[FAQs](#) | [Contact Us](#)

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**Welcome to FLASHE!!**

Please enter your Username. We will send a new password to your email address.

Username:

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**Study Dashboard/Assignments** – main screen from which participants can begin their assignments.

# FLASHE

Family Life, Activity, Sun,  
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User: Name [My Questionnaires](#) | [My Profile](#) | [My Teen's Profile](#) | [FAQs](#) | [Contact Us](#) | [Logout](#)

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You have no current assignments! Check back in the future, or click one of the links above.

Current Survey Items			
Survey	Status	Action	Date Completed
Physical Activity	Upcoming		
Diet	Upcoming		

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## Accessibility Statement



Family Life, Activity, Sun,  
Health, and Eating Study

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### **Accessibility Policy**

The FLASHE researchers are committed to providing access to all FLASHE study participants. To provide this access, the FLASHE website has been designed to comply with Section 508 of the Rehabilitation Act (as amended). Section 508 requires that all individuals with disabilities have access to and use of information and data comparable to that provided to individuals without disabilities, unless an undue burden would be imposed.

Any individual using assistive technology (such as a screen reader, Braille reader, etc.) that experiences difficulty in using the FLASHE website should [email the FLASHE Study](#) for assistance. The nature of the accessibility problem and your contact information should be included. If the accessibility problem involves a particular web page, including the URL (web address) of the page would be helpful. A member of the FLASHE study staff will contact you as soon as possible to provide assistance.

a) FOIA



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### **Freedom of Information Act**

FLASHE is being conducted by the National Institute of Health (NIH). Any Freedom of Information Act (FOIA) request must be made through the NIH FOIA Office. More information on submitting a FOIA Request is available at [www.nih.gov/icd/od/foia/index.htm](http://www.nih.gov/icd/od/foia/index.htm).

## Privacy/Security Statement



Family Life, Activity, Sun,  
Health, and Eating Study

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### **Privacy and Security**

#### **General Information**

The FLASHE Study Investigators respect the privacy of the users of their study website. Personal information about visitors and study participants will not be disclosed, given, sold, or transferred unless required to do so by law.

The FLASHE study website automatically collects a limited amount of information about the use of its website, primarily for site management and statistical purposes (for example, to measure the numbers of visitors and to understand the range of connection speeds). This information may also be helpful when considering changes to make the site more useful to current and future study participants.

#### **Information Collected and Stored Automatically**

The following information about users of the FLASHE website is collected and stored automatically:

- the name and domain from which a visitor accesses the Internet;
- the Internet Protocol (IP) address of the computer a visitor is using;
- the date and time each visitor accesses our site;
- the type of browser and operating system each visitor uses; and
- the Internet address of the website from which a visitor linked directly to our site.

#### **Cookies**

When a user visits a website, the website's server generates a piece of information known as a "cookie" and places it on the user's computer. Some cookies remain on a user's computer after the user has ended his/her website visit. These types of cookies are called "persistent" cookies. They collect personal information about a user and allow the user's computer to be recognized in the future. Nonpersistent cookies, or "session cookies," are erased by a user's computer after a period of inactivity or when the user closes his/her Internet browser. Session cookies do not collect any personal information about a user. They serve technical purposes, such as allowing seamless navigation through a website. Session cookies are stored in memory and are only available during an active browser session.

The FLASHE website uses "session cookies" primarily to facilitate the navigation to the questionnaires. They do not collect personal information about you. The cookie and the information about your session will be destroyed automatically shortly after you close your browser—it is not permanently stored on your computer.

To protect your privacy, be sure to close your browser completely after you have finished conducting business with a website that uses cookies.

#### **E-mail Messages Sent to the FLASHE Website**

When inquiries are sent to the FLASHE website by e-mail, the question(s) and the e-mail address of the sender are stored electronically in the mailbox's inbox to allow time for a response to be researched, written, and sent. Unless otherwise required by law, we will not identify anyone who sends questions or comments to the study mailbox.



**The FAQs** will come up as a PDF when the FAQ link is clicked on. This link can be found at the top of each screen.

## **Frequently Asked Questions about the Family Life, Activity, Sun, Health, and Eating (FLASHE) Study**

**Q: What is the study about? What kind of questions do you ask?**

A: The FLASHE Study is interested in finding out about lifestyle practices that affect your health. The FLASHE surveys will ask questions about your physical activity, eating behaviors, tobacco use, sleep habits, and sun safety practices. Since parents and their teenagers are both being surveyed, the researchers hope to gain an understanding about practices that may contribute to health from one generation to the next.

**Q: How will the study results be used? What will be done with my information?**

A: Findings will help the U.S. Department of Health and Human Services gather information that can be used in developing programs that can help teenagers and their parents adopt healthy habits and ultimately help promote good health. You will not be personally identified in any of the results.

**Q: How did you get my contact information?**

A: You previously provided your contact information to Ipsos, a company which you are registered with. You and your teenager were specifically chosen from this registry based on sampling procedures.

**Q: Why should I take part in this study? Do I have to do this?**

A: Your participation is voluntary and you may refuse to answer any questions or withdraw from the study at any time. However, your answers are very important to the success of this study. Getting as many responses as possible is the best way to make sure the study results reflect the thoughts and opinions of people across the US.

**Q: Will my answers to the survey be kept private?**

A: Yes. Your answers will be kept private under the Federal Privacy Act. Your answers cannot be connected to your name or any other information that could identify you or your household, to the extent provided by law. The questionnaire responses will be stored in a file with restricted access. The identification information you provide will be destroyed shortly after the research is finalized.

**Q: How long will it take to answer the questions?**

A: Each survey should take about 15-20 minutes to complete.

**Q: Will I be asked to do anything other than answer survey questions?**

A: This is a possibility. Based on random sampling *your teenager* may be selected to take part in an additional study where he/she will be asked to wear a motion sensing device for seven days to get more information about his/her physical activity levels.

**Q: Can I refuse to do any of the study activities?**

A: Yes. Your participation in the surveys is separate from your participation in the motion study. Not wishing to take part in the motion study does not affect your ability to respond to the surveys.

**Q: Who is sponsoring the study? Is this study approved by the Federal Government?**

A: The study is sponsored by the U.S. Department of Health and Human Services. The study has been approved by the Office of Management and Budget (OMB), the office that reviews all federally-sponsored surveys. The OMB approval number assigned to this study is XXXX.

**Q: Who is Westat?**

A: Westat is a research company located in Rockville, Maryland. Westat is conducting this study under contract to the U.S. Department of Health and Human Services.

**Q: What if I have questions?**

A: If you have any questions or concerns, please feel free to call the Westat FLASHE study team toll free at 1-800-XXX-XXXX or email them at XXXX@westat.com.

**Device Information:** The following will come up as a PDF when the motion study link is clicked.

### PHYSICAL ACTIVITY MONITOR DESCRIPTION AND PHOTO

The Family Life, Activity, Sun, Health and Eating (FLASHE) study is being conducted by the US Department of Health and Human Services to understand lifestyle factors and how they affect health. As part of this study, a group of survey participants will wear a physical activity monitor on the wrist. A picture of the monitor is shown below. The activity monitor records body movements during normal daily activities such as walking or jogging. The activity monitor records no other information except time of day. Its battery life is 10 days.

The monitor is ActiGraph of The monitor is safe, comfortable to wear. lithium ion (4 Volt) monitors.



manufactured by Pensacola, Florida. durable, and A single polymer battery powers the

Study participants monitor 24 hours a sleeping and activities related

**Photograph of the FLASHE Physical Activity Monitor**

will wear the activity day for 7 days while awake, including to school, camp,

or work whenever possible. The monitor should be removed when bathing or when swimming.

Feel free to contact the Westat FLASHE Research Team at 1-800-XXX-XXXX or at [XXXXXX@westat.com](mailto:XXXXXX@westat.com) if you have any questions.

### Frequently Asked Questions about the FLASHE Motion Study

**1. For how many days should I wear the activity monitor?**

You should wear the monitor every day for seven days.

**2. When should I take the activity monitor off?**

Take the monitor off only when showering, bathing, or swimming.

**3. Is the activity monitor waterproof?**

The monitor is NOT waterproof. Please take the monitor off when you take a bath, shower, or go swimming.

**4. What does the blinking red light mean?**

If the red light flashes it means that the battery is low. Please ignore this and keep wearing the monitor. During normal use the monitor gets approximately 10 days of battery life.

**5. Does the monitor track my location?**

No, the monitor only records information about physical activity. It is not a GPS device and it is not able to track and/or record your location.

**6. What do I do if I can't wear the monitor on days of religious observance?**

If you cannot wear the monitor because of religious observances record the information on the activity log for those days that the monitor is not worn.

**7. What does this monitor tell the researchers?**

The monitor provides an indication of the frequency, duration, and intensity of physical activity.

**8. How does this monitor work?**

The monitor has sensors that measure general movement and allows us to get a better idea of your overall activity level. The sensors measure posture, step frequency, and acceleration. The monitor is powered by rechargeable lithium ion batteries.

**9. Can I wear this on an airplane?**

Yes the monitor can be worn on an airplane.

**10. What if I get questioned about the monitor?**

A separate document, the Physical Activity Monitor Description, is available for download from the FLASHE website in case you need to provide schools, camps, or places of employment with information about the monitor. If questioned about the monitor when passing through metal detectors at an airport, please show the description to security personnel. If a security guard insists that you remove the monitor, simply reattach it to the same wrist after passing through the security checkpoint.

**11. Who do I contact if I have questions?**

If you have any questions about the monitor or the motion study, you may call the FLASHE study team toll free at 1-800-xxx-xxxx or email them at [xxxx@westat.com](mailto:xxxx@westat.com).