

## Attachment A: Recruitment/Screening Scripts

Form Approved

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“Hello. Thank you for responding to our announcement. Why don’t I give you some information about us, and about our project? Altarum Institute is a non-profit organization. We are working on a Centers for Disease Control and Prevention/CDC funded initiative to help CDC learn more about how to support providers in preventing falls among older adult patients (age 65 and older). The information we get from primary care providers will inform STEADI service delivery, including how best to raise awareness of falls prevention, the importance of managing and changing medications to reduce falls, and clinical guidelines and recommendations. Are you interested in participating in a focus group or phone interview?”

- No - “I understand, thank you anyway.”
- Yes - “Great. What is your job title or role in primary care? (Record response)
  - Primary Care Physician - Continue
  - Primary Care Nurse Practitioner- Continue
  - Primary Care Physician Assistant- Continue
  - Other - “Thank you for your interest, but you are not eligible for this project.”

For eligible participants: “Are you currently a resident?” (Record response)

- No - Continue
- Yes - “Thank you for your interest but you are not eligible for this project.”

For eligible participants: “Do you provide outpatient care to patients of all ages?”

- Yes - Continue
- No (e.g., pediatrician or geriatrician)- “Thank you for your interest but you are not eligible for this project.”

For eligible participants: “Are some of your patients older adults (65 years or older)?”

- Yes - Continue
- No - “Thank you for your interest but you are not eligible for this project.”

For eligible participants: “Please provide an email address and phone number where we can contact you. We will not share your contact information with any third parties.”

[Record participant phone number and email address]

For eligible participants: “Are you interested in a 30-45 minute interview over the phone, or an in-person 60-90 minute focus group at a location near you?”

- a. If Interview – continue to Interview section
- b. If Focus group – skip to Focus group section

Script for potential phone interview respondents

“I would like to schedule you for a telephone interview in November. Would you like to suggest a time that works for you between 8am and 6pm Eastern Time Monday through Friday, in November?”

[Record response and schedule interview]

“Great. We will be using a teleconferencing service to hold the interview. I will send you an email with the information you need to dial in to the meeting. Please check that you get it later today and contact the Help Desk if you do not ([stedi@altarum.org](mailto:stedi@altarum.org) or 1-877-828-5101). At the conclusion of the interview, we will process a \$25 Amazon gift card that will be sent to you via email within two business days. Please don’t hesitate to contact the STEADI help desk if you have any questions at all or if you need to reschedule.

“We will contact you with a reminder. Thank you for your time.”

Script for potential Focus Group Participants

“Focus groups will be between 60 and 90 minutes long. If you attend, we will process a \$75 Amazon gift card that will be sent to you via email within two business days.”

**[Once locations, dates and time are finalized]** “We will be holding [number of] focus groups in [number of] cities. Will you be able to attend any of the following: [List focus group cities and dates]?”

- Yes – Register participant for focus group of their choice
- No – Schedule participant for a telephone interview [Follow above interview script]

“Thank you. You have been scheduled for the [city] focus group on [date] at [time]. The focus group will be held at [address]. We will provide light refreshments, and there will be no more than ten providers in each group. If you need any additional information or need to cancel, please contact the STEADI Help Desk as soon as possible. We will contact you two days ahead of the focus group as a reminder.

“Thank you again. We appreciate your participation and look forward to meeting you on [date].”