

Attachment 3 – Focus Group Telephone Screening Script

The Public Health Service Act provides us with the authority to do this research (42 United States Code 242k). All information which would permit identification of any individual, a practice, or an establishment will be held confidential, will be used for statistical purposes only by NCHS staff, contractors, and agents only when required and with necessary controls, and will not be disclosed or released to other persons without the consent of the individual or the establishment in accordance with section 308(d) of the Public Health Service Act (42 USC 242m) and the Confidential Information Protection and Statistical Efficiency Act (PL-107-347).

Public reporting burden for this collection of information is estimated to average 5 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 Information Collection Review Office; 1600 Clifton Road NE, MS D-74, Atlanta, GA 30333, ATTN: PRA (0920-0222).

Form Approved OMB #0920-0222; Expiration Date: 07/31/2018

Sample screening script for respondent contact by Center for Questionnaire Design and Evaluation Research

(CQDER) Recruiter/CQDER Staff for

Vaccination acceptance/confidence survey questionnaire development recruited through flyers, newspaper advertisements, email advertisements, and word-of-mouth for focus groups

Dial respondent’s telephone number [hereafter referred to as R] as indicated on answering machine/voice mail/email.

Note: Speak only to R. If the number is answered by an answering machine/voice mail, call back at another time.

CQDER Laboratory Manager/CQDER Staff: Good morning/afternoon, may I speak to [full name]?

If R is not available say, “Thank you” and try again at another time.

If the person who answered the phone (NOT R) asks, “Who is calling?” or “What’s this about?” say, “I am following up on a letter I emailed them. I’ll try to reach them at another time.”

If R has been successfully contacted, Continue...

...Hello, my name is [CQDER Recruiter/CQDER Staff’s name]. I am calling from the Centers for Disease Control and Prevention’s National Center for Health Statistics. You may remember that you responded to the advertisement we placed in the [name of newspaper] on [date] or flyer looking for adults to participate in a focus group on vaccine acceptance/confidence.

If correct person has been contacted. Continue...

...In order to determine if you are eligible for our study, I’ll need a few minutes of your time to ask some background questions. Answering these questions is completely voluntary. We are required by law to use your information for statistical research only and to keep it confidential. The law prohibits us from giving anyone any information that may identify you without your consent. Is this a good time to ask the questions or should I call back later?

If the potential respondent has not received the advertisement flyer or has heard about the study through word-of-mouth...

The Center for Questionnaire Design and Evaluation Research within the National Center for Health Statistics will be conducting a study to evaluate survey questions on vaccine acceptance/confidence. To do so, we will be

conducting focus groups to better understand people's experiences and perceptions of vaccine acceptance/confidence. The focus group will last approximately 90 minutes.

...In order to determine if you are eligible for our study, I'll need a few minutes of your time to ask some background questions. Answering these questions is completely voluntary. We are required by law to use your information for statistical research only and to keep it confidential. The law prohibits us from giving anyone any information that may identify you without your consent. Is this a good time to ask the questions or should I call back later?

If not a good time to talk, schedule a time to call back.

If good time to talk, continue...

1. Where did you see our advertisement/flyer?

2. How old are you? **[If under age 18, go to exit script 1]**

3. Do you have a child who lives with you in your household?

- Yes
- No

IF YES: How old is the child/are your children? _____

4. Are you responsible for making medical or healthcare decisions for your child/children?

- Yes
- No

5. Has/Have your child/children received all the vaccines suggested by his or her doctor?

- All of them
- Some of them
- None of them
- Don't Know

6. What is the highest level of school you have completed?

- Less than High School (No Diploma or GED)
- High School Diploma or GED
- Associate Degree
- Some College
- Bachelor's Degree
- Graduate Degree

7. Are you Hispanic or Latino?

- Yes
- No

8. What race or races do you consider yourself to be? You may indicate more than one race.
 - White
 - Black or African American
 - Asian
 - American Indian or Alaska Native
 - Native Hawaiian or Other Pacific Islander

9. Do you currently have health insurance coverage? If yes, what type?
 - Private health insurance
 - Medicare
 - Medicaid
 - Some other type of health insurance
 - Not covered

[If the recruitment needs for certain groups have been achieved, go to exit script 2].

Entry Script:

...Based on your answers to the questions, we would like you to take part in our focus group. The focus group will be held at [fill location]. During the focus group, you will be asked about topics related to vaccine acceptance/confidence. Focus groups will be audio recorded. The recording is a record of what we asked and what everyone said about the questions. Only Center for Questionnaire Design and Evaluation Research staff will have access to the audio recordings. Do you give permission to have the focus group audio recorded? *Yes/No.* **[If no, go to exit script 3. Audio recording is essential for this project].**

Do you have any questions at this point? *Pause to answer questions.* If (not/you have no other questions), then let's get you on the schedule, ok? We will be interviewing in your area on (Day, Month/Date) through (Day, Month/Date) from 8 a.m. to 6 p.m. Looking at your schedule, when would you be available to participate? *Schedule.* **[If date/times not available go to exit script 4.]**

A reminder call will be made to you a few days in advance. Should you have any questions or need to change your appointment, please feel free to contact me [name] at [phone number]. Thank you for being willing to participate and we look forward to seeing you at (LOCATION) at (DATE/TIME) *Get respondent to cite date & time if possible.*

Exit script 1: I'm sorry, you have to be over the age of 18 to take part in this study and therefore we won't be able to use you at this time. We appreciate your call and thank you for your interest in our study.

Exit script 2: Based upon your answers, it seems that we may already have a number of volunteers with very similar answers to yours. At this point we need to talk with people with some different characteristics. However, if we have cancellations or other slots open up, I may wish to call you back. Would it be okay if I kept your name, telephone number, and the information you provided in response to the eligibility questions until the end of this study? *If yes, make notation. If no, would it be okay if I added your name, telephone number, age, educational level, and race to our database so that I can contact you about other studies coming up in the future? If yes, add to database. If no: OK, thank you for your time. Your name and any information you gave me will not be added to our database.*

Exit script 3: I'm sorry, willingness to be audio recorded is required in order to take part in this study and therefore we won't be able to use you at this time. Would it be okay if I added your name, telephone number, age, educational level, and race to our database so that I can contact you about other studies coming up in the

future? If yes, add to database. If no: OK, thank you for your time. Your name and any information you gave me will not be added to our database.

Exit script 4: I see...ok, we were hoping to complete this particular study between (Month/Date) and (Month/Date), so it looks like we won't be able to schedule you at this time. Would it be okay if I added your name, telephone number, age, educational level, and race to our database so that I can contact you about other studies coming up in the future? If yes, add to database. If no: OK, thank you for your time. Your name and any information you gave me will not be added to our database.