

### Attachment 3 – 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 U.S.C. 242m(d)) and the Confidential Information Protection and Statistical Efficiency Act (PL-107-347).

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

#### **Sample screening script for respondent contact by Collaborating Center for Questionnaire Design and Evaluation Research (CCQDER) Recruiter/CCQDER Staff for Cognitive testing of Questions on Teen Alcohol and Marijuana Use recruited through newspaper advertisement/flyer**

**Dial respondent’s telephone number [hereafter referred to as R] as indicated on voice mail system.**

Note: respondents will be directed to indicate on the voice mail system if they are calling in for themselves and to leave their age, or if they are calling in for their child and to leave the age of their child.

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

**CCQDER Recruiter/CCQDER Staff:** Good morning/afternoon, may I speak to (name)?

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

- If R is aged 15-17 and has called in for themselves, but the parent asks why you are calling or what the call is about, say “...Hello, my name is [Recruiter’s name]. I am calling from the National Center for Health Statistics. Your child responded to an advertisement/flyer we placed looking for teens and young adults aged 15-17 to participate in one on one interviews in order to help us test some survey questions related to health topics including teen alcohol and marijuana use. In order to determine if your child is eligible for our study, first I’ll need a few minutes of your child’s time to ask some background questions and then a few minutes of your time to ask some additional background questions. Is this a good time to speak to [name /minor child name]? May I speak to R at this time?”
- **If R is 18 years old and the person who answered the phone (NOT R) asks, “Who is calling?” or “What’s this about?” say, “I am returning their call to me. I’ll try to reach them at another time.**

**If R answers the phone, if R is 18 years old, Go to Intro A; if R is 15-17 years of age, Go To Intro B; if R is a parent of a teen 15-17 years of age, Go to Intro C.**

### **Intro A – Respondent 18 years old**

- **If R has been successfully contacted and R is aged 18, continue...**
- ...Hello, my name is [Recruiter's name]. I am calling from the National Center for Health Statistics. You may remember that you responded to the [advertisement/flyer] we placed looking for teens and young adults aged 15 to 18 to participate in one-on-one interviews in order to help us test some survey questions related to health topics including teen alcohol and marijuana use. Is this a safe time to talk? If you are too busy or driving, I can call you back.
- **Wait for acknowledgment, such as, “Oh, yes, I remember.”**
- ...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...**

### **Intro B – Respondent 15-17 years of age**

- **If R has been successfully contacted and R is aged 15-17, continue...**
- ...Hello, my name is [Recruiter's name]. I am calling from the National Center for Health Statistics. You may remember that you responded to the [advertisement/flyer] we placed looking for teens and young adults aged 15 to 17 to participate in one-on-one interviews in order to help us test some survey questions related to health topics including teen alcohol and marijuana use. Is this a safe time to talk? If you are too busy or driving, I can call you back.
- **Wait for acknowledgment, such as, “Oh, yes, I remember.”**
- ...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. 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. Then I'll need a few minutes of your parent's time to ask some background questions. Answering these questions is completely voluntary. 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...**

### **Intro C – Parent of teen 15-17 years of age**

- **If R has been successfully contacted and R is a parent of a teen aged 15-18, continue...**
- ...Hello, my name is [Recruiter's name]. I am calling from the National Center for Health Statistics. You may remember that you responded to the [advertisement/flyer] we placed looking for teens and young adults aged 15 to 17 to participate one-on-one interviews in order to help us test some survey questions related to health topics including teen alcohol and marijuana use. Is this a safe time to talk? If you are too busy or driving, I can call you back.

- **Wait for acknowledgment, such as, “Oh, yes, I remember.”**

...In order to determine if your child is eligible for our study, I'll need a few minutes of your child's time to ask some background questions. Then I'll need a few minutes of your time to ask some additional background questions. 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?

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2. According to the message left on our voice mail system you are/your child is \_\_\_\_\_ years old. Is that correct? **[If under age 15 or over age 18, go to exit script 1].**

**[If person is 15-18 years of age continue].**

3. Have you ever used marijuana or alcohol?

Yes  
No

4. Are you Spanish, Hispanic or Latino?

Yes  
No

5. 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

**If the recruitment needs for certain demographic groups have been achieved, go to exit script 2. Otherwise continue.**

**Note to reviewers:** Recruitment of individuals will be guided first by their experience with alcohol and/or marijuana use and second by demographic diversity, including gender, age, and race. The initial goal is to recruit groups in equal measure. However, because qualitative sampling is based on theoretical relevance, on-going analysis may reveal the need to recruit more from one group than others.

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### **Entry Script:**

...Based on your answers to the questions so far, we would like you to take part in our study. For this study we would like you to come [here to the National Center for Health Statistics in Hyattsville, MD/mutual location]. An interviewer will ask your questions about health topics including teen alcohol and marijuana use. Some of the questions are about behaviors that may be illegal in your State. Some of the questions ask about things you have done, and others ask for your opinions. Then the interviewer will ask you to explain what you were thinking as you answered the questions. The interviewer will also ask you about your opinions of the questions. Your answers will help us find out if the survey questions will be easy for other people to answer. Everything you say will be kept private. With your permission, we would like to audio record your interview. The recording is a record of what we asked and what you said about the questions. Do you give permission to have your interview audio recorded? *Yes/No*. **[If no, go to exit script 3. Audiotaping is essential for this project. If child 15-17 years of age; Say “So that you feel comfortable answering the questions, your parent will not be allowed to watch/listen to the interview while it is being recorded or listen to the recording at a later time.” If child 15-17 years of age; Say “In order to determine if you are eligible for our study, I need to ask your parent a few background questions. Would you please put your parent on the phone at this time. [GO TO parental script for minors of one-on-one interviews, below].**

### **Parental script for minors**

In order to determine if your child is eligible for our study, I need to ask a few additional background questions about you.

1. Are you Spanish, Hispanic or Latino?  
Yes  
No
2. 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
3. Please tell me which of the following categories represents your family’s total household income last year:  
\$20,000 or less  
\$20,001 - \$40,000  
\$40,001 - \$60,000  
more than \$60,000
2. 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

Based your child's and your answers to the background questions, your child is eligible to participate in our study about health topics including teen alcohol and marijuana use. The interview will last no more than 60 minutes and your child would receive \$40. For this study we would like your child to come [here to the National Center for Health Statistics in Hyattsville, MD/mutual location]. An interviewer will ask your child a variety of questions on health topics including teen use of alcohol and marijuana. Some of the questions are about behaviors that may be illegal in your State. Some of the questions ask about things your child has done, and others ask for your child's opinions. Then the interviewer will ask your child to explain what he/she was thinking as he/she answered the questions. The interviewer will also ask your child about their opinions of the questions. Your child's answers will help us find out if the survey questions will be easy for other teens to answer. Everything your child says will be kept private. With your permission, we would like to audio record your child's interview. The recording is a record of what we asked and what your child said about the questions. Do you give permission to have your child's interview audio recorded? *Yes/No* **[If no, go to exit script 3. Audiotaping is essential for this project].** So that your child feels comfortable answering the questions, you will not be allowed to watch/listen to the interview while it is being recorded or listen to the recording at a later time.

### **All Respondents**

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 holding [the one-on-one interviews (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 in a one-on-one interview? *Schedule.* **[If date/times not available go to exit script 4.]**

### **For parents of minors once minor has been scheduled**

In order for your child to participate in the study, you and your child will each need to read and sign a consent form. The consent form tells you and your child about the study, and what your child is being asked to do as part of the study. You will also need to fill out a participant data collection form. Would you like me to send the forms through the mail? I will need the completed forms back before your child's scheduled interview. The completed forms **MUST** be received by me before your child's scheduled interview. We prefer that you send back the completed forms by mail or deliver in person. You may also send the completed forms back through your child in a sealed envelope provided by us. However, if you send the completed forms back through your minor child, you **MUST** be available by phone to verify that you have given permission for your child to participate in the focus group/interview. If the completed forms are not received before the start of the interview, and in the case of completed forms being returned by the child you have not been reached to confirm permission for your child to participate, your child will not be allowed to participate in the study and will not receive the \$40. [Record method of getting the forms to the parent of the minor.

A reminder call will be made to you/you and your child a few days in advance. Should you have any questions, please feel free to contact me [name] at [phone number]. Thank you for responding to our ad/flyer, and I look forward to seeing you here at (DATE/TIME) *Get respondent to cite date & time if possible.*

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**Exit script 1:** I'm sorry, [you have/your child has] to be between 15 and 18 to take part in this study and therefore we won't be able to use you/your child at this time. Thank you for calling in for 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, and caller 18 --* 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. If no, and caller is 15-17 -- OK, thank you for your time.

**Exit script 3:** I'm sorry, willingness to be audio taped is required in order to take part in this study and therefore we won't be able to use you/your child at this time. Thank you for your time.

**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/your child at this time. Thank you for calling in for our study.