

Option Year 1 American Community
Survey Respondent Burden Testing --
Spanish

Year of Naturalization/Year of Entry;
Weeks Worked; and Income
Recruitment Plan (DRAFT)

Recruitment Overview

For the Option Year 1 (OY1) ACS Respondent Burden Testing in Spanish, Westat will recruit enough respondents to complete 24 cognitive interviews with monolingual Spanish speakers or those who are Spanish dominant. Interviews will focus on three survey topics (Year of Naturalization/Year of Entry, Weeks Worked, and the Income series) and will be conducted only in the interviewer-administered response mode. Topics will be broken into two groupings, with 12 respondents receiving the Year of Naturalization/Year of Entry topics, and 12 respondents receiving the Weeks Worked items and Income series.

The questions will be tested on respondents who vary in region of origin, age, sex, and level of education. Table 1 presents the respondent characteristics required by the U.S. Census Bureau for each survey topic. Aside from the respondent characteristics described in Table 2:

- All respondents will be monolingual Spanish speakers or will be Spanish dominant speakers.
- For Weeks Worked and Income topics, we will strive for respondents to meet the requirements for both survey topics.
- For the income series recruitment requirements, we will strive to recruit individuals who have more than one of the desired types of income.

Table 1. Respondent Characteristics for OY1 ACS Respondent Burden Testing -- Spanish

Topic	Characteristics	Target per set
Group 1: Year of Naturalization/ Year of Entry (n=12)	Born in Mexico	6
	Born in South America, Central America, or Spanish-speaking Caribbean nation (Dominican Republic or Cuba, but not Puerto Rico)	6
	HH size 3+	12
	Naturalized citizen	6
	Non-citizen	6
	Live with household members who are unrelated (13+)	4-6
	Extended family (ex: cousins, aunts or uncles, grandparents who may have come a long time ago) (13+)	4-6
	Immediate family 18+ who came to US at a different time or were naturalized at a different	2-4

Topic	Characteristics	Target per set
	time.	
	Arrived in US (R or other HH adult)	
	Before 1985	1-2
	1985-1996	2-4
	1997-2004	2-4
	2005 or later	1-2
	Have come to US multiple times/multiple entries	2-3
Group 2: Weeks Worked and Income (n=12)	Born in Mexico	6
	Born in South America, Central America, or Spanish-speaking Caribbean nation (Dominican Republic, Cuba, or Puerto Rico)	6
	HH size 2+ who are ages 15+	12
	Worked in regular jobs with regular schedules in 2016	4-6
	Irregular workers (such as partial year workers, irregular schedules, multiple jobs) in 2016	6-8
	Married	6
	Were self-employed in 2016	3
	Earned commission or tips (e.g. wait staff) in 2016	3
	Some other source of income (public assistance, SSI, unemployment, child support, alimony) in 2016	3-4
	Have retirement income (such as pension, 401k, social security)	No quota
	Have net rental income (at least half married)	No quota

Interview locations

The interviews will be conducted in Houston, TX and Los Angeles, CA.

Interview Dates

The interviews will take place during late July/early August 2017 in both cities.

Screeners

The screener appears in Attachment 1. It captures data on all characteristics of interest to each topic grouping, as shown in Table 1 above. It also asks basic demographic questions such as Spanish language proficiency, age, gender, Hispanic origin and race, and education level.

Interview Progress Spreadsheet

The Interview Progress Spreadsheet is provided as a separate attachment. This will be the primary tool by which we will track progress in fulfilling the recruiting criteria. Within this spreadsheet, the master selection grid worksheet records each respondent's answers to every screener question. This worksheet also tracks respondents' basic demographic data, along with their date and time of interview, and assigned interviewer. During the screening period, we will update this worksheet daily and sometimes hourly.

The Interview Progress Spreadsheet will be used to communicate to the Census Bureau which eligible cases have been selected for scheduling, which have been scheduled, and which have been completed. Westat will provide a frequent update of this document during the screening and interviewing period.

The worksheets titled "Quota Tracking" allow tracking of quota fulfillment by showing completed interviews by target characteristic within each grouping of topics. This worksheet will be updated at the end of each day of interviewing.

Risk Mitigation

The Westat management team will work closely with the recruiters to track daily progress towards meeting the complex recruiting requirements. Recruiters will use the programmed screener, which creates a daily data file of answers to the screener questions. Westat will in turn update the Interview Progress Spreadsheet and provide direction on whom to schedule. All screened respondents will be told that they will be contacted for an interview only if identified as eligible; eligible respondents will be notified within three days that they have been selected for an interview.

Recruiters will use their facility databases as a starting point for recruiting. Email blasts will be sent only to those who have not participated in any research study or focus group in the past six months. Facilities will also make use of their networks in the Hispanic community to recruit these participants. As needed, we may make use of Spanish versions of the OMB-approved flyer templates to target the specific characteristics needed (see Attachment 2). Depending on the recruiting need and if appropriate, disparate characteristics may be combined into one ad. All those who respond to any recruiting advertisement, regardless of whether they are in the facility database or not, will be screened to ensure they have not participated in any

research study or focus group in the past six months (whether conducted by Westat or any other organization).

We will be in frequent communication with the Census Bureau on recruiting progress. Should we be unable to find certain types of respondents, we will implement additional contingency plans, approved by the Census Bureau, such as making slight changes to the recruiting criteria or quotas.

Attachment 1

OY1 ACS Respondent Burden Testing – Spanish Recruiting Screener

Crosswalk of Screening Items to Questions Tested in ACS Cognitive Interviews

GD = General Demographics

YN = Year of Naturalization/Year of Entry

WW = Weeks Worked

I = Income

OY1 ACS Respondent Burden Testing -- Spanish Recruiting Screener

Hello, this is [NAME] from [FACILITY NAME].

INCOMING: Thanks for calling us about participating in one of our studies. I just need to get a little bit of background information to start.

OUTGOING: I'm calling about a study we're helping the U.S. Census Bureau with. Let me first tell you a little about it. The Census Bureau wants to be sure that questions on one of their surveys make sense to people who speak Spanish. So we are trying to find people who are interested in helping us by giving their reactions to the questions. If you are interested and eligible, we will invite you to an in-person interview, which will take about 60 minutes. At the end of the in-person interview you will receive \$40 cash to offset the cost of participation, such as transportation or childcare costs. To make sure you are eligible for the study, I need to ask you a few questions. This will only take about 5 minutes. Is this a good time? **IF NO, ASK FOR A BETTER TIME TO CALL BACK.**

1. Do you live in a college dormitory, a nursing home, or in any other kind of group housing?

YES

NO

REF

DK

IF YES, REF OR DK, INELIGIBLE. THANK AND END.

GD-2. How many people 15 OR older live in your household including yourself?

REF

DK

IF GD-2 = 1, REF OR DK, INELIGIBLE. THANK AND END.

GD-3. How old are you?

REF

DK

IF UNDER 18, REF OR DK, INELIGIBLE. THANK AND END

4. When was the last time you participated in a research focus group or interview?

LESS THAN 6 MONTHS AGO

6 MONTHS AGO OR MORE

REF

DK

IF LESS THAN 6 MONTHS AGO, REF OR DK, INELIGIBLE. THANK AND END.

GD-5. RECORD GENDER.

IF NECESSARY, ASK: What is your gender?

FEMALE

MALE

OTHER

DK

REF

Now I'd like to ask you questions about a variety of different topics.

YN-6. [IF NEEDED: It's not necessary that you speak English to participate in one of our studies, but I need to ask you a few questions about English now.] How well do you speak English? Would you say...

Very well, **→ THANK AND TERMINATE**

Well, **→ CONTINUE**

Not well, or **→ CONTINUE**

Not at all? **→ SKIP TO WW-8**

DK **→ CONTINUE**

RF **→ CONTINUE**

YN-7. Would you say you speak Spanish better than English, English better than Spanish, or both about equally well?

Spanish better than English → **CONTINUE**

English better than Spanish → **THANK AND TERMINATE**

Both equally well → **THANK AND TERMINATE**

WW-8. Last year, in 2016, did you work for pay at any point during the year?

YES → **CONTINUE**

NO → **GO TO I-14**

REF → **GO TO I-12**

DK → **GO TO I-12**

WW-9. Last year, in 2016, did you work at one job, or did you work at more than one job during the year?

ONE JOB

MORE THAN ONE JOB

REF

DK

WW-10. Last year, in 2016, did you have any periods of unemployment during the year, or did you work for pay throughout the whole year?

PERIODS OF UNEMPLOYMENT

WORKED WHOLE YEAR

REF

DK

WW-11. In 2016, what hours did you normally work? Would you say...

Regular business hours,

Evenings,

Nights, or

Some other type of schedule?

REF

DK

I-12. Last year, in 2016, were you self-employed at any point during the year?

YES

NO

REF

DK

I-13. In 2016, did you earn any money through a bonus, commission or tips?

YES

NO

REF

DK

I-14. In 2016, did you receive any public assistance, unemployment income, or supplemental security income from the government?

YES

NO

REF

DK

I-15. In 2016, did you receive any child support payments or alimony payments?

YES

NO

REF

DK

I-16. In 2016, did you have any kind of retirement income, for example, from a pension, 401k plan, social security, or some other retirement plan?

YES

NO

REF

DK

I-17. In 2016, did you own any property from which you collected rent payments? For example, did you rent out any rooms in your home?

- YES
- NO
- REF
- DK

Now I have a few questions about you.

GD-18. Are you ...

- Married
- Widowed
- Divorced
- Separated
- Never married
- REF
- DK

GD-19. What is the highest grade or level of education you have completed?

- LESS THAN HIGH SCHOOL
- HIGH SCHOOL DIPLOMA/GED
- SOME COLLEGE (INCLUDES ASSOCIATE'S)
- COLLEGE GRADUATE (BA, BS)
- GRADUATE/PROFESSIONAL DEGREE (MA, MS, MD, JD, PhD, etc.)
- REF
- DK

GD-20. Are you of Hispanic, Latino, or Spanish origin?

- YES
- NO
- REF
- DK

GD-21. What is your race? You may say more than one. (IF NECESSARY, READ CATEGORIES ALOUD)

MARK ALL THAT APPLY.

- White,
- Black or African American,
- American Indian/Alaskan Native,
- Asian, or
- Native Hawaiian and Other Pacific Islander?
- OTHER _____
- REF
- DK

READ: The Census Bureau is specifically interested in making sure questions about origin and citizenship make sense to people from different countries. The next few questions will help us ensure we recruit many different types of people, and will not be shared with anyone outside of this project. We will never associate your name or identity with your answers.

YN-22. Are you a U.S. citizen by birth?

- YES → **THANK AND TERMINATE**
- NO → **CONTINUE**
- REF → **THANK AND TERMINATE**
- DK → **THANK AND TERMINATE**

YN-23. In what country were you born?

- _____
- REF
- DK

YN-24. In what year did you first come to live in the U.S.?

- _____
- REF
- DK

YN-25. After you first came to live in the U.S., did you ever move out of the country and then move back to the U.S. again?

- YES
- NO
- REF

YN-26. Are you now a naturalized citizen of the U.S.?

- YES
- NO
- REF
- DK

YN-27. We are hoping to recruit people from different types of households. For each person who lives in your household, please tell me their relationship to you. You don't have to tell me their names, just their relationship to you. Again, all of this information will be kept strictly confidential. (Mark all that apply)

FOR "SON" OR "DAUGHTER" CLARIFY: Is this person your biological {son/daughter}, adopted {son/daughter}, or {stepson/stepdaughter}?

- HUSBAND/WIFE/SPOUSE
- UNMARRIED PARTNER
- BIOLOGICAL OR ADOPTED SON/DAUGHTER
- STEPSON OR STEPDAUGHTER
- BROTHER OR SISTER
- FATHER OR MOTHER
- GRANDCHILD
- PARENT-IN-LAW
- SON-IN-LAW OR DAUGHTER-IN-LAW

- OTHER RELATIVE
- ROOMER OR BOARDER
- HOUSEMATE OR ROOMMATE
- FOSTER CHILD
- OTHER NONRELATIVE

- REF
- DK

- IF ONE OR MORE OF THE BLUE SHADED CATEGORIES IS CHECKED, MARK AS COMPLEX RELATED HOUSEHOLD.
- IF ONE OR MORE OF THE GREEN SHADED CATEGORIES IS CHECKED, MARK AS NON-RELATED HOUSEHOLD.

YN-28a. Thinking about the other adults in this household who are age 18 or older, was anyone born outside of the U.S.?

- YES → CONTINUE
- NO → GO TO YN-29
- REF → GO TO YN-29
- DK → GO TO YN-29

YN-28b. Did any of these household members come to live in the U.S. in a different year than you?

- YES → CONTINUE
- NO → GO TO YN-29
- REF → GO TO YN-29
- DK → GO TO YN-29

YN-28c. Thinking only about ONE of those household members who came to live in the U.S. in a different year than you, in what year did that person come to live in the U.S.?

REF

DK

YN-29. If you qualify for the interview, we'd like to audio record the interview. This allows us to carefully review the discussion and draw the proper conclusions. Would that be alright with you?

- Yes
- No

END: RECORD RESPONDENT NAME AND CONTACT INFORMATION ON HARD COPY CONTACT INFORMATION SHEET.

Contact Information

**STORE THE INFORMATION ON THIS DOCUMENT AS HARD COPY ONLY!
KEEP THIS DOCUMENT IN A LOCKED, SECURE LOCATION!**

Project: U.S. Census Bureau

Name _____

Phone Number _____

Email Address _____



READ CLOSING TEXT BELOW TO THANK AND END THE CALL

Thank you for your answers to these questions. If you're eligible to participate in our study, Westat will be back in touch with you within about 3 days.

IF R IS SELECTED FOR AN INTERVIEW, ASK AUDIO RECORDING QUESTION BEFORE SCHEDULING THE DATE AND TIME.

Date: _____

Time: _____

ATTACHMENT 2

**OY1 ACS RESPONDENT BURDEN TESTING --
SPANISH**

**YEAR OF NATURALIZATION/YEAR OF ENTRY;
WEEKS WORKED/INCOME**

RECRUITMENT ADVERTISING FLYER TEMPLATE

VOLUNTEERS NEEDED FOR A NATIONAL HOUSEHOLD SURVEY

\$40 FOR 60-MINUTE INTERVIEW

Westat, a survey research company, is looking for adults 18 or older who:

- **INSERT HEADLINE**

The interviews will be held at [LOCATION]. Participants will be asked to complete a survey and give reactions to some of the questions. The interview will last about 60 minutes. Day and evening times are available.

Call **(###) ###-####** and leave a message that you would like to participate in the national household survey interview. Provide your name, phone number, and a good time to reach you.

**OY1 ACS RESPONDENT BURDEN TESTING --
SPANISH
YEAR OF NATURALIZATION/YEAR OF ENTRY;
WEEKS WORKED/INCOME
RECRUITMENT ADVERTISING HEADLINES
BY QUESTION TOPIC**

Year of Entry/Year of Naturalization

CRITERIA	HEADLINE
Country of birth (PR is only for WW/I)	Were born in Mexico, Central America, South America, Dominican Republic, Cuba, or Puerto Rico
Naturalized citizen	Are naturalized citizens of the United States, or live with someone who is a naturalized citizen
Non-recent movers	Moved to the United States before 1996
Recent movers	Moved to the United States after 1996
Live with non-relatives	Live in a household with adults who you are not related to
Live with extended family	Live in a household with extended family, such as grandparents, aunts, uncles, or cousins

Weeks Worked

CRITERIA	HEADLINE
Worked in regular jobs with regular schedules in 2016	Worked at a job with a regular schedule in 2016
Irregular workers (such as partial year workers, irregular schedules, multiple jobs)	Worked at more than one job in 2016; Worked part-time in 2016; Worked for only part of the year in 2016; Worked different hours each week in 2016; Worked evenings or weekends in 2016

Income Series

CRITERIA	HEADLINE
Self-employment income	Were self-employed at any time in 2016
Earned bonus, commission or tips	Had a job where you earned a bonus, commission or tips in 2016
Government payments	Received money from the government in the form of public assistance, unemployment, or supplemental security income in 2016
Other income	Received child support or alimony in 2016

