

January 16, 2014

NOTE TO THE
REVIEWER OF:

OMB CLEARANCE 1220-0141
“Cognitive and Psychological Research”

FROM:

Erica Yu
Research Psychologist
Office of Survey Methods Research

SUBJECT:

Submission of Materials for the ‘CE
Records Protocol Feasibility’ Study

Please accept the enclosed materials for approval under the OMB clearance package 1220-0141 “Cognitive and Psychological Research.” In accordance with our agreement with OMB, we are submitting a brief description of the study.

The total estimated respondent burden hours for this study are 133.3.

If there are any questions regarding this project, please contact Erica Yu at 202-691-7924.

1. Introduction and Purpose

The approved Gemini redesign proposal for the Consumer Expenditure (CE) Survey calls for two separate interviews as well as individual diaries using a single sample of consumer units. After the first interview collects reasonably easy to recall expenditure categories and the individual diaries collect small, frequent, and personal expenditure categories, the second interview will ask respondents to collect financial records related to select expenditure categories to use when answering the interview questions. Household bills, account statements, bank statements, checkbook registers, and other financial documentation can provide accurate, detailed, expenditure information that is typically difficult for respondents to recall. The goals of this redesigned records interview include minimizing both the length of time needed for the interview and the burden on the respondent.

Within these specifications, there is a range of possible implementations of the records interview. As noted in the redesign proposal, the records interview is expected to deviate significantly from the interview format that is currently used. Research is needed to test the proposed changes to understand whether the redesign does succeed in reducing interview length and respondent burden. Westat has been contracted to collaboratively administer this study. BLS will provide the protocols and materials while Westat will be responsible for data collection and analysis.

The purpose of this study is to test and compare two alternative approaches to the records interview as envisaged by the redesign team. Previous studies have explored the feasibility of collecting information from records (Fricker & Edgar, 2010; RTI, 2010; NORC, 2012), but there has not yet been a test of the field protocols for a records-based interview.

2. Research Design

This study has been designed to test the feasibility and effectiveness of two protocols. These protocols represent prototype models of two distinct approaches to the interviews: one protocol led by the interviewer, and a second protocol led by the respondent. To compare the effectiveness of each track, a sample of 50 participants will be assigned to one protocol or the other.

- **Interviewer track:** In this protocol, the interviewer leads the participant through the interview in a defined order. The interviewer specifies the interview question order and handles the records (unless the participant refuses permission). Two expected strengths of this design are that allowing the interviewer to control the interview will likely minimize the length of the interview and relieve the respondent of the burden of interpreting the survey questions, looking for the records that match the expenditure question, and finding the information on the records. However, respondents may not be willing to permit interviewers to handle their records, find the process invasive, or feel uninvolved in the interview. This protocol is further described in Appendix A.

- **Respondent track:** In this protocol, the respondent drives the interview. The interviewer first asks the respondent to report expenses from the records gathered, in an order chosen by the respondent. An expected advantage of this design is that the respondent will not have to shuffle through records to find the record that the interviewer is asking for, and can select the categories they are most comfortable with first. A possible limitation of this design is that respondents may require more time (compared to an experienced interviewer) to locate the required information from a record and the respondent's collection of records may not be organized, resulting in the interview having to return to a category multiple times to collect all the required data. This protocol is further described in Appendix A.

Westat will train three interviewers for each protocol, in separate track-specific sessions. Interviewers will not be aware of the other protocol.

Interview Procedure

All participants will receive the same telephone introduction to the study. The interviewer will introduce the purpose of the study and complete the four-part placement protocol (Appendix B), which includes asking the participant to collect records for use during the interview. Informed consent will be collected during the in-person interview visit. A box containing a copy of the informed consent document, a records checklist (Appendix C), and a records filing folder will be mailed to participants. All participants will receive the same placement instructions and materials.

All participants will receive the same introduction to the interview session. Interview protocols are described in Appendix A, but the interview protocols require that the interviewer be flexible to ask questions about the participant's records as needed and tailor them to the participant's situation. The expenditure topics that will be asked about in the interview are listed in the records checklist (Appendix C). The questions will target collecting the same expenditure information as is collected by the current production CEQ for those expenses, including the month of the expense and the amount of the expense. Screenshots of the full instrument are in Attachment 1. Interviewers will not keep or copy participants' records.

Following the interview, participants will be asked debriefing questions about the interview protocols (Appendix D). If at any time during the debriefing sessions a participant has a noteworthy issue, the interviewer may spontaneously probe to understand the issue.

3. Participants

There will be strict participation criteria set for this study to target only 'ideal' participants who keep track of financial records and are willing to use them during the interview. Restricting the

test's sample to these participants will enable the study to focus on identifying survey protocol problems unique to the records interview. CE will evaluate how to handle the records interview with respondents who do not keep, or are not willing to use, records at another time.

Participants will be recruited from the Washington, DC-Baltimore area by Westat from their existing participant database and from the Internet using an advertisement. This advertisement is in Appendix E. The screening protocol to be used by Westat is in Appendix F. In addition to these specialized screening criteria, we will also attempt to recruit participants representing a range of demographics, including race, gender, age, education, and household size.

4. Burden Hours

Our goal is to obtain feedback from 50 participants. We anticipate that telephone pre-interview instructions will last no longer than 15 minutes and pre-interview records gathering will last no longer than 45 minutes. We expect that the interview will last no longer than 90 minutes. Participation is expected to total no more than 150 minutes per participant. Recruiting and screening prospective participants is estimated to take an additional 5 minutes per prospective participant with an estimated 50% recruitment rate. Total burden hours for this study are estimated as 133.3 hours.

5. Payment

A \$5 advance incentive will be provided to respondents after recruitment, as part of the mailed records collection materials. A promised \$55 incentive will be provided to all participants at the time of interview. Given the respondent burden associated with record collection, the advance incentive will promote a cooperative effort and provide some legitimacy to the promised incentive. The advance incentive will also help retain recruited participants who are asked to collect records by demonstrating initial appreciation for engaging in the record collection task. Successful collection of records is key to the success of the interview. The \$60 total incentive is appropriate given the overall level of burden and interview length as compared to surveys requiring fewer preparatory actions by the respondent and involving less complex questionnaires.

5. Data Confidentiality

Participants will be informed as to the voluntary nature of the study. Participants will also be informed that the study will be used for internal purposes to improve the design of the Consumer Expenditure survey. Participants will be given a consent form to read and sign (Appendix G). Information related to this study will not be released to the public in any way that would allow identification of individuals except as prescribed under the conditions of the Privacy Act Notice.

All Westat staff working with BLS data will sign the BLS Agent Agreement and complete the BLS Confidentiality and Security Training. Westat information technology and systems operate

under policies and best practices that ensure compliance with FISMA-moderate, CIPSEA, and ISO/IEC standards and requirements. Interviewer laptops will be fully encrypted, as will all transmissions of participant data.

Appendix A: Interview Protocols

Hello! Thanks for inviting me into your home today.

Today we're going to be testing a part of the Consumer Expenditure Survey. This survey collects information about how U.S. households spend their money. In this survey, we will be asking people to find their financial records and use them during the interview to help report their household's expenditures. Our goal with today's session is to see what that's like for you – what you think about the experience of using records during the interview to help report expenditures.

It's important to note that this is not a test of your ability. Our purpose today is to find out how easy or difficult it is to use financial records during the interview, and identify ways to improve the process. Your feedback now can help make our future work more productive.

[INTERVIEWER SHOULD ADMINISTER CONSENT FORM.]

Please read over this consent form. If you consent to participate in the study, please print your name, date and sign the form. I will give you a blank copy for your records.

Do you have any questions before we begin?

[INTERVIEWER SHOULD ANSWER ANY QUESTIONS.]

[IF RESPONDENT AGREED TO RECORDING, START RECORDING DEVICE.]

For Interviewer track:

At the start of each section, the interviewer should look through the participants' records and set aside the records that are relevant to that section. This process will help the interviewer to become familiar with what records are available for that section. The interview should proceed like a conventional recall interview, except that the interviewer will refer to records where possible. If the participant has not allowed the interviewer to take control of the records, then the participant may consult the records themselves.

- The interviewer will follow the pre-determined question order.
- The interviewer may be able to extract the required data without asking the participant any questions. If needed (e.g., needed follow-up information is not on the record), the interviewer should ask the participant for the information.
 - If a record is not available: The interviewer reads the question from the screen and asks the participant to recall the information.
- However, the interviewer should constantly clue the participant in on the interview process, being mindful of the participant's engagement level. For example, the interviewer should read the question from the screen - though not necessarily waiting for a response if it is not needed from the participant.
- The interviewer records the expenditures and paradata.

After completing the expenditure and income portions of the interview, the interviewer will ask the participant debriefing questions.

After completing the debriefing, the interviewer will pay the participant and thank them.

For Respondent track:

The participant controls the interview and determines which data will be discussed in what order. The interviewer will jump to the appropriate section in the instrument in order to record the expense that the participant reports. The interviewer should complete that module before moving on and asking the participant for their next expenditure report.

- The participant should tell the interviewer which expenditure or record he or she wants to talk about; e.g., electricity, cable, mortgage, school.
- The interviewer should find the section associated with that expenditure.
- The participant should report the expenditure.
 - Initially, the interviewer should not read any gateway questions; however, the interviewer should still mark a response for these as the data are collected.
 - The interviewer should read the questions (e.g., follow-up questions) for the specific information needed.
 - The interviewer should not assist the participant with records at any time unless the participant asks for help.
- The interviewer should ask if the participant has any other related records in that module.
 - If yes, then the interviewer should ask the participant to report that expenditure.
 - If no, the interviewer should administer the rest of the module (e.g., electricity) as a recall interview.
- Once a module is complete, the process will repeat. The interviewer should ask the respondent for the next record he or she would like to report.

After going through all the available records in the respondent track, the interviewer will then take control of the interview.

- The interviewer should return to the beginning of the survey. The interviewer should remind the participant to consult any records they may have.
- The interviewer should identify a section with at least one module that has not yet been completed.
- The interviewer should continue through the instrument until no items are missing.

After completing the expenditure and income portions of the interview, the interviewer will ask the participant debriefing questions.

After completing the debriefing, the interviewer will pay the participant and thank them.

Appendix B: Placement Protocols

Placement will take part in four phases.

1. The participant is notified by telephone that they have been selected for the study. During this call, the recruiter will provide an introduction to the study, including these points:
 - “The Consumer Expenditure Survey collects information about what people buy and how much they pay. The purpose of this project is to try out some changes to the questions in the Consumer Expenditure Survey.”
 - “Because the interview contains questions regarding the types and amounts of expenditures your household has had, you will receive a kit by mail and a phone call instructing you to gather records for use during the interview.”

At this time, the recruiter will answer any questions the participant raises. The recruiter will also schedule the interview appointment at least 10 days later and a time to call the participant 7 days before the interview appointment.

After this initial phone call, a placement box will be mailed 10 days before the interview appointment to ensure delivery by at least 7 days before the appointment. Delivery will be tracked to confirm receipt by the participant. The box will include information about the CE survey, information about participating in research, the records checklist, and a records storage file.

2. The interviewer calls the participant 7 days before the scheduled appointment
 - “The Consumer Expenditure Survey collects information about what people buy and how much they pay. We have recruited you to try out some changes to the survey.”
 - “We ask that you collect records from everyone in your household – things like bills, receipts, and paystubs for the last three months– together in one place before our visit so that we can use them during the interview.”
 - “Take a look at the checklist in your packet. We have found that gathering these records and having them with you during the interview makes the survey a lot easier to complete.”

The interviewer will describe the kinds of records that the participant should collect, emphasizing primary records such as bills, receipts, and paystubs. Reminders about reference periods and billings dates, and reminders for electronic records and financial software should also be included.

- “Looking at the checklist – can you find bills or receipts for these things for the past three months, that is [month1, month2, and month3]?”
- “And can you collect your bank statements, credit card statements, and checkbook?”
- “And if you already organize or keep track of your expenses in some way– can you have that ready to look at, too?”
- “Remember, some of these records might be paper or electronic.”

The interviewer will then ask the participant to use the checklist and records storage file to organize the records:

- “The Records Storage file will make it easier for you to keep track of your household’s records. Inside the file you will see there is a separate section for each type of record on

this list. When you find a record, just place it into the file folder. Keeping the records organized will help us during our interview. And when you find records for a category on the checklist, tick the box on the checklist.”

- “You don’t have to print electronic records, but it will make the interview go faster if you either print them or download them to a folder on your computer so that you can access them easily during the interview.”

At the end of the conversation, the interviewer will remind the participant of the appointment time:

- “I will come to your house on [agreed date] and we will go through those records.”

3. The interviewer will call the participant three days before the interview appointment for a mid-week check-in. The interviewer will remind the participant to collect records, encourage him or her to collect additional records, and answer any questions.

- “I’m calling to see how you’re getting on with gathering records for our upcoming interview.”
- “Was there anything on the checklist that you had questions about?”
- “Did you find the file folders in the storage file helpful?”
- “I really appreciate you taking the time to do that.”
- “If you have electronic records, how will you be accessing those at our interview – have you already printed or saved them?”
- “I understand you are [whatever reason given as to why no records have been collected yet]. Gathering even a few records before we meet would be a great help [...].”

4. The interviewer will make a final call the day before the appointment to confirm the meeting and remind the participant to collect records.

Records Checklist

Housing

- Rent
- Home owners association payments
- Mortgage loan payments
principal, interest, total amount owed
- Ground rent
- Special assessments to local government

Home Maintenance

- Exterior, interior, landscape jobs
painting, insulation, roofing, gutters, windows, fencing
- Plumbing, electrical, HVAC
water heating, air conditioning
- Home improvements
building an addition or dwelling, finishing a basement, installing fencing or a pool
- Kitchen appliance rentals or purchases
- Furniture repair, refinishing, reupholstering
- Service contracts

Phone, Internet, Cable, Utilities

- Include breakdowns of any bundled charges
- Information services:
 - Internet Cell phone
 - Cable TV Landline phone
 - Satellite TV Prepaid calling cards
 - Satellite radio Internet kiosks
- Utilities:
 - Electricity Water and sewer
 - Natural gas Garbage pickup
 - Fuels (e.g., wood, oil, bottled gas)

Education

- Tuition, room and board, bus
daycare, preschool, private school, college
- Test preparation or tutoring
- School books or supplies
- Support for college students not in the household

Charitable giving, fees, and legal obligations

- Lawyers' or accountants' fees
- Credit card membership or finance charges
- Banking fees
- Alimony or child support
- Charitable monetary donations
religious groups, schools, political groups
- monetary gifts to non-household members*

Income

- Paystubs
- last pay's wages, tips, and commissions*
- last 12 months' income*
- breakdown of taxes and benefits*

Assets, loans, and debt

- Bank statements
checking and savings accounts
- 401(k)s, IRAs, stocks, bonds, CDs*
- Card statements
credit cards, store cards, gas cards
- Student or personal loans
last month's finance and late charges, interest

Vehicle Purchases, Leases, and Sales

- Original bill of sale or lease agreement
new or used cars, boats, campers, motorcycles
- Financing agreements
amount borrowed, principal, interest
- Trade-in allowances

Vehicle Maintenance

- Repairs and maintenance
car tune-ups, oil changes, wheel alignment
- Vehicle insurance, registration, or inspection
- Driver's license fees

Health insurance and other policies

- Life insurance
- Long term care
- Homeowner's or Renter's
- Health insurance premiums
dental, vision, prescription drugs
- Medicare prescription drug plan

Medical and health

- Collect receipts, insurance statements, & copays
- Services by physicians and non-physicians
- Dental care
- Eye exams, treatments, or surgery
- Medical care
lab tests, hospital rooms, nursing homes
- Medical supplies
eyeglasses, hearing aids, medical equipment, wheelchairs, hospital beds

Collect and organize your household's records in 3 steps



Find it at home or online



File, save, or print



Check the box!

Remember...

Some of your household's expenses might be recorded in

- Checkbook registers
- Credit card statements
- Bank statements
- Home software
- Apps

Your Guide to Collecting Records

Collect bills, receipts, and statements for everyone in your household for use during our next interview. Here is a list of the kinds of expenses we'll be discussing.

- Housing
- Home maintenance
- Phone, Internet, cable, utilities
- Vehicle purchases, leases, or sales
- Vehicle maintenance
- Health insurance and other insurance policies
- Medical and health
- Education
- Charitable giving, fees, and legal obligations
- Paystubs
- Assets, loans, and debt

For the full detailed list of what records to collect, check inside the pamphlet.

U.S. DEPARTMENT OF COMMERCE
Economic and Business Advisory Services
U.S. CHIEF MERCHANDISER



Acting as a collecting agent for
the Bureau of Labor Statistics

Records Checklist

Your guide for collecting records like bills, receipts, and statements to be used during our next interview.

Please collect records from these months:

month _____ year _____ to month _____ year _____

Our next interview is on:

day of the week _____ / _____ / _____
mm dd yy
at _____ : _____
appointment time

If you have any questions, please call:

Your field representative

Name: _____

Telephone: _____

Your field representative's supervisor

Name: _____

Telephone: _____

Appendix D: Respondent Debriefing Questions

1. About how much time did you spend collecting records before we met today?
2. Did you use the records checklist? How did you use it?
3. Could you describe for me what steps you took to collect records?
4. What part of collecting the records took the most time? [If necessary, probe: Can you tell me more about why this took the most time?]
5. Which records were easy to find? [If necessary, probe: Can you tell me more about why they were easy to find?]

Which records were hard to find? [If necessary, probe: Can you tell me more about why they were difficult to find?]

6. How did you decide which records to look for?
7. Would you say there are other records that you know of that you could have accessed but did not?

Were there any obstacles that stopped you from getting more records?

8. Who in your household contributed records?
9. Who in your household usually keeps track of household expenses?
10. For which records was it easy to find the information we were looking for on the records? For which records was it difficult?

11. How burdensome was collecting records to *you*? Would you say that it was... (CIRCLE ONE RESPONSE)

- 1 not at all burdensome,
- 2 not very burdensome,
- 3 somewhat burdensome, or
- 4 very burdensome?

12. Do you feel *other people* that we ask to collect records would find the process... (CIRCLE ONE RESPONSE)

- 1 not at all burdensome,
- 2 not very burdensome,
- 3 somewhat burdensome, or
- 4 very burdensome?

13. How burdensome was today's interview to *you*? Would you say that it was... (CIRCLE ONE RESPONSE)

- 1 not at all burdensome,
- 2 not very burdensome,
- 3 somewhat burdensome, or
- 4 very burdensome?

14. Do you feel *other people* that we ask to complete an interview would find it... (CIRCLE ONE RESPONSE)

- 1 not at all burdensome,
- 2 not very burdensome,
- 3 somewhat burdensome, or
- 4 very burdensome?

Appendix E: Recruitment Advertisements

Volunteers Wanted for Research Study

Do you live in the Washington DC – Baltimore area?
Are you knowledgeable about your household's spending?
Can you get paper or electronic versions of your bills and statements?

We are seeking volunteers to participate in an interview about household spending. As part of the interview, you'll be asked to gather records (bills, statements, paystubs, etc) to help answer questions. The session will be conducted at your home by a Westat interviewer between March and April 2015. Participants will receive \$60.00.

Interested individuals should contact [representative] at 1-800-###-####. We'll ask you to complete a short survey to see if you're eligible to participate.

This study is being conducted on behalf of the Bureau of Labor Statistics. We will not keep or copy your financial information and all information you provide will remain confidential. We will never use your name in a study report, and we will never share your name or any other information with any individual or organization that is not directly connected to Westat. We store all study information in secure facilities on locked systems and destroy personal data after the study is complete.

Westat is an employee-owned statistical survey research corporation in Rockville, Maryland, providing research services to agencies of the U.S. Government, as well as businesses, foundations, and state and local governments.

Appendix F: Screening Protocol

INTRODUCTION:

Thank you for your interest in our project and for responding to our notice. My name is (YOUR NAME) and I work at Westat, a survey research company located in Rockville, MD. We are conducting a survey sponsored by the Bureau of Labor Statistics, a unit of the U.S. Department of Labor.

The Consumer Expenditure Survey collects information about what people buy and how much they pay. The purpose of this project is to try out some changes to the questions in the Consumer Expenditure Survey.

We need to interview a group of people who live in the area. The interviews are about income and household expenditures. We are offering a thank you of \$60 to the people who participate in these interviews in their own homes. The interview will take no more than 90 minutes and we would ask that you spend some time gathering records prior to the interview. In all, the process should take roughly two and a half hours.

May I ask you a few questions to find out if you are eligible to participate in this survey?

1. PLEASE CODE LIKELY GENDER OF RESPONDENT (WITHOUT ASKING):

- MALE..... 1
- FEMALE..... 2

2. First, have you taken part in any research project, interview, or focus group during the past three months?

- YES..... 1
- NO..... 2
- DON'T KNOW..... 8
- REFUSED..... 9

If answer to Q2 is "YES", thank and end.

3. We've heard from participants that using records during the interview is helpful for them. Are you willing to share information about your income and expenses with an interviewer, for example, from your bills, receipts, bank statements, or pay stubs? Any information you provide would be held confidentially and would not be shared with anyone outside of this research team.

- YES..... 1
- NO..... 2
- DON'T KNOW..... 8

If answer to Q3 not "YES", thank and end.

4. When you buy something at a store and you can get a receipt, do you take the receipt and save it, without quickly throwing it away...

- always,..... 1
- usually,..... 2
- sometimes, or..... 3
- never?..... 4
- DON'T KNOW*..... 8
- REFUSED*..... 9

5. When you buy something online, do you save the receipt...

- always,..... 1
- usually,..... 2
- sometimes, or..... 3
- never?..... 4
- DON'T KNOW*..... 8
- REFUSED*..... 9

6. Do you keep paper financial records, bills, receipts or statements in a place where you can find them?

- YES..... 1
- NO..... 2
- DON'T KNOW*..... 8
- REFUSED*..... 9

7. For any financial records, bills, receipts, or statements that you may not keep paper copies of, do you have access to them electronically?

- YES..... 1
- NO..... 2
- DON'T KNOW*..... 8
- REFUSED*..... 9

8. Do you use financial software like Quicken, MS Money, or an app on your phone to keep track of your expenses?

- YES..... 1
- NO..... 2
- DON'T KNOW*..... 8
- REFUSED*..... 9

If answers to Q4 – Q9 are all “NEVER”, “NO”, or “REFUSED”, thank and end.

9. Since September 2014, have you or anyone in your household had any expenses related to any of the following:

a. Medical care?

YES..... 1
NO..... 2
DON'T KNOW..... 8
REFUSED..... 9

b. Household items?

YES..... 1
NO..... 2
DON'T KNOW..... 8
REFUSED..... 9

c. Education?

YES..... 1
NO..... 2
DON'T KNOW..... 8
REFUSED..... 9

d. Vehicle maintenance or repair?

YES..... 1
NO..... 2
DON'T KNOW..... 8
REFUSED..... 9

If answers to Q10a – c are all “NO”, thank and end.

10. Was anyone in your household employed for pay in the past 12 months?

YES..... 1
NO..... 2
DON'T KNOW..... 8
REFUSED..... 9

11. What is the highest degree or level of school you have completed?

- LESS THAN HS DIPLOMA OR GED,..... 1
- HS DIPLOMA OR GED,..... 2
- SOME COLLEGE/ASSOCIATES DEGREE... 3
- BACHELOR'S DEGREE..... 4
- GRADUATE/PROFESSIONAL DEGREE.....5
- DON'T KNOW..... 8
- REFUSED..... 9

12. How old are you?

- REFUSED..... 9

13. How many people live in your household, including yourself?

_____ people

- DON'T KNOW..... 8
- REFUSED..... 9

14. Are you of Hispanic, (Latino/Latina), or Spanish origin?

- YES..... 1
- NO..... 2
- DON'T KNOW..... 8
- REFUSED..... 9

15. What is your race? (Circle all races reported)

- AMERICAN INDIAN /ALASKA NATIVE..... 1
- ASIAN..... 2
- BLACK OR AFRICAN-AMERICAN..... 3
- NATIVE HAWAIIAN/OTHER PACIFIC ISLANDER... 4
- WHITE..... 5
- SOME OTHER RACE (SPECIFY) _____..... 6
- DON'T KNOW..... 8
- REFUSED..... 9

16. What was your total household income before taxes during the past 12 months? Was it...

- less than \$25,000,.....1
- \$25,000 to \$34,999,.....2
- \$35,000 to \$49,999,.....3
- \$50,000 to \$74,999,.....4
- \$75,000 to \$99,999,.....5
- \$100,000 to \$149,999, or.....6
- \$150,000 or more?.....7
- DON'T KNOW.....8
- REFUSED.....9

17. Thank you very much for your time. Because the interview contains questions regarding the types and amounts of expenditures your household has had, you will receive a kit by mail and a phone call instructing you to gather records for use during the interview. We will call you to schedule an interview. The interviews will be scheduled between XX and XX from 09:00 AM to 05:00 PM. You will also receive two additional reminder calls prior to the interview. Again, the interview itself will take no more than 90 minutes, and you will be given \$60 for your participation.

Which dates and times are most convenient for you?
 [ENTER DATE AND CHECK APPROPRIATE TIME]

9:00-10:00					
10:00 – 11:00					
11:00 – 12:00					
1:00 – 2:00					
2:00 – 3:00					
3:00 – 4:00					
4:00 – 5:00					

Please feel free to contact me if you have any questions about the study or if your schedule changes. My name is (YOUR NAME) and I can be contacted at (PHONE NUMBER).

Appendix G: Consent form

CONSENT FORM

The BLS, its employees, agents, and partner statistical agencies, will use the information you provide for statistical purposes only and will hold the information in confidence to the full extent permitted by law. In accordance with the Confidential Information Protection and Statistical Efficiency Act of 2002 (Title 5 of Public Law 107-347) and other applicable Federal laws, your responses will not be disclosed in identifiable form without your informed consent. The Privacy Act notice on the back of this form describes the conditions under which information related to this study will be used by BLS employees and agents.

During this research you may be audio and/or videotaped, or you may be observed. If you do not wish to be taped, you still may participate in this research.

We estimate it will take you approximately 150 minutes to participate in this research.

Your participation in this research project is voluntary, and you have the right to stop at any time. If you agree to participate, please sign below.

Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number. OMB control number is 1220-0141, and expires February 28, 2015.

I have read and understand the statements above. I consent to participate in this study.

Participant's signature

Date

Participant's printed name

Researcher's signature

OMB Control Number: 1220-0141
Expiration Date: February 28, 2015

PRIVACY ACT STATEMENT

In accordance with the Privacy Act of 1974, as amended (5 U.S.C. 552a), you are hereby notified that this study is sponsored by the U.S. Department of Labor, Bureau of Labor Statistics (BLS), under authority of 29 U.S.C. 2. Your voluntary participation is important to the success of this study and will enable the BLS to better understand the behavioral and psychological processes of individuals, as they reflect on the accuracy of BLS information collections. The BLS, its employees, agents, and partner statistical agencies, will use the information you provide for statistical purposes only and will hold the information in confidence to the full extent permitted by law. In accordance with the Confidential Information Protection and Statistical Efficiency Act of 2002 (Title 5 of Public Law 107-347) and other applicable Federal laws, your responses will not be disclosed in identifiable form without your informed consent.