**Attachment 3a**

Registration Form -

Contact Confirmation and Scheduling Preference

Form Approved

OMB No. 0920-xxxx

Exp. Date xx/xx/20xx

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**Registration Form – Contact Confirmation and Scheduling Preference**

The registration module is designed for respondents to confirm their contact information and to communicate their scheduling preferences online or by telephone. A login ID and a password are provided in the advance packages for the respondent to use with the module.

The respondent will be asked to confirm the following information:

* Name,
* Address, and
* Phone number(s).

In addition, the respondent will be asked to provide the following information to help us schedule the appointment that works best for him/her:

* The best time to reach him/her (choose all that apply)

|  |  |  |  |
| --- | --- | --- | --- |
|  | Morning(8AM to Noon) | Afternoon(Noon to 5PM) | Evening(5PM to 9PM) |
| Weekday | [ ]  | [ ]  | [ ]  |
| Weekend | [ ]  | [ ]  | [ ]  |

* Any anticipated absence/unavailability during the next 3 months (for example, vacation, or business trip), and
* Additional information that can help us schedule the appointment.

Once the respondent completes the registration questionnaire, a representative will call and schedule a home visit (for living participant) or a phone interview (for deceased participant proxy) with him/her. The registration questionnaire is attached below.

 **REGISTRATION – CONTACT CONFIRMATION AND SCHEDULING PREFERENCE**

RIQ.600Thank you for contacting us at the NHANES Longitudinal Study. First, we need you to verify some information.

 Are you:

 {SP/PROXY NAME}

YES 1 (RIQ.625)

NO 2

 CAPI INSTRUCTION:

 DISPLAY SP OR PROXY NAME (PREFIX, FIRST NAME, MIDDLE INITIAL, LAST NAME, SUFFIX) BASED ON NAME USED FOR ADVANCE MAILING.

RIQ.605 Are you answering on behalf of {SP/PROXY NAME}?

YES 1

NO 2 (RIQ.710)

RIQ.610What is your name?

a/b/c/d/e

 Drop Down List

 Dr.

 Mr.

 Mrs.

 Ms.

 Miss

 Master

 FIRST NAME

If no middle name, enter “NMN”.

 MIDDLE NAME

 LAST NAME

 SUFFIX

 CAPI INSTRUCTION:

* ALLOW SUFFIX TO BE LEFT BLANK.
* DISPLAY ALL FIELDS ON A SINGLE SCREEN.

RIQ.615How old are you?

Less than 18 years 1

18 to 39 years 2

40 to 59 years 3

60 years or older 4

RIQ.620What is your relationship to {SP/PROXY NAME}?

Spouse (Wife/Husband) or Partner 1

Daughter or Son (Biological/Adoptive/
In-Law/Step/Foster) 2

Parent (Biological/Adoptive/Step/Foster) 3

Grandparent (Grandmother/Grandfather) 4

Brother/Sister 5

Other Relative 6

Non-Relative 7

RIQ.625 {Do you/Does {SP}/Does {PROXY NAME}} currently go by another name besides {SP/PROXY NAME}?

YES 1

NO 2 (RIQ.635)

 CAPI INSTRUCTION:

* IF RIQ.605 = 1, AND ADVANCE MAILING SENT TO THE SP (i.e., SP IS PRESUMED ALIVE), DISPLAY “Does {SP}”.
* IF RIQ.605 = 1, AND ADVANCE MAILING SENT TO PROXY (i.e., SP IS PRESUMED DECEASED), DISPLAY “Does {PROXY NAME}”.
* OTHERWISE, DISPLAY “Do you”.

RIQ.630What is the name {you/SP/PROXY NAME} currently go/goes by?

a/b/c/d/e

 Drop Down List

 Dr.

 Mr.

 Mrs.

 Ms.

 Miss

 Master

 FIRST NAME

If no middle name, enter “NMN”.

 MIDDLE NAME

 LAST NAME

 SUFFIX

 CAPI INSTRUCTION:

* IF RIQ.605 = 1, AND ADVANCE MAILING SENT TO THE SP (i.e., SP IS PRESUMED ALIVE), DISPLAY “{SP}” and “goes”.
* IF RIQ.605 = 1, AND ADVANCE MAILING SENT TO PROXY (i.e., SP IS PRESUMED DECEASED), DISPLAY “{PROXY NAME}” and “goes”.
* OTHERWISE, DISPLAY “you” and “go”.
* ALLOW SUFFIX TO BE LEFT BLANK.
* DISPLAY ALL FIELDS ON A SINGLE SCREEN.

RIQ.635 Is this {your/SP’s/PROXY NAME’s} current **mailing** address?

 {DISPLAY ADDRESS}

YES 1 (RIQ.650)

NO 2

 CAPI INSTRUCTION:

* IF RIQ.605 = 1, AND ADVANCE MAILING SENT TO THE SP (i.e., SP IS PRESUMED ALIVE), DISPLAY “SP’s”.
* IF RIQ.605 = 1, AND ADVANCE MAILING SENT TO PROXY (i.e., SP IS PRESUMED DECEASED), DISPLAY “Is {PROXY NAME}’s}.
* OTHERWISE, DISPLAY “your”.
* DISPLAY ADDRESS USED FOR ADVANCE MAILINGS.

RIQ.640 Please make corrections to the **mailing** address.

a/b/c/d/e/f

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 a. STREET #/PO BOX #/ b. STREET NAME/ c. APARTMENT NUMBER

 RR BOX # RR #

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |\_\_\_\_|\_\_\_\_| |\_\_\_|\_\_\_\_|\_\_\_\_|\_\_\_\_|\_\_\_\_|

 d. TOWN OR e. 2 LETTER f. POSTAL CODE

 CITY NAME STATE ABBREVIATION OR ZIP CODE

 CAPI INSTRUCTION:

* DISPLAY ADDRESS FROM RIQ.635 AND ALLOW RESPONDENT TO MAKE UPDATES TO INDIVIDUAL FIELDS.
* DISPLAY ALL FIELDS ON A SINGLE SCREEN.

RIQ.645 You have recorded {your/SP’s/{PROXY NAME}’s} **mailing** address as:

 {DISPLAY ADDRESS}

 Is that correct?

YES 1 (RIQ.650)

NO 2 (RIQ.640)

 CAPI INSTRUCTION:

* DISPLAY ADDRESS FROM RIQ.640.
* IF RIQ.645 =2, RETURN TO RIQ.640 AND ALLOW RESPONDENT TO MAKE CORRECTIONS.
* IF RIQ.605 = 1, AND ADVANCE MAILING SENT TO THE SP (i.e., SP IS PRESUMED ALIVE), DISPLAY “SP’s”.
* IF RIQ.605 = 1, AND ADVANCE MAILING SENT TO PROXY (i.e., SP IS PRESUMED DECEASED), DISPLAY “Is {PROXY NAME’s}.
* OTHERWISE, DISPLAY “your”.

RIQ.646 Is {your/SP’s/PROXY NAME}’s} **street** address the same as the mailing address?

YES 1 (RIQ.650)

NO 2

CAPI INSTRUCTION:

* IF RIQ.605 = 1, AND ADVANCE MAILING SENT TO THE SP (i.e., SP IS PRESUMED ALIVE), DISPLAY “SP’s”.
* IF RIQ.605 = 1, AND ADVANCE MAILING SENT TO PROXY (i.e., SP IS PRESUMED DECEASED), DISPLAY “Is {PROXY NAME}’s}.
* OTHERWISE, DISPLAY “your”.

RIQ.647 Is this {your/SP’s/PROXY NAME’s} current **street** address?

 {DISPLAY ADDRESS}

YES 1 (RIQ.650)

NO 2

 CAPI INSTRUCTION:

* IF RIQ.605 = 1, AND ADVANCE MAILING SENT TO THE SP (i.e., SP IS PRESUMED ALIVE), DISPLAY “SP’s”.
* IF RIQ.605 = 1, AND ADVANCE MAILING SENT TO PROXY (i.e., SP IS PRESUMED DECEASED), DISPLAY “Is {PROXY NAME’s}”.
* OTHERWISE, DISPLAY “your”.
* DISPLAY STREET ADDRESS.

RIQ.648 Please make corrections to the **street** address.

a/b/c/d/e/f

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 a. STREET NUMBER b. STREET NAME c. APARTMENT NUMBER

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |\_\_\_\_|\_\_\_\_| |\_\_\_|\_\_\_\_|\_\_\_\_|\_\_\_\_|\_\_\_\_|

 d. TOWN OR e. 2 LETTER f. POSTAL CODE

 CITY NAME STATE ABBREVIATION OR ZIP CODE

 CAPI INSTRUCTION:

* DISPLAY ADDRESS FROM RIQ.647 AND ALLOW RESPONDENT TO MAKE UPDATES TO INDIVIDUAL FIELDS.
* DISPLAY ALL FIELDS ON A SINGLE SCREEN.

RIQ.649 You have recorded {your/SP’s/{PROXY NAME}’s} **street** address as:

 {DISPLAY ADDRESS}

 Is that correct?

YES 1 (RIQ.650)

NO 2 (RIQ.648)

 CAPI INSTRUCTION:

* DISPLAY ADDRESS FROM RIQ.648.
* IF RIQ.649 =2, RETURN TO RIQ.648 AND ALLOW RESPONDENT TO MAKE CORRECTIONS.
* IF RIQ.605 = 1, AND ADVANCE MAILING SENT TO THE SP (i.e., SP IS PRESUMED ALIVE), DISPLAY “SP’s”.
* IF RIQ.605 = 1, AND ADVANCE MAILING SENT TO PROXY (i.e., SP IS PRESUMED IS DECEASED), DISPLAY “Is {PROXY NAME}’s}”.
* OTHERWISE, DISPLAY “your”.

RIQ.650 What is the best telephone number to reach {you/SP/PROXY NAME}?

|\_\_|\_\_|\_\_|\_\_|\_\_|\_\_|\_\_|\_\_|\_\_|\_\_|

NO TELEPHONE ACCESS 2 (RIQ.680)

 HARD EDIT:

 PHONE NUMBER MUST BE 10 DIGITS.

 CAPI INSTRUCTION:

* IF RIQ.605 = 1, AND ADVANCE MAILING SENT TO THE SP (i.e., SP IS PRESUMED ALIVE), DISPLAY “SP”.
* IF RIQ.605 = 1, AND ADVANCE MAILING SENT TO PROXY (i.e., SP IS PRESUMED DECEASED), DISPLAY “PROXY NAME”.
* OTHERWISE, DISPLAY “you”.

RIQ.655 What type of phone is this?

Home 1 (RIQ.660)

Office 2 (RIQ.660)

Cell 3 (RIQ.660)

Other 4

RIQ.655OS Specify phone type: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

RIQ.660 Is there another number where {you/{SP}/PROXY NAME} can be reached?

|\_\_|\_\_|\_\_|\_\_|\_\_|\_\_|\_\_|\_\_|\_\_|\_\_|

NO OTHER PHONE NUMBER 2 (RIQ.680)

 HARD EDIT:

 PHONE NUMBER MUST BE 10 DIGITS.

 CAPI INSTRUCTION:

* IF RIQ.605 = 1, AND ADVANCE MAILING SENT TO THE SP (i.e., SP IS PRESUMED ALIVE), DISPLAY “{SP}”.
* IF RIQ.605 = 1, AND ADVANCE MAILING SENT TO PROXY (i.e., SP IS PRESUMED DECEASED), DISPLAY “{PROXY NAME}”.
* OTHERWISE, DISPLAY “you”.

RIQ.665 What type of phone is this?

Home 1 (RIQ.670)

Office 2 (RIQ.670)

Cell 3 (RIQ.670)

Other 4

RIQ.665OS Specify phone type: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

RIQ.670 Is there another number where {you/{SP}/{PROXY NAME}} can be reached?

|\_\_|\_\_|\_\_|\_\_|\_\_|\_\_|\_\_|\_\_|\_\_|\_\_|

NO OTHER PHONE NUMBER 2 (RIQ.680)

 HARD EDIT:

 PHONE NUMBER MUST BE 10 DIGITS.

 CAPI INSTRUCTION:

* IF RIQ.605 = 1, AND ADVANCE MAILING SENT TO THE SP (i.e., SP IS PRESUMED ALIVE), DISPLAY “{SP}”.
* IF RIQ.605 = 1, AND ADVANCE MAILING SENT TO PROXY (i.e., SP IS PRESUMED DECEASED), DISPLAY “{PROXY NAME}”.
* OTHERWISE, DISPLAY “you”.

RIQ.675 What type of phone is this?

Home 1 (RIQ.680)

Office 2 (RIQ.680)

Cell 3 (RIQ.680)

Other 4

RIQ.675OS Specify phone type: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

RIQ.680 We would prefer to contact you at a time that is most convenient for you.

a/b/c/d/e/f What is the best time to reach {you/{SP}/{PROXY NAME}? (CHOOSE ALL THAT APPLY.)

|  |  |  |  |
| --- | --- | --- | --- |
|  | Morning(8AM to Noon) | Afternoon(Noon to 5PM) | Evening(5PM to 9PM) |
| Weekday | [ ]  | [ ]  | [ ]  |
| Weekend | [ ]  | [ ]  | [ ]  |

 CAPI INSTRUCTION:

* IF RIQ.605 = 1, AND ADVANCE MAILING SENT TO THE SP (i.e., SP IS PRESUMED ALIVE), DISPLAY “{SP}”.
* IF RIQ.605 = 1, AND ADVANCE MAILING SENT TO PROXY (i.e., SP IS PRESUMED DECEASED), DISPLAY “{PROXY NAME}”.
* OTHERWISE, DISPLAY “you”.

RIQ.690 Is there any time during the next 3 months that {you/{SP}/{PROXY NAME}} will be unavailable for more than a few days (for example, on vacation, business trip, etc.)?

YES 1

NO 2 (RIQ.700)

 CAPI INSTRUCTION:

* IF RIQ.605 = 1, AND ADVANCE MAILING SENT TO THE SP (i.e., SP IS PRESUMED ALIVE), DISPLAY “{SP}”.
* IF RIQ.605 = 1, AND ADVANCE MAILING SENT TO PROXY (i.e., SP IS PRESUMED DECEASED), DISPLAY “{PROXY NAME}”.
* OTHERWISE, DISPLAY “you”.

RIQ.695 Please indicate the dates {you/{SP}/{PROXY NAME} will not be available.

a/b/c/d

From: |\_\_\_|\_\_\_|/|\_\_\_|\_\_\_| To: |\_\_\_|\_\_\_|/|\_\_\_|\_\_\_|

 M M D D M M D D

 CAPI INSTRUCTION:

* IF RIQ.605 = 1, AND ADVANCE MAILING SENT TO THE SP (i.e., SP IS PRESUMED ALIVE), DISPLAY “ {SP}”.
* IF RIQ.605 = 1, AND ADVANCE MAILING SENT TO PROXY (i.e., SP IS PRESUMED DECEASED), DISPLAY “{PROXY NAME}”.
* OTHERWISE, DISPLAY “you”.

RIQ.700 Please provide any other information, including times that will work best for you, in order to schedule the appointment.

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 CAPI INSTRUCTION:

* ALLOW ITEM TO BE LEFT BLANK.
* IF RIQ.605 = 1, AND ADVANCE MAILING SENT TO THE SP (i.e., SP IS PRESUMED ALIVE), DISPLAY “{SP}”.
* IF RIQ.605 = 1, AND ADVANCE MAILING SENT TO PROXY (i.e., SP IS PRESUMED DECEASED), DISPLAY “{PROXY NAME}”.
* OTHERWISE, DISPLAY “you”.

**BOX 1**

**CHECK ITEM RIQ.705:**

GO TO RIQ.720.

RIQ.710 Thank you for contacting us, but our records do not match your login information. Please call the toll free number 1-800-XXX-XXXX for assistance (9 AM to 4:30 PM, ET).

**BOX 2**

**CHECK ITEM RIQ.715:**

GO TO END.

RIQ.720 Thank you for answering these questions. A NHANES Health Representative will call {you/SP/{PROXY NAME} within the next 2 weeks to schedule a {home visit/phone interview}.

 CAPI INSTRUCTION:

* IF RIQ.605 = 1, AND ADVANCE MAILING SENT TO THE SP (i.e., SP IS PRESUMED ALIVE), DISPLAY “{SP}” and “home visit”.
* IF RIQ.605 = 1, AND ADVANCE MAILING SENT TO PROXY (i.e., SP IS DECEASED), DISPLAY “{PROXY NAME}” and “phone interview”.
* OTHERWISE, DISPLAY “you” and “home visit”.