

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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Weekend	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- 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.600 Thank 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.610 What 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.615 How old are you?

- Less than 18 years..... 1
- 18 to 39 years..... 2
- 40 to 59 years..... 3
- 60 years or older..... 4

RIQ.620 What 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.630
a/b/c/d/e

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

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
a/b/c/d/ef

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

a. STREET #/PO BOX #/ RR BOX #	b. STREET NAME/ RR #	c. APARTMENT NUMBER							
d. TOWN OR CITY NAME	<table border="1" style="margin: 0 auto; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 15px;"></td> <td style="width: 20px; height: 15px;"></td> </tr> </table> e. 2 LETTER STATE ABBREVIATION			<table border="1" style="margin: 0 auto; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 15px;"></td> <td style="width: 20px; height: 15px;"></td> <td style="width: 20px; height: 15px;"></td> <td style="width: 20px; height: 15px;"></td> <td style="width: 20px; height: 15px;"></td> </tr> </table> f. POSTAL CODE 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 CITY NAME	<table border="1" style="margin: 0 auto; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 15px;"></td> <td style="width: 20px; height: 15px;"></td> </tr> </table> e. 2 LETTER STATE ABBREVIATION			<table border="1" style="margin: 0 auto; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 15px;"></td> <td style="width: 20px; height: 15px;"></td> <td style="width: 20px; height: 15px;"></td> <td style="width: 20px; height: 15px;"></td> <td style="width: 20px; height: 15px;"></td> </tr> </table> f. POSTAL CODE 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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Weekend	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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.

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".