



OMB Control No: 0584-0606

Expiration Date: 03/31/2019

Appendix H8. Nonparticipant Caregiver Survey and Screener Pretest Protocol

(5 mins)

INTRODUCTION

Hello, my name is _____ and I work for Westat, a survey research company in Rockville, Maryland. Thank you for taking the time to participate in this research study. Westat is working with the Food and Nutrition Service, U.S. Department of Agriculture, to develop a survey about who receives meals at the summer programs and how these programs can be improved so more children can take part. It is important to try out the survey questions with the help of people such as yourself to ensure that they make sense, are easy to answer, and that everyone understands the questions the same way.

If you agree to take part in this study today, I will ask you to complete sections of the survey and then I will talk with you about how you answered the survey questions. There are no right or wrong answers. Our purpose is not to compile information on you. Instead, your interview along with those of others will show us how to improve the questions.

INFORMED CONSENT

Before we get started, there are a few things I should mention.

- This is a research study, and your participation is voluntary. If you prefer not to answer any questions just say so and we'll go on to the next one. It's also okay if you change your mind after starting and would rather not participate.
- All your answers, everything you say, will be kept confidential. We will not use your name or other identifying information in any reports.
- This discussion will take about an hour and you will receive \$40 prepaid gift card.
- We will also need to audio record our conversation. This helps me so I can listen to what you are saying and won't have to take a lot of detailed notes while you are talking. It will also help when we write up a summary of this interview.
- Only project staff will have access to the recording and other project materials. These materials will be destroyed once we have completed the project

HAND CONSENT FORM TO RESPONDENT. This form contains all of the things I just told you about your rights in this interview. Please read it over and let me know if you have any questions. Please sign both copies if you are willing to take part in the study.

HAVE R SIGN TWO CONSENT FORMS, KEEP ONE AND RETURN ONE TO P'ER.

Public reporting burden for this collection of information is estimated to average 60 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: U.S. Department of Agriculture, Food and Nutrition Services, Office of Policy Support, 3101 Park Center Drive, Room 1014, Alexandria, VA 22302 ATTN: PRA (0584-0606). Do not return the completed form to this address.

TURN ON RECORDER. The date and time is _____. Now that the recorder is running, let me ask again, is it okay with you if we record this interview?

INTERVIEWER: **Bold red indicates probes you can read aloud.** Non-bold red indicates points you may need/want to probe on.

OBSERVE RESPONDENT COMPLETING QUESTIONNAIRE. NOTE ANY OF THE FOLLOWING BEHAVIORS TO PROBE ON RETROSPECTIVELY:

- Any verbal reaction.
- Items where responses are left blank.
- Items where R seems uncomfortable sharing information.

FOR ANY NON-VERBAL REACTIONS, ASK: **Tell me what you're thinking here.**

NOTE WHETHER R FOLLOWS ROUTING INSTRUCTIONS.

IF R SELECTS MORE THAN ONE RESPONSE OPTION AT "CHECK ONE ONLY," ASK FOR THE ONE OPTION THEY WOULD CHOOSE FROM THE LIST.

PROBE ON "OTHER SPECIFY" IF RESPONSE ALREADY LISTED OR DESCRIPTION NOT CLEAR.

NOTE IF R FATIGUES AND CHECKS ONLY THE FIRST ITEMS IN A LONG LIST OR APPEARS TO BE CHECKING FEWER ITEMS IN LONG LISTS AS THE SURVEY PROGRESSES.

SECTION BY SECTION - FOLLOW-UP WITH RETROACTIVE PROBING ON ANY OBSERVATIONS MADE THAT WERE NOT ADDRESSED CONCURRENTLY.

Household Screening Questionnaire (5 mins)

First, I would like you to take a look at this eligibility questionnaire which will be sent to households in advance of receiving the main study questionnaire, to see if they qualify to take part in the survey. Please complete this eligibility questionnaire and then I'll get your reactions to it.

INTERVIEWER: THE SCREENER IS WEB BASED SO NO NEED TO WORRY ABOUT RESPONDENT FOLLOWING ROUTING. YOU CAN HELP THE RESPONDENT IF THEY SHOW ANY SIGNS OF BEING CONFUSED BY THE ROUTING.

NOTE IF R READ THE ITALICIZED HOUSEHOLD DEFINITION.

**How easy or difficult was it for you to complete this eligibility questionnaire? Why?
Are there any words or phrases that are unclear to you or that you are uncertain about?
(What words or phrases, if any, were unclear to you?)
What did you understand the term "screeener" to mean in this context?
How did you decide who to include as members of your household?**

Survey cover (5 mins)

HAND SURVEY QUESTIONNAIRE TO RESPONDENT.

Please now take a look at the survey cover. Please read the cover and then I'll get your reactions to it.

**What do you think of the survey cover page?
What do you like or not like about it?
What do you think it is trying to tell you?
What stands out to you as being important information and what is not important to you?
Are there any words or phrases that are unclear to you or that you are uncertain about?
(What words or phrases, if any, were unclear to you?)
Is there any information you think is missing from the survey cover page?
Do you think you would take part in this survey? Why?**

IF NEEDED:

- **What do you think the survey is about?**
- **Who should take part in the survey?**
- **Do you have access to a computer in order to take the survey online?**
- **Probe on:** layout, color, survey organization, instructions, definitions.

SECTION A: ABOUT THE CHILDREN (15 mins)

Now I would like you to complete the first section of the survey, section A. Then I will ask you a few more questions. As you you're filling it out, it would be really helpful if you would say out loud any reactions you have to any of the questions and circle any words or phrases that are confusing or unclear to you. I may also occasionally interrupt you with a question.

R COMPLETES SECTION A

NOTE:

IF R READS TELEFORM COMPLETION INSTRUCTIONS AND IF THEY COMPLETE THE QUESTIONNAIRE ACCORDINGLY.

IF R HAS ANY DIFFICULTY COMPLETING THE GRID

GENERAL PROBES

How easy or difficult was it for you to answer the questions in section A? Tell me more...

IF NEEDED:

- **Where there any questions that were more difficult for you to answer than other questions? Which ones? Why?**
- **Were there any words or phrases that you were uncertain about? Which ones? Why? How did this affect your answer?**

Was it clear or unclear to you how you should complete the survey from the instructions on page 2 of the questionnaire?

How did you find completing the grid for the children living in your household?

How did you feel when answering this section?

Anything else circled by respondent when answering the questions?

SPECIFIC PROBES

A3: What other summer programs were you thinking of when answering this question?

A5: IF NOT LAST ITEM: When you answered question A5, were you thinking about when you began looking for information this summer, or were you thinking about when you usually begin looking for information?

A6: IF R ANSWERED THAT FREE MEALS AND SNACKS ARE PROVIDED AT A3 ASK: Did you include or exclude the summer program your children attended/will attend this summer when considering your answer to this question?

A7: Had you heard of <SITE NAME> before today? Is <SITE NAME> close to where you live? IF NEEDED: Do you know where the <SITE NAME> is located?

Are there any other issues you experienced with completing section A that we have not covered?

SECTION B: PAST ATTENDANCE (15 mins)

APPLIES IF R ANSWERED “YES” AT A8

Now please complete section B. Then I will ask you a few more questions. As you complete section B don't forget to say out loud any reactions you have and circle any words or phrases that are confusing or unclear to you.

GENERAL PROBES

How easy or difficult was it for you to answer the questions in section B? Tell me more...

IF NEEDED:

- **Where there any questions that were more difficult for you to answer than others? Which ones? Why?**
- **Were there any words or phrases that you were uncertain about? Which ones? Why? How did this affect your answer?**

Which program or programs were you thinking of when you answered the questions in this section?

Anything else circled by respondent when answering the questions?

SPECIFIC PROBES

B2: How confident are you in the answer you provided at B2? IF MORE THAN ONE CHILD AT B1: How did you decide on your answer to this question?

B3: Using your own words, can you tell me what this question was asking of you?

B6: Were any of the items at B6 confusing or unclear to you? Which ones? Why?

B7: What about B7? Were any of the items at B6 confusing or unclear to you? Which ones? Why?

Are there any other issues you experienced with completing section B that we have not covered?

SECTION C: NO ATTENDANCE (10 mins)

APPLIES IF R ANSWERED “NO” AT A8

Now please complete section C. Then I will ask you a few more questions. As you complete section C, don't forget to say out loud any reactions you have and circle any words or phrases that are confusing or unclear to you.

R COMPLETES SECTION C

GENERAL PROBES

How easy or difficult was it for you to answer the questions in section C? Tell me more...

IF NEEDED:

- **Where there any questions that were more difficult for you to answer than other questions? Which ones? Why?**
- **Were there any words or phrases that you were uncertain about? Which ones? Why? How did this affect your answer?**

Anything else circled by respondent when answering the questions?

SPECIFIC PROBES

IF NEEDED:

C1. What does the item “Program does not offer enough activities to keep the child engaged” mean to you?

Follow up on R coding of “other specify” at C1 or C2.

Follow up if R answered last item at C2: **Can you tell me a bit more about why you selected the last item at C2?_**

Are there any other issues you experienced with completing section C that we have not covered?

SECTIONS D: LEARNING ABOUT SUMMER MEALS (10 mins)

R COMPLETES SECTION D

GENERAL PROBES

How easy or difficult was it for you to answer the questions in section D? Tell me more...

IF NEEDED:

Where there any questions that were more difficult for you to answer than other questions? Which ones? Why?

Were there any words or phrases that you were uncertain about? Which ones? Why? How did this affect your answer?

Anything else circled by respondent when answering the questions?

SPECIFIC PROBES

D2: IF OTHER SPECIFY, ASK: Why would that be a better time for you?

Are there any other issues you experienced with completing section D that we have not covered?

SECTIONS E AND F: NOT TESTED

OVERALL IMPRESSIONS OF THE SURVEY QUESTIONNAIRE. (2 mins)

What were your overall impressions of the survey? Explain.

Closing and Incentive (3 mins)

Those are all the questions I have for you. Is there anything we haven't discussed that you would like to mention?

DISCUSS ANY RESPONDENT COMMENTS.

Thank you for your time.

STOP TAPE RECORDER.

GIVE INCENTIVE AND HAVE RESPONDENT SIGN RECEIPT.
