

Attachment 8

Letters and Scripts

Advance Letter



National Health and Nutrition Examination Survey



You or a member of your family may have a chance to take part in an important national health survey.

The National Center for Health Statistics, a part of the Centers for Disease Control and Prevention, is responsible for this survey—the National Health and Nutrition Examination Survey. This survey teaches us about the health and diet of people in the United States. Over the years, this survey has led to changes in the foods we eat and the health care we receive.

In the next few weeks, one of our health representatives may visit your home. She or he will show you official Centers for Disease Control (CDC) identification and ask some short, easy questions about you and other family members. This interview will take only a few minutes of your time. The purpose of these questions is to see if you or a member of your family will be asked to participate in the survey. Answering the questions is completely voluntary, and you may choose not to answer any questions. I assure you there will be no penalties or loss of benefits of any kind from refusing to answer.

If you or other household members are chosen, we hope you will participate in the survey. You will be among the many people in towns and cities across the country that help us increase our knowledge about the health of people in the United States.

This survey is a Federal program authorized by the Public Health Service Act. All of your answers will be kept in strict confidence. We will use this information only for statistical research and reports. Your answers will be added to others, so no one can identify which are yours.

Thank you in advance for helping.

Sincerely,

A handwritten signature in black ink, appearing to read "Charles J. Rothwell".

Charles J. Rothwell
Director

P.S. If you have questions call Mr. George Zipf of my staff at 1-800-452-6115. The call is free, and we would be happy to answer your questions.

SAFER • HEALTHIER • PEOPLE™

DEPARTMENT OF HEALTH AND HUMAN SERVICES

Centers for Disease Control and Prevention
National Center for Health Statistics

School Excuse Letter

**DEPARTMENT OF HEALTH & HUMAN SERVICES
National Center for Health Statistics
3311 Toledo Road
Hyattsville, Maryland 20782**

Dear Principal:

Please excuse the below named student from class to participate in a national health survey conducted by the Centers for Disease Control and Prevention. The date and arrangements we have made for transportation are indicated below.

NAME _____

DATE _____

**Parent will pick up.
Taxi will pick up.
One of our representatives will pick up.
Student will leave from home.**

Thank you for your cooperation and your appreciation of the valuable contribution this student is making to our study. If you need to contact us, please call _____.

Sincerely,

Stand Manager

As parent/guardian of the above named child, I consent to the arrangements indicated.

Signed (Parent/Guardian)

Authorization for Transportation (under 18 yrs)

CDC HEALTH SURVEY
AUTHORIZATION FOR TRANSPORTATION ARRANGEMENTS FOR
PERSONS UNDER 18 YEARS OF AGE

NAME OF CHILD: _____ AGE: _____

- I consent to transportation of my child to and from the Mobile Exam Center/ Field Office by members of the CDC health survey staff.
- I consent to transportation of my child to and from the Mobile Exam Center/ Field Office in a taxi arranged and paid for by the CDC health survey.
- I will drive.

Children under 16 must come to the Mobile Exam Center accompanied by someone aged 18 and over. Please complete the subsequent section with this in mind. Children under 16 who arrive alone will not be examined.

- Mother will accompany.
- Father will accompany.
- Other person 18 and over will accompany _____
Specify
- Will come alone (only for children ages 16 and 17).

(Signature of Parent or Guardian)

(Date)

(Witness)

SP ID _____

Example Non-Response Letter

{DATE}

{SP NAME}
{SP ADDRESS}
{CITY, STATE ZIP CODE}

Dear {PREFIX}{LAST NAME}:

For the **past 50 years** the National Health and Nutrition Examination Survey (NHANES) has been collecting important health and nutritional information about adults and children living in the United States. Since 1959, NHANES has been the cornerstone of American health. The data collected on this study have informed all presidential administrations. NHANES continues to be endorsed by many national and local organizations including the Mayo Clinic, Johns Hopkins University, the National Veteran's Administration and the American Association of Retired Persons (AARP).

NHANES is sometimes referred to as the "Nation's Health Census." The goal of the survey is to understand the health needs of all Americans so that researchers and policy makers can design programs to improve our country's health.

Every year thousands of Americans across the country participate. Right now approximately {TARGET SAMPLE} in {STAND COUNTY} have been asked to join the study. You have been randomly selected as part of a carefully designed sample of people living in the United States and you represent thousands of others your age and gender throughout the country. You **cannot be replaced**.

Please take the time to provide the input that only you can give. Our Health Representative will call on you again soon. If you have any questions or concerns, please feel free to call our office. Our number is {FIELD OFFICE PHONE NUMBER} or visit our website at www.cdc.gov/NHANES.

Sincerely yours,

{STUDY MANAGER NAME}
Study Manager

Enclosures

Screeener Brochure

How do I know that information about me will be kept private?

We respect your privacy. Public laws keep all information you give confidential.

Assurance of Confidentiality—We take your privacy very seriously. All information that relates to or describes identifiable characteristics of individuals, a practice, or an establishment will be used only for statistical purposes. NCHS staff, contractors and agents will not disclose or release responses in identifiable form without the consent of the individual or establishment in accordance with section 308(d) of the Public Health Service Act (42 USC 242m) and the Confidential Information Protection and Statistical Efficiency Act of 2002 (CIPSEA, Title 5 of Public Law 107-347). In accordance with CIPSEA every NCHS employee, contractor and agent have taken an oath and is subject to a jail term of up to five years, a fine of up to \$250,000, or both if he or she willfully discloses ANY identifiable information about you. In addition, NCHS complies with the Cybersecurity Enhancement Act of 2015. This law requires the Federal government to protect its information by using computer security programs to identify cybersecurity risks against federal computer networks.

We assign code numbers to replace names or other facts that could identify you. We combine your answers with those from thousands of other people. We report survey findings in percentages and totals to protect the privacy of those who participated in the survey.

We appreciate your talking with our survey interviewer. By taking part in this survey, you will help add to our information about the health of people living in the United States.

For more information about the survey, you may visit our website at <http://www.cdc.gov/nhanes>

CS24174 (04/2016)



National Health and Nutrition Examination Survey



Centers for Disease Control and Prevention
National Center for Health Statistics

NHANES

NATIONAL HEALTH AND NUTRITION EXAMINATION SURVEY

What is the National Health and Nutrition Examination Survey?

The National Health and Nutrition Examination Survey (NHANES) is a study conducted by the Centers for Disease Control and Prevention's National Center for Health Statistics—a federal agency that gathers health data for the United States.

From NHANES, we learn about the health of people in the United States. We learn about fitness and exercise habits, physical and mental health, obesity, eating habits, dental health, and hearing, among other topics.

The current NHANES began in 1999; it is now an ongoing survey and will go to locations throughout the United States.

What is the purpose of the short interview?

For nearly 50 years, we have conducted short interviews around the country in homes like yours. The short interview includes questions about this building; questions about the age, sex, race, and ethnic background of the people who live in your household; and questions about household income. We use these short interviews to choose households to participate in the survey.

The survey includes more detailed interviews and physical examinations for some people in each household. The examinations are conducted in mobile centers that are located in the communities

selected for the survey. We take body measurements, such as height and weight, and look for certain diseases and health conditions.

We use the information you give us to solve health problems, create health programs, and improve the quality of health care.

How was I chosen for the interview?

Because we cannot talk to everyone in the country, we choose certain households to represent many others. To do this scientifically, we begin by selecting certain counties or cities. Then, in these areas, we choose smaller areas, such as blocks. Finally, we select a few houses within the small areas.

The people who live in these houses make up a "sample" of all the people in the counties and cities chosen. We do not know who lives in any of the houses before we arrive to conduct the interview.

Your home has been chosen to participate in this short interview that we use to decide which households will participate in this current survey.

How will I recognize the survey interviewer?

The person who comes to your home will have an official identification card from the Centers for Disease Control and Prevention, U.S. Department of Health and Human Services. His or her photo will be on the card.

Confidentiality Brochure

NHANES - Attachments to Supporting Statement - Attachment 8

Data from the National Center for Health Statistics (NCHS) are released in printed reports and on the NCHS website at www.cdc.gov/nchs.

For more information on NHANES, visit the NHANES website at www.cdc.gov/nhanes.

For any questions regarding NCHS or NHANES, contact:

Information Dissemination Staff
3311 Toledo Road, Room 5412
Hyattsville, MD 20782

Telephone: 1-800-232-4636
E-mail: cdcinfo@cdc.gov

For specific questions about how NCHS protects the information you provide, contact:

Confidentiality Officer, NCHS

Telephone
1-888-642-4159

E-mail:
NCHSconfidentiality@cdc.gov

National Center for Health Statistics



**How the
National Health
and Nutrition
Examination
Survey Keeps
Your Information**

CONFIDENTIAL

CS236346



U.S. Department of
Health and Human Services
Centers for Disease
Control and Prevention

NHANES - Attachments to Supporting Statement - Attachment 8

Protecting the public's privacy . . . no idle pledge

Our Promise

The National Center for Health Statistics (NCHS) carried out the first National Health and Nutrition Examination Survey (NHANES) in 1960. Today, more than 50 years later, the promise to protect the privacy of everyone remains our top priority.

We believe this record is an important reason why so many people are willing to take part in the survey.

There's safety in numbers, especially our numbers!

The law . . .

We take your privacy very seriously. All information that relates to or describes identifiable characteristics of individuals, a practice, or an establishment will be used only for statistical purposes. NCHS staff, contractors and agents will not disclose or release responses in identifiable form without the consent of the individual or establishment in accordance with section 308(d) of the Public Health Service Act (42 USC 242m) and the Confidential Information Protection and Statistical Efficiency Act of 2002 (CIPSEA, Title 5 of Public Law 107-347).

In accordance with CIPSEA every NCHS employee, contractor and agent have taken an oath and is subject to a jail term of up to five years, a fine of up to \$250,000, or both if he or she willfully discloses ANY identifiable information about you. In addition, NCHS complies with the Cybersecurity Enhancement Act of 2015. This law requires the Federal government to protect its information by using computer security programs to identify cybersecurity risks against federal computer networks.

The pledge . . .

Anyone working on NHANES **must** sign a pledge. This makes them subject to punishment by Federal laws, including the Privacy Act, the Public Health Service Act, and others.

The penalties . . .

People who break these laws can be fined up to \$250,000, lose their job, or go to jail.

NCHS and NHANES

Other ways we protect your privacy

Those working for NCHS must also follow special rules for handling private information. These rules are meant to ensure that the privacy of the people taking part in NHANES is fully respected.

- Anything that could reveal who you are is removed. This includes, but is not limited to, your name, address, place of work, and family information.
- Data are not released if they are for a geographical location so small that the numbers might identify someone.
- Computers are password protected and data are encrypted for added security.

NCHS and NHANES will not release your private data without your consent!

Suggested Script for Explaining Remuneration for the NHANES examination

The interviewer mentions remuneration using a script such as the following:

After you complete your exam at the mobile exam center we will give you a cash expression of appreciation of the time you've given to the survey. We would like to schedule {you/SP} for a {morning/afternoon or evening} appointment. If we are able to schedule you at that time of day {you/SP} will receive {age specific amount of remuneration for coming to randomly assigned session}. It is very important that {you/SP} arrive on time for your appointment. We can also make it easier for {you/SP} to get to the examination center by helping with gasoline, getting a taxi or child care if needed.