

ATTACHMENT 13: UNABLE TO CONTACT LETTERS

Notifications Related to the Evaluation of the Fresh Empire Campaign on Tobacco (EFFECT)

Interview—Unable to Contact Child

OMB No. 0910-0788
Exp. Date 05/31/2018
RIHSC No. 15-052CTP

1[DATE]

[CASE ID]

Parent of «YOUTHNAME»
[STREET ADDRESS]
[CITY], [STATE] [ZIP]

Dear Parent of «YOUTHNAME»:

Recently, a Field Interviewer from RTI International came to your home to ask your child to take part in the Evaluation of the Fresh Empire Campaign on Tobacco (EFFECT). Your child could not complete the interview at that time and has been unavailable to complete the interview since then. Your help in this study is important—this is why we keep trying to reach you and your child.

A limited number of people were randomly chosen to participate in this study. Your child cannot be replaced. Your child's answers to the survey questions are combined with the answers of thousands of other youth and reported only as overall numbers. To further protect your child's privacy, the interview is set up so that your child records most of his/her own answers—the interviewer never sees or hears them. Also, your child can always refuse to answer any question.

To ensure the accuracy of study results, we need to interview as many eligible youth aged 12 to 17 as we can. The results of this study will help policy makers and researchers understand media use among today's youth as well as their attitudes and beliefs about tobacco use.

Your child's help is critical to the success of this study, and we are happy to work around your schedule so that you and your child can be included. Please feel free to call me to set up an interview time—**the interview can also be done online.**

To complete the interview via a personal computer, laptop, tablet, or smartphone:

1. In your web browser type the study website address www.peercrowdsurvey.com or scan this QR code with your smartphone



2. On the login screen, type your username and password exactly as shown below:

Username:

Password:

3. A parent or legal guardian must follow the listed steps to provide permission for your child to complete the survey. Once you have provided permission, your child can complete the survey on the same device or a different device by completing steps 1 and 2 above.

If your child is over 18 and not living at home, please pass this information along to him/her as soon as possible so he/she can complete the study online.

We know that your time is important. To thank you for your time, your child will be given a \$25 token of appreciation at the end of the interview.

Thank you for your time. I hope you and your child will choose to take part in this very important and useful study.

Sincerely,

Data Collection Task Leader
RTI International

If you have any questions, please call our research team at 1-800-845-6708, or email us at efectsurvey@rti.org.

Interview—Unable to Contact Household

OMB No. 0910-0788
Exp. Date 05/31/2018
RIHSC No. 15-052CTP

«caseID»

1[DATE]

Parent of «YOUTHNAME» [STREET ADDRESS]
[CITY], [STATE] [ZIP]

Dear Parent of «YOUTHNAME»:

Recently, a Field Interviewer from RTI International has been trying to contact your household about taking part in the Evaluation of the Fresh Empire Campaign on Tobacco (EFFECT). To date, we have not been able to include your child's answers to the survey. Your child's help in this study is important—this is why we keep trying to reach you.

Please know that we are not selling anything—we are just following up on a survey in which your child has previously participated. If your child completes this study, they will be given a \$25 token of appreciation at the end of the interview to thank them for their time. Your child has the option to complete the survey in-person or online, if easier.

To complete the survey online via a personal computer, laptop, tablet, or smartphone:

- 1. In your web browser type the study website address www.peercrowdsurvey.com or scan this QR code with your smartphone**



- 2. On the login screen, type your username and password exactly as shown below:**

Username:

Password:

- 3. A parent or legal guardian must follow the listed steps to provide permission for your child to complete the survey. Once you have provided permission, your child can complete the survey on the same device or a different device by completing steps 1 and 2 above.**

If your child is over 18 and not living at home, please pass this information along to him/her as soon as possible so he/she can complete the study online.

A limited number of households were randomly selected to participate in this study. Your household cannot be replaced.

Thank you for your time. I hope you'll choose to take part in this very important and useful study.

Sincerely,

Data Collection Task Leader
RTI International

If you have any questions, please call our research team at 1-800-845-6708, or email us at effectsurvey@rti.org.

Interview Call Me-Youth

OMB No. 0910-0788
Exp. Date 05/31/2018
RIHSC No. 15-052CTP

[DATE]

«caseID»

Parent of «YOUTHFNNAME»
[ADDRESS]
[CITY], [STATE] [ZIP]

Dear Parent of «YOUTHFNNAME»:

Recently, an interviewer from RTI International came to your home to ask your [SON/DAUGHTER] to take part in the Evaluation of the Fresh Empire Campaign on Tobacco (EFFECT). **[His/Her] help in this study is important—which is why we keep trying to reach you.**

We want to give you more information about the study:

- A limited number of people—including your child—were randomly chosen to take part.
- As a thank you, [he/she] will be given a \$25 token of appreciation at the end of the interview.
- All information provided is kept completely private to the extent allowed by law and will be used only for statistical purposes.

We are happy to work around your family's schedule so that your child can be included. Please call our supervisor for your area, «FS», to set up an appointment. Please call:

«FS»

«FS_phone»

If Ms. [FS LAST NAME] is not available when you call, please leave your phone number, address, and the time you want to be visited for your child's interview. Ms. [FS LAST NAME] will call you to confirm the appointment.

To complete the survey via a personal computer, laptop, tablet, or smartphone:

1. In your web browser type the study website address www.peercrowdsurvey.com or scan this QR code with your smartphone



2. On the login screen, type your username and password exactly as shown below:

Username:
Password:

3. A parent or legal guardian must follow the listed steps to provide permission for your child to complete the survey. Once you have provided permission, your child can complete the survey on the same device or a different device by completing steps 1 and 2 above.

If your child is over 18 and not living at home, please pass this information along to him/her as soon as possible so he/she can complete the study online.

Thank you for your time. Your call to Ms. [FS LAST NAME] is very important to the success of this study, and I thank you in advance for your help.

Sincerely,

Data Collection Task Leader
RTI International

If you have any questions, please call our research team at 1-800-845-6708, or email us at efectsurvey@rti.org.

Interview—Needs Clarification

OMB No. 0910-0788
Exp. Date 05/31/2018
RIHSC No. 15-052CTP

«caseID»

1[DATE]

Parent of «YOUTHFNNAME» [STREET ADDRESS]
[CITY], [STATE] [ZIPCODE]

Dear Parent of «YOUTHFNNAME»,

Recently, a Field Interviewer from RTI International came to your home to ask your child to take part in the Evaluation of the Fresh Empire Campaign on Tobacco (EFFECT). At the time, you or your child had some concerns about the study.

A limited number of people were randomly chosen to participate in this study. Your child cannot be replaced. Your child's answers to the survey questions are combined with the answers of thousands of other youth and reported only as overall numbers. Also, your child can refuse to answer any question.

The results of this study help policy makers and researchers understand youth awareness of and exposure to campaign ads—including their knowledge, attitudes, and beliefs about tobacco use—so that informed decisions about policies and programs can be made. By taking part in this study, your child will make a direct impact on important tobacco-related education activities.

Your help is critical to the success of this study, and we are happy to work around your schedule so that you can be included. The survey can be completed either in person or online.

To complete the survey online via a personal computer, laptop, tablet, or smartphone:

1. In your web browser type the study website address www.peercrowdsurvey.com or scan this QR code with your smartphone



2. On the login screen, type your username and password exactly as shown below:

Username:

Password:

3. A parent or legal guardian must follow the listed steps to provide permission for your child to complete the survey. Once you have provided permission, your child can complete the survey on the same device or a different device by completing steps 1 and 2 above.

If your child is over 18 and not living at home, please pass this information along

to him/her as soon as possible so he/she can complete the study online.

We know that your and your child's time is important. To thank you for your time, your child will be given a \$25 token of appreciation at the end of the interview.

I hope you and your child reconsider and choose to take part in this very important and useful study.

Sincerely,

Data Collection Task Leader
RTI International

If you have any questions, please call our research team at 1-800-845-6708, or email us at efectsurvey@rti.org.

**Interview —"Nothing in it for me"/Uncooperative
Interview—Too Busy/No Time**

OMB No. 0910-0788
Exp. Date 05/31/2018
RIHSC No. 15-052CTP

1[DATE]

«caseID»

Parent of «YOUTHFNAM»
[STREET ADDRESS]
[CITY], [STATE] [ZIPCODE]

Dear Parent of «YOUTHFNAM»:

Recently, a Field Interviewer from RTI International came to your home to ask your child to take part in the Evaluation of the Fresh Empire Campaign on Tobacco (EFFECT). At the time, you were reluctant to let your child spend the time needed to do the interview.

A limited number of youth were randomly chosen to participate in this study. Your child cannot be replaced. As you know, this country is made up of all kinds of people, and so we are interviewing all kinds of people—including busy people like you and your child. If we only interviewed people who have a lot of free time, then active people like you and your child would not be fairly represented. You and your child's participation is critical to the success of this study, and we are happy to work around your schedule so that they can be included.

This survey can be completed either in person or online. To complete the survey online via a personal computer, laptop, tablet, or smartphone:

- 1. In your web browser type the study website address www.peercrowdsurvey.com or scan this QR code with your smartphone**



- 2. On the login screen, type your username and password exactly as shown below:**

Username:

Password:

- 3. A parent or legal guardian must follow the listed steps to provide permission for your child to complete the survey. Once you have provided permission, your child can complete the survey on the same device or a different device by completing steps 1 and 2 above.**

If your child is over 18 and not living at home, please pass this information along to him/her as soon as possible so he/she can complete the study online.

We know that your time is important. To thank you for your time, your child will be given a \$25 token of appreciation at the end of the interview.

We combine your child's answers with the answers of thousands of other youth and report them only as overall numbers. The survey is set up so that your child records most of his/her own answers—the interviewer never sees or hears them. Also, your child can always refuse to answer any question.

The results of this study will help policy makers and researchers understand media use among today's youth as well as their attitudes and beliefs about tobacco use. By taking part in this study, your child will make a direct impact on important education activities to reduce tobacco use.

Thank you for your time. I hope you'll reconsider and choose to let your child take part in this very important study.

Sincerely,

Data Collection Task Leader
RTI International

If you have any questions, please call our research team at 1-800-845-6708, or email us at efectsurvey@rti.org.

Controlled Access Letter

OMB No. 0910-0788
Exp. Date 05/31/2018
RIHSC No. 15-052CTP

«caseID»

[DATE]

[NAME], [TITLE]
[COMPLEX/COMMUNITY NAME]
[ADDRESS]
[CITY], [STATE] [ZIP]

Dear [MR./MS.] [NAME]:

Recently, one of our field interviewers, [FIRST & LAST NAMES], tried to contact specific residences within [COMPLEX/COMMUNITY NAME] that were randomly chosen to participate in a national study conducted by RTI International for the U.S. Food and Drug Administration. So far, [MR./MS.] [LAST NAME] has been unable to [GAIN ACCESS/GAIN FULL ACCESS] to [NAME OF COMPLEX/COMMUNITY], and we are asking for your help.

We understand your responsibility to protect your residents and want to provide you with more information about the study:

- We are not selling anything. This is not a marketing survey.
- The Evaluation of the Fresh Empire Campaign on Tobacco (EFFECT) provides valuable information about important health-related issues, including experiences with and opinions about media use and tobacco use among youth.
- A limited number of household addresses were randomly chosen to take part.
- Completing the interview only takes about 30 to 40 minutes. Those completing the interview receive a cash token of appreciation.
- All information provided is kept completely private to the extent allowed by law.

By helping our interviewer access the selected households in [NAME OF COMPLEX/COMMUNITY], you will make a direct contribution to this important research effort. «FS», our supervisor in your area, will contact you soon to address any questions, or you may call her at «**FS_phone**».

Your assistance is very important to the success of this study, and I thank you in advance for your help.

Sincerely,

Data Collection Task Leader
RTI International

If you have any questions, please call our research team at 1-800-845-6708, or email us at efectsurvey@rti.org.

Interview—Unable to Contact Follow-up 4

OMB No. 0910-0788
Exp. Date 05/31/218
RIHSC No. 15-052CTP

1[DATE]

[CASE ID]

Parent of «YOUTHNAME»
[STREET ADDRESS]
[CITY], [STATE] [ZIP]

Dear Parent of «YOUTHNAME»:

Recently, a Field Interviewer from RTI International has been trying to contact you and your child to continue your household's participation in the Evaluation of the Fresh Empire Campaign on Tobacco (EFFECT). Your help in this study is important—this is why we keep trying to reach you and your child.

Your child's previous participation in the study was important to the goals of this study, and we greatly appreciate you and your child taking the time to participate. We are contacting you again so that we can track trends in youth attitudes, beliefs, and behaviors toward tobacco use. To ensure the accuracy of study results, we need youth who previously participated in this study to participate again. The results of this study will help policy makers and researchers understand media use among today's youth as well as their attitudes and beliefs about tobacco use.

Your child's answers to the study are combined with the answers of thousands of other youth and reported only as overall numbers. Also, your child can always refuse to answer any question.

Your child's answers are critical to the success of this study, and we are happy to work around your schedule so that your child can be included. Please feel free to call or email our research team using the below contact information to set up a time for the interview to be completed in person—the interview can also be done at another location such as a public library.

The survey can also be completed online. To complete the survey online via a personal computer, laptop, tablet, or smartphone:

- 1. In your web browser type the study website address www.peercrowdsurvey.com or scan this QR code with your smartphone**



- 2. On the login screen, type your username and password exactly as shown below:**

Username:

Password:

3. A parent or legal guardian must follow the listed steps to provide permission for your child to complete the survey. Once you have provided permission, your child can complete the survey on the same device or a different device by completing steps 1 and 2 above.

If your child is over 18 and not living at home, please pass this information along to him/her as soon as possible so he/she can complete the study online.

We know that your time is important. To thank you for your time, your child will be given a \$25 token of appreciation at the end of the interview.

Thank you for your time. I hope you and your child will choose to take part in this very important and useful study.

Sincerely,

Data Collection Task Leader
RTI International

If you have any questions, please call our research team at 1-800-845-6708, or email us at efectsurvey@rti.org.