

2020 NSDUH Redesign Field Test
Attachment FT-5 – Unable-to-Contact,
Controlled Access, and Call-Me Letters

Unable to Contact Letters

[DATE]

Resident

[STREET ADDRESS]

[CITY], [STATE] [ZIP]

Dear Resident:

I am writing to let you know that your address was scientifically chosen for an important study called the National Survey on Drug Use and Health*. Since 1971, this study has been a trusted source of data used by local, state and national agencies for planning and support for education, treatment and prevention programs related to substance use and mental health.

Your participation is key to the study's continued success, but so far, our interviewer has been unable to reach you at home. One of our interviewers will be back in your area soon to tell you more about the study. Until then, here are a few important things to know:

- A limited number of household addresses were randomly chosen to take part. We do not have any information about the residents other than an address.
- **Your privacy is important to us.** To make sure we protect it, your answers are never connected with your address. Answers from all participants are reported as overall statistics.
- We are not selling anything. We want you to have a chance to be included in the study.
- The interviewer only needs a few minutes of your time for general questions to see if any residents are selected for the interview. **<The adult resident who completes these questions will receive \$5 in cash.>**
- One or possibly two residents may be randomly selected to complete the full interview. Sometimes no one is selected. **Each person who completes the full interview will receive <\$30/\$50> in cash.**

To learn more about the study, go to <https://nsduh.rti.org>. If you have any questions, or would like to set up an appointment, contact me toll-free at [TOLL FREE NUMBER].

Thank you for your time. I hope you'll choose to participate in this important study.

Sincerely,

[FS NAME], Field Supervisor

*The National Survey on Drug Use and Health is conducted by RTI International for the Substance Abuse and Mental Health Services Administration, an agency in the U.S. Department of Health and Human Services. [<http://www.samhsa.gov>] [<http://www.rti.org>]

Unable to Contact Letters

[DATE]

Resident
[STREET ADDRESS]
[CITY], [STATE] [ZIP]

Attention: [age] year old [gender] resident

Dear Resident:

Recently, a professional interviewer from RTI International came to your home and asked you to participate in the National Survey on Drug Use and Health*. Your participation is key to the study's continued success, but so far, our interviewer has been unable to reach you at home. One of our interviewers will be back in your area soon to tell you more about the study. Until then, here are a few important things to know:

- You cannot be replaced. A limited number of people were scientifically selected to represent the population of the U.S. If you choose not to participate, your experiences and views—as well as the thousands of people you represent—will not be heard.
- Your participation can impact important health-related decisions. Local, state, and national agencies use the study findings to develop education, prevention, and treatment programs and monitor substance and mental health trends.
- Your privacy is important to us. Your answers are combined with the answers of thousands of other people and reported only as overall statistics. To further protect your privacy, the study is set up so that you enter most of your own answers—the interviewer never sees or hears them.

The interview takes about an hour. **As a token of our appreciation, you will receive <\$30/\$50> in cash at the end of the interview.**

To learn more about the study, go to <https://nsduh.rti.org>. If you have any questions, or would like to set up an appointment, contact me toll-free at [TOLL FREE NUMBER].

Thank you for your time. I hope you'll choose to participate in this important and beneficial study.

Sincerely,

[FS NAME], Field Supervisor

*The National Survey on Drug Use and Health is conducted by RTI International for the Substance Abuse and Mental Health Services Administration, an agency in the U.S. Department of Health and Human Services. [<http://www.samhsa.gov>] [<http://www.rti.org>]

ATTENTION RESIDENTS!

The U.S. Department of Health and Human Services is conducting a national survey on health-related issues in order to provide better future services to all segments of the population. RTI International has been contracted to complete the work.

Some residences in this building were randomly selected for participation in this survey. A representative, **[FIELD INTERVIEWER]**, will be at your complex:

- **[DATE]**
- **[TIMES]**
- **[LOCATION]**

The initial questions will only take a few minutes and then one or two persons from your household may be asked to participate in a voluntary interview. It is also possible that no one will be selected to participate. All data collected will be kept completely confidential. This study is covered by the Confidential Information Protection and Statistical Efficiency section of the E-Government Act of 2002 (Public Law 107-347) which ensures that any information provided will only be used for statistical purposes and cannot be used for any other purpose.

You may contact Field Supervisor **[FS NAME]** at **[FS PHONE NUMBER]** or visit <https://nsduh.rti.org> for more information and to verify the legitimacy of the study.

Your participation is extremely important to the success of this study and we thank you in advance for your cooperation.

Call Me Letters

[DATE]

Resident
[ADDRESS]
[CITY], [STATE] [ZIP]

Dear Resident:

We need your assistance with the National Survey on Drug Use and Health conducted by RTI International for the U.S. Department of Health and Human Services.

A limited number of household addresses—including yours—were randomly chosen to take part in this important study. No other household or person can take your place. Information gathered from this study is used by researchers and local, state and federal health agencies in developing various medical and health-related policies and programs.

Typically, a professional interviewer from RTI International visits each selected residence in person. We have been unable to contact you in this manner, so we are contacting you by mail instead. Your participation in this study is very important or we would not continue to try to reach you.

Since we cannot contact you in person, we ask you to please call our supervisor for your area to set an appointment for an interviewer to visit your household.

| |
|---|
| Please call: [FIRST & LAST NAME] [PHONE NUMBER] (toll free) |
|---|

The interviewer only needs a few minutes of your time for general questions to see if any residents are selected for the interview. **<The adult resident who completes these questions will receive \$5 in cash.>** Every person who is **chosen and completes the full interview will receive <\$30/\$50> in cash at the end of the interview as a token of appreciation.** Any information you provide is kept completely confidential and will be used only for statistical purposes.

For more details about the study, please visit <https://nsduh.rti.org>.

Your call is extremely important to the success of this study, and I thank you in advance for your cooperation.

Sincerely,

Ilona S. Johnson
National Field Director

Call Me Letters

[DATE]

Resident
[ADDRESS]
[CITY], [STATE] [ZIP]

Attention: [age] year old [gender] resident

Dear Resident:

Recently, an interviewer from RTI International came to your residence and asked you to participate in the National Survey on Drug Use and Health*. **Your participation in this study is important—which is why we continue to try to reach you.**

We want to provide you with additional information about the study:

- A limited number of individuals—including you—were randomly chosen to take part. No other person can take your place in this study.
- As a token of our appreciation, you will receive <\$30/\$50> in cash at the end of the interview.
- Any information you provide is kept completely confidential and will be used only for statistical purposes.
- For more details about the study, please visit <https://nsduh.rti.org>.

We are happy to work around your schedule so that you can be included. Please contact our supervisor for your area to set up an appointment.

Please call:

[FIRST & LAST NAME]

[PHONE NUMBER] (toll free)

If our supervisor is not available when you call, please leave your phone number, address and the time you wish to be interviewed. You will receive a call to confirm your appointment.

Thank you for your time. Your call is very important to the success of this study, and I thank you in advance for your cooperation.

Sincerely,

Ilona S. Johnson
National Field Director

*The National Survey on Drug Use and Health is conducted by RTI International for the Substance Abuse and Mental Health Services Administration, an agency in the U.S. Department of Health and Human Services.
[<https://nsduh.rti.org>] [<http://www.samhsa.gov>] [<http://www.rti.org>]

Call Me Letters

[DATE]

Resident
[ADDRESS]
[CITY], [STATE] [ZIP]

Attention: Parent of [age] year old [gender] resident

Dear Resident:

Recently, your child was selected to participate in the National Survey on Drug Use and Health*. **Your child's participation in this study is important—which is why we continue to try to reach you.**

We want to provide you with additional information about the study:

- A limited number of individuals—including your child—were randomly chosen to take part. No other person can take your child's place in this study.
- As a token of our appreciation, your child will receive <\$30/\$50> in cash at the end of the interview.
- All information provided is kept completely confidential and will be used only for statistical purposes.
- For more details about the study, please visit <https://nsduh.rti.org>.

We are happy to work around your family's schedule so that your child can be included. Please contact our supervisor for your area to set up an appointment.

Please call:

[FIRST & LAST NAME]

[PHONE NUMBER] (toll free)

If our supervisor is not available when you call, please leave your phone number, address and the time you wish your child to be interviewed. You will receive a call to confirm the appointment.

Thank you for your time. Your call is very important to the success of this study, and I thank you in advance for your cooperation.

Sincerely,

Ilona S. Johnson
National Field Director

*The National Survey on Drug Use and Health is conducted by RTI International for the Substance Abuse and Mental Health Services Administration, an agency in the U.S. Department of Health and Human Services.
[<https://nsduh.rti.org>] [<http://www.samhsa.gov>] [<http://www.rti.org>]

Controlled Access Letters

[DATE]

[NAME], [TITLE]
[COLLEGE/UNIVERSITY NAME]
[ADDRESS]
[CITY], [STATE] [ZIP]

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

Recently one of our interviewers, [FIRST & LAST NAMES], attempted to contact specific [ROOMS/RESIDENCES] on the [COLLEGE/UNIVERSITY NAME] campus that were randomly selected to participate in the National Survey on Drug Use and Health (NSDUH) conducted by RTI International for the U.S. Department of Health and Human Services. So far, [MR./MS.] [LAST NAME] has been unable to [GAIN ACCESS/GAIN FULL ACCESS] to [NAME OF RESIDENCE HALL/STUDENT APTS], and we are asking for your help.

We understand your responsibility to protect the students on campus and want to provide you with additional information about the study:

- We are not selling anything. This is not a marketing survey.
- NSDUH provides valuable national and state-level information about important health-related issues including experiences with and opinions about the use or non-use of alcohol, drugs, and tobacco. For this reason, it is just as important that we talk to people who have not used drugs as it is that we talk to people who have.
- A limited number of [ROOMS/HOUSEHOLDS] were randomly chosen to take part. We do not have any information about the residents other than an address.
- The interviewer only needs a few minutes of the residents' time to see if someone in the [ROOM/HOUSEHOLD] will be asked to participate in an interview. If selected, those completing the interview receive a cash incentive.
- All information provided is kept completely confidential and used for statistical purposes only in compliance with the Confidential Information Protection and Statistical Efficiency Act of 2002 (PL 107-347).
- For more details about the study, please visit <https://nsduh.rti.org>.

A current Institutional Review Board (IRB) summary package is included for your review. By helping us access the selected [ROOMS/HOUSEHOLDS] at [COLLEGE/UNIVERSITY NAME], you will make a direct contribution to this important research effort. [FIRST & LAST NAMES], our supervisor in your area, will contact you soon to address any questions, or you may call [HIM/HER] toll free at [TOLL FREE NUMBER].

Your assistance is extremely important, and I thank you in advance for your help.

Sincerely,

Ilona S. Johnson
National Field Director

Controlled Access Letters

[DATE]

[NAME], [TITLE]

[GQU NAME]

[ADDRESS]

[CITY], [STATE] [ZIP]

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

Recently one of our interviewers, [FIRST & LAST NAME], attempted to contact specific [RESIDENCES/UNITS] within your [TYPE OF GQU] that were randomly selected to participate in the National Survey on Drug Use and Health (NSDUH) conducted by RTI International for the U.S. Department of Health and Human Services. So far, [MR./MS.] [LAST NAME] has been unable to [GAIN ACCESS/GAIN FULL ACCESS] to [GQU NAME OR ADDRESS], and we are asking for your help.

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

- We are not selling anything. This is not a marketing survey.
- NSDUH provides valuable national and state-level information about important health-related issues including experiences with and opinions about the use or non-use of alcohol, drugs, and tobacco. For this reason, it is just as important that we talk to people who have not used drugs as it is that we talk to people who have.
- A limited number of addresses were randomly chosen to take part. We do not have any information about the residents other than an address.
- The interviewer only needs a few minutes of the residents' time to see if someone in the [HOUSEHOLD/UNIT] will be asked to participate in an interview. If selected, those completing the interview receive a cash incentive.
- All information provided is kept completely confidential.
- For more details about the study, please visit <https://nsduh.rti.org>.

By helping our interviewer access the selected [RESIDENCES/UNITS] in [NAME OF GQU], **you** will make a direct contribution to this important research effort. [FIRST & LAST NAMES], our supervisor in your area, will contact you soon to address any questions, or you may call [HIM/HER] toll free at [TOLL FREE NUMBER].

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

Sincerely,

Ilona S. Johnson
National Field Director

Controlled Access Letters

[DATE]

[FIRST NAME] [LAST NAME]
[POSITION], [LAW ENFORCEMENT AGENCY]
[ADDRESS]
[CITY], [STATE] [ZIP]

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

RTI International will be in your area conducting the National Study on Drug Use and Health (NSDUH) for the U.S. Department of Health and Human Services during the months of [FILL IN MONTHS OF QUARTER].

We understand your responsibility to protect the residents of [CITY/COUNTY NAME]. Since the public may ask your department about the legitimacy of this national study, we seek your cooperation in providing information about the study to staff members who may receive such inquiries.

- We are not selling anything. This is not a marketing survey.
- NSDUH is the primary source of national and state-level data concerning alcohol, tobacco, and drug use. Information from this study is used by government agencies, policy makers, and researchers to monitor substance abuse trends, design and support prevention, treatment, and education programs.
- A limited number of household addresses are randomly selected to represent the population of the U.S. Once a household has been chosen, it cannot be replaced.
- A professional interviewer from RTI International will only visit the selected households and needs a few minutes of the residents' time to see if someone in the household will be asked to participate in an interview. If selected, those completing the interview will receive a cash incentive.
- All information provided is kept completely confidential as required by federal law*.
- For more details about the study, please visit <https://nsduh.rti.org>.

Thank you in advance for sharing this information with all pertinent staff in your department. Your efforts are important to the success of this study, and I thank you in advance for your help. If you have any questions, please contact our supervisor for your area, [FIRST & LAST NAME] toll free at [TOLL FREE NUMBER].

Sincerely,

Ilona S. Johnson
National Field Director

* The Confidential Information Protection and Statistical Efficiency section of the E-Government Act of 2002 (Public Law 107-347) ensures that any information residents provide will only be used for statistical purposes and cannot be used for any other purpose. Any unlawful use of these data may result in a jail term of up to 5 years, a fine of \$250,000, or both.

Controlled Access Letters

List of Enclosures

2020 National Survey on Drug Use and Health

A. Lead Letter

Prior to the interviewer's arrival at a household, a "lead letter" will be mailed to the selected address briefly explaining the survey and requesting the residents' assistance. The interviewer will visit the household a few days later, refer the resident to this letter, and answer questions if necessary. If the resident has no knowledge of the lead letter, the interviewer will provide another copy. All NSDUH interviewers prominently display their ID badge, which is referenced on this letter.

B. Authorization Letter

Each NSDUH interviewer will carry a personal identification letter which is provided by the Substance Abuse and Mental Health Services Administration (SAMHSA), the agency within the U.S Department of Health and Human Services (HHS) that sponsors the study. This letter serves as documentation that SAMHSA formally authorizes the interviewer to work on the NSDUH for RTI International.

C. Study Description

When an in-person contact is made with an adult member of a selected household and an introductory exchange is completed, the interviewer will follow consent procedures that include presenting a "Study Description" and answering any questions the respondent might have. Upon respondent permission, the interviewer will proceed to create a list of all members of the household using a tablet computer. This list includes information such as the member's age, gender, and race, but does not include names or any other personally identifying information. The tablet will process this roster of the household members and apply a statistical algorithm to randomly select zero, one, or two persons age 12 and older to be interviewed. The selected respondent(s) will be asked to complete an interview using a laptop computer.

D. Question and Answer Brochure

The NSDUH Question and Answer Brochure provides a ready reference to the study, including answers to commonly asked questions. This brochure is given to each adult interview respondent or parent or guardian of youth respondents.

E. Highlights from the Study

Each year SAMHSA releases results of the study, and this document highlights some of the findings from the 2018 NSDUH.

Controlled Access Letters

[DATE]

[RANK] [FULL NAME], [TITLE]
[NAME OF BASE]
[ADDRESS]
[CITY], [STATE] [ZIP]

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

Please be advised that [MR./MS.] [FIRST & LAST NAMES], an authorized representative of RTI International, is collecting data for the National Survey on Drug Use and Health (NSDUH). This important research study is sponsored by the U.S. Department of Health and Human Services (OMB No. 0930-0110).

We understand and respect your responsibility to protect individuals living on [NAME OF BASE] and want to provide you with additional information about the study:

- We are not selling anything. This is not a marketing survey.
- NSDUH provides valuable national and state-level information about important health-related issues including experiences with and opinions about the use or non-use of alcohol, drugs, and tobacco. For this reason, it is just as important that we talk to people who have not used drugs as it is that we talk to people who have.
- The interviewer only needs a few minutes of the residents' time to see if any **civilian** members of the household will be asked to participate in an interview (*active-duty members of the military are not eligible for this study*). If selected, those completing the interview receive a cash incentive at the end of the interview.
- All information provided is kept completely confidential and used for statistical purposes only in compliance with the Confidential Information Protection and Statistical Efficiency Act of 2002 (PL 107-347).
- For more details about the study, please visit <https://nsduh.rti.org>.

An Institutional Review Board (IRB) summary package is included for your review. By helping us access the selected households on [NAME OF BASE], you will make a direct contribution to this important research effort. [FIRST & LAST NAMES], our supervisor in your area, will contact you soon to address any questions, or you may call [HIM/HER] toll free at [TOLL FREE NUMBER].

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

Sincerely,

Ilona S. Johnson
National Field Director

Enclosures

Controlled Access Letters

[DATE]

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

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

One of our interviewers, [FIRST & LAST NAMES], needs to contact specific residences within [COMPLEX/COMMUNITY NAME] that were randomly selected to participate in the National Survey on Drug Use and Health (NSDUH) conducted by RTI International for the U.S. Department of Health and Human Services.

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

- We are not selling anything. This is not a marketing survey.
- NSDUH provides valuable national and state-level information about important health-related issues including experiences with and opinions about the use or non-use of alcohol, drugs, and tobacco. For this reason, it is just as important that we talk to people who have not used drugs as it is that we talk to people who have.
- A limited number of household addresses were randomly chosen to take part. We do not have any information about the residents other than an address.
- The interviewer only needs a few minutes of the residents' time to see if someone in the household will be asked to participate in an interview. If selected, those completing the interview receive a cash incentive.
- All information provided is kept completely confidential.
- For more details about the study, please visit <https://nsduh.rti.org>.

By helping our interviewer access the selected households in [NAME OF COMPLEX/COMMUNITY], **you** will make a direct contribution to this important research effort. [FIRST & LAST NAMES], our supervisor in your area, will contact you soon to address any questions, or you may call [HIM/HER] toll free at [TOLL FREE NUMBER].

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

Sincerely,

Ilona S. Johnson
National Field Director

Enclosures

Controlled Access Letters

[DATE]

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

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

Recently one of our interviewers, [FIRST & LAST NAMES], attempted to contact specific residences within [COMPLEX/COMMUNITY NAME] that were randomly selected to participate in the National Survey on Drug Use and Health (NSDUH) conducted by RTI International for the U.S. Department of Health and Human Services. 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 additional information about the study:

- We are not selling anything. This is not a marketing survey.
- NSDUH provides valuable national and state-level information about important health-related issues including experiences with and opinions about the use or non-use of alcohol, drugs, and tobacco. For this reason, it is just as important that we talk to people who have not used drugs as it is that we talk to people who have.
- A limited number of household addresses were randomly chosen to take part. We do not have any information about the residents other than an address.
- The interviewer only needs a few minutes of the residents' time to see if someone in the household will be asked to participate in an interview. If selected, those completing the interview receive a cash incentive.
- All information provided is kept completely confidential.
- For more details about the study, please visit <https://nsduh.rti.org>.

By helping our interviewer access the selected households in [NAME OF COMPLEX/COMMUNITY], **you** will make a direct contribution to this important research effort. [FIRST & LAST NAMES], our supervisor in your area, will contact you soon to address any questions, or you may call [HIM/HER] toll free at [TOLL FREE NUMBER].

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

Sincerely,

Ilona S. Johnson
National Field Director
Enclosures

Public Health Authorization Letter

[DATE]

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

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

This letter is to confirm that RTI International is authorized to conduct data collection for the 2020 National Survey on Drug Use and Health (NSDUH) for the U.S. Department of Health and Human Services.

The NSDUH began in 1971 and has maintained an outstanding level of participation, primarily through a rigorous commitment to respondent confidentiality as well as an increased public awareness of the effects of drug abuse. The data from this study provide information for tracking drug use in the general population and for monitoring drug control policies.

I want to assure you that this agency and RTI International are committed to full compliance with all policies regarding security on your property. RTI International's representative will work with you to develop a mutually agreeable procedure for contacting selected units for voluntary participation in our study.

Thank you for your assistance. If you have any questions, you may call me at (240) 276-0513 (9:00 a.m. to 5:00 p.m., ET, Monday through Friday).

Sincerely,

Grace Medley, Ph.D.
National Study Director
Center for Behavioral Health Statistics and Quality

Meet Me Letter

[DATE]

Resident

[NAME OF COMPLEX/UNIVERSITY]

[STREET ADDRESS]

[CITY], [STATE] [ZIP]

Dear Resident:

We need your help with the National Survey on Drug Use and Health conducted by RTI International for the U.S. Department of Health and Human Services.

A limited number of addresses—including yours—were randomly chosen to take part in this important study. No other household or person can take your place.

Typically a professional interviewer from RTI International visits each selected residence in person. We respect the policies of [NAME OF COMPLEX/UNIVERSITY] so we are asking you to speak with our interviewer, who only needs a few minutes of your time to see if someone in your [HOUSEHOLD/ROOM] will be chosen for an interview. **<The adult resident who completes these questions will receive \$5 in cash.>** Every person who **is chosen and completes the full interview will receive <\$30/\$50> in cash at the end of the interview as a token of appreciation.**

Please meet with our interviewer [FI FIRST/LAST NAME] in [MEETING PLACE]:

Please meet in [MEETING PLACE]:

- [DAY OF WEEK], [MONTH] [DATE] [TIME]

OR

- [DAY OF WEEK], [MONTH] [DATE] [TIME]

If you are unable to speak with [MR/MS] [LAST NAME], call [FS FIRST/LAST NAME], our supervisor for your area, at [TOLL FREE NUMBER] (toll free) to request another meeting time.

Any information you provide is kept completely confidential and used only for statistical purposes. Information gathered from this study is used by researchers and local, state and federal health agencies in developing various medical and health-related policies and programs.

For more details about the study, please visit <https://nsduh.rti.org>.

Your visit with [MR/MS] [FI LAST NAME] or call to [MR/MS] [FS LAST NAME] is extremely important to the success of this study, and I thank you in advance for your cooperation.

Sincerely,

Ilona S. Johnson

Thank You Letter

National Field Director
[DATE]

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

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

On behalf of our client, the U.S. Department of Health and Human Services, I would like to express our most sincere appreciation for the assistance you recently provided our [FI/FS] [CIRCUMSTANCES] at [NAME OF COMPLEX/COMMUNITY]. It was your cooperation that made it possible for us to meet our response rate goals in this important national study. Every completed interview helps ensure that the data collected for the 2020 National Survey on Drug Use and Health (NSDUH) are statistically sound. The information generated from the 2020 NSDUH will provide the nation's policymakers with accurate data on a number of important health issues.

If you have any questions, please do not hesitate to call me during 9:00 am and 5:00 pm (Eastern Time), Monday through Friday, at [FT TOLL FREE NUMBER]. Once again, thank you for your cooperation.

Sincerely,

Ilona S. Johnson
National Field Director

2020 NSDUH Redesign Field Test
Attachment FT-13 – Refusal Letters

Interview [Adult]—2020 Redesign Refusal Letter

[DATE]

Resident
resident
[STREET ADDRESS]
[CITY], [STATE] [ZIPCODE]

Attention: [age] year old [gender]

Dear Resident,

I am writing in response to a recent visit to your home by one of our field interviewers on the National Survey on Drug Use and Health*. I understand at the time there were some concerns expressed. **Your participation is important, and I am hoping you will reconsider.**

- You cannot be replaced. A limited number of people were scientifically selected to represent the population of the U.S. If you choose not to participate, your experiences and views—as well as the thousands of people you represent—will not be heard.
- Your participation can impact important health-related decisions. Local, state, and national agencies use the study findings to develop education, prevention, and treatment programs and monitor substance and mental health trends.
- Your privacy is important to us. To make sure we protect it, we never share your address. You will answer most of the questions yourself using headphones and a laptop computer. Answers from all participants are only reported as overall statistics. Federal law requires us to keep all of your answers confidential.

The interview takes about an hour. **As a token of our appreciation, you will receive <\$30/\$50> in cash at the end of the interview.**

To learn more about the study, go to <https://nsduh.rti.org>. If you have any questions or would like to set up an appointment, contact me toll-free at [TOLL FREE NUMBER].

Thank you for your time. I hope you'll choose to participate in this important and beneficial study.

Sincerely,

[FS NAME], Field Supervisor

*The National Survey on Drug Use and Health is conducted by RTI International for the Substance Abuse and Mental Health Services Administration, an agency in the U.S. Department of Health and Human Services. [<http://www.samhsa.gov>] [<http://www.rti.org>]

Interview [Teen]—2020 Redesign Refusal Letter (T1)

[DATE]

Resident
resident
[STREET ADDRESS]
[CITY], [STATE] [ZIPCODE]

Attention: [age] year old [gender]

Dear Resident,

I am writing about a recent visit to your home by one of our interviewers on the National Survey on Drug Use and Health*. I understand at the time there were some concerns expressed. **Your participation is important, and I am hoping you will reconsider.**

- You cannot be replaced. A limited number of people your age were scientifically selected to help represent the population of the U.S. If you don't participate, your experiences and views—as well as a thousand other young people you represent—will not be heard.
- You can help inform important decisions. Local, state, and national agencies use the study findings to develop education, prevention, and treatment programs and monitor substance use and mental health.
- Your privacy is important to us. You will answer most of the questions yourself using headphones and a laptop computer. Your answers cannot be viewed by your parents or anyone else. You can choose not to answer any question. We combine your answers with those of other young people and report them only as overall numbers. Federal law requires us to keep all of your answers confidential.
- We can give you a Certificate of Participation—some students have been able to get class or community service credit at their school for taking part in this survey.

The interview takes about an hour. We will work around your schedule so that you can be included. **As a token of our appreciation, you will receive <\$30/\$50> in cash at the end of the interview.**

To learn more about the study, go to <https://nsduh.rti.org>. If you have any questions or would like to set up an appointment, contact me toll-free at [TOLL FREE NUMBER].

Thank you for your time. I hope you'll choose to participate in this important and beneficial study.

Sincerely,

[FS NAME], Field Supervisor

*The National Survey on Drug Use and Health is conducted by RTI International for the Substance Abuse and Mental Health Services Administration, an agency in the U.S. Department of Health and Human Services. [<http://www.samhsa.gov>] [<http://www.rti.org>]

Interview [Parent]—2020 Redesign Refusal Letter (P1)

[DATE]

Resident
resident
[STREET ADDRESS]
[CITY], [STATE] [ZIPCODE]
Attention: Parent/Guardian of [age] year old [gender]

Dear Resident,

I am writing in response to a recent visit to your home by one of our interviewers on the National Survey on Drug Use and Health*. I understand at the time there were some concerns expressed about your child taking part in the study. **Your child's participation is important, and I am hoping you will reconsider.**

- Your child cannot be replaced. A limited number of young people were scientifically selected to help represent the population of the U.S. We need responses from everyone selected to get an accurate picture of youth-related health issues.
- It is not necessary to know anything about or have experience with tobacco, alcohol, drugs or mental health issues to answer the questions.
- Your child's participation can impact important health-related decisions. Local, state, and national agencies use the study findings to develop education, prevention, and treatment programs and monitor substance use and mental health trends.
- Privacy is important to us. Your child's answers will be combined with the answers of thousands of other young people and reported only as overall statistics. Federal law requires us to keep all answers confidential.
- We can give your child a Certificate of Participation—some students have been able to get class or community service credit at their school for taking part in this survey.

The interview takes about an hour. **As a token of our appreciation, your child will receive < \$30/\$50 > in cash at the end of the interview.**

To learn more about the study, go to <https://nsduh.rti.org>. If you have any questions or would like to set up an appointment, contact me toll-free at [TOLL FREE NUMBER].

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

Sincerely,

[FS NAME], Field Supervisor

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Screening—2020 Redesign Refusal Letter

[DATE]

Resident
[STREET ADDRESS]
[CITY], [STATE] [ZIPCODE]

Dear Resident,

I am writing in response to a recent visit to your home by one of our field interviewers on the National Survey on Drug Use and Health*. I understand at the time there were some concerns expressed. **Your participation is important, and I am hoping you will reconsider.**

- Your household cannot be replaced. A limited number of household addresses in your area were scientifically chosen to take part. Once selected, each household represents thousands of others. We will work around your schedule so you can be included.
- Your privacy is important to us. To make sure we protect it, we never share your address. Federal law requires us to keep all of your answers confidential. Answers from all participants are only reported as overall statistics.
- We are not selling anything. We are gathering information that is needed for planning and support for education, treatment and prevention programs related to substance use and mental health.

There are two steps to this process. First an interviewer will ask a few general questions, which only takes a few minutes. **<The adult resident who answers these questions will receive \$5 in cash.>** Then either 0, 1, or 2 residents will be randomly selected to complete the full interview. **Each person who completes the full interview will receive <\$30/\$50> in cash.**

To learn more about the study, go to <https://nsduh.rti.org>. If you have any questions or would like to set up an appointment, contact me toll-free at [TOLL FREE NUMBER].

Thank you for your time. I hope you'll choose to participate in this important study.

Sincerely,

[FS NAME], Field Supervisor

*The National Survey on Drug Use and Health is conducted by RTI International for the Substance Abuse and Mental Health Services Administration, an agency in the U.S. Department of Health and Human Services. [<http://www.samhsa.gov>] [<http://www.rti.org>]