

2020 NSDUH, Supporting Statement
Attachment N – Showcard Booklet

2020 National Survey on Drug Use and Health

SHOWCARD BOOKLET

RTI INTERNATIONAL

RTI Telephone Numbers

Technical Support: (877) 419-1768

Employee Relations Specialist (Headway): (800) 208-7043

To reach other RTI staff, call 1-800-848-4079 then ask the operator for the employee with whom you wish to speak.

Website Addresses

NSDUH <http://nsduhweb.rti.org>

RTI <http://www.rti.org>

SAMHSA <http://www.samhsa.gov>

Interview Troubleshooting Guide

To suppress a Hard Error involving two questions:

- **Read the message box carefully.**
 - If the first question listed is the one to be changed, press [Enter].
 - If the second question listed is the one to be changed, press the down arrow to highlight the second question, then press [Enter].
 - In the rare event that neither question needs to be changed and the data entered are correct, press [Tab] until the Suppress box is highlighted and press [Enter], then provide an explanation for why the error was suppressed.

To edit a lengthy response:

- With the cursor in the answer field, press the Insert key [Insert]. Use the arrow keys to move to the precise place within the answer field to edit or add to existing text. If necessary, record additional text in a comment box, by pressing [F8].

To correct range errors:

- For numerical questions, read the box carefully, making note of the expected range, if provided in the message. Press [Enter] to clear the error, then type a new answer within range.
- For pre-coded questions, read the message box carefully, then press [Enter] to clear the error. Type a new answer that corresponds with a pre-coded answer choice on the screen.
- For multiple choice questions (Code All That Apply), read the message box carefully, then press [Enter] to clear the error. Type a new answer that corresponds with a pre-coded answer choice on the screen, pressing the [Space bar] between each response as needed.

To correct date errors:

- Review the instructions on the screen to determine the date format for the question. For "MM-DD-YYYY" format, the date must be entered with a 2-digit month and day and 4-digit year. For "MM-YYYY" format, the date must be entered with a 2-digit month and 4-digit year. Do not enter dashes or spaces—just the number including any leading zeros for month or day.

If an R needs assistance with an ACASI question, provide the corresponding steps above for the problem they are having. Take care not to view the screen while assisting the R, to ensure the confidentiality of their answers. For additional details on entering CAI responses and troubleshooting error messages, refer to Chapter 5 in your FI Computer Manual.

INTRODUCTION AND INFORMED CONSENT FOR INTERVIEW RESPONDENTS AGE 18+

INTRODUCE YOURSELF AND STUDY AS NECESSARY: Hello, I'm _____, and I'm working on a nationwide study sponsored by the U.S. Department of Health and Human Services. You should have received a letter about this study. (SHOW LEAD LETTER, IF NECESSARY.)

READ THE BOXED INFORMATION BELOW BEFORE STARTING EVERY INTERVIEW

This year, we are interviewing about 70,000 people across the nation. You have been randomly chosen to take part. You will represent over 4,500 other people who are similar to you. You may choose not to take part in this study, but no one else can take your place. We will give you \$30 when you finish the interview.

GIVE STUDY DESCRIPTION TO R IF YOU HAVE NOT ALREADY DONE SO.

This study asks about tobacco, alcohol, and drug use or non-use, knowledge and attitudes about drugs, mental health, and other health issues. It takes about an hour. You will answer most of the questions on the computer, so I will not see your answers. We are only interested in the combined responses from all 70,000 people, not just one person's answers. This is why we do not ask for your name and we keep your answers separate from your address. RTI may contact you by phone or mail to ask a few questions about the quality of my work. This is why we ask for your phone number and current address at the end of the interview.

While the interview has some personal questions, federal law keeps your answers private. We hope that protecting your privacy will help you to give accurate answers. You can quit the interview at any time and you can refuse to answer any questions.

If it is all right with you, let's get started.

(Can we find a private place to complete the interview?)

INTRODUCCIÓN Y CONSENTIMIENTO INFORMADO PARA LOS PARTICIPANTES ENTREVISTADOS DE 18 AÑOS DE EDAD O MÁS

PRESENTESE USTED MISMO Y EXPLIQUE EL ESTUDIO TAL COMO SEA

NECESARIO: Hola, me llamo _____, y trabajo para un estudio nacional patrocinado por el Departamento de Salud y Servicios Humanos de los Estados Unidos. Usted debe haber recibido una carta acerca de este estudio. (MUESTRE LA CARTA, SI ES NECESARIO.)

FAVOR DE LEER LA SIGUIENTE INFORMACIÓN ANTES DE COMENZAR CADA ENTREVISTA

Este año, estamos entrevistando a cerca de 70,000 personas en toda la nación. Usted ha sido seleccionado(a) al azar para participar en este estudio. Usted representará a más de 4,500 otras personas similares a usted. Usted puede decidir no tomar parte en este estudio, pero nadie podrá tomar su lugar. Nosotros le daremos \$30 dólares en efectivo al terminar la entrevista.

ENTREGUE LA DESCRIPCIÓN DEL ESTUDIO AL PARTICIPANTE SI TODAVÍA NO LO HA HECHO.

Este estudio hace preguntas sobre el uso o no uso de tabaco, alcohol y drogas; conocimiento y actitudes hacia las drogas; la salud mental y otros asuntos sobre la salud. La entrevista dura aproximadamente una hora y media. Usted usará la computadora para responder a la mayoría de las preguntas y por lo tanto, yo no podré ver sus respuestas. Nosotros estamos interesados únicamente en las respuestas de todas las 70,000 personas en conjunto, y no solamente en las respuestas de una persona. Esta es la razón por la cual nosotros no le preguntamos por su nombre y mantenemos sus respuestas separadas de su dirección. Es posible que el personal de RTI se comunique con usted por teléfono o por correo para hacerle algunas preguntas acerca de la calidad de mi trabajo. Es por eso que le preguntamos su número de teléfono y su dirección actual al final de la entrevista.

Aunque algunas preguntas de la entrevista son personales, la ley federal mantiene sus respuestas en forma confidencial. Esperamos que el hecho de proteger su privacidad le ayude a darnos respuestas exactas. Usted puede dejar de participar en cualquier momento y puede rehusarse a contestar cualquier pregunta.

Si usted está de acuerdo, podemos empezar.

(¿Podríamos ir a un lugar privado para llevar a cabo la entrevista?)

INTRODUCTION AND INFORMED CONSENT FOR INTERVIEW RESPONDENTS AGE 12-17

READ THE SCRIPT BELOW AND OBTAIN PERMISSION FROM THE PARENT/GUARDIAN

Your (AGE) year-old child has been selected to be in this study. Your child's participation is voluntary. This interview asks about tobacco, alcohol, and drug use or non-use, knowledge and attitudes about drugs, mental health, and other health related issues. All of your child's answers will be confidential and used only for statistical purposes. Since your child will answer most of the questions on the computer, I will never see the answers, and you are not allowed to see them either. If it is all right with you, we'll get started.

(Can we find a private place to complete the interview?)

**ONCE PARENTAL PERMISSION HAS BEEN GIVEN, CONFIRM THE PARENT/GUARDIAN OR
ANOTHER ADULT WILL BE PRESENT FOR THE DURATION OF THE INTERVIEW**

**THEN, READ THE BOXED INFORMATION BELOW BEFORE STARTING EVERY INTERVIEW
WITH A 12-17 YEAR OLD**

This year, we are interviewing about 70,000 people across the nation. You have been randomly chosen to take part. You will represent over 1,000 young people in this country who are similar to you. You may choose not to take part in this study, but no one else can take your place. We will give you \$30 when you finish the interview.

GIVE STUDY DESCRIPTION TO R IF YOU HAVE NOT ALREADY DONE SO.

This study asks about tobacco, alcohol, and drug use or non-use, knowledge and attitudes about drugs, mental health, and other health issues. It takes about an hour. You will answer most of the questions on the computer, so I will not see your answers. Your answers will never be seen by either your parents or your school. We are only interested in the combined responses from all 70,000 people, not just one person's answers. This is why we do not ask for your name and we keep your answers separate from your address. RTI may contact you by phone or mail to ask a few questions about the quality of my work. This is why we ask for your phone number and current address at the end of the interview.

While the interview has some personal questions, federal law keeps your answers private. We hope that protecting your privacy will help you to give accurate answers. You can quit the interview at any time and you can refuse to answer any questions.

If it is all right with you, let's get started.

INTRODUCCIÓN Y CONSENTIMIENTO INFORMADO PARA LOS PARTICIPANTES ENTREVISTADOS DE 12 A 17 AÑOS DE EDAD

LEA EL TEXTO A CONTINUACIÓN Y OBTENGA PERMISO DEL PADRE DE FAMILIA/TUTOR/GUARDIÁN

Su hijo(a) de (EDAD) años ha sido seleccionado(a) para participar en el estudio. La participación de su hijo(a) es voluntaria. Esta entrevista le hace preguntas sobre el uso o no uso de tabaco, alcohol y drogas; conocimiento y actitudes hacia las drogas; la salud mental y otros asuntos sobre la salud. Todas las respuestas de su hijo(a) se mantendrán en forma confidencial y se utilizarán con propósitos estadísticos únicamente. Ya que su hijo(a) usará la computadora para responder la mayoría de las preguntas, yo no podré ver sus respuestas, y a usted tampoco se le permitirá ver las respuestas. Si usted está de acuerdo, podemos empezar.

(¿Podríamos ir a un lugar privado para llevar a cabo la entrevista?)

UNA VEZ QUE SE HAYA OBTENIDO EL PERMISO DEL PADRE DE FAMILIA/TUTOR/GUARDIÁN, CONFIRME QUE UNO DE ELLOS U OTRO ADULTO ESTARÁ PRESENTE DURANTE EL TIEMPO QUE TOMA LA ENTREVISTA

LUEGO, LEA LA SIGUIENTE INFORMACIÓN ANTES DE EMPEZAR CADA ENTREVISTA CON UN JOVEN DE 12 A 17 AÑOS DE EDAD

Este año, estamos entrevistando a cerca de 70,000 personas en toda la nación. Tú has sido seleccionado(a) al azar para participar en este estudio. Tú representarás a más de 1,000 jóvenes en este país que son similares a ti. Tú puedes decidir no tomar parte en este estudio, pero nadie podrá tomar tu lugar. Nosotros te daremos \$30 dólares al terminar la entrevista.

ENTREGUE LA DESCRIPCIÓN DEL ESTUDIO AL PARTICIPANTE SI TODAVÍA NO LO HA HECHO.

Este estudio hace preguntas sobre el uso o no uso de tabaco, alcohol y drogas; conocimiento y actitudes hacia las drogas; la salud mental y otros asuntos sobre la salud. La entrevista dura aproximadamente una hora y media. Tú usarás la computadora para responder a la mayoría de las preguntas y por lo tanto, yo no veré tus respuestas. Ni tus padres ni el personal de la escuela podrán ver tus respuestas. Nosotros estamos interesados únicamente en las respuestas de todas las 70,000 personas en conjunto, y no solamente en las respuestas de una persona. Esta es la razón por la cual nosotros no preguntamos por tu nombre y mantenemos tus respuestas separadas de tu dirección. Es posible que el personal de RTI se comuniquen contigo por teléfono o por correo para hacerte algunas preguntas acerca de la calidad de mi trabajo. Es por eso que te preguntamos por tu número de teléfono y tu dirección actual al final de la entrevista.

Aunque algunas preguntas de la entrevista son personales, la ley federal mantiene tus respuestas en forma confidencial. Esperamos que el hecho de proteger tu privacidad te ayude a darnos respuestas exactas. Tú puedes dejar de participar en cualquier momento y puedes rehusarte a contestar cualquier pregunta.

Si tú estás de acuerdo, podemos empezar.

SHOWCARD 1

- 1 MEXICAN, MEXICAN AMERICAN, MEXICANO OR CHICANO
- 2 PUERTO RICAN
- 3 CENTRAL OR SOUTH AMERICAN
- 4 CUBAN OR CUBAN AMERICAN
- 5 DOMINICAN (FROM DOMINICAN REPUBLIC)
- 6 SPANISH (FROM SPAIN)

SHOWCARD 2

- 1 WHITE
- 2 BLACK OR AFRICAN AMERICAN
- 3 AMERICAN INDIAN OR ALASKA NATIVE
(AMERICAN INDIAN INCLUDES NORTH
AMERICAN, CENTRAL AMERICAN, AND SOUTH
AMERICAN INDIANS)
- 4 NATIVE HAWAIIAN
- 5 GUAMANIAN OR CHAMORRO
- 6 SAMOAN
- 7 OTHER PACIFIC ISLANDER
- 8 ASIAN (INCLUDING: ASIAN INDIAN, CHINESE,
FILIPINO, JAPANESE, KOREAN, AND
VIETNAMESE)

SHOWCARD 3

1 ASIAN INDIAN

2 CHINESE

3 FILIPINO

4 JAPANESE

5 KOREAN

6 VIETNAMESE

SHOWCARD 4

- 1 SEPTEMBER 2001 OR LATER
- 2 AUGUST 1990 TO AUGUST 2001 (INCLUDING PERSIAN GULF WAR)
- 3 MAY 1975 TO JULY 1990
- 4 VIETNAM ERA (MARCH 1961 TO APRIL 1975)
- 5 FEBRUARY 1955 TO FEBRUARY 1961
- 6 KOREAN WAR (JULY 1950 TO JANUARY 1955)
- 7 JANUARY 1947 TO JUNE 1950
- 8 WORLD WAR II (DECEMBER 1941 TO DECEMBER 1946)
- 9 NOVEMBER 1941 OR EARLIER

SHOWCARD 5

- 0 NO SCHOOLING COMPLETED
- 1 1ST GRADE COMPLETED
- 2 2ND GRADE COMPLETED
- 3 3RD GRADE COMPLETED
- 4 4TH GRADE COMPLETED
- 5 5TH GRADE COMPLETED
- 6 6TH GRADE COMPLETED
- 7 7TH GRADE COMPLETED
- 8 8TH GRADE COMPLETED
- 9 9TH GRADE COMPLETED
- 10 10TH GRADE COMPLETED
- 11 11TH GRADE COMPLETED

- 12 REGULAR HIGH SCHOOL DIPLOMA
- 13 12TH GRADE, NO DIPLOMA
- 14 GED CERTIFICATE OF HIGH SCHOOL COMPLETION

- 15 SOME COLLEGE CREDIT, BUT NO DEGREE
- 16 ASSOCIATE'S DEGREE (FOR EXAMPLE, AA, AS)
- 17 BACHELOR'S DEGREE (FOR EXAMPLE, BA, BS)

- 18 MASTER'S DEGREE (FOR EXAMPLE, MA, MS, MENG, M. ED, MSW, MBA)
- 19 DOCTORATE DEGREE (FOR EXAMPLE, PHD, EDD)
- 20 PROFESSIONAL DEGREE BEYOND A BACHELOR'S DEGREE (FOR EXAMPLE, MD, DDS, DVM, LLB, JD)

SHOWCARD 6

- 1 SELF
- 2 HUSBAND
- 3 SON (INCLUDES STEP, FOSTER, ADOPTIVE)
- 4 SON-IN-LAW
- 5 BROTHER (INCLUDES HALF, STEP, FOSTER, ADOPTIVE)
- 6 BROTHER-IN-LAW
- 7 FATHER (INCLUDES STEP, FOSTER, ADOPTIVE)
- 8 FATHER-IN-LAW
- 9 UNCLE
- 10 NEPHEW
- 11 GRANDFATHER
- 12 GRANDSON
- 13 COUSIN
- 14 EX-HUSBAND
- 15 UNMARRIED PARTNER
- 16 HOUSEMATE OR ROOMMATE
- 17 TENANT, BOARDER, OR EXCHANGE STUDENT
- 18 OTHER RELATIVE
- 19 OTHER NON-RELATIVE

SHOWCARD 7

- 1 SELF
- 2 WIFE
- 3 DAUGHTER (INCLUDES STEP, FOSTER, ADOPTIVE)
- 4 DAUGHTER-IN-LAW
- 5 SISTER (INCLUDES HALF, STEP, FOSTER, ADOPTIVE)
- 6 SISTER-IN-LAW
- 7 MOTHER (INCLUDES STEP, FOSTER, ADOPTIVE)
- 8 MOTHER-IN-LAW
- 9 AUNT
- 10 NIECE
- 11 GRANDMOTHER
- 12 GRANDDAUGHTER
- 13 COUSIN
- 14 EX-WIFE
- 15 UNMARRIED PARTNER
- 16 HOUSEMATE OR ROOMMATE
- 17 TENANT, BOARDER, OR EXCHANGE STUDENT
- 18 OTHER RELATIVE
- 19 OTHER NON-RELATIVE

SHOWCARD 8

- 1 PERSON IN FAMILY WITH HEALTH INSURANCE LOST JOB OR CHANGED EMPLOYERS
- 2 LOST MEDICAID OR MEDICAL ASSISTANCE COVERAGE BECAUSE OF NEW JOB OR INCREASE IN INCOME
- 3 LOST MEDICAID OR MEDICAL ASSISTANCE COVERAGE FOR SOME OTHER REASON
- 4 COST IS TOO HIGH / CAN'T AFFORD PREMIUMS
- 5 BECAME INELIGIBLE BECAUSE OF AGE OR LEAVING SCHOOL
- 6 EMPLOYER DOES NOT OFFER COVERAGE, OR NOT ELIGIBLE FOR COVERAGE
- 7 GOT DIVORCED OR SEPARATED FROM PERSON WITH INSURANCE
- 8 DEATH OF SPOUSE OR PARENT
- 9 INSURANCE COMPANY REFUSED COVERAGE
- 10 DON'T NEED IT
- 11 RECEIVED MEDICAID OR MEDICAL INSURANCE ONLY WHILE PREGNANT

SHOWCARD 9

- 1 COST IS TOO HIGH / CAN'T AFFORD PREMIUMS
- 2 EMPLOYER DOES NOT OFFER COVERAGE, OR NOT ELIGIBLE FOR COVERAGE
- 3 INSURANCE COMPANY REFUSED COVERAGE
- 4 DON'T NEED IT

SHOWCARD 10

INCOME EARNED AT A JOB OR BUSINESS

RETIREMENT, DISABILITY, OR SURVIVOR PENSION

UNEMPLOYMENT OR WORKER'S COMPENSATION

VETERAN'S ADMINISTRATION PAYMENTS

CHILD SUPPORT

ALIMONY

INTEREST INCOME

DIVIDENDS FROM STOCKS OR MUTUAL FUNDS

INCOME FROM RENTAL PROPERTIES, ROYALTIES,
ESTATES OR TRUSTS

SHOWCARD 11

- 1 LESS THAN \$1,000
- 2 \$1,000 - \$1,999
- 3 \$2,000 - \$2,999
- 4 \$3,000 - \$3,999
- 5 \$4,000 - \$4,999
- 6 \$5,000 - \$5,999
- 7 \$6,000 - \$6,999
- 8 \$7,000 - \$7,999
- 9 \$8,000 - \$8,999
- 10 \$9,000 - \$9,999
- 11 \$10,000 - \$10,999
- 12 \$11,000 - \$11,999
- 13 \$12,000 - \$12,999
- 14 \$13,000 - \$13,999
- 15 \$14,000 - \$14,999
- 16 \$15,000 - \$15,999
- 17 \$16,000 - \$16,999
- 18 \$17,000 - \$17,999
- 19 \$18,000 - \$18,999
- 20 \$19,000 - \$19,999

SHOWCARD 12

- 21 \$20,000 - \$24,999
- 22 \$25,000 - \$29,999
- 23 \$30,000 - \$34,999
- 24 \$35,000 - \$39,999
- 25 \$40,000 - \$44,999
- 26 \$45,000 - \$49,999
- 27 \$50,000 - \$74,999
- 28 \$75,000 - \$99,999
- 29 \$100,000 - \$149,999
- 30 \$150,000 OR MORE

TARJETA 1

- 1 MEXICANO, MEXICANOAMERICANO O CHICANO
- 2 PUERTORRIQUEÑO
- 3 CENTROAMERICANO O SUDAMERICANO
- 4 CUBANO O CUBANOAMERICANO
- 5 DOMINICANO (DE LA REPÚBLICA DOMINICANA)
- 6 ESPAÑOL (DE ESPAÑA)

TARJETA 2

- 1 BLANCO
- 2 NEGRO O AFROAMERICANO
- 3 INDÍGENO AMERICANO O NATIVO DE ALASKA
(INDÍGENO AMERICANO INCLUYE INDÍGENOS DE
NORTEAMÉRICA, CENTROAMÉRICA Y
SUDAMÉRICA)
- 4 NATIVO DE HAWAII
- 5 GUAMEÑO O CHAMORRO
- 6 SAMOANO
- 7 DE OTRA ISLA DEL PACÍFICO
- 8 ASIÁTICO (INCLUYENDO: INDIO ASIÁTICO,
CHINO, FILIPINO, JAPONÉS, COREANO Y
VIETNAMITA)

TARJETA 3

- 1 INDIO ASIÁTICO
- 2 CHINO
- 3 FILIPINO
- 4 JAPONÉS
- 5 COREANO
- 6 VIETNAMITA

TARJETA 4

- 1 SEPTIEMBRE DEL 2001 O DESPUÉS
- 2 AGOSTO DE 1990 A AGOSTO DEL 2001
(INCLUYENDO LA GUERRA DEL GOLFO PÉRSICO)
- 3 MAYO DE 1975 A JULIO DE 1990
- 4 ÉPOCA DE VIETNAM (MARZO DE 1961 A ABRIL
DE 1975)
- 5 FEBRERO DE 1955 A FEBRERO DE 1961
- 6 LA GUERRA DE COREA (JULIO DE 1950 A ENERO
DE 1955)
- 7 ENERO DE 1947 A JUNIO DE 1950
- 8 SEGUNDA GUERRA MUNDIAL (DICIEMBRE DE
1941 A DICIEMBRE DE 1946)
- 9 NOVIEMBRE DE 1941 O ANTES

TARJETA 5

- 0 NO COMPLETÓ NINGÚN GRADO EN LA ESCUELA
- 1 COMPLETÓ EL 1^{er.} GRADO
- 2 COMPLETÓ EL 2^{o.} GRADO
- 3 COMPLETÓ EL 3^{er.} GRADO
- 4 COMPLETÓ EL 4^{o.} GRADO
- 5 COMPLETÓ EL 5^{o.} GRADO
- 6 COMPLETÓ EL 6^{o.} GRADO
- 7 COMPLETÓ EL 7^{o.} GRADO
- 8 COMPLETÓ EL 8^{o.} GRADO
- 9 COMPLETÓ EL 9^{o.} GRADO
- 10 COMPLETÓ EL 10^{o.} GRADO
- 11 COMPLETÓ EL 11^{o.} GRADO

- 12 DIPLOMA DE ESCUELA PREPARATORIA O 'HIGH SCHOOL'
- 13 GRADO 12, SIN DIPLOMA
- 14 CERTIFICADO "GED" POR COMPLETAR 'HIGH SCHOOL'

- 15 ALGUNOS CRÉDITOS UNIVERSITARIOS, PERO SIN TÍTULO
- 16 TÍTULO DE ASOCIADO UNIVERSITARIO (POR EJEMPLO, AA, AS)
- 17 TÍTULO DE LICENCIATURA UNIVERSITARIA (POR EJEMPLO, BA, BS)

- 18 TÍTULO DE MAESTRÍA (POR EJEMPLO, MA, MS, MENG, M. ED, MSW, MBA)
- 19 TÍTULO DE DOCTORADO (POR EJEMPLO, PHD, EDD)
- 20 TÍTULO PROFESIONAL MÁS ALLÁ DE UN TÍTULO DE LICENCIATURA UNIVERSITARIA (POR EJEMPLO, MD, DDS, DVM, LLB, JD)

TARJETA 6

- 1 SÍ MISMO
- 2 ESPOSO
- 3 HIJO (INCLUYE HIJASTRO, HIJO "FOSTER" O DE CRIANZA, HIJO ADOPTIVO)
- 4 YERNO
- 5 HERMANO (INCLUYE MEDIO HERMANO, HERMANASTRO, HERMANO "FOSTER" O DE CRIANZA, HERMANO ADOPTIVO)
- 6 CUÑADO
- 7 PADRE (INCLUYE PADRASTRO, PADRE "FOSTER" O DE CRIANZA, PADRE ADOPTIVO)
- 8 SUEGRO
- 9 TÍO
- 10 SOBRINO
- 11 ABUELO
- 12 NIETO
- 13 PRIMO
- 14 EX-ESPOSO
- 15 PAREJA (SIN ESTAR CASADOS)
- 16 COMPAÑERO DE CASA O DE CUARTO
- 17 INQUILINO, HUÉSPED O ESTUDIANTE DE INTERCAMBIO
- 18 OTRO PARIENTE
- 19 OTRO QUE NO SEA PARIENTE

TARJETA 7

- 1 SÍ MISMA
- 2 ESPOSA
- 3 HIJA (INCLUYE HIJASTRA, HIJA "FOSTER" O DE CRIANZA, HIJA ADOPTIVA)
- 4 NUERA
- 5 HERMANA (INCLUYE MEDIA HERMANA, HERMANASTRA, HERMANA "FOSTER" O DE CRIANZA, HERMANA ADOPTIVA)
- 6 CUÑADA
- 7 MADRE (INCLUYE MADRASTRA, MADRE "FOSTER" O DE CRIANZA, MADRE ADOPTIVA)
- 8 SUEGRA
- 9 TÍA
- 10 SOBRINA
- 11 ABUELA
- 12 NIETA
- 13 PRIMA
- 14 EX-ESPOSA
- 15 PAREJA (SIN ESTAR CASADOS)
- 16 COMPAÑERA DE CASA O DE CUARTO
- 17 INQUILINA, HUÉSPED O ESTUDIANTE DE INTERCAMBIO
- 18 OTRA PARIENTE
- 19 OTRA QUE NO SEA PARIENTE

TARJETA 8

- 1 LA PERSONA EN LA FAMILIA CON SEGURO DE SALUD PERDIÓ EL EMPLEO O CAMBIÓ DE EMPLEADOR O PATRÓN
- 2 PERDIÓ LA COBERTURA DE MEDICAID O DE BENEFICIOS MÉDICOS POR CAMBIAR DE EMPLEO O POR AUMENTO DE INGRESOS
- 3 PERDIÓ LA COBERTURA DE MEDICAID O ASISTENCIA MÉDICA POR ALGUNA OTRA RAZÓN
- 4 EL COSTO ES DEMASIADO ALTO O NO PUEDE PAGAR LAS CUOTAS O PRIMAS
- 5 PERDIÓ LOS BENEFICIOS DEBIDO A LA EDAD O POR DEJAR LA ESCUELA
- 6 EL EMPLEADOR NO OFRECE COBERTURA O LA PERSONA NO LLENA LOS REQUISITOS PARA RECIBIR COBERTURA
- 7 SE DIVORCIÓ O SE SEPARÓ DE LA PERSONA CON SEGURO
- 8 MUERTE DEL ESPOSO(A) O DEL PADRE O LA MADRE
- 9 LA COMPAÑÍA DE SEGUROS LE NEGÓ LA COBERTURA
- 10 NO LO NECESITA
- 11 RECIBIÓ MEDICAID O SEGURO MÉDICO SOLAMENTE DURANTE EL EMBARAZO

TARJETA 9

- 1 EL COSTO ES DEMASIADO ALTO O NO PUEDE PAGAR LAS CUOTAS O PRIMAS
- 2 EL EMPLEADOR NO OFRECE COBERTURA O LA PERSONA NO LLENA LOS REQUISITOS PARA RECIBIR COBERTURA
- 3 LA COMPAÑÍA DE SEGUROS LE NEGÓ LA COBERTURA
- 4 NO LO NECESITA

TARJETA 10

INGRESOS OBTENIDOS DE UN EMPLEO O NEGOCIO

JUBILACIÓN, DISCAPACIDAD O PENSIÓN PARA SOBREVIVIENTES

COMPENSACIÓN POR DESEMPLEO O DE TRABAJADORES

PAGOS DE LA ADMINISTRACIÓN DE VETERANOS

MANUTENCIÓN INFANTIL

PENSIÓN DE SU EX-PAREJA

INGRESO PROVENIENTE DE INTERESES

DIVIDENDOS PROVENIENTES DE ACCIONES O FONDOS MUTUOS

INGRESOS POR ALQUILER DE PROPIEDADES, REGALÍAS, HERENCIAS O FIDEICOMISOS

TARJETA 11

- 1 MENOS DE \$1,000 DÓLARES
- 2 DE \$1,000 A \$1,999 DÓLARES
- 3 DE \$2,000 A \$2,999 DÓLARES
- 4 DE \$3,000 A \$3,999 DÓLARES
- 5 DE \$4,000 A \$4,999 DÓLARES
- 6 DE \$5,000 A \$5,999 DÓLARES
- 7 DE \$6,000 A \$6,999 DÓLARES
- 8 DE \$7,000 A \$7,999 DÓLARES
- 9 DE \$8,000 A \$8,999 DÓLARES
- 10 DE \$9,000 A \$9,999 DÓLARES
- 11 DE \$10,000 A \$10,999 DÓLARES
- 12 DE \$11,000 A \$11,999 DÓLARES
- 13 DE \$12,000 A \$12,999 DÓLARES
- 14 DE \$13,000 A \$13,999 DÓLARES
- 15 DE \$14,000 A \$14,999 DÓLARES
- 16 DE \$15,000 A \$15,999 DÓLARES
- 17 DE \$16,000 A \$16,999 DÓLARES
- 18 DE \$17,000 A \$17,999 DÓLARES
- 19 DE \$18,000 A \$18,999 DÓLARES
- 20 DE \$19,000 A \$19,999 DÓLARES

TARJETA 12

- 21 DE \$20,000 A \$24,999 DÓLARES
- 22 DE \$25,000 A \$29,999 DÓLARES
- 23 DE \$30,000 A \$34,999 DÓLARES
- 24 DE \$35,000 A \$39,999 DÓLARES
- 25 DE \$40,000 A \$44,999 DÓLARES
- 26 DE \$45,000 A \$49,999 DÓLARES
- 27 DE \$50,000 A \$74,999 DÓLARES
- 28 DE \$75,000 A \$99,999 DÓLARES
- 29 DE \$100,000 A \$149,999 DÓLARES
- 30 \$150,000 O MÁS

Enumeration Rules

PERSONS WHO ARE NOT TO BE INCLUDED ON ROSTER:

- Persons under the age of 12 at the time of screening (do count them in the total SDU Members number)
- Persons who are institutionalized at the time of screening
- Persons who will not live at the SDU for most of the time during the quarter

PERSONS WHO ARE TO BE INCLUDED ON ROSTER:

- Persons who will live at the SDU for most of the time during the quarter (provided they are 12 or older and not institutionalized at the time of screening)

PERSONS ON ACTIVE DUTY IN THE UNITED STATES' MILITARY/ARMED FORCES:

- Active duty personnel who live at the SDU for half or more of the quarter will be rostered, but then will be made ineligible by the tablet prior to selection

KNOWN CITIZENS OF FOREIGN COUNTRIES:

- **DO NOT INCLUDE:** — citizens of foreign countries living on the premises of an embassy, ministry, legation, chancellery, or consulate
— citizens of foreign countries who consider themselves to be just visiting or traveling in the United States (regardless of the length of time they will be staying at the SDU)
- **DO INCLUDE** citizens of foreign countries who are not living on the premises of an embassy, ministry, etc., but who are living/studying/working in the United States and who will be living at the SDU for most of the time during the quarter.

Sampling Process Explanation

Sample: A representative part of a population that is studied to gain information about the whole population.

NSDUH target population: Civilian, non-institutional population aged 12 years or older residing within the 50 United States and the District of Columbia.

THE PROCESS:

RTI statisticians draw a smaller sample of the target population designed to represent the population as a whole using probability sampling.

Step 1:

Break each state into geographic areas, called **State Sampling Regions (SSRs)** using population estimates and housing unit counts from the Census Bureau.

- Number of SSRs is dependent on the population of the state, as shown in the table below.
- Each SSR within a state is expected to yield the same number of interviews. This means the more densely populated the area, the smaller the region.

State	SSRs	Approx. Int. per Segment	Total Segments
California	36	16	288
Texas, New York, and Florida	30	14	240
Illinois, Pennsylvania, Ohio, and Michigan	24	13	192
Georgia, North Carolina, New Jersey, and Virginia	15	13	120
Remaining 38 States and the District of Columbia	12	10	96

Step 2:

Break each SSR up into **segments**.

- Scientifically selected to ensure the sample accurately represents the United States' population.
- Each area is assigned a "probability," or "chance," of being selected based on the Census population count. 8 segments selected within each SSR (2 per quarter of data collection).

Step 3:

Dwelling units (DUs) within the segments are counted and listed, and recorded on the List of DUs or Group Quarters Listing Form.

Step 4:

From the listed DUs, specific housing units (HUs) and group quarters units (GQUs) are randomly selected.

- Selected units are called sample dwelling units (**SDUs**) which you contact for screening and possible interviewing. Approximately 186,000 SDUs are randomly selected each **year**

Step 5:

Either 0, 1, or 2 persons (**respondents**) are selected for the interview using the roster information entered into the tablet during screening. Approximately 70,000 respondents are selected and complete the interview each year.

- All screening data are used by RTI statisticians

Analysis:

"Sample Weighting" is used to determine how many people in the population each respondent represents.

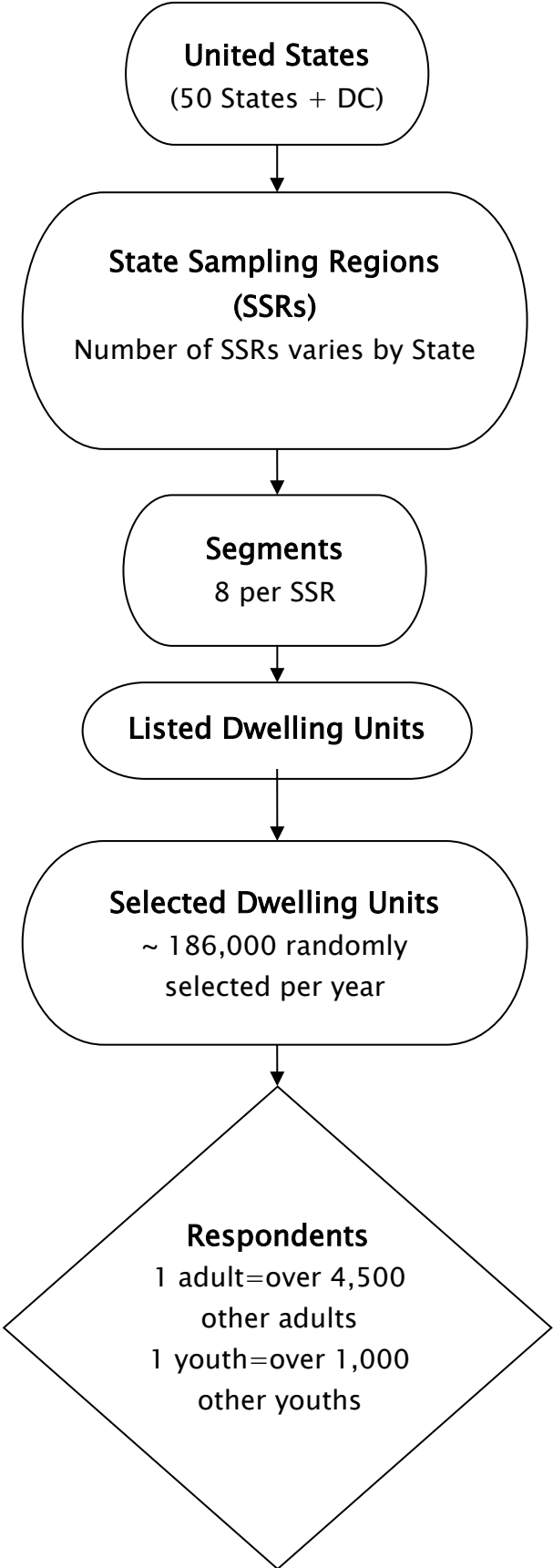
- 1 adult - represents over 4,500 other adults
- 1 youth - represents over 1,000 other youths

FIELD INTERVIEWER'S ROLE

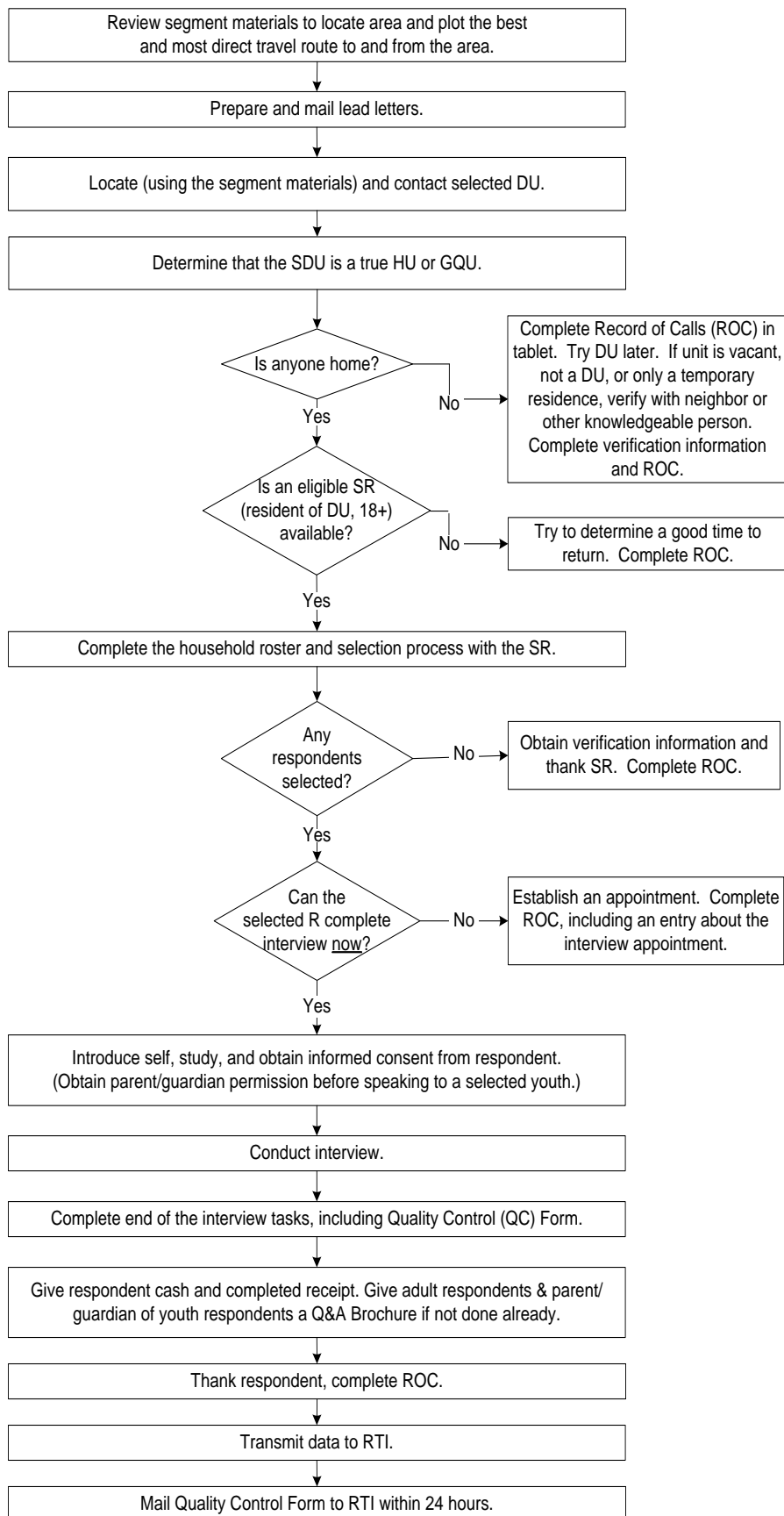
Maintain the integrity of the sample by:

- Using segment materials properly
- Following project procedures, including editing address and missed DU protocols
- Investigating discrepancies between the materials and what you actually see in the field
- Paying close attention to details

Sampling Process Explanation *(continued)*



Overview of the Screening and Interview Process



Overview of the Screening and Interview Process *(continued)*

When you work in the field, you will encounter a variety of situations:

Can't screen (i.e. no one home, vacant units, SR not available, etc.)

- touch Case ID on the Select Case Screen, touch Screen DU
- approach unit and discover you can't screen
- obtain verification information for codes 10, 13 and 18
- complete ROC to document situation

Screen only (codes 22, 25, 26, 30)

- touch Case ID on the Select Case Screen, touch Screen DU
- approach unit and obtain participation of eligible SR
- complete screening
- obtain verification information
- complete ROC

Screen, then interview (31, 32 and then 70)

- touch Case ID on the Select Case Screen, touch Screen DU
- approach unit and obtain participation of eligible SR
- complete screening
- obtain participation/informed consent of selected respondent(s) (and permission of parent/guardian if minor)
- prepare laptop and enter QuestID from tablet
- conduct interview(s) with available selected respondent(s)
- perform end of interview steps by carefully following the instructions on the screen for the Quality Control Form and incentive procedures, providing a Q&A Brochure to each adult respondent and the parent/guardian of each youth respondent, if not done earlier
- complete ROC(s) in tablet for screening and completed interview(s)
- mail completed Quality Control Form(s) to RTI within 24 hours

Screen, make appointment for interview (codes 31, 32 and then 50)

- touch Case ID on the Select Case Screen, touch Screen DU
- approach unit and obtain participation of eligible SR
- complete screening
- complete ROC for screening
- complete ROC to document appointment for each selected respondent
- prepare appointment card and give to each respondent

Interview only at appointment time or other follow-up contact

- touch Case ID on the Select Case Screen, review selections and roster
- obtain participation/informed consent of selected respondent(s) (and permission of parent/guardian if minor)
- prepare laptop and enter QuestID from tablet
- conduct interview(s) with selected respondent(s)
- perform end of interview steps by carefully following the instructions on the screen for the Quality Control Form and incentive procedures, providing a Q&A Brochure to each adult respondent and the parent/guardian of each youth respondent, if not done earlier
- complete ROC(s) in tablet
- mail completed Quality Control Form(s) to RTI within 24 hours

Screening and Interviewing Tasks

Carefully review the below list to be sure you understand how to properly complete each task, referring to the FI Manual section(s) as needed for details.

Global Tasks	Manual
<p>Read Verbatim Using the Exact Words Provided Do not skip or change words. Do not add additional words or explanations. Take your time to ensure you read each word.</p>	6.2, 8.2
<p>Know the Study Accurately and concisely answer respondent questions about the study and participation.</p>	5.1 – 5.6 7.5
<p>Use Materials Correctly Be organized and have materials accessible. Hand required materials as prompted on the screen. Remember to pack the Showcard Booklet, completed QC Form (sealed in the envelope) and Interview Incentive Receipt copies at the end of the interview. Do not ask for any other materials to be returned.</p>	4.6 12.2
<p>Protect Respondent Rights Follow ALL informed consent protocols exactly. Treat all information observed/ provided confidentially. Treat each person you encounter respectfully, professionally and ethically. Never reveal a respondent's answers to anyone, including the respondent's family members. Resist the temptation to reveal even positive information gleaned from an interview to parents or other household members.</p>	2.4 – 2.6 4.10 7.6
<p>Perform all Tasks in an Unbiased Manner Work calmly and professionally. Any comments must be neutral and unbiased.</p>	7.2 8.2

Screening Tasks	Manual
<p>Use Segment Materials to locate the correct SDU</p>	3.4
<p>Introduce Yourself and the Study to the Screening Respondent (SR) SR must be an adult (18+) resident of the SDU. Have your ID badge visible. Include the 4 points: your name, you represent RTI International, the sponsor is the US Department of Health and Human Services, and mention/offer the Lead Letter.</p>	4.8 4.9
<p>Obtain Informed Consent for screening Give the SR a copy of the Study Description to keep and read the Informed Consent screen verbatim.</p>	4.10
<p>Complete the Household Roster Ask the questions verbatim and carefully enter responses. The SR must hear each question read in its entirety one time to hear all options. Subsequently you may accept responses early, <u>only</u> if the SR interrupts. Never assume or code by observation other than gender (<i>with one RARE exception if ethnicity/race refused for Householder – see FI Manual</i>).</p>	6.4
<p>Transition to the Interview Smoothly For selected respondent(s), share selection info with SR and available interview respondent(s). Ask and be prepared to complete the interview(s) at that time.</p>	7.3 7.4
<p>Collect Verification Information (for SDUs with no one selected) Read the text verbatim and enter details accurately.</p>	6.5

Screening and Interviewing Tasks *(continued)*

Interview Tasks	Manual
<p>Obtain Parental Permission to Speak with Selected Youth PRIOR to talking with youth about the study, read the script available on the tablet Respondent Selection screen to the parent/guardian.</p>	7.4.2
<p>Introduce Yourself and the Study to the interview respondent (R) Accurately answer any questions the R may have.</p>	7.4, 7.5
<p>Obtain Parental Permission to Interview Selected Youth Read the top box of the youth script from the Showcard Booklet to the parent/guardian. If two youth are selected, read the script twice to obtain separate permission for each youth. Confirm an adult will be at home during the interview.</p>	7.6.2
<p>Complete Informed Consent Protocols Read the age appropriate script from the Showcard Booklet verbatim and when prompted give the R a copy of the Study Description to keep (unless the R was the SR and still has a copy available; in all other situations, provide a copy to the R).</p>	7.6
<p>Choose an interview location that gives the respondent privacy</p>	7.7
<p>Set up the Laptop Properly and Efficiently Plug in laptop and headphones, and place fresh covers on the ear pieces in front of R. Turn on laptop and enter the passwords. Enter the QuestID to begin the interview.</p>	7.7.3
<p>Ask Questions as Worded; Ask All Questions Allow R time to respond. Do not rush the R or allow R to rush you. Ask all questions even if you think you know the answer. Never assume/code by observation. Probe to ensure accurate/complete responses, particularly for initial answer of don't know.</p>	8.2
<p>Use Showcards Properly Turn the Showcard Booklet to the proper card, and give it to the R when instructed on the screen (or lay it on the table for the R). Do not prop up or hold the booklet yourself. Take the booklet back when finished with the question.</p>	8.6
<p>Introduce the Laptop to the R Read the introduction screens verbatim. As instructed, first point (with your finger) then read the description. Be sure the R can see the keyboard. Offer the headphones and demonstrate the volume adjustment.</p>	8.7
<p>Be Available During the ACASI Assist if the R has questions, but be sure you cannot see the screen. To protect confidentiality and privacy, NEVER read the ACASI questions out loud or allow them to play through the laptop speakers (even if the R thinks it is OK). Prepare the end of interview forms (Interview Incentive Receipt: Case ID ONLY; QC Form: all boxes in the FI portion). Leave the headphones plugged in until the very end of the interview.</p>	8.7
<p>Complete the QC Form Process Read the screen text exactly, provide the prepared form and envelope as instructed. R should place the completed QC Form in the envelope and seal before returning it to you. For youth respondents, ask the parent/guardian to complete the form.</p>	8.11.1
<p>Complete the Incentive Process Follow the steps on the screen in order (hand cash, mark box, sign and date receipt, give R top copy). Read the text on the screen verbatim. Provide a Q&A Brochure to the R, or the parent/guardian of a youth, reading the screen text. (This is not required if you provided a brochure earlier, such as when explaining the study.)</p>	8.11.2
<p>Understand your professionalism and dedication make a difference!</p>	7.2

Guidelines for Speaking with Neighbors

When speaking with neighbors, it's important only to ask for and obtain certain information. Always be very general and concise, and do not offer more information than is necessary.

If the neighbor is suspicious and won't provide any information unless you tell them why you are interested in a particular address, simply state the household has been selected for a national study. Do not name or describe the survey.

You CAN speak to a neighbor to:

1. Verify whether someone actually lives at the selected DU(s)
2. Find out a good time to find the residents at home
3. Obtain verification data if the SDU is vacant

When speaking with neighbors, you CANNOT:

1. Explain that the household has been selected to participate in the NSDUH
2. Obtain screening information for the selected DU(s)

Suggested wording to use when speaking with neighbors:

"Hello, my name is [INSERT NAME] with RTI International. I am working on a nationwide study sponsored by the U.S. Department of Health and Human Services and need to speak with your neighbor. Do you know when would be a good time to find them at home?"

OR

"Hello, my name is [INSERT NAME] with RTI International. Your neighbor's address has been selected for a national study and I'm having trouble catching them at home. Do you know when a good time would be for me to find them at home?"

Suggested wording for vacancy verification:

"Hello, my name is [INSERT NAME] with RTI International. Your neighbor's address has been selected for a national study, but it looks like the house may be vacant. Can you tell me if someone lives there?"

Informed Consent Reference Guide

This reference guide is not a replacement for information contained in your FI Manual, but is a listing of crucial protocols that must be followed when obtaining informed consent. Refer to Section 7.6 in your FI Manual for more information on informed consent procedures.

YOUTH INFORMED CONSENT PROCEDURES:

Parental Permission:

- Before talking with the selected youth, ask the parent/guardian for permission to speak with the youth using the Parental Introductory script on the tablet.
- After the parent agrees, speak with the selected youth. Introduce yourself and the study, providing materials as necessary, and inform the youth they have been selected for the interview.
- Once the youth agrees to do the interview, read the top box of the Intro to CAI 12-17 to parent/guardian and obtain their permission to interview the youth. Permission MUST be given IN PERSON.
- After parental permission has been given, confirm the parent/guardian or another adult will be present for the duration of the interview (not in interview room)
- If you obtain permission from one parent/guardian who is not home when you return to do the interview, you may only proceed if the other parent/guardian is available, grants permission for the interview, and confirms he/she or another adult will be present for the duration of the interview
- If the parent/guardian cannot communicate well enough in English to understand the Intro to CAI:
 - If parent speaks Spanish, have the parent read the Spanish translation of the Intro to CAI themselves (if you are not a RTI-Certified bilingual FI who could read it to them)
 - If parent cannot read, the youth or another translator may read script to the parent, along with reading the Spanish Study Description
 - If language is other than Spanish, the youth or another translator may use the script and Study Description and translate the information for the parent
 - Use the youth or translator to confirm the parent/guardian or another adult will be present for the duration of the interview and answer any questions the parent may have

After Obtaining Parental Permission:

- Read the main box of the Intro to CAI 12-17 to the youth. When instructed, give the youth a Study Description to read and keep.

ADULT INFORMED CONSENT PROCEDURES:

- Read the Intro to CAI 18+ to R. When instructed, give the R a Study Description to read and keep (unless the R was the SR and still has a copy available; in all other situations, provide a copy to the R).
 - If R cannot read the Study Description themselves, you must read it to them

The Interview Process

Informed Consent Procedures

- READ THE INFORMED CONSENT FOUND AT THE FRONT OF THIS BOOKLET TO RESPONDENT
- If the respondent is 12 - 17 years old, obtain parental permission first

Choose the Best Interview Location

- Consider the following issues:
 - Privacy and ethics
 - Comfort and safety
 - Battery power and/or the availability of an electrical outlet
- Be flexible in choosing a location, but never compromise NSDUH protocols

Setting up the Computer

- Unpack the computer and plug it in using the extension cord if needed
- Place clean headphone covers on the ear pieces of the headphones and plug the headphones into the computer
- Press the Power button and WAIT for the computer to boot up
- While waiting, make sure you have the QuestID displayed on the tablet, your Showcard Booklet, a Quality Control Form and envelope, a Q&A Brochure (if not given earlier), \$30 and an Interview Incentive Receipt
- Insert Yubikey, enter the passwords, then enter the QuestID from the tablet to begin the interview

Conducting the Interview

- Obtain informed consent (if not done earlier)
- If respondent is under the age of 12 or is active in the military, the computer will automatically complete this case (If this occurs, remember to enter a Code 79 in the tablet and explain the situation)
- Use the Showcards as instructed
- During the ACASI, be available to assist the respondent without being intrusive
 - Prepare the Quality Control Form:
 - Record the **date** and approximate interview completion **time**
 - Print your **name** and **FI ID #** legibly
 - Record the **Case ID**, including the **A** or **B**
 - Indicate which **parent** (or guardian) gave permission if respondent is a minor
 - Prepare the Interview Incentive Receipt:
 - Record the **Case ID**, including the **A** or **B**
 - Do not sign, date or check the box for cash acceptance until prompted by the computer
 - Other possible tasks include: review your ROCs and plan work for the day, re-read portions of the FI Computer Manual or FI Manual (access from the FI Assistant feature or remove a chapter or two at a time from the binder), re-read the Job Aids section in the Showcard Booklet, and review materials for information to use when obtaining cooperation.

The Interview Process *(continued)*

- Enter the QC ID and the Case ID when prompted and follow Quality Control Form procedures
 - For a youth, the Quality Control Form should be completed by a parent or guardian (If no parent is available, it is acceptable for the youth to complete the form)
 - The R/parent should place the Quality Control Form into the envelope and seal it (If R/parent refuses to complete the Quality Control Form, ask him/her to write “REFUSED” across the top)
- Give R the \$30 cash, sign, date and mark the appropriate cash acceptance box on the Interview Incentive Receipt and give the respondent the top copy
- Give adult interview respondents and parent/guardian of youth respondents a Q&A Brochure (if not done earlier)

When Finished with the Interview

- Turn off your laptop
- Pack up your equipment:
 - Unplug the power cord from the computer first, unplug from the wall, then wrap them up and place in carrying case
 - Close the screen, place the laptop in the bag and zip closed
 - Remember your tablet, Yubikey, Showcard Booklet, and other papers
- **THANK YOUR RESPONDENT!**
- Enter a Code 70 in your tablet.
- Answer the FI debriefing questions
- Mail Quality Control Form to RTI within 24 hours of completion of the interview
- Mail Interview Incentive Receipt (FS copy) to your FS each week

Possible Respondent Difficulties

- Is the respondent physically, mentally, and emotionally capable of participating?
 - Slow the pace of the questions to see if comprehension improves
 - Allow adequate time to answer
 - If respondent does not seem to understand, politely discontinue the interview and speak with your FS
- Is the respondent intoxicated or under the influence of other drugs?
 - Attempt to schedule another time to return
- Is the respondent blind or paralyzed?
 - Take the time to figure out if respondent can complete interview—each interview is precious!
 - Only in these situations are you allowed to enter the responses during the ACASI portion for the respondent (Make note of this in the FI debriefing questions)
- Does the respondent exhibit behaviors that suggest he or she may have difficulty reading?
 - Remember that the respondent can listen to all the questions through the headphones and answer most questions with a number

Instructions for Using the Certificate of Participation

At the end of the interview, you can give a Certificate of Participation that authenticates the respondent's participation in NSDUH. Youth and other interested respondents may use the completed certificate to verify with teachers or group leaders that they participated in NSDUH, and may then receive credit for participating in the study. Possibilities include:

- extra credit for school
- incorporating the NSDUH experience into a school project
- credit towards community service hours.

It is the respondents' responsibility to arrange to receive any possible credit. Respondents and parents must understand that:

- they are responsible for making arrangements for any credit
- their school or group may or may not give credit; credit is not guaranteed
- no advance arrangements have been made with any schools or community groups.

The certificate is worded to allow for use with respondents other than middle or high school students, such as a young adult required to perform community service or for classes beyond high school. However, the certificate should be used primarily with youth respondents. Adult respondents should not receive a certificate unless they ask for acknowledgement that he/she completed the survey or seem very interested in receiving one.

Upon completion of the interview, prepare the certificate by:

- filling in the date the interview was completed
- and your FI name and ID number.

To preserve confidentiality, the respondent adds his or her name at a later time.

Also provide a Question and Answer Brochure along with the certificate, as it contains additional details and includes contact information and Website addresses where interested persons can obtain additional information.

ROC Comments

ROC comments should be appropriate, non-judgmental, and:

- **Informative** – Record appointment times, best times to return, who you talked to, or if no adult was home, record which cars were in the driveway.
- **Helpful** – Note relevant information for you to use in preparing to return or when discussing the case with your supervisor. If a case gets transferred to another FI, the notes are very important to the new FI to understand what has happened.
- **Concise** – Explain your comments directly, leaving out unnecessary words or information. Your comments must be easily understood by you, your FS, other FIs, and project managers.

Examples of good ROCs:

- CB after 7:00 pm
- 2:30 Sat appt
- W M 15ish said parents home after 8:00
- HISP F 60s send SPAN letter

PROJECT ABBREVIATIONS

R	respondent (for the interview)
SR	screening respondent
FI	field interviewer
Q&A	Q&A Brochure
DU	dwelling unit

STANDARD ABBREVIATIONS

days of the week (with 3 letters)

F	female
M	male
B	black
W	white
HISP	Hispanic
SPAN	Spanish
INFO	information
REF	refused

SUGGESTED HELPFUL ABBREVIATIONS

CB	call back (or come back)
APPT	appointment
AM	morning
AFTRN	afternoon
PM	evening
NGHBR	neighbor
GTKPR	gatekeeper
WKND	weekend

Refusal Reasons

Use these descriptions to help you classify refusals.

1. Too busy/no time/did too many already

The number one reason for refusals is lack of time.

2. Surveys/ Government invasive / teen exposure

These people feel that the government invades their privacy too much with surveys. There may be philosophical, political, or religious reasons for not participating in surveys. Parents may be concerned about exposing their teen to the sensitive subject matter in the survey.

3. Clarify confidentiality, legitimacy, selection

Be sure to listen carefully to what respondents are telling you—questions about the legitimacy of the survey or how the survey guarantees confidentiality can often be explained by you on the doorstep, if you understand their concern.

4. “Nothing in it for me”/ Uncooperative

Sometimes people will either not give a reason for their refusal or they'll tell you that there's no reason for them to participate.

5. Gatekeeper / Parent / HH member disallow

Sometimes you encounter a refusal situation controlled by another person besides the person selected for the interview. A spouse, parent, guardian, or another influential person in the household may refuse for the selected individual, or deny you the ability to talk directly to the selected person. Even if you are able to talk with the selected person, he or she may refuse because of the other person's opinions.

6. Welfare / INS / ICE / USCIS concern

Persons involved with various government programs may fear that you are a welfare worker or an immigration officer checking on their status.

7. Too ill / house messy / not dressed

These refusals are situational and will not generate a refusal letter. They refused because you caught them at an awkward time.

8. Need to discuss with FS

In some cases, a respondent's refusal won't fit any of the above categories, but you are able to gather a sense of what is preventing them from participating. With this option write a very specific note in the refusal comment section to alert your FS. Then you can talk with him/her about how best to handle the refusal.

Result Codes

Pending Screening Codes		Requires FS Approval	Verification Info Required	Tablet Auto Codes
01	No One at DU			
02	Screening Respondent (SR) Unavailable			
03	Neighbor Indicates Occupancy			
04	Pending Incapable			
05	Pending Language Barrier (Spanish)			
06	Pending Language Barrier (Other)			
07	Pending Refusal			
08	Unable to Locate SDU			
09	Pending Other - Specify			






Final Screening Codes		Requires FS Approval	Verification Info Required	Tablet Auto Codes
Ineligible SDUs				
10	Vacant		✓	
13	Not Primary Residence		✓	
18	Not a Dwelling Unit		✓	
19	GQU Listed as HU			
20	HU Listed as GQU			
22	All Military		✓	✓
25	No Eligible Members		✓	✓
26	Respondent (R) in DU Less than ½ Quarter		✓	✓
29	Listing Error	✓		
Screening Not Obtained				
11	No One at DU - Repeated	✓		
12	Screening Respondent (SR) Unavailable - Repeated	✓		
14	Final Incapable	✓		
15	Final Language Barrier (Spanish)	✓		
16	Final Language Barrier (Other)	✓		
17	Final Refusal	✓		
21	Denied Access	✓		
23	Final Other - Specify	✓		
Screening Completed				
30	No one selected		✓	✓
31	One person selected			✓
32	Two persons selected			✓

Result Codes (continued)

Pending Interview Codes		Requires FS Approval	Verification Info Required	Tablet Auto Codes
50	Appointment for Interview			
51	No One at DU			
52	Respondent (R) Unavailable			
53	Pending Break-off (Partial Interview)			
54	Pending Incapable			
55	Pending Language Barrier (Spanish)			
56	Pending Language Barrier (Other)			
57	Pending Refusal			
58	Pending Parental Refusal for age 12-17			
59	Pending Other - Specify			

Final Interview Codes		Requires FS Approval	Verification Info Required	Tablet Auto Codes
70	Interview Complete		✓	
71	No One at DU - Repeated	✓		
72	Respondent (R) Unavailable - Repeated	✓		
73	Final Break-off (Partial Interview)	✓		
74	Final Incapable	✓		
75	Final Language Barrier (Spanish)	✓		
76	Final Language Barrier (Other)	✓		
77	Final Refusal	✓		
78	Final Parental Refusal for age 12-17	✓		
79	Final Other - Specify	✓		

Counting and Listing Abbreviations

<u>COLORS</u>	<u>ADDRESSES</u>	<u>OTHER/GENERAL</u>
BG Beige BK Black BL Blue BR Brown DK Dark GR Grey GN Green LT Light MED Medium OR Orange PK Pink RD Red TN Tan WH White YL Yellow	ADD Address ALY Alley APT Apartment AVE Avenue BLK Block BLVD Boulevard BLDG Building CIR Circle CT Court DRWR Drawer DR Drive HWY Highway JCT Junction LN Lane PKWY Parkway PL Place PT Point PO Post Office (Box) RD Road RTE Route ST Street TER Terrace	ATT Attached BSMT Basement BUS Business CPT Carport CG Cattleguard CHNLNK Chainlink CHMY Chimney CHUR Church COL Column COR Corner CO County DB Doorbell DRMR Dormer DBL Double DRWY Driveway ELCMTR Electric Motor ENT Entrance EXT Exit EXTR Exterior FEN Fence FLR Floor FDN Foundation FRM Frame FR From GAR Garage GRD Guard GRV Gravel GRND Ground HSE House LG Large MBX Mailbox MID Middle MI Mile PKT Picket PCH Porch PVT Private RR Railroad RSTR Restaurant RM Room SCRN Screen/Screened SHK Shake SHUT Shutters SD Side Door STR Store STY Story TR Trim UC Under Construction VAC Vacant VER Veranda VEST Vestibule WIN Window WD Wood
<u>DIRECTION/ORIENTATION</u>	<u>STRUCTURE/MATERIALS</u>	
ABV Above ACR Across ADJ Adjacent AFT After BCK Back BEF Before BEH Behind BTWN Between BTM Bottom E East FRT Front L Left N North NE Northeast NW Northwest RE Rear R Right S South SE Southeast SW Southwest W West	ALUM Aluminum BRK Brick BRNSTN Brownstone CDR Cedar CBLK Cement Block CEM Cement LOG Log RCK Rock SDG Siding STN Stone STU Stucco VNY Vinyl	
<u>ARCHITECTURE/BUILDING STYLE</u>	<u>TYPES OF ROOFS</u>	
APT Apartment CPCD Cape Cod CLNL Colonial CONDO Condominium CNTP Contemporary DBLWID Doublewide DPX Duplex RCH Ranch RF Roof SPL Split Level TRAD Traditional TRLR Trailer TRANS Transitional	FLT Flat  GBL Gable  GMBR Gambrel  HIP Hip  MNSD Mansard  SHGL Shingle SPNTL Spanish Tile TIN Tin	

Editing Address Protocol

When to Edit an Address

Editing SDU addresses should not be a common task. An address should only be edited if the physical address is missing or incorrect, such as when only a description of the SDU is provided.

Before editing an address, first confirm you are at the correct selected dwelling unit. To do this, use a combination of project resources, including the handwritten List of DUs, block listing maps, and the address or description in your tablet. If you are confident you are at the correct DU but the address is incorrect, you should consult the *Editing Address Protocol* chart. It will guide you on the steps to follow.

When you edit an address, there are two additional steps you must take to complete the process. First, you must enter a note in the Record of Calls explaining the reason for the edit. Second, you should notify your FS of the edit. Your FS must update their copy of the segment materials with the edit, and in many cases notify RTI's Sampling Department to update the project sampling frame.

Never make edits to an address which creates a duplicate of an address already listed on the original List of DUs. Enter a note in the Record of Calls describing the situation and address discrepancy, and then obtain permission from your FS and Sampling before making the edit. Carefully checking the original List of DUs before making an edit will ensure no duplication occurs.

After reviewing the *Editing Address Protocol* chart, if you are unsure whether an address should be edited or the appropriate procedures to follow, enter detailed notes about the situation in the ROCs and contact your FS promptly for assistance.

When NOT to Edit an Address

In order to maintain the integrity of the sample, there are specific situations when you should not edit an address. These situations are listed as "Improper" in the third column of the *Editing Address Protocol* chart.

For example, addresses must never be edited due to screening on the incorrect line or at the wrong dwelling unit. Always double-check the address at the top of the tablet screen and consult your segment materials to prevent this type of error.

Also, do not change an address or description to a Post Office Box, but instead enter any PO Box information in the Record of Calls.

Lastly, do not edit addresses to change abbreviations to full spellings, such as "Dr." to "Drive," or from full spellings to abbreviations, such as "Boulevard" to "Blvd."

Reminder:

Always refer to the chart:

- when deciding whether or not to edit an address, and
- to be certain all appropriate procedures have been completed when editing an address.

EDITING ADDRESS PROTOCOL

REMINDER: Always review your segment maps, original list of dwelling units, and tablet information before editing SDU addresses.

Scenario	Description of Situation	Proper or Improper to Edit	Appropriate FI Action
A	Description edited to a street address	Proper	Check handwritten list of DUs, if address is not on list, delete description; enter street address in tablet; proceed with screening; enter notes in ROCs; notify FS
B	Street name spelling corrected or drive/avenue/street/etc. corrected	Proper	Edit address in tablet; proceed with screening; enter notes in ROCs; notify FS
C	Correction of one SDU address due to 911/U.S. Postal Service/ local government address revisions	Proper	Edit address in tablet; proceed with screening; enter notes in ROCs; notify FS
D	Correction of listing error for one SDU (includes edits to street/apt. number)	Proper	Check handwritten list of DUs, if address is not on list, edit address in tablet; proceed with screening; enter notes in ROCs; notify FS
E	Adding apt. numbers to differentiate between added units in an SDU or on SDU property	Proper	Check handwritten list of DUs, if address is not on list, edit address in tablet; proceed with screening; enter notes in ROCs; notify FS
F	City, state, or zip code corrected	Proper	Edit address in tablet; proceed with screening; enter notes in ROCs; notify FS
G	Within controlled access buildings/complexes, edits to addresses for multiple units originally gained through "blind" listing or listing by buzzer/mailbox	Proper (with prior approval from FS)	Notify FS; if approved by FS, edit address in tablet; proceed with screening; enter notes in ROCs
H	Complete street name change	Proper (with prior approval from FS and Sampling)	Notify FS; if approved by FS and Sampling, edit address in tablet; proceed with screening; enter notes in ROCs
I	Removing the apt. number from SDU address	Proper (with prior approval from FS and Sampling)	Notify FS; if approved by FS and Sampling, edit address in tablet; proceed with screening; enter notes in ROCs
J	Correction of address for multiple units due to 911/U.S. Postal Service/local government address revisions	Proper (with prior approval from FS and Sampling)	Notify FS; if approved by FS and Sampling, edit address in tablet; proceed with screening; enter notes in ROCs
K	Correction of listing error for multiple units (includes edits to street and/or apt. number) *See Scenario G for additional information	Proper (with prior approval from FS and Sampling)	Notify FS; if approved by FS and Sampling, edit address in tablet; proceed with screening; enter notes in ROCs
L	Adding apt. numbers to single dwelling units *See Scenario E for additional information	Proper (with prior approval from FS and Sampling)	Notify FS; if approved by FS and Sampling, edit address in tablet; proceed with screening; enter notes in ROCs
M	Description or street address edited to a Post Office Box address	Improper	Place Post Office Box address in ROCs
N	Edit due to screening on the wrong line or at the wrong dwelling unit	Improper	Request status code change or reopen code from FS; complete screening on correct line
O	Edit due to merged or condemned unit, or unit does not exist	Improper	Notify FS; code case as instructed by FS and Sampling

Missed DUs

You are not required to check the entire segment for missed DUs. Instead, you will ask the screening respondent (SR) about possible missed DUs during the screening process. (However do not ignore significant changes, such as a new development or new apartment building—call your FS.) For more information on missed DUs, refer to Chapter 3 in your FI Manual.

At a selected housing unit:

- For regular housing units (houses, townhouses, trailers, duplexes or HUs in structures with less than 3 units), during the screening you ask the SR if there are any other units within the structure or on the property, such as a separate apartment with a separate entrance. If so, enter the address of the other unit(s) and proceed with screening.
- For housing units in multi-unit (3 or more) apartment and condo buildings, the Missed DU question does not appear. However, if you discover the rare 'unit within a unit' at an SDU, add the unit from the Select Case Screen by touching the Case ID for the DU the missed unit should be linked to, then touch "Add Missed DU" from the Actions menu.

For group quarters structures listed by persons or beds:

- Compare the original list with the current situation. If there are more units now, call your FS who will contact RTI's Sampling Department about which missed GQUs to add.

Reconciling Missed DUs

Recording the addresses of missed DUs in the tablet does not automatically add them to your assignment. When ready to reconcile these missed DUs to see if they should be added, be sure you have the handwritten List of DUs and block listing maps available. If you have questions, contact your FS before reconciling the missed DUs.

You can Reconcile at two different spots:

- At the end of screening if you have entered a missed DU address(es). If you don't have time or your segment materials, simply touch "No" and reconcile later.
- By touching "Functions/Administrative Tools/Reconcile Missed DUs."

To Reconcile Missed DUs:

1. Follow the instructions on the tablet carefully, referring to the segment materials as you reconcile the unit.
2. Determine if the missed unit is already on the handwritten List of DUs. If the missed unit is not on the list, it will be added to your assignment.
3. Complete the List of Added Dwelling Units to document the unit and mark the location of the missed DU on the correct Block Listing Map.

For the following situations, contact your FS who will check with RTI's Sampling Department:

- more than 5 missed DUs are found at a specific SDU
- more than 10 missed DUs are found in a segment
- a missed GQU is discovered within a group quarters structure
- a missed group quarters structure is discovered
- a significant listing problem is discovered.

Note: The tablet stores space for 5 added DUs per segment. If more are required, contact your FS to have 5 more lines transferred to your tablet.

Procedures After an Automobile Accident

Immediately After an Accident

- Check for injuries. Life and health are more important than damage to vehicles. All work-related injuries, regardless of severity, must be reported (see below).
- Call the police, even if the accident is minor.
- Secure your computer equipment.
- Record details about the situation, including:
 - names, addresses and driver's license numbers of persons involved in the accident
 - description of the other vehicles including license plate
 - specific damages to all vehicles involved (take pictures as possible)
 - names and addresses of any witnesses
 - details about the accident and circumstances such as weather conditions and visibility
- **DO NOT** sign any document unless it is for the police or your insurance agent.

Reporting Steps

- Notify the following **immediately**:
 - your supervisor
 - your insurance agent
 - the car rental agency (if you are working in a rental car)
- Notify the following **as soon as possible** (within 24 hours):
 - Employee Relations Specialist (Headway): **(800) 208-7043**
If you are reporting an accident outside normal business hours (Eastern Time) and need assistance, leave a message and your call will be returned.
 - Workman's Compensation (if you are reporting an injury): **(844) 901-3400**

Refer to your employment materials for additional information on accident and injury reporting procedures.

EQUIPMENT MAINTENANCE CHECKLIST

Before Leaving Home to Screen/Interview:

- ___ Ensure tablet is in the case and fully charged
- ___ Ensure you have all accessories needed [Yubikey, car charger and USB cable]
- ___ Check tablet date & time, and correct if necessary

While Screening/Interviewing:

- ___ Put tablet in sleep mode between screenings
- ___ Be careful not to drop tablet
- ___ Be extremely careful to select the correct case when screening
- ___ Keep an eye on the battery level and charge as needed
- ___ Before leaving the field, exit the screening program to the Home Screen*

Upon Returning Home from Screening/Interviewing:

- ___ Exit to the Home Screen if not done earlier*
- ___ Transmit from the tablet (and laptop if you conducted any interviews)
- ___ Plug in the tablet and laptop to charge when not in use, ensuring you have a good connection

When Transmitting/Charging:

- ___ Follow steps in the FI Computer Manual for transmission
- ___ If problems occur, refer to FI Computer Manual

Never remove the battery from the tablet unless instructed to do so while on the phone with Technical Support. Data loss can occur!

* Exiting the screening program saves all data—if the battery runs down before you have exited the screening program, you will lose data

Quick Reference Guide

In the CAI Manager, if you want to:

CLICK

<u>S</u> tart an interview	<u>S</u> tart CAI
<u>C</u> ancel the start of an interview	<u>C</u> ancel
<u>R</u> esume (re- <u>s</u> tart) an interview	<u>S</u> tart CAI
<u>T</u> ransmit data to RTI	<u>T</u> ransmit to RTI, <u>Y</u> es
List the cases by <u>D</u> escending Order (by date, most recent first)	<u>D</u> escending
List the cases in <u>A</u> scending Order (by date, oldest first)	<u>A</u> scending
<u>H</u> ide previous quarters' interviews	<u>H</u> ide
<u>E</u> xit CAI Manager	<u>E</u> xit

To begin a CAI Interview:

Enter QuestID from tablet for selected sample member. Double check!

In the Interview, if you need to:

Break off an interview	[Alt] [F], [X]
Enter Don't Know	[F3]
Enter Refused	[F4]
Return to the first screen	[F5]
Return to the first unanswered question	[F6]
Enter a comment	[F8]
<u>S</u> ave a comment	[Alt] [S]
Back up one screen	[F9]
Replay audio	[F10]
Edit a lengthy text field	[Insert]
Return the focus to the CAI window	[Alt] [Tab]

After accessing the FI Manual from the CAI Manager, if you want to:

ADJUST THE VIEW/SIZE OF PAGE: Press [Ctrl] + [+] to zoom in, OR, [Ctrl] + [-] to zoom out.

PAGE THROUGH CHAPTER/SECTION: Use the Touchpad to move the scroll bar on the right up and down as needed to advance through pages, OR, use the PgUp and PgDn keys to scroll.

VIEW SPECIFIC CHAPTER/SECTION/EXHIBIT, ETC.: Click the hyperlink (blue text) in the Table of Contents and found throughout the manual to advance to the related material.

RETURN TO THE TABLE OF CONTENTS: Click the 'TOC' indicator found periodically throughout the manual.

SEARCH FOR WORD(S)/PHRASE(S): Press [Ctrl] + [F] to display the Search box on the top right. Type the word(s) to search for and press Enter. Instances of the search term appear highlighted, and the manual advances to the first occurrence. To advance to next occurrence, click Next in the Search box. To go back, click Previous. If desired, use the Touchpad and PgUp/PgDn keys to scroll though the manual, looking for the highlighted terms.

RETURN TO THE BEGINNING OF THE MANUAL: Click the 'TOP' indicator found periodically throughout the manual.

EXIT: Click [Exit] in the upper right corner, OR, press [Ctrl] + [W] to return to the CAI Manager.