

[NSDUH Complete: No Scheduled MICS Interview \(non-assigned and/or non-scheduled\)](#)

Subject: NSDUH Follow-up Interview – Schedule Your Interview

Dear [INSERT NAME], thank you for completing the National Survey on Drug Use and Health! You have been selected to participate in a follow-up interview. Your participation is very important – please schedule an interview date and time using the link below:

[INSERT LINK]

The follow-up interview can be completed via phone or video call, and asks questions about mental health.

There are four ways in which you can participate:

1. We can call your phone at the appointment time,
2. You can call the phone number you were provided via email or phone,
3. You can connect to the Zoom meeting with your video on, or
4. You can connect via Zoom with your camera off.

If you have any questions prior to scheduling an interview date and time, please call 1-800-848-4079. Thanks in advance for participating!

[Scheduled MICS Interview – Scheduled \(to respondent\)](#)

Subject: NSDUH Follow-up Interview – Interview Scheduled

Thank you for scheduling your follow-up interview to the National Survey on Drug Use and Health. Your appointment details are outlined below. Within two days, an interviewer from RTI International will contact you to provide Zoom details that include the phone number needed to participate.

- The appointment is scheduled for: 6/10/2022 from 4PM-6PM Eastern.
- The interviewer who will contact you is [INSERT NAME].

If you need to reschedule your interview, you can use this link: [INSERT LINK].

[Appointment Reminder Email \(to respondent 2 days before interview\)](#)

Subject: NSDUH Follow-up Interview – Interview Reminder

Thank you for scheduling your follow-up interview to the National Survey on Drug Use and Health. Your upcoming appointment is scheduled for: 6/10/2022 from 4PM-6PM Eastern.

Remember, there are four ways in which you can participate:

1. We can call your phone at the appointment time,
2. You can call the phone number you were provided via email or phone, ,
3. You can connect to the Zoom meeting with your video on, or
4. You can connect via Zoom with your camera off.

If you have any questions, please contact the project at 1-800-848-4079.

[Scheduled MICS Interview – Assigned, Scheduled \(to interviewer\)](#)

Subject: NSDUH Follow-up Interview – Interview Scheduled

You have been assigned the following NSMH case for interview – Case ID#: [INSERT].

- Current case status – [INSERT CODE].
- The appointment is scheduled for: 6/10/2022 from 4PM-6PM Eastern.

Please transmit to pick up the clinical interview case. Once you've confirmed that the case is on your laptop, please send out the email invitation with Zoom link and phone number to the respondent.

[Scheduled MICS Interview – Rescheduled \(same interviewer\)](#)

Subject: NSDUH Follow-up Interview – Interview Rescheduled

Your interview with the following respondent has been rescheduled – Case ID#: [INSERT].

- Current case status – [INSERT CODE].
- Original interview date/time: 5/7/2022 from 6PM-8PM Eastern
- New interview date/time: 6/11/2022 from 9AM-11AM Eastern

Please update the existing meeting invitation and phone number to match the new interview date and time.

[Scheduled MICS Interview – Canceled \(also to original interviewer if reschedule switched interviewers\)](#)

Subject: NSDUH Follow-up Interview – Interview Canceled

Case ID#: [INSERT]

Your interview originally scheduled for: 6/29/2022 from 11AM-1PM Eastern has been canceled. This case will no longer appear in your workload. Please cancel the scheduled meeting.

[Refusal Code Entered \(to respondent\)](#)

Subject: NSDUH Follow-up Interview – Interview Importance, Project Contact Information

Dear [INSERT NAME], Recently, a professional interviewer from RTI International contacted you about participating in a follow-up interview to the National Survey on Drug Use and Health. At this time, you expressed concerns about participating.

We understand that your privacy is important – RTI International does not provide individual answers to anyone. Your answers are combined with the answers of thousands of other people and reported only as overall numbers. Also, we never ask for your full name. In addition, the option to refuse to answer any question is always available.

If you have any questions about your concerns, please call 1-800-848-4079 or email [INSERT CONTACT INFORMATION]. Your participation is very important – please consider scheduling an interview date and time using the link below:

[INSERT LINK]

Thank you for your time – we hope you will reconsider and choose to participate in this very important and beneficial interview.

[Assigned, Non-scheduled Cases \(to respondent, cc: clinical interviewer\)](#)

Subject: NSDUH Follow-up Interview – Schedule your Interview

Dear [INSERT NAME], your participation in the follow-up interview to the National Survey on Drug Use and Health is very important. We value your time and hope we can schedule an interview date and time that works best for you – here are a few options for scheduling:

- Select an interview date and time using this link: [INSERT LINK]
- Contact the interviewer assigned to your case: [INSERT NAME], [INSERT EMAIL]

If you have any questions prior to scheduling an interview date and time, please call 1-800-848-4079 or email [INSERT CONTACT INFORMATION]. Thanks in advance for participating!

[Missed Appointment \(to respondent, cc: clinical interviewer\)](#)

Subject: NSDUH Follow-up Interview – Missed Appointment

Dear [INSERT NAME], your participation in the follow-up interview to the National Survey on Drug Use and Health is very important. We value your time and hope we can reschedule your interview on a date and time that works best for you – here are a few options for scheduling:

- Select an interview date and time using this link: [INSERT LINK]

- Contact the interviewer currently assigned to your case: [INSERT NAME], [INSERT EMAIL]

Remember, there are four ways in which you can participate:

1. We can call your phone at the appointment time,
2. You can call the phone number you were provided via email or phone,
3. You can connect to the Zoom meeting with your video on, or
4. You can connect via Zoom with your camera off.

If you have any questions prior to rescheduling your interview date and time, please call 1-800-848-4079 or email [INSERT CONTACT INFORMATION]. Thanks in advance for participating!

Email Signature



Leyla Stambaugh, PhD
RTI International
NSDUH Follow-up Study

Break-off Interview (to respondent, cc: clinical interviewer)

Subject: NSDUH Follow-up Interview – Break-off Interview

Dear [INSERT NAME], your participation in the follow-up interview to the National Survey on Drug Use and Health is very important. If you haven't yet and are willing, please contact your interviewer, who is copied on this email, to schedule a time to complete your interview.

Please reschedule directly with your interviewer and do not use the online scheduling system as the interviewer who began your interview must be the one who completes the interview.

Your interview must be completed by [INSERT DATE].

Data Collection Timeout (to respondent, cc: clinical interviewer)

Subject: NSDUH Follow-up Interview – Interview Timeframe Exhausted

Dear [INSERT NAME], your time period to participate in the follow-up interview to the National Survey on Drug Use and Health (NSDUH) has expired.

Thank you again for your participation in the initial NSDUH interview. If you have any questions, please contact the project at 1-800-848-4079.

[Interview Deadline Reminder \(to respondent\)](#)

Subject: NSDUH Follow-up Interview – 10 Days to Interview Deadline

Dear [INSERT NAME], your participation in the follow-up interview to the National Survey on Drug Use and Health is very important. Please schedule an interview date and time using the link below:

[INSERT LINK]

There are four ways in which you can participate:

1. We can call your phone at the appointment time,
2. You can call the phone number you were provided via email or phone,
3. You can connect to the Zoom meeting with your video on, or
4. You can connect via Zoom with your camera off.

Your interview must be completed by [INSERT DATE].
