

2025 National Household Survey on Behavioral Health

ENGLISH SHOWCARDS

RTI INTERNATIONAL

v.01.25

Website Addresses

NHSBH..... nhsbh.rti.org

RTI rti.org

SAMHSA 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.

ADULT RESPONDENTS:

INTRO TO CAI -- 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 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.

You may consider some of the questions to be sensitive in nature and some questions may also make you feel certain emotions, such as sadness. For example, the interview asks questions about criminal history, depression, suicide and other topics. If you become upset during the interview and wish to speak to a mental health professional about how you are feeling, I can provide you with a toll-free helpline number.

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?)

YOUTH RESPONDENTS:

PARENTAL PERMISSION SCRIPT, PART OF INTRODUCTION AND INFORMED CONSENT FOR INTERVIEW RESPONDENTS AGE 12-17

A TRANSLATOR CANNOT BE USED FOR ANY PORTION OF THE PARENTAL PERMISSION AND YOUTH INFORMED CONSENT PROCESS

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.

Your child may consider some of the questions to be sensitive in nature and some questions may also make your child feel certain emotions, such as sadness. For example, the interview asks questions about criminal history, depression, suicide and other topics. Your child can refuse to answer any questions and can stop the interview at any time. If your child becomes upset during the interview and wishes to speak to a mental health professional about how they are feeling, I can provide you with a toll-free helpline number.

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 ON THE NEXT PAGE BEFORE STARTING EVERY INTERVIEW WITH A 12-17 YEAR OLD

YOUTH RESPONDENTS:

INTRO TO CAI -- INTRODUCTION AND INFORMED CONSENT FOR INTERVIEW RESPONDENTS AGE 12-17 (*CONTINUED*)

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 to ask a few questions about the quality of my work. This is why we ask for a phone number and your current address at the end of the interview.

You may consider some of the questions to be sensitive in nature and some questions may also make you feel certain emotions, such as sadness. For example, the interview asks questions about criminal history, depression, suicide and other topics. If you become upset during the interview and wish to speak to a mental health professional about how you are feeling, I can provide you with a toll-free helpline number.

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.

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SHOWCARD 1

- 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 2

- 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 3

- 2 SPOUSE**
- 3 CHILD (INCLUDES STEP, FOSTER, ADOPTIVE)**
- 4 CHILD-IN-LAW**
- 5 SIBLING (INCLUDES HALF, STEP, FOSTER, ADOPTIVE)**
- 6 SIBLING-IN-LAW**
- 7 PARENT (INCLUDES STEP, FOSTER, ADOPTIVE)**
- 8 PARENT-IN-LAW**
- 9 AUNT OR UNCLE**
- 10 NIECE OR NEPHEW**
- 11 GRANDPARENT**
- 12 GRANDCHILD**
- 13 COUSIN**
- 14 EX-SPOUSE**
- 15 UNMARRIED PARTNER**
- 16 HOUSEMATE OR ROOMMATE**
- 17 TENANT, BOARDER, OR EXCHANGE STUDENT**
- 18 OTHER RELATIVE**
- 19 OTHER NON-RELATIVE**

SHOWCARD 4

- 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 5

- 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 6

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 7

- 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 8

- 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**

Quick Reference Guide

To open the CAI Manager: press and hold [Windows] [D] (for Desktop), use arrows as needed to highlight CAI Manager icon, then [Enter]

In the CAI Manager, to: CLICK (or [Alt] with underlined letter)

Start (or resume/re-start) an interview Start CAI
Cancel the start of an interview Cancel
Transmit data to RTI Transmit to RTI, Yes
List the cases by **Descending Order** (by date, most recent first) **Descending**
List the cases in **Ascending Order** (by date, oldest first) **Ascending**
Hide previous quarters' interviews Hide
Exit CAI Manager Exit, [Enter]

To begin a CAI Interview:

Enter **QuestID** from tablet for respondent (check and double-check your entry!), [Enter]

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]
Save 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]

To shut down with keystrokes (from the desktop): [Windows], [Tab] (to highlight icons on the left side), [down arrow] (to highlight power icon), [Enter], [Enter] again to shut down

After accessing the FI Manual/FI Computer Manual from the Desktop, if you want to:

ADJUST THE VIEW/SIZE OF PAGE: Click the + or - (located in the toolbar above the manual text towards the middle.) Click + to increase the size gradually and - to decrease.

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

VIEW SPECIFIC CHAPTER/SECTION: Click **Contents** to show Bookmarks (along the left side of screen.) These represent various chapters/sections. **Advance to a chapter/section by clicking the bookmark** for that item. **Click a bookmark** to open the subcategories within.

SEARCH FOR WORD(S)/PHRASE(S): Click the **magnifying glass** (to the right of Contents) to display a Search box on the left of screen. **Type the word(s) you want to search for and press Enter.** The manual advances to the first occurrence of the search word. **To advance to the next occurrence, press Enter or click the right arrow** to the right of the search box. **To go back** to a previous occurrence, **click the left arrow.**

EXIT: Click the "X" in the upper right to close the manual.