

Attachment 6: Distress guidance

Level 1 Mild Distress:

Respondent actions:

- Change in voice tone or volume
- Change in focus
- Hesitancy to answer questions or probes
- Fidgeting
- Use of inappropriate language
- Non-relevant answers
- Says, does not want to continue with interview

Interviewer actions:

- Pause give respondent time to recover/compose themselves
- Check if respondent wants to continue if they have not already indicated that they would like to stop – terminate interview if necessary
- Change topic/move to next question/topic
- Inform PI
- **Offer appropriate helpline numbers at the end of the interview**

Level 2: Moderate distress

Respondent actions:

Level one signs plus...

- Long pauses and sighing
- Tearful / crying
- Extreme forms of agitation
- Non-responsiveness
- Nonsensical responses to questions or probes
- Asks for your advice/help

Interviewer actions:

- **Stop interview and offer helpline numbers**
- Inform PI and Operations team lead
- Complete respondent distress report form

Level 3: Severe distress

Respondent actions:

- Mentions suicidal thoughts
- Talks about wishing another person was dead or talks about committing harm to another person
- Respondent asks for immediate help from a health care professional

Interviewer actions:

- **Stop interview and offer helpline numbers**
- Inform PI and Operations team lead
- Complete respondent distress report form
- Operations team lead to submit incident report to ERB

Helpline telephone numbers and web resources

For help with emotional distress¹:

National Suicide Prevention lifeline **#988**

National Child Abuse hotline: **1-800-4AChild** (1-800-422-4453) or text 1-800-422-4453

Additional resources can be found on the CDC Website:

<https://www.cdc.gov/violenceprevention/>

For further information on safety and health in the work place or to report an incident at work

National OSHA information line **1-800-321-OSHA** (1-800-321-6742)

Additional resources about youth employment can be found on the OSHA website:

<https://www.osha.gov/youngworkers/resources.html>

The CCQDER operations study team lead **Kristen Gregory-Lee/Amanda Titus** and the study PI will be informed of distress displayed during the interview.

The operations team lead will be responsible for reporting any signs of **severe** distress to the ERB.

¹ Links and phone numbers updated on: 08/11/2023.

Respondent Distress Report form

CASE ID number_____

Interviewer name_____

Name of PI_____

Level of distress (moderate/severe)_____

Distress Description

Interviewer Actions

Date reported to PI and Operations team lead_____

Severe distress

Date reported to ERB_____

Name of operations team lead making report_____