

In-person Interview Verification Procedures and Questionnaires for Screener Survey and Main Survey

A random ten percent of NSFG surveys, both screener and main, completed by each interviewer are selected to be rechecked using a brief interview to verify the completeness and accuracy of the interviewer's work. The Integrated Field Management System (IFMS) will automatically select the random sample of NSFG surveys for verification. More details about numbers/percent of cases selected for verification, based on outcomes, are included below in "Flagging rules."

The verification effort will be supplemented by other standard quality control activities, including screener and main survey data reviews, and timing data reviews.

General Information

- Verifications will be conducted by the Field Supervisor and other project staff as needed. A Data Quality Manager, with assistance from a Survey Specialist, will manage the verification process with oversight by the Data Collection Task Leader. Verifications will be conducted promptly after the case has been finalized.
- A maximum of 15 calls will be made at different times of day and days of the weeks. If verification is not completed, the case will be coded "Unable to Contact."
- Verifiers will use a programmed script when calling households (see below). The script will identify the verifier and explain why they are calling.
- The Data Collection Task Lead, Data Quality Manager, and Survey Specialist will review the verification outcomes on at least a weekly basis.
- All verification data will be stored on the enhanced security (NIST-moderate) project share.

Flagging Rules

The following flagging rules will be used for the screener survey and the main survey:

Screener Survey

- Screener survey verification will take place for cases described below :

AGE INELIGIBLE – NO ELIGIBLE RESPONDENT, SCREENER CONDUCTED. This includes households in which no member is age 15 – 49 as entered in the screener instrument. Ten percent of these cases will be flagged for verification. The RTI NSFG Management team will have the ability to manually flag cases for additional verification.

Main Survey

- Main survey verification will include two different situations:
 1. Each NSFG field interviewer will at minimum have her first two completed main surveys verified. The IFMS automatically flag the first two completed main surveys. The RTI NSFG Management team will have the ability to manually flag cases for additional verification.

2. At minimum, ten percent of all completed main surveys thereafter will be randomly and automatically flagged and verified throughout the course of production. Flagging occurs daily. The RTI NSFG Management team will have the ability to manually flag cases for additional verification.

Verification Procedure

1. The verifier will call the household and ask to speak to the informant or respondent listed. We will speak with the person listed (or one of the people listed) to conduct the verification interview.
2. The verifier will complete the verification questionnaire and record the answers in the programmed verification instrument. Contact attempts will be recorded in the verification instrument's record of calls.
3. The verifier will compare the answers recorded for each question with the survey response or the expected answer. If there are discrepancies, the verifier will probe the respondent/informant to find out if the situation has changed since the survey in a way that would cause the answer to the question to be different. After probing to resolve any discrepancies, the verifier will document whether the verification response matches the survey response or expected outcome.
4. The verifier will then assign a verification outcome code to the case based on the definitions given in this document. The verifier will enter the outcome code and include details necessary to explain the outcome code. Details will include the results of any probing that took place to resolve discrepancies. Details will be included for every case.
5. If the verifier is unable to reach the respondent/informant by phone after a reasonable number of attempts for the situation, not to exceed 15, the verifier will code the case as "Unable to Contact."
6. Verifiers will be in close communication with the Data Quality Manager regarding specific cases, as needed. In addition, the verifier will notify the Data Quality Manager by telephone or email immediately if they find a case that has failed verification. The verifier will explain the details of the failure using the documentation they recorded in the verification questionnaire. The Data Quality Manager will notify RTI project management immediately regarding the findings. In situations of failed verifications, additional cases will be selected for verification as appropriate.
7. The Data Quality Manager will review on an ongoing basis any cases coded "Verified with Issues". They will investigate case notes and discuss with the verifier. As appropriate, the Data Quality Manager will engage the Field Supervisor of the Field Interviewer who originally completed the case. Based on this review and investigation, the Data Quality Manager may recode the case "Failed Verification" or "Verified with No Issues" or they may leave the case coded "Verified with Issues."

Verification of Screener Surveys: questionnaire

Screener verification is completed, at minimum, for a random ten percent of completed screener surveys in which no age eligible respondent was identified in the screener.

Questionnaire:

1. Hello, my name is [NAME] with RTI International. May I please speak with [first name or initials of screener informant]? I'm calling to verify that our interviewer, [IWER NAME], spoke with you or someone at your household on [DATE OF INTERVIEW] for the National Survey of Family Growth. Do you remember [IWER NAME] contacting you?

2. So I can confirm our interviewer went to the correct home, could you please verify your address?
3. Was the interview conducted over the phone, online, at your home, or someplace else?
4. According to our interviewer, there is no one in your household between the ages of 15 and 49. Is this correct?
5. On (SCREENER RESULT DATE) how many people usually lived in your household?
6. In your opinion, did the interviewer conduct herself in a professional manner?
7. Are there any additional comments that you want to share about the interview or the interviewer?

Those are all the questions that I have. Thank you very much for your help with this study.

Verification of Main Survey: questionnaire

Main survey verification includes two different situations:

- Each NSFG interviewer will have her first two completed main surveys verified at minimum.
 - At minimum, ten percent of all completed interviews thereafter are randomly and automatically flagged and verified throughout the course of production. Flagging occurs daily.
1. Questionnaire: Hello, my name is [NAME] with RTI International. May I please speak with [first name or initials of respondent]? I'm calling to verify that our interviewer, [IWER NAME], spoke with you or someone at your household on [DATE OF IW] for the National Survey of Family Growth. Do you remember [IWER NAME] contacting you?
 2. [IWER NAME] would have asked you about childbearing, contraceptive use, sexual activity, marriage and divorce, and your attitudes about marriage, children, and family life. Do you remember a visit where someone asked you questions about such things?
 3. So I can confirm our interviewer went to the correct home, could you please verify your address?
 4. Was the interview conducted over the phone, online, at your home, or someplace else?
 5. How long did the interview take?
 6. To verify our records, how old are you?
 - 6a. IF AGE DOES NOT MATCH AGE FROM MAIN SURVEY: In what month and year were you born?
 7. For MINOR Rs (those who were 15-17 at time of interview, even if they are 18 now): At the time of your interview, did you sign a form on the tablet agreeing to participate in the survey?
 8. Did you receive a cash token of appreciation for participating in the interview?
 - 8a. How much did you receive?

For ADULT Rs (those who were 18-49 at time of interview, even if they are 50 now):

Did you sign a receipt on the tablet for the token of appreciation you received?

9. Did you enter some of your responses into the tablet yourself?

10. In your opinion, did the interviewer conduct herself in a professional manner?

11. Are there any additional comments that you want to share about the interview or the interviewer?

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