

2001 NHSDA

SHOWCARD BOOKLET

RESEARCH TRIANGLE INSTITUTE

Supervisor Contacts

FS Name _____

FS Number (_____) _____

FS Pager (_____) _____

RS Name _____

RS Number (_____) _____

RS Pager (_____) _____

RTI Telephone Numbers

Tech Support _____

Headway _____

To reach other RTI staff Call toll-free _____, then ask the operator for the employee with whom you wish to speak.

Website Addresses

NHSDA <http://nhsdaweb.rti.org>

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

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



_____, 2001

Dear Resident:

To better serve all segments of the American population, the United States Public Health Service, part of the Department of Health and Human Services, is conducting a national survey on health-related issues (OMB Approval No. 0930-0110). Along with more than 200,000 other residences, your household was randomly selected for participation in the study. Research Triangle Institute (RTI) is under contract with DHHS to conduct the survey, and soon one of their professional field interviewers will be in your neighborhood to provide you with more information.

When the RTI representative arrives, please ask to see his or her personal identification card. (An example of the ID card is shown below.) He or she will ask a few preliminary questions, and then may ask one or possibly two members of your household to participate in a voluntary interview. It is also possible no one from your household will be asked to participate.

Feel free to ask the RTI representative any questions you may have about the study. This survey is authorized by Section 505 of the Public Health Service Act. The confidentiality of the information collected is protected under Section 501 of the Public Health Service Act. The information collected is confidential and will only be used for research and analysis and cannot be used for any other purpose. This letter is addressed to "Resident" because the initial selection is made by address, and we are unaware of your name.

Your help is extremely important to the success of this study, and we thank you in advance for your cooperation.

Sincerely yours,

Assistant Project Officer, DHHS

Image of Identification Badge

National Field Director, RTI

Assigned Field Representative



STUDY DESCRIPTION

Your residence is among several in this area randomly selected for the 2001 National Household Survey on Drug Abuse (NHSDA). This survey, sponsored by the United States Public Health Service, Substance Abuse and Mental Health Services Administration (SAMHSA), collects information about tobacco, alcohol, and drug use; knowledge and attitudes about drugs; mental health; and other health related issues. The study provides important statistics that are used for research and program development. You cannot be identified as the source of any information you provide because no identifying information, such as name and address, is attached to your responses. Additionally, the confidentiality of the answers you provide to the questions is protected under Federal law (Section 501 of the Public Health Service Act). Your answers will only be used for research and analysis and cannot be used for any other purpose.

The average time required to participate in this survey varies. The screening questions take just a few minutes. If anyone in your household is selected for an interview, the time is approximately one hour. You are free to withdraw from this survey at any time or to refuse to answer any question.

If you have questions about the study, you may phone _____, the NHSDA Project Representative, at _____. If you have questions related to your rights as a survey respondent, you may contact _____, the representative for the Committee for the Protection of Human Subjects, at _____. You can also visit our project Website: <http://nhsdaweb.rti.org/> for more information.

We thank you for your cooperation and time.

Director
Office of Applied Studies, SAMHSA
U.S. Public Health Service
Department of Health and Human Services

**INTRODUCTION AND INFORMED CONSENT FOR
SAMPLE MEMBERS AGE 18+**

IF INTERVIEW RESPONDENT IS NOT SCREENING RESPONDENT, INTRODUCE YOURSELF AND STUDY AS NECESSARY: Hello, I'm _____, and I'm working on a nationwide study sponsored by the U.S. Public Health Service. You should have received a letter about this study. (SHOW LETTER, IF NECESSARY.)

We are interviewing approximately 70,000 people across the nation. You have been selected to participate based on scientific sampling procedures. The answers you give to our questions will represent 3,100 other Americans similar to yourself. Your participation is voluntary, but we cannot substitute anyone if you decide not to participate.

This study collects information on tobacco, alcohol, and drug use; knowledge and attitudes about drugs; as well as mental health and other health related issues. The interview takes about 1 hour. You cannot be identified as the source of any information you provide in the interview because no personal information is attached to your responses. You will answer most of the questions directly into a computer and I will never know what answers you have given. We recontact by phone or mail a small number of those who complete the interview and ask just a few questions to verify the quality of our interviewer's work. For this reason, at the end of the interview, participants are asked to provide their telephone number and mailing address on a form separate from their responses. The confidentiality of the answers that you provide to the questions is protected under Federal law (Section 501 of the Public Health Service Act).

It is important to get the most accurate information possible and we hope that protecting your privacy will encourage you to provide careful answers. While some of the questions may be sensitive, your honest responses will be of great value. The answers you provide to the questions will only be used for research and analysis and cannot be used for any other purpose. You are free to withdraw from this survey at any time or to refuse to answer any question.

We would like to conduct this interview in as private an area as possible. Can we find a reasonably private spot to complete the interview?

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

INTRODUCTION AND INFORMED CONSENT FOR SAMPLE MEMBERS AGE 12-17 YEARS OLD

INTRODUCE YOURSELF TO THE PARENT IF NECESSARY: Hello, I'm _____, and I'm working on a nationwide study sponsored by the U.S. Public Health Service. You should have received a letter about this study. (SHOW LETTER, IF NECESSARY.)

OBTAIN PERMISSION FROM THE PARENT: Your (AGE) year-old child has been selected to participate. This selection is the result of scientific sampling procedures and the answers your child provides will represent approximately 1,000 other youths who are similar. Participation is voluntary, but no one can be substituted if your child does not participate. The study collects information about tobacco, alcohol, and drug use; knowledge and attitudes about drugs; mental health; and other health related issues. The answers your child provides will be kept strictly confidential. No names or personal identifiers are attached to the responses. Since your child will answer most of the questions directly into the computer, I will never see the answers, and you will not be permitted to see the completed survey. The answers your child provides will only be used for research and analysis and cannot be used for any other purpose. If it is all right with you, we could get started. We also like to conduct the interview in as private a place as possible. Can we find a reasonably private spot to complete the interview?

AFTER PARENTAL PERMISSION, OBTAIN PERMISSION FROM THE 12-17 YEAR-OLD SELECTED SAMPLE MEMBER: Hello, I'm _____, and I'm working on a nationwide study sponsored by the U.S. Public Health Service. Someone in your house should have received a letter about the study. (SHOW LEAD LETTER.)

We are interviewing approximately 70,000 people across the nation. You have been chosen to participate in the study at random. Your answers will represent the experiences and opinions of over 1,000 American youths. Your participation in this study is voluntary, but we cannot substitute anyone else if you decide not to participate.

This study collects information on tobacco, alcohol, and drug use, knowledge and attitudes about drugs; mental health and other health related issues. The interview takes about 1 hour. You will answer most of the questions directly into the computer and I will not know how you answered. Your parents and your school will never see your answers. We are only interested in the combination of responses nationwide—not in any one person's answers. For this reason, we never record your name and we keep your answers totally separate from your address. We recontact by phone or mail a small number of those who complete the interview and ask just a few questions to verify the quality of our interviewer's work. For this reason, at the end of the interview, participants are asked to provide their telephone number and mailing address on a form separate from their responses. The confidentiality of the answers that you provide to the questions is protected under Federal law (Section 501 of the Public Health Service Act).

It is important to get the most accurate information possible and we hope that protecting your privacy will encourage you to provide careful answers. While some of the questions may be sensitive, your honest responses will be of great value. The answers you provide will only be used for research and analysis and cannot be used for any other purpose. You are free to withdraw from this survey at any time or to refuse to answer any question.

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

SHOWCARD 1

- 1 MEXICAN, MEXICAN AMERICAN, MEXICANO
OR CHICANO**
- 2 PUERTO RICAN**
- 3 CENTRAL OR SOUTH AMERICAN**
- 4 CUBAN OR CUBAN AMERICAN**

SHOWCARD 2

- 1 WHITE**
- 2 BLACK OR AFRICAN AMERICAN**
- 3 AMERICAN INDIAN OR ALASKA NATIVE
(INCLUDING: NORTH AMERICAN, CENTRAL
AMERICAN, AND SOUTH AMERICAN)**
- 4 NATIVE HAWAIIAN**
- 5 OTHER PACIFIC ISLANDER**
- 6 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

0 NEVER ATTENDED SCHOOL

PRIMARY AND SECONDARY GRADES:

- 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 12TH GRADE COMPLETED**

COLLEGE OR UNIVERSITY:

- 13 1ST YEAR COMPLETED**
- 14 2ND YEAR COMPLETED**
- 15 3RD YEAR COMPLETED**
- 16 4TH YEAR COMPLETED**
- 17 5TH OR HIGHER YEAR COMPLETED**

SHOWCARD 5

PRIMARY AND SECONDARY GRADES:

- 1 1ST GRADE**
- 2 2ND GRADE**
- 3 3RD GRADE**
- 4 4TH GRADE**
- 5 5TH GRADE**
- 6 6TH GRADE**
- 7 7TH GRADE**
- 8 8TH GRADE**
- 9 9TH GRADE**
- 10 10TH GRADE**
- 11 11TH GRADE**
- 12 12TH GRADE**

COLLEGE OR UNIVERSITY:

- 13 1ST YEAR**
- 14 2ND YEAR**
- 15 3RD YEAR**
- 16 4TH YEAR**
- 17 5TH YEAR OR HIGHER**

SHOWCARD 6

- 1 SCHOOL WAS BORING OR I DIDN'T WANT TO BE THERE
- 2 I GOT PREGNANT
- 3 I GOT IN TROUBLE OR EXPELLED FOR SELLING DRUGS
- 4 I GOT IN TROUBLE OR EXPELLED FOR USING DRUGS
- 5 I GOT IN TROUBLE OR EXPELLED FOR SOME OTHER REASON
- 6 I OFTEN GOT INTO TROUBLE
- 7 I HAD TO GET A JOB (OR WORK MORE HOURS)
- 8 I WAS GETTING BAD GRADES
- 9 I WASN'T LEARNING ANYTHING
- 10 I GOT MARRIED OR MOVED IN WITH MY BOYFRIEND / GIRLFRIEND
- 11 I MOVED HERE FROM ANOTHER COUNTRY AND DIDN'T ENROLL IN SCHOOL (OR DROPPED OUT OF SCHOOL) BECAUSE OF LANGUAGE OR OTHER PROBLEMS
- 12 I WAS TREATED BADLY AT SCHOOL
- 13 I BECAME ILL OR INJURED
- 14 I WENT TO JAIL / PRISON
- 15 I HAD RESPONSIBILITIES AT HOME OR PERSONAL PROBLEMS

SHOWCARD 7

- 1 MANUFACTURING**
- 2 WHOLESALE TRADE**
- 3 RETAIL TRADE**
- 4 AGRICULTURE**
- 5 CONSTRUCTION**
- 6 SERVICE**
- 7 GOVERNMENT**

SHOWCARD 8

- 1 PRIVATE FOR-PROFIT COMPANY OR BUSINESS
- 2 PRIVATE NOT-FOR-PROFIT COMPANY OR BUSINESS
- 3 LOCAL GOVERNMENT (CITY, COUNTY, ETC.)
- 4 STATE GOVERNMENT
- 5 FEDERAL GOVERNMENT
- 6 INTERNATIONAL OR FOREIGN GOVERNMENT
- 7 SELF-EMPLOYED IN AN INCORPORATED BUSINESS
- 8 SELF-EMPLOYED IN AN UNINCORPORATED BUSINESS
- 9 WORKING WITHOUT PAY IN A FAMILY BUSINESS OR FARM

SHOWCARD 9

- 1 ON VACATION, SICK, FURLOUGH, STRIKE, OR OTHER TEMPORARY ABSENCE**
- 2 ON LAYOFF AND NOT LOOKING FOR WORK**
- 3 ON LAYOFF AND LOOKING FOR WORK**
- 4 WAITING TO REPORT TO A NEW JOB**
- 5 SELF-EMPLOYED AND DID NOT HAVE ANY BUSINESS LAST WEEK**
- 6 GOING TO SCHOOL OR TRAINING**

SHOWCARD 10

- 1 LOOKING FOR WORK**
- 2 ON LAYOFF AND NOT LOOKING FOR WORK**
- 3 KEEPING HOUSE OR CARING FOR CHILDREN
FULL-TIME**
- 4 GOING TO SCHOOL OR TRAINING**
- 5 RETIRED**
- 6 DISABLED FOR WORK**
- 7 DIDN'T WANT A JOB**

SHOWCARD 11

- 1 LESS THAN 10 PEOPLE**
- 2 10-24 PEOPLE**
- 3 25-99 PEOPLE**
- 4 100-499 PEOPLE**
- 5 500 PEOPLE OR MORE**

SHOWCARD 12

- 1 SELF**
- 2 FATHER**
- 3 SON**
- 4 BROTHER**
- 5 HUSBAND**
- 6 UNMARRIED PARTNER (LIVING TOGETHER AS THOUGH MARRIED)**
- 7 HOUSEMATE OR ROOMMATE**
- 8 SON-IN-LAW**
- 9 GRANDSON**
- 10 FATHER-IN-LAW**
- 11 GRANDFATHER**
- 12 BOARDER OR ROOMER**
- 13 OTHER RELATIVE**
- 14 OTHER NON-RELATIVE**

SHOWCARD 13

- 1 SELF**
- 2 MOTHER**
- 3 DAUGHTER**
- 4 SISTER**
- 5 WIFE**
- 6 UNMARRIED PARTNER (LIVING TOGETHER
AS THOUGH MARRIED)**
- 7 HOUSEMATE OR ROOMMATE**
- 8 DAUGHTER-IN-LAW**
- 9 GRANDDAUGHTER**
- 10 MOTHER-IN-LAW**
- 11 GRANDMOTHER**
- 12 BOARDER OR ROOMER**
- 13 OTHER RELATIVE**
- 14 OTHER NON-RELATIVE**

SHOWCARD 14

- 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 15

- 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 16

- 1 LESS THAN \$1,000 (INCLUDING LOSS)**
- 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 17

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 OR MORE

Who Uses NHSDA Data?

- The **Partnership for a Drug-Free America** uses NHSDA data to design media advertising campaigns for the prevention of substance abuse.
- The **White House Office of National Drug Control Policy** (ONDCP) uses NHSDA data to track progress toward goals in the National Drug Control Strategy.
- **State and local health departments** use NHSDA data to assess area substance abuse problems and to develop appropriate funding strategies and prevention measures.
- The **Office on Smoking and Health**, a part of the Center for Disease Control and Prevention (CDC), uses NHSDA data to study trends and patterns in youth tobacco use and to develop strategies for reducing youth tobacco use.
- Based on the trends and patterns of substance abuse evident in the NHSDA data, the **National Institute on Drug Abuse** (NIDA) develops research programs targeted toward populations and types of drug use problems where the need is greatest.
- The **Substance Abuse and Mental Health Services Administration** (SAMHSA) prepares statistical reports on substance use patterns and trends.
- **Newspaper, television and radio reporters** use NHSDA data in their stories on substance abuse.
- The Federal **Department of Agriculture** has used NHSDA data in publications addressing rural substance abuse.
- The Federal **Department of Transportation** uses NHSDA data on driving after alcohol and illicit drug use.
- **SAMHSA** uses data to identify populations and geographic areas with particular substance abuse problems so that federal resources can be used efficiently.
- **University-based researchers** use NHSDA data to conduct research on important substance abuse issues, such as the risk and protective factors associated with substance abuse, personal and societal consequences of substance abuse, and the impact of policy options for dealing with the substance abuse problem.
- **Substance abuse agencies at the state and local level** use NHSDA data to assess the potential need for treatment programs and to design programs that fit the needs of populations served.

Summary of NHSDA Questionnaire

You have asked to know more about the National Household Survey on Drug Abuse (NHSDA) and the types of questions the interviewer will ask. Below is a summary of each section of the questionnaire for you to examine. Keep in mind that not everyone will see every question—the questions depend on the respondent's own experiences. Furthermore, respondents can always refuse to answer any questions during the interview.

Demographics

This section, administered by the interviewer, consists of questions about the respondent such as his/her date of birth, race, educational background, and health status.

Sample Questions:

- ▶ What is the highest grade or year of school you have **completed**?
- ▶ Would you say your health in general is excellent, very good, good, fair, or poor?

Computer Practice Session

In this section, the interviewer shows the respondent how to use the computer and lets him/her practice using a short practice session.

Cigarettes, Alcohol and Illicit Drugs

For most of the rest of the interview, the respondent answers questions by listening to the questions over the headphones and/or reading the questions on the computer screen, and then entering responses using the computer's keyboard. The respondent answers these questions in private, although the interviewer is available to help with the questions or the computer. During this part of the interview, only the respondent can hear and see the questions and see his/her responses.

Tobacco Products and Alcohol

These sections include questions about whether and how often respondents have used cigarettes, chewing tobacco, snuff, cigars, pipe tobacco, and alcoholic beverages such as beer, wine, or liquor.

Sample Questions:

- ▶ Have you **ever** smoked all or part of a cigarette?
- ▶ How old were you the **first time** you used chewing tobacco?
- ▶ What is your **best estimate** of the number of days you drank alcohol during the past 30 days?

Illicit Drugs

The next sections ask about the respondent's use or non-use of marijuana, heroin, cocaine, hallucinogens, and inhalants; and prescription pain killers, tranquilizers, stimulants, and sedatives when taken only for their effect. Questions about drug dependence and drug treatment are also included in this section.

Sample Questions:

- ▶ Have you **ever**, even once, used marijuana or hashish?
- ▶ How much do people risk harming themselves physically and in other ways when they use **cocaine once a month**?

Adult Social Environment and Mental Health

Respondents 18 and older receive questions about their social experiences such as: availability of illicit drugs, perceptions of their neighborhood, their relationship with their spouse or partner, and in some cases, their experiences as a parent. Mental health questions cover such topics as depression, social anxieties, and treatment for mental health problems.

Sample Questions:

- ▶ How many times **during the past 12 months** have you and your spouse or partner spent an hour or more together doing an activity that you both enjoyed?
- ▶ During the past 12 months, was there any time when you **needed** mental health treatment or counseling for yourself but **didn't get it**?
- ▶ People differ a lot in how much they worry. In general, would you say you worry more than, about the same as, or less than most other people worry about everyday problems?

Youth Experiences and Mental Health

Youth ages 12-17 participating in the survey are also asked questions about their social experiences such as: perceptions about the effects of using certain drugs; whether getting drugs is difficult or easy; feelings about school and peers; and involvement in clubs, sports, and other extracurricular activities. The mental health questions assess youth respondents' use of services aimed at treating mental health problems.

Sample Questions:

- ▶ During the past 12 months, in how many different kinds of school-based activities, such as team sports, cheerleading, choir, band, student government, or clubs, have you participated?
- ▶ During the past 12 months, have you stayed **overnight or longer in any type of hospital** to receive treatment or counseling for emotional or behavioral problems **not** caused by alcohol or drugs?

Health Care & other Demographic Information

In this section, the laptop is handed back to the interviewer, who asks questions about education, health insurance, health care access, and family income information to help in analyzing the data. An adult in the household may be asked to help youth respondents answer some of these questions.

The answers to these questions increase the government's knowledge about health care, especially as it may relate to drug use or treatment. This information helps in planning health care services and finding ways to lower the costs of care.

Sample questions:

- ▶ How many hours did you work **last week** at all jobs or businesses?
- ▶ In 2000, did you have money in any kind of savings or other bank account that earned interest?
- ▶ Are you currently covered by private health insurance?

Please feel free to ask the interviewer if you have any other questions about the questionnaire.

Thank you for your cooperation and help!

Instructions for Using Certificate of Participation

What is the Certificate of Participation?

The certificate provides documentation that authenticates the respondent's participation in the NHSDA. Respondents may use the completed certificate to verify with teachers or group leaders that they participated in the NHSDA.

How can a respondent use a Certificate of Participation?

Youth and other interested respondents may receive credit for participating in the study. Possibilities include:

- extra credit for school
- incorporating the NHSDA experience into a school project
- credit toward community service hours.

It is the respondents' responsibility to arrange to receive any possible credit.

Respondents and parents must understand that:

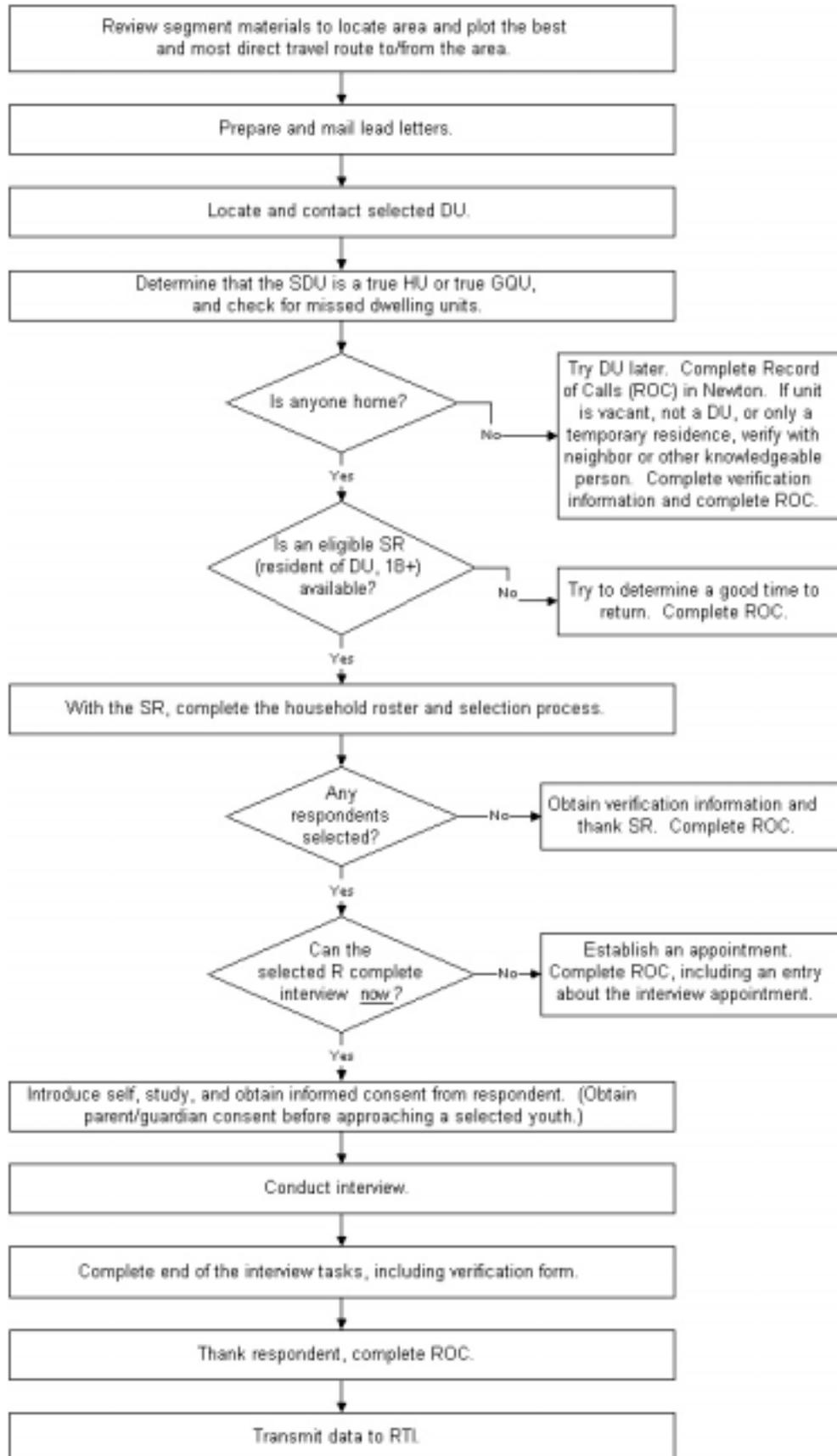
- they are responsible for making arrangements for any credit
- their school or group may or may not give credit
- no advance arrangements have been made with any school or community group in the nation.

Again, the purpose of the certificate is to give respondents documentation to verify with school staff or group leaders that they participated in the NHSDA.

When is the Certificate of Participation used?

Upon completion of the NHSDA interview, the interviewer prepares the certificate by filling in the date the interview was completed and the FI name and ID number. The respondent then adds his or her name to preserve confidentiality. Respondents can also have a Question and Answer Brochure, which contains additional details and includes contact information and Website addresses where interested persons can obtain additional information.

Overview of the Screening Process



Screening and Interviewing Tasks

When you work out in the field you will encounter one of 5 situations:

Can't screen (examples include no one home, vacant units, SR not available, etc)

- choose case from Select Case then advance to Identify SR
- approach unit and discover you can't screen
- with codes 10, 13 and 18 you must obtain verification information
- complete ROC to document situation.

Screen only (codes 22, 26, 30)

- choose case from Select Case then advance to Identify SR
- approach unit and obtain participation of eligible SR
- complete screening
- obtain verification information
- complete ROC.

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

- choose case from Select Case then advance to Identify SR
- approach unit and obtain participation of eligible SR
- complete screening
- obtain Informed Consents(s)
- prepare Gateway and enter QuestID from Newton
- complete interview(s) with available selected respondent(s)
- enter Verification ID in CAI program in Gateway
- complete ROC(s) in Newton
- mail completed Verification form to RTI.

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

- choose case from Select Case then advance to Identify SR
- approach unit and obtain participation of eligible SR
- complete screening
- complete ROC for screening
- complete ROC for appointment for **each** selected respondent
- prepare appointment card for each respondent.

Interview only at appointment time or other follow-up contact

- choose case from Select Case, review selections and roster
- obtain participation/informed consent of respondent
- prepare Gateway and enter QuestID from Newton
- complete interview(s) with respondent(s)
- enter Verification ID in CAI program in Gateway
- complete ROC(s) in Newton
- mail completed Verification form to RTI.

The Interviewing Process

Informed Consent Procedures

- You must follow these procedures.
- READ THE INFORMED CONSENT FOUND AT THE FRONT OF THIS SHOWCARD BOOKLET. BE SURE TO READ THE CORRECT INTRODUCTION SCRIPT TO YOUR RESPONDENT.
- If the respondent is 12 - 17 years old **first** obtain parental consent.

Choose the best interview location, considering:

- Privacy
- Ethics
- Comfort
- Battery power
- Safety
- Be flexible in choosing a location, but never compromise NHSDA protocols.

Setting up the Computer

- Unpack the computer and plug it in using the extension cord if needed.
- Press the ON button and WAIT for the computer to boot up..
- While waiting, make sure you have the QuestID from the Newton, a Reference Date Calendar, your Showcard Booklet, and Verification Form and envelope. Place clean headphone covers on the ear pieces.
- Enter your password at the prompt and begin your interview.

Conducting the Interview

- Be sure that you have obtained informed consent.
- Read the burden statement only if respondents asks.
- 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 and explain the situation.
- Complete the Reference Date Calendar.
 - Write the 12-month and 30-day dates given to you on the computer screen in the appropriate boxes.
 - Circle the 12-month reference date.
 - Circle the current date and the 30-day reference date. Then, underline the 30 days between the two circles you just made.
 - Record the Case ID # at the top of the calendar.
- Use the Showcards and Pillcards. If an R fails to ask to see the cards during ACASI, please note this in the FI Observation questions.

The Interviewing Process *(continued)*

- During ACASI, be available without being intrusive. Go ahead and prepare the Verification Form and envelope:
 - Legibly write your name and FI ID#
 - Fill in the Case ID #, including the A or B
 - Identify parent who gave consent, if interview with youth
- Enter the Verification ID and the CaseID when prompted..
- While R completes the form, answer the observation questions.
- If R refuses, ask the respondent to write “REFUSED” across the top of the form. The envelope must still be mailed to RTI.
- For a youth, the verification form should be completed preferably by a parent or guardian. (Another good reason to have a parent in the house while you conduct the interview! ☺)

When finished with the Interview

- Pack up your equipment.
 - Gently close the screen display until you hear a click.
 - Unplug the power cord from the computer first and then unplug the power cord from wall. Wrap them up and place in carrying case.
 - Place the laptop in the case and secure it with the velcro straps.
 - Zip up the carrying case
 - Remember your Newton, this Showcard Booklet, Reference Date Calendar, and other papers.
 - Enter a Code 70 in your Newton.
- THANK YOUR RESPONDENT!

Possible Respondent Difficulties

- Is the respondent physically or 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 reschedule 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 to us!
 - Only in these situations can you resort to entering the responses in the ACASI portions for your respondents. Make note of this deviation from protocol in the FI Observation 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 on the headphones and answer most questions with a number.

Refusal Reasons

These descriptions may help you in deciding how to classify a refusal in the Newton.

1. **Too busy/no time/did too many surveys already**
The number one reason for refusals is lack of time.
2. **Surveys (or government) too invasive/doesn't want teen exposed to subject**
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. As parents, they be concerned about exposing their teen to the sensitive subject matters in the survey.
3. **Clarify confidentiality, legitimacy, or 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**
Although rare, 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. **Parent or HH member disallows/Welfare or INS concerns**
Sometimes people refuse to participate because of an outside force controlling them. That force may be a spouse, parent or guardian, or a fear that you are a welfare worker or an immigration officer checking on their status.
6. **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.
7. **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 the FS. Then you can talk with him/her about how best to handle the refusal.

Counting & Listing Abbreviations

<u>COLORS</u>		<u>DIRECTION/ORIENTATION</u>		<u>ARCHITECTURE/BUILDING STYLE</u>	
BG	Beige	ABV	Above	APT	Apartment
BK	Black	ACR	Across	CPCD	Cape Cod
BL	Blue	ADJ	Adjacent	CLNL	Colonial
BR	Brown	BCK	Back	CONDO	Condominium
DK	Dark	BEH	Behind	CNTP	Contemporary
GR	Gray	BTWN	Between	DBLWID	Doublewide
GN	Green	BTM	Bottom	DPX	Duplex
LT	Light	E	East	RCH	Ranch
MED	Medium	FRT	Front	RF	Roof
OR	Orange	L	Left	SPL	Split Level
PK	Pink	N	North	TRAD	Traditional
RD	Red	NE	Northeast	TRLR	Trailer
TN	Tan	NW	Northwest	TRANS	Transitional
WH	White	RE	Rear		
YL	Yellow	R	Right		
		S	South		
		SE	Southeast		
		SW	Southwest		
		W	West		
<u>ADDRESSES</u>		<u>STRUCTURE/MATERIALS</u>		<u>TYPES OF ROOFS:</u>	
ADD	Address	ALUM	Aluminum	FLT	Flat
ALY	Alley	BRK	Brick	GBL	Gable
APT	Apartment	BRNSTN	Brownstone	GMBR	Gambrel
AVE	Avenue	CDR	Cedar	HIP	Hip
BLK	Block	CBLK	Cement Block	MNSD	Mansard
BLVD	Boulevard	CEM	Cement	SHGL	Shingle
BLDG	Building	LOG	Log	SPNTL	Spanish Tile
CIR	Circle	RCK	Rock	TIN	Tin
CT	Court	SDG	Siding		
DRWR	Drawer	STN	Stone		
DR	Drive	STU	Stucco		
HWY	Highway	VNY	Vinyl		
JCT	Junction				
LN	Lane				
PKWY	Parkway				
PL	Place				
PT	Point				
PO	Post Office (Box)				
RD	Road				
RTE	Route				
ST	Street				
TER	Terrace				
WAY	Way				

Counting & Listing Abbreviations *(continued)*

OTHER/GENERAL			
ATT	Attached	GRV	Gravel
BSMT	Basement	GRND	Ground
BUS	Business	HSE	House
CPT	Carport	LG	Large
CG	Cattleguard	MBX	Mailbox
CHNLNK	Chainlink	MID	Middle
CHMY	Chimney	MI	Mile
CHUR	Church	PKT	Picket
COL	Column	PCH	Porch
COR	Corner	PVT	Private
CO	County	RR	Railroad
DB	Doorbell	RSTR	Restaurant
DRMR	Dormer	RM	Room
DBL	Double	SCRN	Screen/Screened
DRWY	Driveway	SHK	Shake
ELCMTR	Electric Motor	SHUT	Shutters
ENT	Entrance	SD	Side Door
EXT	Exit	STR	Store
EXTR	Exterior	STY	Story
FEN	Fence	TR	Trim
FLR	Floor	UC	Under Construction
FDN	Foundation	VAC	Vacant
FRM	Frame	VER	Veranda
FR	From	VEST	Vestibule
GAR	Garage	WIN	Window
GRD	Guard	WD	Wood

Adding Missed Dwelling Units

You are not required to check the entire segment for missed dwelling units. Check for missed DUs at every selected DU. (However do not ignore significant changes, such as a new development or new apartment building—call your FS.)

At an SDU, look for missed dwelling units:

- **Within the SDU or on its property.**

During screening you ask the SR if there are any additional units in the unit or on the property. If so, simply enter the address of the other unit(s) and proceed with screening.

- **In the geographic interval between the SDU and the next listed line.**

Check the space between the SDU and the next listed DU. Enter any discovered units using Actions/Add Missed DUs.

If the SDU is the last one listed on a map page:

- the ‘next listed line’ means the next one listed on that map page, not the next one listed numerically. Check the interval between the SDU and the very first DU listed on that map page.
- check any subsequent zero map pages for missed DUs.

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.

Limits on missed DUs:

- Up to 5 units at one SDU
- Up to 10 units per segment
- Record additional information on the List of Added Dwelling Units, then check with your FS
- Newton stores space for 5 added DUs per segment. If more are required, contact your FS to have 5 more lines transferred to your Newton.

Reconciling Missed DUs

Recording the addresses of missed DUs in the Newton does not automatically add them to your assignment. When ready to reconcile these missed DUs to see if they should be added, be sure that you have the original hand-written List of Dwelling Units and the block maps.

You can Reconcile at three different spots in the Newton:

- 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 say No and reconcile later.
- If you entered a missed DU address using Actions/Add Missed DUs, you will be asked if you want to reconcile.
- From the option Admin/Reconcile Missed DUs.

To Reconcile Missed DUs:

- Follow the instructions on the Newton screen carefully, making certain you refer to your segment kit as you reconcile the unit.
 - Determine if the missed unit is already on the List of DUs.
 - Determine if the missed unit is in the correct geographic interval.
- If the missed unit is not on the list and is in the correct interval, it will be added to your assignment.
- Remember to mark the location of the missed DU on the correct Block Listing Map.

If you have any questions, exit the program and contact your FS.

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

- More than five 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.

Tips on Gaining Access to Controlled Access Buildings/Gated Communities

FI Segment Access Documentation Form *(front side)*

2001 NHSDA FI SEGMENT ACCESS DOCUMENTATION FORM

Segment ID# _____ County _____ Quarter _____
Date _____ C/L _____ S/I _____ Main Study _____ Validity Study _____ (S/I only)
FI Name _____ FI Gender: M F
FS Name _____ FS Gender: M F
RS Name _____ RD Name _____
Total number of affected lines _____
Exact number of pending screenings _____
Exact number of pending interviews _____

Type of Situation (check all that apply):

- | | |
|--|---|
| <input type="checkbox"/> Front Desk Attendant | <input type="checkbox"/> Locked Building |
| <input type="checkbox"/> Apartment Building (garden style) | <input type="checkbox"/> Locked Gate |
| <input type="checkbox"/> Apartment Building (high rise) | <input type="checkbox"/> Security System |
| <input type="checkbox"/> Gated Community | <input type="checkbox"/> Building Without Attendant |
| <input type="checkbox"/> Retirement Community | <input type="checkbox"/> Intercom |
| <input type="checkbox"/> Assisted Living Center | <input type="checkbox"/> On-site Manager |
| <input type="checkbox"/> Job Corps Facility | <input type="checkbox"/> Off-site Manager |
| <input type="checkbox"/> Halfway House | <input type="checkbox"/> Bad Road |
| <input type="checkbox"/> Drug Treatment Facility | <input type="checkbox"/> Guard Dogs |
| <input type="checkbox"/> Home for mentally/physically challenged | |
| <input type="checkbox"/> College/University | |
| <input type="checkbox"/> Military Base | |

Demographics of Population (include age, race and income level of community):

Description of Situation (include type of situation, contact with management or residents to date, method of contact, and dates of contact):

Complete Name of Property (apartment complex, community, development, etc.):

(OVER)

FI Segment Access Documentation Form *(reverse side)*

Contact Information *(if for college/university or military base, see below):*

Name of Contact Person _____
Title of Contact Person _____ Gender: M F
Phone number _____ Fax Number *(if applicable)* _____
Street Address _____
City _____ State _____ Zip _____
Specific Concerns of Contact Person/Management/Respondent *(describe their concerns):*

College/University:

Name of Contact Person _____ Gender: M F
Title of Contact Person _____ Ph.D.: Y N
Full Name of College/University _____
Types of Facilities Involved (dormitories, fraternities, student apartments) _____

Complete Names of Facilities Involved *(example: Cox Hall)* _____

Number of Selected Rooms in Each Facility _____

Address _____
City _____ State _____ Zip _____
Phone Number _____ Fax Number *(if applicable)* _____

Military Base:

Branch (circle one): Army Navy Air Force Marines
Name of Contact Person _____
Rank *(if active Duty)* _____ Gender: M F
Title of Contact Person _____
Full Name of Base _____
Address _____
City _____ State _____ Zip _____
Phone Number _____ Fax Number *(if applicable)* _____

Procedures After an Automobile Accident

After an Accident

- Check for injuries. Life and health are more important than damage to vehicles.
- Make note of specific damages to all vehicles involved.
- Write down the names, addresses and license numbers of persons involved in the accident. Also, write a description of the other vehicles.
- Call the police, even if the accident is minor.
- Jot down names and addresses of anyone who may have witnessed the accident. This can prevent disagreement concerning how the accident actually happened.

Do's and Don'ts

- DO jot down details about the accident and circumstances such as weather conditions and visibility.
- DO notify your insurance agent about the accident immediately.
- DO NOT sign any document unless it is for the police or your insurance agent.

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 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 Newton 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.

2001 NHSDA Result Codes

Pending Screening Codes		Requires FS Approval	Verification Info Required	Newton Auto Codes
01	No One at DU			
02	Screening Respondent Unavailable			
03	Neighbor Indicates Occupancy			
04	Physically/Mentally Incompetent			
05	Language Barrier (Spanish)			
06	Language Barrier (Other)			
07	Refusal to Screening Questions			
08	Unable to Locate SDU			
09	Other			

Final Screening Codes		Requires FS Approval	Verification Info Required	Newton Auto Codes
10	Vacant		✓	
11	No One at DU after Repeated Visits	✓		
12	SR Unavailable after Repeated Visits	✓		
13	Not a Primary Residence		✓	
14	Physically/mentally Incompetent	✓		
15	Language Barrier (Spanish)	✓		
16	Language Barrier (Other)	✓		
17	Refusal	✓		
18	Not a Dwelling Unit		✓	
19	GQU Listed as HU			
20	HU Listed as GQU			
21	Denied Access to Building/Complex	✓		
22	DU Contains Only Military Personnel		✓	✓
23	Other	✓		
25	No Eligible SDU Members		✓	✓
26	In DU less than ½ of the Quarter		✓	✓
29	Listing Error	✓		
30	No One Selected for Interview		✓	✓
31	One Selected for Interview			✓
32	Two Selected for Interview			✓

2001 NHSDA Result Codes *(continued)*

Pending Interview Codes		Requires FS Approval	Verification Info Required	Newton Auto Codes
50	Appointment for Interview			
51	No One at DU			
52	Respondent Unavailable			
53	Break off (Partial Interview)			
54	Physically/mentally Incompetent			
55	Language Barrier (Spanish)			
56	Language Barrier (Other)			
57	Refusal (By Respondent)			
58	Parental Refusal for 12-17 Year Old			
59	Other			

Final Interview Codes		Requires FS Approval	Verification Info Required	Newton Auto Codes
70	Interview Complete		✓	
71	No One at Home after Repeated Visits	✓		
72	Respondent Unavailable	✓		
73	Break off (Partial Interview)	✓		
74	Physically/Mentally Incompetent	✓		
75	Language Barrier (Spanish)	✓		
76	Language Barrier (Other)	✓		
77	Final Refusal by Respondent	✓		
78	Parental Refusal for 12-17 Year Old	✓		
79	Other	✓		

Mode of Contact Definitions

The following statements describe the types of initial contact with the screening respondent or a selected interview respondent:

1. **Through an open door** – Use in situations where the door is open or partially open or the door between you and the respondent is a storm door or screen door. Use this for contacts where basically there is no major, solid barrier between you and the respondent.
2. **Face-to-face, both outside DU** – Both you and the respondent are outside of the DU, such as on the porch, under the carport, in the yard. For apartment buildings, this could mean in the hallway, the stairwell, lobby, etc.
3. **Face-to-face, both inside DU** – Both you and the respondent are inside the DU when the initial contact takes place. Example: a teenager asks you to come in while he gets his mother to answer your questions so that your initial contact with the respondent (mother) is face-to-face, both inside DU.
4. **Spoke through closed door** – You spoke to the respondent when the main/wooden/metal door was fully closed. If the door was partially open then use "through an open door."
5. **Intercom** – You initially spoke to the respondent using the intercom, even if you were subsequently allowed in for a face-to-face screening or interview. This includes any sort of intercom system whether for a single DU, for a building, or at the entry to a gated community.
6. **(Screening only) Telephone (pre-authorized by NFD)** – FOR FS USE ONLY. In rare instances of very difficult or unusual situations, an FS may request permission to conduct a telephone screening. This requires approval from the Regional Supervisor, Regional Director, and the National Field Director (NFD) _____.
7. **Other (specify in ROC comments)** – If your initial contact cannot be classified in one of the other categories, use this and describe the contact in the ROC comments. Be sure the contact does not fit in another category.
8. **No Contact with SR/R this visit** – Use this category when completing an ROC in which there was no contact with a respondent. Examples include no one at DU (01), respondent unavailable (52), or when finalizing a case following discussion with your supervisor. Remember you are choosing a category describing initial contact with the respondent: if you talk with a neighbor or a child but do not talk with a potential SR or the selected interview respondent, this code applies.

Quick Reference Guide and Edit Checklist

In the CAI Manager, if you want to:

	PRESS
Start an interview	[Alt] [s]
Cancel the start of an interview	[Alt] [n]
Resume (re-start) an interview	[Alt] [s]
Transmit data to RTI	[Alt] [t], [y]
View e-mail messages	[Alt] [v]
Run Tutorial	[Alt] [r]
Start the PTE Program	[Alt] [p]
List the cases by Descending Order (based on date)	[Alt] [y]
List the cases in Ascending Order (based on date)	[Alt] [g]
Exit CAI Manager	[Alt] [x]

To begin CAI Interview:

Enter **Quest ID** from Newton for selected sample member.

In the Interview, if you want 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]
Toggle audio on/off	[F7]
Enter a comment	[F8]
Save a comment	[Alt] [s]
Back up one screen	[F9]
Replay audio	[F10]

To complete verification form:

When prompted to do so, enter **VerifID** from Verification Form.
With Respondent's assistance, complete same Verification Form.

End of Interview Checklist:

Record Case ID on the Verification Form. Make sure your name and ID # are printed on the form. Mail promptly using RTI business reply envelope.

Check that Case ID is recorded in upper right corner and mail Reference Date Calendar to FS weekly.

Update Newton Record of Calls for completed interview.