2006 NATIONAL SURVEY ON DRUG USE AND HEALTH

SCREENING APPLICATION SPECIFICATIONS

Contract No. 283-04-00022
RTI Project No. 9009

Authors:
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Beth Riggsbee
Tennyson Chen

Project Director:

Tom Virag

Prepared for:

Substance Abuse and Mental Health Services Administration
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Appendices

2006 NATIONAL SURVEY ON DRUG USE AND HEALTH SCREENING APPLICATION UPDATES

Text/Screen Updates

Select Case Screen

- Sort function by 'Street' was updated to sort by street name within segment.

Access Data

- Revised the Access Data categories and renamed the data collected to Physical Features Data. Moved the data entry from a separate function to the first two screens of the screening application. The Physical Feature data is entered during the initial visit to the SDU and it is immediately saved and transmitted during the next transmission.

- The Physical Feature data is collected on two screens – SDU Characteristic and Controlled Access Type. The categories are as follows:

  SDU Characteristic
  (Check all that apply)
  1. House/Single Unit

  2. Multi-unit, 2-9 units

  3. Multi-unit, 10-49 units

  4. Multi-unit, 50+ units

  5. Military Base

  6. Student Housing

  7. Native American Tribal Land

  8. Senior Housing/Assisted Living

  9. Other GQU

  10. Empty Lot

  Controlled Access Type
  (Check all that apply)
  1. None

  2. Guard/Door Person/Staff/Manager

  3. Locked main entrance/gate, no intercom/buzzer

  4. Locked main entrance/gate with intercom/buzzer, no unit address labels

  5. Locked main entrance/gate with intercom/buzzer, with unit address labels

Identify SR Screen

- Spanish translation updated from: Y ¿tiene 18 **o más de edad**? (And are you 18 or more years of age) to: Y ¿tiene 18 **de edad o más**? (And are you 18 years of age or more).

Informed Consent

- Added "It also explains that your answers are used for research purposes only…" to the text so it reads, "Please read this statement. It describes the survey and the legislation that assures the confidentiality of any information you provide. It also explains that your answers are used for research purposes only and that your participation is voluntary. If anyone is selected for the full interview, that person will receive a $30 cash payment after the interview is completed."

Added DUs

- Updated instructions on MDU- Segment Kit Check screen from 'additional unit reported earlier' to 'unit that you are attempting to add.'

- Updated instructions on MDU-Geographic Interval screen by adding a reference to the Missed Unit also being located within the segment boundary.

- Added Link Line number display. When tapping the address at the top of the screen to view the enlarged address, the link line is also displayed in this box.

Roster Questions

- During household screening situations where the householder is also the Screening Respondent, changed the relationship question from "How is this person related to the householder?" to "How is this person related to you, the householder?"

- At Confirm Roster message box, updated text to refer to 'you' when talking to the screening respondent.

- Updated the Screening Respondent message box to include an optional question, "(Is that you?)" to use in situations where it is unclear which roster member is the screening respondent.

- Added a ChangeSR button on the roster question screens to allow the identification of the screening respondent to be immediately and easily corrected, if it was entered incorrectly.

- Updated Other Members Screen to remove the quarterly time period to reduce the repetitiveness of information in the screening questions.

Exit Buttons

- Added Exit buttons to the bottom of three screens that did not have the option to exit the screening – Other Members, Ineligible for Quarter, and Another Eligible Member.

Record of Calls

- Added an Other Language screen that lists 11 language options when coding the Language Barrier, Other as well as an Other, Specify screen. Language options are: Arabic, Chinese, French, German, Italian, Polish, Korean, Portuguese, Russian, Tagalog, Vietnamese, Other, Specify.

Verification Screen

- Updated the default responses on the Delete Phone Number box from 'Yes' to 'No.'

Calendar

- Added a 'S/I Other' category that automatically loads the CaseID but can be used for purposes other than documenting a screening or interview appointment.

Technical Updates

- Updated the transmission software so that On Hold data transmits to RTI, but is not processed in the control system in the normal way. The data are maintained in a separate location so they can be accessed if necessary.

- Updated the program to allow "Modify/Date/Time" to be changed only if a change has been made to the event code or event Date/Time, as opposed to changing it if the ROC was being opened for any reason, such as being reviewed.

- Updated Reload Training Cases so that when this is conducted, it also configures the quarter value of the training cases (prior to this all training cases were configured as Quarter 1 cases).

2006 NSDUH Screening Application Specifications
Section 1
HU Screening

Document Format:
- Screen names bolded
- Screen/question/instructional text designated by black and red text and non-italicized text in parenthesis (Upper-lower black text to be read, red upper case text is instructions to FI)
- Fills designated by parenthesis and italics
- Logic designated by brackets
- Text of instructional message boxes provided in bracketed logic
- Response categories underlined

The line number and address are located at the top of each screen. Tap the address to see DU ADDRESS box, an enlarged display of the line number and address. If a case is an Added DU, the DU ADDRESS box displays the link line number.

SDU CHARACTERISTIC

DU ADDRESS (LARGE FONT)

CHECK ALL THAT APPLY. TAP "?" FOR ADDITIONAL INFORMATION.

1. House/Single Unit
2. Multi-unit, 2-9 units
3. Multi-unit, 10-49 units
4. Multi-unit, 50+ units
5. Military Base
6. Student Housing
7. Native American Tribal Land
8. Senior Housing/Assisted Living
9. Other GQU
10. Empty Lot

Continue [**CONTROLLED ACCESS TYPE**]
FIatWrongAddress [**SELECT CASE**]

CONTROLLED ACCESS TYPE [IF SDU CHARACTERISTIC NE BLANK]

DU ADDRESS (LARGE FONT)

CHECK ALL THAT APPLY. TAP "?" FOR ADDITIONAL INFORMATION.

1. None
2. Guard/Door Person/Staff/Manager
3. Locked main entrance/gate, no intercom/buzzer
4. Locked main entrance/gate with intercom/buzzer, no unit address labels

5. Locked main entrance/gate with intercom/buzzer, with unit address labels

Continue [**STUDY INTRODUCTION**] [Physical Feature Data (SDU CHARACTERISTIC and CONTROLLED ACCESS TYPE) from this initial visit to the DU is saved and transmitted to RTI during next transmission, regardless of the outcome of the ROC (pending or final).]

FI at Wrong Address [**SELECT CASE**]

STUDY INTRODUCTION [IF CONTROLLED ACCESS TYPE NE BLANK]

Hello, my name is *(FI NAME)* with Research Triangle Institute in North Carolina. We are conducting a nationwide study sponsored by the U.S. Public Health Service.

[IF NOT ADDED DU] You should have received a letter explaining the study.

[IF NOT ADDED DU] HAND R COPY OF LETTER IF NEEDED
[IF ADDED DU] HAND R LEAD LETTER, ALLOW TIME TO READ

Continue [**IDENTIFY SR**]

IDENTIFY SR [IF STUDY INTRODUCTION = CONTINUE]

First, just let me verify: do you live here?

IF NOT OBVIOUS:

And are you 18 or older?

IF NO TO EITHER, ASK FOR AN ADULT RESIDENT, TAP BACK ARROW, AND BEGIN AGAIN.

SR Available [**ADDRESS VERIFICATION**]
SR Not Available [**EXIT SCREENING**: "ARE YOU SURE YOU WANT TO EXIT SCREENING?" IF <u>Yes</u>, **RECORD OF CALLS**. IF <u>No</u>, **IDENTIFY SR**.]

ADDRESS VERIFICATION [IF IDENTIFY SR = SR AVAILABLE]

I just need to verify -- is this

STREET: *(NUMBER AND STREET)*
CITY: *(CITY)*
STATE: *(STATE)*
ZIP: *(ZIP)*

Address Is Correct – Continue [**INFORMED CONSENT**]
Need to Edit Address [**EDIT ADDRESS**]
FI At Wrong Address [**SELECT CASE**]

EDIT ADDRESS [IF ADDRESS VERIFICATION = NEED TO EDIT ADDRESS]

ST. # *(NUMBER)*
STREET: *(STREET)*
CITY: *(CITY)*
STATE: *(STATE)*   ZIP: *(ZIP)*

<u>Update</u> [SAVE UPDATED ADDRESS, THEN **INFORMED CONSENT**]

INFORMED CONSENT [IF ADDRESS VERIFICATION = ADDRESS IS CORRECT-
CONTINUE OR EDIT ADDRESS = UPDATE]

GIVE PERSON STUDY DESCRIPTION AND SAY

Please read this statement. It describes the survey and the legislation that assures the
confidentiality of any information you provide. It also explains that your answers are used for
research purposes only and that your participation is voluntary. If anyone is selected for the full
interview, that person will receive a $30 cash payment after the interview is completed.

<u>Continue</u> [**MISSED DUs**]

MISSED DUs [IF INFORMED CONSENT = CONTINUE]

FOR REGULAR HUs SUCH AS INDIVIDUAL HOUSES, TOWNHOUSES, DUPLEXES,
TRAILERS, COTTAGES

Are there any other living quarters within this structure or on this property, such as a separate
apartment with a separate entrance?

<u>Yes</u> [**MISSED DU ADDRESS**]   <u>No</u> [**OCCUPANCY**]
      [IF MISSED DU: **CANNOT**
      ADD UNIT "YOU CANNOT
      ADD A MISSED DU FROM
      A DU THAT HAS BEEN ADDED"
      MISSED DUs]

FOR APARTMENT/CONDO HUs: DON'T ASK, JUST TAP "APT/CONDO" (BELOW) TO
CONTINUE.

<u>APT/CONDO</u> [**OCCUPANCY**]

MISSED DU ADDRESS [IF MISSED DUs = YES]

RECORD STREET ADDRESS OR DESCRIPTION OF UNIT

STREET
NUMBER:

1-3

Update [**OCCUPANCY**]   Cancel [**CANCEL DU**: "ARE YOU SURE
                                               YOU WANT TO CANCEL
                                               ADDITION OF THIS DU? IF Yes,
                                               OCCUPANCY. IF No, **MISSED DU
                                               ADDRESS**.]

OCCUPANCY [IF MISSED DUs = NO OR MISSED DU ADDRESS = UPDATE OR
    CANCEL MISSED DU = YES]

(Have/Will) you or anyone else in this household *(lived/live)* here for most of the time during the
months of *(CURRENT QUARTER)?*

Yes [**TOTAL SDU MEMBERS**]   No [**OCCUPANCY – CONFIRMATION**:
                                               YOUR 'NO' RESPONSE WILL
                                               CONCLUDE THIS SCREENING
                                               AND FINALIZE THIS CASE. DO
                                               YOU WANT TO CHANGE YOUR
                                               ANSWER? ('YES' WILL CONTINUE
                                               SCREENING. 'NO' WILL FINALIZE THE CASE.)
                                               IF Yes, **TOTAL SDU MEMBERS**. IF No,
                                               VERIFICATION.]

TOTAL SDU MEMBERS [IF OCCUPANCY= YES]

(Including yourself), how many people in this household *(lived/will live)* here for most of the time
during the months of *(CURRENT QUARTER)?* (Do not include anyone who *(lived/will live)* at
school or somewhere else for most of the time during the months of *(CURRENT QUARTER)*.)

ENTER NUMBER 1-20 [**MEMBERS 12 OR OLDER**]
        [IF 1 TOTAL SDU MEMBERS = 1, **ONLY HOUSEHOLD MEMBER**: "**CONFIRM
        RESPONSE**: IS THERE ONLY 1 PERSON IN THIS HOUSEHOLD? IF No, **TOTAL
        SDU MEMBERS**. IF Yes, **ONLY ELIGIBLE HH MEMBER**: "Is that you?" IS
        THIS SCREENING RESPONDENT THE ONE ELIGIBLE RESIDENT OF THE DU?
        IF No, **HOUSEHOLDER AGE** USING 'THIS PERSON' FILL. IF Yes,
        HOUSEHOLDER AGE USING 'YOUR' FILL.]

MEMBERS 12 OR OLDER [IF TOTAL SDU MEMBERS NE BLANK AND >1]

Of these *(TOTAL SDU MEMBERS)* people, how many are now age 12 or older?

ENTER SUBSET OF TOTAL SDU MEMBERS [**ROSTER INTRO**]
        [IF MEMBERS 12 OR OLDER = 1, **ONLY ELIGIBLE MEMBER: "CONFIRM
        RESPONSE:** IS THERE ONLY 1 PERSON AGE 12 OR OLDER IN THIS
        HOUSEHOLD?" IF No, **MEMBERS 12 OR OLDER**. IF Yes, **ROSTER**: "IS THIS
        SCREENING RESPONDENT THE ONE ELIGIBLE RESIDENT OF THE DU?" IF No,

HOUSEHOLDER AGE USING 'THIS PERSON' FILL. IF Yes, **HOUSEHOLDER AGE** USING 'YOUR' FILL.]

ROSTER INTRO [IF MEMBERS 12 OR OLDER NE 1 OR BLANK]

Next I'll ask a few questions about the people who live here.   Let's start with the person or one of the persons living here who owns or rents this home. We'll refer to this person as the householder.

Continue [**HOUSEHOLDER AGE**]

HOUSEHOLDER AGE [IF ROSTER INTRO NE BLANK OR ROSTER NE BLANK OR
                 CONFIRM ROSTER FOR HOUSEHOLDER = NO]

Please tell me the age of this person on his or her last birthday.

IF SR IS HOUSEHOLDER:
Please tell me your age on your last birthday.

ENTER AGE, CONTINUE [**SCREENING RESPONDENT**]
ChangeSR [**CHANGE SR:** DO YOU WANT TO CHANGE THE SR, IF No,
         HOUSEHOLDER AGE. IF Yes, **THIS PERSON**: IS THIS PERSON THE SR? IF
         Yes OR No, **CONFIRM CHANGE**: PLEASE CONFIRM RESPONSE. IS THIS
         PERSON THE SR? IF RESPONSE CHANGES, **CONFIRM CHANGE**: PLEASE
         CONFIRM RESPONSE. IS THIS PERSON THE SR? IF RESPONSE DOES NOT
         CHANGE AND = No, PERSON NE SCREENING RESPONDENT. IF RESPONSE
         DOES NOT CHANGE AND = Yes, PERSON = SCREENING RESPONDENT.]

SCREENING RESPONDENT [IF HOUSEHOLDER AGE NE BLANK OR IF
      AGE NE BLANK AND SCREENING RESPONDENT NE YES]

IS THIS *(HOUSEHOLDER AGE/AGE)* YEAR OLD PERSON THE SCREENING
RESPONDENT? IF UNSURE ASK: "Is that you?"

Yes [SETS LANGUAGE FOR SUBSEQUENT ROSTER QUESTIONS USING
     'YOU/YOUR']

No   [SETS LANGUAGE FOR SUBSEQUENT ROSTER QUESTIONS USING
     'THIS PERSON.']

[IF HOUSEHOLDER, **HOUSEHOLDER GENDER** OTHERWISE, **RELATION**]

HOUSEHOLDER GENDER [IF SCREENING RESPONDENT NE BLANK FOR
      HOUSEHOLDER]

ASK ONLY IF NOT OBVIOUS

Is this person male or female?

Male
Female

[**HOUSEHOLDER HISPANIC**]

ChangeSR [**CHANGE SR:** DO YOU WANT TO CHANGE THE SR, IF No,
       HOUSEHOLDER GENDER. IF Yes, **THIS PERSON**: IS THIS PERSON THE SR?
       IF Yes OR No, **CONFIRM CHANGE**: PLEASE CONFIRM RESPONSE. IS THIS
       PERSON THE SR? IF RESPONSE CHANGES, **CONFIRM CHANGE**: PLEASE
       CONFIRM RESPONSE. IS THIS PERSON THE SR? IF RESPONSE DOES NOT
       CHANGE AND = No, PERSON NE SCREENING RESPONDENT. IF RESPONSE
       DOES NOT CHANGE AND = Yes, PERSON = SCREENING RESPONDENT.]

HOUSEHOLDER HISPANIC [IF HOUSEHOLDER GENDER NE BLANK]

(Are you/Is he/Is she/Is this person) of Hispanic, Latino or Spanish origin?

(That is, do any of these groups describe *(your/his/her/their)* national origin or ancestry – Puerto
Rican, Cuban, Cuban-American, Mexican, Mexican-American, Chicano, Central or South
American, or origin in some other Spanish-speaking country?)

Yes
No

[**HOUSEHOLD RACE**]

ChangeSR [**CHANGE SR:** DO YOU WANT TO CHANGE THE SR, IF No,
       HOUSEHOLDER HISPANIC. IF Yes, **THIS PERSON**: IS THIS PERSON THE SR?
       IF Yes OR No, **CONFIRM CHANGE**: PLEASE CONFIRM RESPONSE. IS THIS
       PERSON THE SR? IF RESPONSE CHANGES, **CONFIRM CHANGE**: PLEASE
       CONFIRM RESPONSE. IS THIS PERSON THE SR? IF RESPONSE DOES NOT
       CHANGE AND = No, PERSON NE SCREENING RESPONDENT. IF RESPONSE
       DOES NOT CHANGE AND = Yes, PERSON = SCREENING RESPONDENT.]

HOUSEHOLDER RACE [IF HOUSEHOLDER HISPANIC NE BLANK]

(Are you/Is he/Is she/Is this person) White, Black or African American, American Indian or
Alaska Native, Native Hawaiian or other Pacific Islander, or Asian?

White
Black or African American
American Indian or Alaska Native
Native Hawaiian/other Pacific Islander
Asian
Other

(CHECK ALL THAT APPLY)

[**HOUSEHOLDER MILITARY** OR IF HOUSEHOLDER AGE NE 17-65 **CONFIRM
ROSTER**]

ChangeSR [**CHANGE SR:** DO YOU WANT TO CHANGE THE SR, IF <u>No</u>, **HOUSEHOLDER RACE**. IF <u>Yes</u>, **THIS PERSON**: IS THIS PERSON THE SR? IF <u>Yes</u> OR <u>No</u>, **CONFIRM CHANGE**: PLEASE CONFIRM RESPONSE. IS THIS PERSON THE SR? IF RESPONSE CHANGES, **CONFIRM CHANGE**: PLEASE CONFIRM RESPONSE. IS THIS PERSON THE SR? IF RESPONSE DOES NOT CHANGE AND = <u>No</u>, PERSON NE SCREENING RESPONDENT. IF RESPONSE DOES NOT CHANGE AND = <u>Yes</u>, PERSON = SCREENING RESPONDENT.]

HOUSEHOLDER MILITARY [IF HOUSEHOLDER RACE NE BLANK AND HOUSEHOLDER AGE = 17-65]

(Are you/Is he/Is she/Is this person) currently on active duty in the military?

<u>Yes</u>
<u>No</u>
<u>Unknown</u>
<u>Refused</u>

[**CONFIRM ROSTER**]

ChangeSR [**CHANGE SR:** DO YOU WANT TO CHANGE THE SR, IF <u>No</u>, **HOUSEHOLDER MILITARY**. IF <u>Yes</u>, **THIS PERSON**: IS THIS PERSON THE SR? IF <u>Yes</u> OR <u>No</u>, **CONFIRM CHANGE**: PLEASE CONFIRM RESPONSE. IS THIS PERSON THE SR? IF RESPONSE CHANGES, **CONFIRM CHANGE**: PLEASE CONFIRM RESPONSE. IS THIS PERSON THE SR? IF RESPONSE DOES NOT CHANGE AND = <u>No</u>, PERSON NE SCREENING RESPONDENT. IF RESPONSE DOES NOT CHANGE AND = <u>Yes</u>, PERSON = SCREENING RESPONDENT.]

CONFIRM ROSTER [IF HOUSEHOLDER MILITARY NE BLANK OR IF HOUSEHOLDER AGE NE 17-65 AND HOUSEHOLDER RACE NE BLANK]

I have listed (a, IF SR: you as a) *(AGE)* year old *(GENDER)* householder.   (She is/He is/IF SR: You are *(RACE)*, *(HISPANIC)*, and *(is/is no/IF SR: are/are not)* on active duty the military.

Is that correct?

<u>Yes</u> [**OTHER MEMBERS] [**IF **ROSTER** NE BLANK , THEN **VERIFY ROSTER DATA**]
<u>No</u> [**HOUSEHOLDER AGE**]

OTHER MEMBERS [IF CONFIRM ROSTER = YES AND MEMBERS 12 OR OLDER ≥ 2]

READ TO RESPONDENT:

Now I need some general information about *(the other person/all of the other people)* in this household who *(is/are)* 12 years old or older. [IF MEMBERS 12 OR OLDER >2] Let's start with the oldest and work down to the youngest.

<u>Continue</u> [**AGE**]

AGE [IF OTHER MEMBERS NE BLANK OR CONFIRM ROSTER = NO]

[IF MEMBERS 12 OR OLDER = 2] Please tell me the age of this person on his or her last birthday.

[IF MEMBERS 12 OR OLDER > 2 HH MEMBERS] Please tell me the age of the *(oldest/next oldest)* person on his or her last birthday.

ENTER AGE [IF ANY SCREENING RESPONDENT = YES, **RELATION**. IF ALL
      SCREENING RESPONDENT = BLANK OR NO, **SCREENING
      RESPONDENT**]
ChangeSR [**CHANGE SR:** DO YOU WANT TO CHANGE THE SR, IF <u>No</u>,
      AGE. IF <u>Yes</u>, **THIS PERSON**: IS THIS PERSON THE SR? IF <u>Yes</u> OR <u>No</u>,
      CONFIRM CHANGE: PLEASE CONFIRM RESPONSE. IS THIS PERSON THE SR?
      IF RESPONSE CHANGES, **CONFIRM CHANGE**: PLEASE CONFIRM RESPONSE.
      IS THIS PERSON THE SR? IF RESPONSE DOES NOT CHANGE AND = <u>No</u>,
      PERSON NE SCREENING RESPONDENT. IF RESPONSE DOES NOT CHANGE
      AND = <u>Yes</u>, PERSON = SCREENING RESPONDENT.]

RELATION [IF AGE NE BLANK AND ANY SCREENING RESPONDENT =YES]

[IF SCREENING RESPONDENT = YES FOR THIS MEMBER] How are you related to the householder?

[IF SCREENING RESPONDENT = YES FOR HOUSEHOLDER] How is this person related to you, the householder?

[IF SCREENING RESPONDENT = NO FOR THIS MEMBER AND SCREENING RESPONDENT = NO FOR HOUSEHOLDER] How is this person related to the householder?

<u>Husband</u>
<u>Wife</u>
<u>Son (includes step)</u>
<u>Daughter (includes step)</u>
<u>Son-in-law/Daughter-in-law</u>
<u>Brother (includes step)</u>
<u>Sister (includes step)</u>
<u>Brother-in-law/Sister-in-law</u>
<u>Parent/Guardian (incl. Step)</u>
<u>Parent-in-law (incl. Step)</u>
<u>Aunt/Uncle</u>
<u>Nephew/Niece</u>
<u>Grandparent</u>
<u>Grandchild</u>
<u>Cousin</u>
<u>Ex-Spouse</u>
<u>Live-in Partner</u>
<u>Friend/Roommate</u>
<u>Tenant/Boarder/Exch Student</u>

Other relative
Other Non-relative
Relationship Unspecified

[**GENDER**]

ChangeSR [**CHANGE SR:** DO YOU WANT TO CHANGE THE SR, IF <u>No</u>,
RELATION. IF <u>Yes</u>, **THIS PERSON**: IS THIS PERSON THE SR? IF <u>Yes</u> OR <u>No</u>,
CONFIRM CHANGE: PLEASE CONFIRM RESPONSE. IS THIS PERSON THE SR?
IF RESPONSE CHANGES, **CONFIRM CHANGE**: PLEASE CONFIRM RESPONSE.
IS THIS PERSON THE SR? IF RESPONSE DOES NOT CHANGE AND = <u>No</u>,
PERSON NE SCREENING RESPONDENT. IF RESPONSE DOES NOT CHANGE
AND = <u>Yes</u>, PERSON = SCREENING RESPONDENT.]

GENDER [IF RELATION NE BLANK]

ASK ONLY IF NOT OBVIOUS

Is this person male or female?

<u>Male</u>
<u>Female</u>
<u>Refused</u>

[**HISPANIC**]

ChangeSR [**CHANGE SR:** DO YOU WANT TO CHANGE THE SR, IF <u>No</u>,
GENDER. IF <u>Yes</u>, **THIS PERSON**: IS THIS PERSON THE SR? IF <u>Yes</u> OR <u>No</u>,
CONFIRM CHANGE: PLEASE CONFIRM RESPONSE. IS THIS PERSON THE SR?
IF RESPONSE CHANGES, **CONFIRM CHANGE**: PLEASE CONFIRM RESPONSE.
IS THIS PERSON THE SR? IF RESPONSE DOES NOT CHANGE AND = <u>No</u>,
PERSON NE SCREENING RESPONDENT. IF RESPONSE DOES NOT CHANGE
AND = <u>Yes</u>, PERSON = SCREENING RESPONDENT.

HISPANIC [IF GENDER NE BLANK]

(Are you/Is he/Is she/Is this person) of Hispanic, Latino or Spanish origin?

(That is, do any of these groups describe *(your/his/her/their)* national origin or ancestry – Puerto
Rican, Cuban, Cuban-American, Mexican, Mexican-American, Chicano, Central or South
American, or origin in some other Spanish-speaking country?)

<u>Yes</u>
<u>No</u>
<u>Unknown</u>
<u>Refused</u>

[**RACE**]

ChangeSR [**CHANGE SR:** DO YOU WANT TO CHANGE THE SR, IF <u>No</u>,

HISPANIC. IF <u>Yes</u>, **THIS PERSON**: IS THIS PERSON THE SR? IF <u>Yes</u> OR <u>No</u>, **CONFIRM CHANGE**: PLEASE CONFIRM RESPONSE. IS THIS PERSON THE SR? IF RESPONSE CHANGES, **CONFIRM CHANGE**: PLEASE CONFIRM RESPONSE. IS THIS PERSON THE SR? IF RESPONSE DOES NOT CHANGE AND = <u>No</u>, PERSON NE SCREENING RESPONDENT. IF RESPONSE DOES NOT CHANGE AND = <u>Yes</u>, PERSON = SCREENING RESPONDENT.

RACE [IF HISPANIC NE BLANK]

(Are you/Is he/Is she/Is this person) White, Black or African American, American Indian or Alaska Native, Native Hawaiian or other Pacific Islander, or Asian?

<u>White</u>
<u>Black or African American</u>
<u>American Indian or Alaska Native</u>
<u>Native Hawaiian/other Pacific Islander</u>
<u>Asian</u>
<u>Other</u>
<u>Unknown</u>
<u>Refused</u>

(CHECK ALL THAT APPLY)

[IF AGE 17-65, **MILITARY**, OTHERWISE **CONFIRM ROSTER**]

ChangeSR [**CHANGE SR:** DO YOU WANT TO CHANGE THE SR, IF <u>No</u>,
        RACE. IF <u>Yes</u>, **THIS PERSON**: IS THIS PERSON THE SR? IF <u>Yes</u> OR <u>No</u>,
        CONFIRM CHANGE: PLEASE CONFIRM RESPONSE. IS THIS PERSON THE SR?
        IF RESPONSE CHANGES, **CONFIRM CHANGE**: PLEASE CONFIRM RESPONSE.
        IS THIS PERSON THE SR? IF RESPONSE DOES NOT CHANGE AND = <u>No</u>,
        PERSON NE SCREENING RESPONDENT. IF RESPONSE DOES NOT CHANGE
        AND = <u>Yes</u>, PERSON = SCREENING RESPONDENT.

MILITARY [IF RACE NE BLANK AND AGE 17-65]

(Are you/Is he/Is she/Is this person) currently on active duty in the military?

<u>Yes</u>
<u>No</u>
<u>Unknown</u>
<u>Refused</u>

[**CONFIRM ROSTER**]

ChangeSR [**CHANGE SR:** DO YOU WANT TO CHANGE THE SR, IF <u>No</u>,
        MILITARY. IF <u>Yes</u>, **THIS PERSON**: IS THIS PERSON THE SR? IF <u>Yes</u> OR <u>No</u>,
        CONFIRM CHANGE: PLEASE CONFIRM RESPONSE. IS THIS PERSON THE SR?
        IF RESPONSE CHANGES, **CONFIRM CHANGE**: PLEASE CONFIRM RESPONSE.
        IS THIS PERSON THE SR? IF RESPONSE DOES NOT CHANGE AND = <u>No</u>,

PERSON NE SCREENING RESPONDENT. IF RESPONSE DOES NOT CHANGE
AND = <u>Yes</u>, PERSON = SCREENING RESPONDENT.

CONFIRM ROSTER [IF AGE 17-65 AND MILITARY IS NE BLANK, OTHERWISE
RACE NE BLANK]

I have listed a *(AGE)* year old *(RELATIONSHIP)*. *(He/She)* is *(RACE)*, *(HISPANIC)* [IF AGE
17-65] and *(is/is not)* on active duty the military.

Is that correct?

<u>Yes</u> [**AGE** FOR NEXT HH MEMBER, OTHERWISE **VERIFY ROSTER DATA**]
<u>No</u>   [**AGE**]

VERIFY ROSTER DATA [IF CONFIRM ROSTER = YES]

Rel *(Relationship)*
SR *(Y for Screening Respondent)*
A *(Age)*
G *(Gender: M, F, R)*
H *(Hispanic: Y, N, U, R)*
R *(Race: W, B, I, P, A, O)*
M *(Military: Y, N, U, R)*
E *(Eligibility: E, I)*

I need to make sure this list is accurate. I have listed ...

[READ AGES AND RELATIONSHIPS ROSTERED].
REVIEW FOR ACCURACY AND COMPLETENESS. TO MAKE CORRECTIONS: TAP THE
ROSTER LINE THAT YOU WANT TO EDIT, THEN TAP 'FUNCTIONS' AND 'EDIT.'

<u>Continue</u> [**INELIGIBLE FOR QUARTER**]

INELIGIBLE FOR QUARTER [IF VERIFY ROSTER DATA = CONTINUE]

*(Have you lived/Has this person lived/Have both of these people lived/Have all of these people
lived/Will you live/Will this person live/Will both of these people live/Will all of these people live)*
here for most of the time during the months of *(CURRENT QUARTER)*?

(Please let me know if I have included anyone who *(will live/lived)* at school or somewhere else
for most of the time during *(CURRENT QUARTER)*.)

<u>Yes</u> [**ANOTHER ELIGIBLE MEMBER**]
<u>No</u> [**MAKE INELIGIBLE:** "FOR EACH INDIVIDUAL NOT ELIGIBLE FOR
       SELECTION, TAP THE LINE WITH THEIR DATA, TAP 'Functions' AND 'Edit'
       THEN CHANGE THE ELIGIBILITY STATUS FOR THAT MEMBER."
       [**HOUSEHOLD ROSTER**]

ANOTHER ELIGIBLE MEMBER [IF INELIGIBLE FOR QUARTER NE BLANK]

Did we miss anyone who is 12 or older and who *(was living/will live)* here for most of the time during the months of *(CURRENT QUARTER)?*

(Do not include anyone who *(lived/will live)* at school or somewhere else for most of the time during *(CURRENT QUARTER)*.)

Yes [**ADD MEMBER:** "TAP 'Functions' BUTTON AND 'Add Member.' WHEN
　　　ALL ROSTER MEMBERS HAVE BEEN ADDED, TAP THE CONTINUE
　　　ARROW TO MAKE SELECTIONS. **HOUSEHOLD ROSTER**]
No [**START SELECTION**]

START SELECTION [IF ANOTHER ELIGIBLE MEMBER NE BLANK]

THE PROGRAM WILL START THE SELECTION PROCESS. ARE YOU SURE YOU ARE READY TO MAKE THE SELECTIONS?

Yes [**RESPONDENT SELECTION**]
No   [**HOUSEHOLD ROSTER**]

HOUSEHOLD ROSTER [IF ANOTHER ELIGIBLE MEMBER = YES OR START SELECTION = NO]

Rel *(Relationship)*
SR *(Y for Screening Respondent)*
A *(Age)*
G *(Gender: M, F, R)*
H *(Hispanic: Y, N, U, R)*
R *(Race: W, B, I, P, A, O)*
M *(Military: Y, N, U, R)*
E *(Eligibility: E, I)*

[FUNCTIONS TO ADD ROSTER MEMBERS AND/OR EDIT ROSTER DATA]

Continue [IF ANOTHER ELIGIBLE MEMBER = BLANK, **ANOTHER
　　　　　ELIGIBLE MEMBER.** IF ANOTHER ELIGIBLE MEMBER NE BLANK,
　　　　　START SELECTION**]

RESPONDENT SELECTION [START SELECTION = YES]

Interview A
Roster #: *(Roster # of selected member, None)*　　Mode: *(NSDUH Interview, BLANK)*
QuestID: *(7-digit Questionnaire ID, BLANK)*
Relation: *(Relationship to householder, BLANK)*

Age: *(AGE, BLANK)*　　　　　　　　　　　Sex: *(M, F, BLANK)*
Race: *(W, B, I, P, A, O, BLANK)*　　　　　　Hispanic: *(Y, N, BLANK)*

Interview B
Roster #: *(Roster # of selected member, None)*   Mode: *(NSDUH Interview, BLANK)*
QuestID: *(7-digit Questionnaire ID, BLANK)*
Relation: *(Relationship to householder, BLANK)*

Age: *(AGE, BLANK)*   Sex: *(M, F,BLANK)*
Race: *(W, B, I, P, A, O, BLANK)*   Hispanic: *(Y, N, BLANK)*

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2006 NSDUH Screening Application Specifications
Section 2
GQU Screening

Document Format:
- Screen names bolded
- Screen/question/instructional text designated by black and red text and non-italicized text in parenthesis (Upper-lower black text to be read, red upper case text is instructions to FI)
- Fills designated by parenthesis and italics
- Logic designated by brackets
- Text of instructional message boxes provided in bracketed logic
- Response categories underlined

SDU CHARACTERISTIC

DU ADDRESS (LARGE FONT)

CHECK ALL THAT APPLY. TAP "?" FOR ADDITIONAL INFORMATION.

1. House/Single Unit
2. Multi-unit, 2-9 units
3. Multi-unit, 10-49 units
4. Multi-unit, 50+ units
5. Military Base
6. Student Housing
7. Native American Tribal Land
8. Senior Housing/Assisted Living
9. Other GQU
10. Empty Lot

Continue [**CONTROLLED ACCESS TYPE**]
FIatWrongAddress [**SELECT CASE**]

CONTROLLED ACCESS TYPE [IF SDU CHARACTERISTIC NE BLANK]

DU ADDRESS (LARGE FONT)

CHECK ALL THAT APPLY. TAP "?" FOR ADDITIONAL INFORMATION.

1. None
2. Guard/Door Person/Staff/Manager
3. Locked main entrance/gate, no intercom/buzzer
4. Locked main entrance/gate with intercom/buzzer, no unit address labels
5. Locked main entrance/gate with intercom/buzzer, with unit address labels

Continue [**STUDY INTRODUCTION**] [Physical Feature Data (SDU
CHARACTERISTIC and CONTROLLED ACCESS TYPE) from this initial visit
to the DU is saved and transmitted to RTI during next transmission, regardless of
the outcome of the ROC (pending or final).]
FI at Wrong Address [**SELECT CASE**]

STUDY INTRODUCTION [IF CONTROLLED ACCESS TYPE NE BLANK]

Hello, my name is *(FI NAME)* with Research Triangle Institute in North Carolina. We
are conducting a nationwide study sponsored by the U.S. Public Health Service.

You should have received a letter explaining the study.

Continue [**IDENTIFY SR**]

IDENTIFY SR [IF STUDY INTRODUCTION = CONTINUE]

First, just let me verify: do you live here?

IF NOT OBVIOUS:

And are you 18 or older?

IF NO TO EITHER, ASK FOR AN ADULT RESIDENT, TAP BACK ARROW, AND
BEGIN AGAIN.

SR Available [**ADDRESS VERIFICATION**]
SR Not Available [**EXIT SCREENING**: "ARE YOU SURE YOU WANT TO EXIT
SCREENING?" IF Yes, **RECORD OF CALLS**. IF No,
IDENTIFY SR.]

ADDRESS VERIFICATION [IF IDENTIFY SR = SR AVAILABLE]

I just need to verify -- is this

STREET: *(NUMBER AND STREET)*
CITY: *(CITY)*
STATE: *(STATE)*
ZIP: *(ZIP)*

Address Is Correct – Continue [**INFORMED CONSENT**]
Need to Edit Address [**EDIT ADDRESS**]
FI At Wrong Address [**SELECT CASE**]

EDIT ADDRESS [IF ADDRESS VERIFICATION = NEED TO EDIT ADDRESS]

ST. # *(NUMBER)*
STREET: *(STREET)*
CITY: *(CITY)*
STATE: *(STATE)*   ZIP: *(ZIP)*

Update [SAVE UPDATED ADDRESS, THEN **INFORMED CONSENT**]

INFORMED CONSENT [IF ADDRESS VERIFICATION = ADDRESS IS CORRECT-
                          CONTINUE OR EDIT ADDRESS = UPDATE]

GIVE PERSON STUDY DESCRIPTION AND SAY

Please read this statement. It describes the survey and the legislation that assures the confidentiality of any information you provide. It also explains that your answers are used for research purposes only and that your participation is voluntary. If anyone is selected for the full interview, that person will receive a $30 cash payment after the interview is completed.

Continue [**TRANSIENT**]

TRANSIENT [IF INFORMED CONSENT = CONTINUE]

INTERVIEWER: IS THIS GQU A TRANSIENT SHELTER?

Yes [UNIT TYPE]
No [OCCUPANCY]

UNIT TYPE [IF TRANSIENT = YES]

ARE THE LISTED UNIT…

ROOMS [TOTAL GQU MEMBERS]
BEDS, OR [ROSTER #1]
PERSONS? [ROSTER #1]

OCCUPANCY [IF TRANSIENT = NO]

(Did/Will) you or anyone else in this room live here for most of the time during the months of *(CURRENT QUARTER)*?

Yes [**TOTAL GQU MEMBERS**]   No [**OCCUPANCY – CONFIRMATION**:
                                        YOUR 'NO' RESPONSE WILL
                                        CONCLUDE THIS SCREENING
                                        AND FINALIZE THIS CASE. DO

2-3

YOU WANT TO CHANGE YOUR ANSWER? ('YES' WILL CONTINUE SCREENING. 'NO' WILL FINALIZE THE CASE.) IF <u>Yes</u>, **TOTAL GQU MEMBERS**. IF <u>No</u>, **VERIFICATION**.]

TOTAL GQU MEMBERS [IF OCCUPANCY = YES OR IF UNIT TYPE = ROOMS]

[IF TRANSIENT = YES AND UNIT TYPE = ROOMS] (Including yourself) How many people are staying in this room?

[IF TRANSIENT = NO] (Including yourself) How many people *(lived/will live)* in this room for most of the time during the months of *(CURRENT QUARTER)?*

<u>ENTER NUMBER 1-20</u> [**MEMBERS 12 OR OLDER**]
        [IF TOTAL GQU MEMBERS = 1, **ONLY MEMBER: CONFIRM RESPONSE**: IS THERE ONLY 1 PERSON LIVING HERE? IF <u>No</u>, **TOTAL GQU MEMBERS**. IF <u>Yes</u> AND UNIT TYPE = ROOMS, **ROSTER #1 AGE**. IF <u>Yes</u> AND TRANSIENT = NO, **ROSTER**: IS THIS SCREENING RESPONDENT THE ONE ELIGIBLE RESIDENT OF THE DU? IF <u>Yes</u>, **ROSTER #1 AGE** USING 'YOUR' FILL. IF <u>No</u>, **ROSTER #1 AGE** USING 'THIS PERSON' FILL].

MEMBERS 12 OR OLDER [IF TOTAL GQU MEMBERS NE BLANK AND >1]

[IF TRANSIENT = YES] How many of these *[TOTAL GQU MEMBERS]* people are now age 12 or older.

[IF TRANSIENT = NO] Of these *[TOTAL GQU MEMBERS]* people, how many are now age 12 or older?

<u>ENTER SUBSET OF TOTAL GQU MEMBERS</u> **ROSTER # AGE**
        [IF MEMBERS 12 OR OLDER = 1, **ONLY ELIGIBLE MEMBER: "CONFIRM RESPONSE:** IS THERE ONLY 1 PERSON AGE 12 OR OLDER IN THIS UNIT?" IF <u>No</u>, **MEMBERS 12 OR OLDER**. IF <u>Yes</u> AND UNIT TYPE = ROOMS **ROSTER # 1 AGE**. IF <u>Yes</u> AND TRANSIENT = NO, **ROSTER:** IS THIS SCREENING RESPONDENT THE ONE ELIGIBLE RESIDENT OF THE DU? IF <u>Yes</u>, **ROSTER #1 AGE** USING 'YOUR' FILL. IF <u>No</u>, **ROSTER #1 AGE** USING 'THIS PERSON' FILL].

ROSTER #1 AGE [IF MEMBERS 12 OR OLDER NE BLANK OR TOTAL GQU
       MEMBERS = 1 OR IF UNIT TYPE = BEDS OR PERSONS]

Please tell me your age on your last birthday.

<u>ENTER AGE</u> [**ROSTER #1 NAME**]

ROSTER #1 NAME [IF ROSTER #1 AGE NE BLANK]

What is your first name?

ENTER FIRST NAME [**ROSTER #1 GENDER]**

ROSTER #1 GENDER [IF ROSTER #1 NAME NE BLANK]

ASK ONLY IF NOT OBVIOUS

Is this person male or female?

Male
Female

[**ROSTER #1 HISPANIC**]

ROSTER #1 HISPANIC [IF ROSTER #1 GENDER NE BLANK]

Are you of Hispanic, Latino or Spanish origin?

(That is, do any of these groups describe your national origin or ancestry – Puerto Rican, Cuban, Cuban-American, Mexican, Mexican-American, Chicano, Central or South American, or origin in some other Spanish-speaking country?)

Yes
No

[**ROSTER #1 RACE**]

ROSTER #1 RACE [IF ROSTER #1 HISPANIC NE BLANK]

Are you White, Black or African American, American Indian or Alaska Native, Native Hawaiian or other Pacific Islander, or Asian?

White
Black or African American
American Indian or Alaska Native
Native Hawaiian/other Pacific Islander
Asian
Other

(CHECK ALL THAT APPLY)

[**ROSTER #1 MILITARY** OR IF ROSTER #1 AGE NE 17-65 **CONFIRM ROSTER**]

ROSTER #1 MILITARY [IF ROSTER #1 RACE NE BLANK AND
        ROSTER #1 AGE = 17-65]

Are you currently on active duty in the military?

Yes
No
Unknown
Refused

[**CONFIRM ROSTER**]

CONFIRM ROSTER [IF ROSTER #1 MILITARY NE BLANK OR IF
                       ROSTER #1 AGE NE 17-65 AND ROSTER #1 RACE NE
                       BLANK]

I have listed you as a *(AGE)* year old *(GENDER)* resident. You are *(RACE)*, *(HISPANIC)*
[IF AGE =17-65] and *are/are not)* on active duty the military.

Is that correct?

Yes [IF MEMBERS 12 OR OLDER ≥ 2 **OTHER MEMBERS**. IF UNIT TYPE =
      BEDS OR PERSONS OR UNIT TYPE = ROOMS AND TOTAL GQU
      MEMBERS OR MEMBERS 12 OR OLDER =1 **VERIFY ROSTER
      DATA**]
No [**ROSTER #1 AGE**]

OTHER MEMBERS [IF CONFIRM ROSTER = YES AND MEMBERS 12 OR OLDER ≥ 2]

READ TO RESPONDENT:

Now I need some general information about *(the other person/all of the other people)*
who *(is/are)* 12 years old or older. [IF MEMBERS 12 OR OLDER >2] Let's start with
the oldest and work down to the youngest.

Continue [**AGE**]

AGE [IF OTHER MEMBERS NE BLANK OR CONFIRM ROSTER = NO]

[IF MEMBERS 12 OR OLDER = 2] Please tell me the age of this person on his or her
last birthday.

[IF MEMBERS 12 OR OLDER > 2 HH MEMBERS] Please tell me the age of the
(oldest/next oldest) person on his or her last birthday.

ENTER AGE [**NAME**]

NAME [IF AGE NE BLANK]

What is this person's first name?

ENTER FIRST NAME **GENDER**]

GENDER [IF NAME NE BLANK]

ASK ONLY IF NOT OBVIOUS

Is this person male or female?

Male
Female
Refused

[**HISPANIC**]

HISPANIC [IF GENDER NE BLANK]

(Is he/Is she/Is this person) of Hispanic, Latino or Spanish origin?

(That is, do any of these groups describe *(his/her/their)* national origin or ancestry –
Puerto Rican, Cuban, Cuban-American, Mexican, Mexican-American, Chicano, Central
or South American, or origin in some other Spanish-speaking country?)

Yes
No
Unknown
Refused

[**RACE**]

RACE [IF HISPANIC NE BLANK]

(Is he/Is she/Is this person) White, Black or African American, American Indian or
Alaska Native, Native Hawaiian or other Pacific Islander, or Asian?

White
Black or African American
American Indian or Alaska Native
Native Hawaiian/other Pacific Islander
Asian
Other

Unknown
Refused

(CHECK ALL THAT APPLY)

[IF AGE 17-65, **MILITARY**, OTHERWISE **CONFIRM ROSTER**]

MILITARY [IF RACE NE BLANK AND AGE 17-65]

(Is he/Is she/Is this person) currently on active duty in the military?

Yes
No
Unknown
Refused

[**CONFIRM ROSTER**]

CONFIRM ROSTER [IF AGE 17-65 AND MILITARY IS NE BLANK, OTHERWISE
      RACE NE BLANK]

I have listed a *(AGE)* year old (GENDER) resident. *(He/She)* is *(RACE)*, *(HISPANIC)*
[IF AGE 17-65] and *(is/is not)* on active duty the military.

Is that correct?

Yes [**AGE** FOR NEXT GQU MEMBER, OTHERWISE **VERIFY ROSTER DATA**]
No   [**AGE**]

VERIFY ROSTER DATA [IF CONFIRM ROSTER = YES]

Name *(First Name)*
SR *(Y for Screening Respondent)*
A *(Age)*
G *(Gender: M, F, R)*
H *(Hispanic: Y, N, U, R)*
R *(Race: W, B, I, P, A, O)*
M *(Military: Y, N, U, R)*
E *(Eligibility: E, I)*

I need to make sure this list is accurate. I have listed ...

[READ LIST OF OCCUPANTS' AGES AND NAMES].
REVIEW FOR ACCURACY AND COMPLETENESS. TO MAKE CORRECTIONS:
TAP THE ROSTER LINE THAT YOU WANT TO EDIT, THEN TAP 'FUNCTIONS'
AND 'EDIT.'

Continue [IF TRANSIENT = NO **INELIGIBLE FOR QUARTER**. IF TRANSIENT =
        YES **START SELECTION**]

INELIGIBLE FOR QUARTER [IF TRANSIENT = NO AND VERIFY ROSTER DATA =
        CONTINUE]

*(Have you lived/Has this person lived/Have both of these people lived/Have all of these
people lived/Will you live/Will this person live/Will both of these people live/Will all of
these people live)* in this room for most of the time during the months of *(CURRENT
QUARTER)*?

Yes [**ANOTHER ELIGIBLE MEMBER**]
No [**MAKE INELIGIBLE:** "FOR EACH INDIVIDUAL NOT ELIGIBLE FOR
        SELECTION, TAP THE LINE WITH THEIR DATA, TAP 'Functions' AND 'Edit'
        THEN CHANGE THE ELIGIBILITY STATUS FOR THAT MEMBER."
        [**HOUSEHOLD ROSTER**]

ANOTHER ELIGIBLE MEMBER [IF INELIGIBLE FOR QUARTER NE BLANK]

[IF TRANSIENT = NO] Did we miss anyone who is 12 or older and who *(was living/will
live)* in this room for most of the time during the months of *(CURRENT QUARTER)*?

Yes [**ADD MEMBER:** "TAP 'Functions' BUTTON AND 'Add Member.' WHEN
        ALL ROSTER MEMBERS HAVE BEEN ADDED, TAP THE CONTINUE
        ARROW TO MAKE SELECTIONS. **HOUSEHOLD ROSTER**]
No [**START SELECTION**]

START SELECTION [IF ANOTHER ELIGIBLE MEMBER NE BLANK OR IF
        TRANSIENT = YES AND VERIFY ROSTER DATA = CONTINUE]

THE PROGRAM WILL START THE SELECTION PROCESS. ARE YOU SURE
YOU ARE READY TO MAKE THE SELECTIONS?

Yes [**RESPONDENT SELECTION**]
No [IF TRANSIENT = NO **HOUSEHOLD ROSTER**. IF TRANSIENT = YES
        VERIFY ROSTER DATA]

HOUSEHOLD ROSTER [IF TRANSIENT = NO AND ANOTHER ELIGIBLE MEMBER
        = YES OR START SELECTION = NO]

Name *(First Name)*
SR *(Y for Screening Respondent)*
A *(Age)*
G *(Gender: M, F, R)*
H *(Hispanic: Y, N, U, R)*

R *(Race: W, B, I, P, A, O)*
M *(Military: Y, N, U, R)*
E *(Eligibility: E, I)*

[FUNCTIONS TO ADD ROSTER MEMBERS AND/OR EDIT ROSTER DATA]

Continue [IF TRANSIENT = NO AND ANOTHER ELIGIBLE
      MEMBER = BLANK, **ANOTHER ELIGIBLE MEMBER** OR IF ANOTHER
      ELIGIBLE MEMBER NE BLANK, **START SELECTION**]

RESPONDENT SELECTION [START SELECTION = YES]

Interview A
Roster #: *(Roster # of selected member, None)*   Mode: *(NSDUH Interview, BLANK)*
QuestID: *(7-digit Questionnaire ID, BLANK)*
Name: *(First Name, BLANK)*

Age: *(AGE, BLANK)*   Sex: *(M, F, BLANK)*
Race: *(W, B, I, P, A, O, BLANK)*   Hispanic: *(Y, N, BLANK)*

Interview B
Roster #: *(Roster # of selected member, None)*   Mode: *(NSDUH Interview, BLANK)*
QuestID: *(7-digit Questionnaire ID, BLANK)*
Name: *(First Name, BLANK)*

Age: *(AGE, BLANK)*   Sex: *(M, F,BLANK)*
Race: *(W, B, I, P, A, O, BLANK)*   Hispanic: *(Y, N, BLANK)*

2006 NSDUH Screening Application Specifications
Section 3
HU Screening - Spanish

Document Format:
- Screen names bolded
- Screen/question/instructional text designated by black and red text and non-italicized text in parenthesis (Upper-lower black text to be read, red upper case text is instructions to FI)
- Fills designated by parenthesis and italics
- Logic designated by brackets
- Text of instructional message boxes provided in bracketed logic
- Response categories underlined

The line number and address are located at the top of each screen. Tap the address to see DU ADDRESS box, an enlarged display of the line number and address. If a case is an Added DU, the DU ADDRESS box displays the link line number.

SDU CHARACTERISTIC

DU ADDRESS (LARGE FONT)

CHECK ALL THAT APPLY. TAP "?" FOR ADDITIONAL INFORMATION.

       1. House/Single Unit
       2. Multi-unit, 2-9 units
       3. Multi-unit, 10-49 units
       4. Multi-unit, 50+ units
       5. Military Base
       6. Student Housing
       7. Native American Tribal Land
       8. Senior Housing/Assisted Living
       9. Other GQU
       10. Empty Lot

Continue [**CONTROLLED ACCESS TYPE**]
FIatWrongAddress [**SELECT CASE**]

CONTROLLED ACCESS TYPE [IF SDU CHARACTERISTIC NE BLANK]

DU ADDRESS (LARGE FONT)

CHECK ALL THAT APPLY. TAP "?" FOR ADDITIONAL INFORMATION.

       1. None
       2. Guard/Door Person/Staff/Manager
       3. Locked main entrance/gate, no intercom/buzzer

4. Locked main entrance/gate with intercom/buzzer, no unit address labels
5. Locked main entrance/gate with intercom/buzzer, with unit address labels

Continue [**STUDY INTRODUCTION**] [Physical Feature Data (SDU
CHARACTERISTIC and CONTROLLED ACCESS TYPE) from this initial visit
to the DU is saved and transmitted to RTI during next transmission, regardless of
the outcome of the ROC (pending or final).]
FI at Wrong Address [**SELECT CASE**]

STUDY INTRODUCTION [IF CONTROLLED ACCESS TYPE NE BLANK]

(Buenas noches/Buenas tardes/Buenos días). Mi nombre es *(FI NAME)* y trabajo para el
Research Triangle Institute en Carolina del Norte. Estamos llevando a cabo un estudio
nacional patrocinado por el Departamento de la Salud Pública de los Estados Unidos.

[IF NOT ADDED DU] Usted ha de haber recibido una carta explicándole el estudio.

[IF NOT ADDED DU] HAND R COPY OF LETTER IF NEEDED
[IF ADDED DU] HAND R LEAD LETTER, ALLOW TIME TO READ

Continue [**IDENTIFY SR**]

IDENTIFY SR [IF STUDY INTRODUCTION = CONTINUE]

Primero, déjeme verificar: ¿vive usted aquí?

IF NOT OBVIOUS:

Y ¿tiene 18 años de edad o más?

IF NO TO EITHER, ASK FOR AN ADULT RESIDENT, TAP BACK ARROW, AND
BEGIN AGAIN.

SR Available [**ADDRESS VERIFICATION**]
SR Not Available [**EXIT SCREENING**: "ARE YOU SURE YOU WANT TO EXIT
SCREENING?" IF Yes, **RECORD OF CALLS**. IF No,
IDENTIFY SR.]

ADDRESS VERIFICATION [IF IDENTIFY SR = SR AVAILABLE]

Solamente necesito confirmar que ésta es

STREET: *(NUMBER AND STREET)*
CITY: *(CITY)*
STATE: *(STATE)*
ZIP: *(ZIP)*

Address Is Correct – Continue [**INFORMED CONSENT**]

<u>Need to Edit Address</u> [**EDIT ADDRESS**]
<u>FI At Wrong Address</u> [**SELECT CASE**]

EDIT ADDRESS [IF ADDRESS VERIFICATION = NEED TO EDIT ADDRESS]

TAP THE ITEM YOU NEED TO EDIT

ST. # *(NUMBER)*
STREET: *(STREET)*
CITY: *(CITY)*
STATE: *(STATE)*   ZIP: *(ZIP)*

<u>Update</u> [SAVE UPDATED ADDRESS, THEN **INFORMED CONSENT**]

INFORMED CONSENT [IF ADDRESS VERIFICATION = ADDRESS IS CORRECT-
CONTINUE OR EDIT ADDRESS = UPDATE]

GIVE PERSON STUDY DESCRIPTION AND SAY

Por favor lea esta declaración, la cual describe la encuesta y la legislación que asegura la onfidencialidad de cualquier información que usted nos dé. También explica que sus respuestas son usadas con el propósito de realizar estudios sobre la salud únicamente y que su participación es voluntaria. Si alguien es seleccionado(a) para participar en la entrevista en su totalidad, dicha persona recibirá un pago de $30 dólares en efectivo después de haber completado la entrevista.

<u>Continue</u> [**MISSED DUs**]

MISSED DUs [IF INFORMED CONSENT = CONTINUE]

FOR REGULAR HUs SUCH AS INDIVIDUAL HOUSES, TOWNHOUSES, DUPLEXES, TRAILERS, COTTAGES

¿Hay alguna otra vivienda dentro de esta casa o propiedad, tal como un apartamento separado con entrada aparte?

<u>Yes</u> [**MISSED DU ADDRESS**]   <u>No</u> [**OCCUPANCY**]
[IF MISSED DU: **CANNOT
ADD UNIT** "YOU CANNOT
ADD A MISSED DU FROM
A DU THAT HAS BEEN ADDED"
MISSED DUs]

FOR APARTMENT/CONDO HUs: DON'T ASK, JUST TAP "APT/CONDO" (BELOW) TO CONTINUE.

<u>APT/CONDO</u> [**OCCUPANCY**]

3-3

MISSED DU ADDRESS [IF MISSED DUs = YES]

RECORD STREET ADDRESS OR DESCRIPTION OF UNIT

STREET
NUMBER:

STREET
NAME:

Update [**OCCUPANCY**]   Cancel [**CANCEL DU**: "ARE YOU SURE
                                                                    YOU WANT TO CANCEL
                                                                    ADDITION OF THIS DU? IF <u>Yes</u>,
                                                                    OCCUPANCY. IF <u>No</u> **MISSED DU
                                                                    ADDRESS**.]

OCCUPANCY [IF MISSED DUs = NO OR MISSED DU ADDRESS = UPDATE OR
              CANCEL MISSED DU = YES]

(¿Vivió /¿Vivirá) usted o alguna otra persona en esta vivienda la mayor parte del tiempo
durante los meses de *(CURRENT QUARTER)?*

<u>Yes</u> [**TOTAL SDU MEMBERS**]   <u>No</u> [**OCCUPANCY – CONFIRMATION**:
                                                          YOUR 'NO' RESPONSE WILL
                                                          CONCLUDE THIS SCREENING
                                                          AND FINALIZE THIS CASE. DO
                                                          YOU WANT TO CHANGE YOUR
                                                          ANSWER? ('YES' WILL CONTINUE
                                                          SCREENING. 'NO' WILL FINALIZE
                                                          THE CASE.) IF <u>Yes</u>, **TOTAL SDU
                                                          MEMBERS**. IF <u>No</u>, **VERIFICATION**.]

TOTAL SDU MEMBERS [IF OCCUPANCY= YES]

(Incluyéndose a sí mismo), ¿cuántas personas *(vivieron/vivirán)* en esta vivienda la
mayor parte del tiempo durante los meses de *(CURRENT QUARTER)*? (No incluya a
nadie que *(vivió/vivirá)* en la escuela o en otro lugar la mayor parte del tiempo durante los
meses de *(CURRENT QUARTER).*)

<u>ENTER NUMBER 1-20</u> [**MEMBERS 12 OR OLDER**]
        [IF 1 TOTAL SDU MEMBERS = 1, **ONLY HOUSEHOLD MEMBER**:
        "**CONFIRM RESPONSE**: IS THERE ONLY 1 PERSON IN THIS
        HOUSEHOLD? IF <u>No</u>, **TOTAL SDU MEMBERS**. IF <u>Yes</u>, **ROSTER:** "IS
        THIS SCREENING RESPONDENT THE ONE ELIGIBLE RESIDENT OF
        THE DU?"   IF <u>No</u>, **HOUSEHOLDER AGE** USING 'THIS PERSON' FILL. IF
        <u>Yes</u>, **HOUSEHOLDER AGE** USING 'YOUR' FILL.]

MEMBERS 12 OR OLDER [IF TOTAL SDU MEMBERS NE BLANK AND >1]

De estas *(TOTAL SDU MEMBERS)* personas, ¿cuántas tienen 12 años o más actualmente?

ENTER SUBSET OF TOTAL SDU MEMBERS [**ROSTER INTRO**]
[IF MEMBERS 12 OR OLDER = 1, **ONLY ELIGIBLE MEMBER:
"CONFIRM RESPONSE:** IS THERE ONLY 1 PERSON AGE 12 OR OLDER
IN THIS HOUSEHOLD?" IF No, **MEMBERS 12 OR OLDER**. IF Yes,
ROSTER: "IS THIS SCREENING RESPONDENT THE ONE ELIGIBLE
RESIDENT OF THE DU?" IF No, **HOUSEHOLDER AGE** USING 'THIS
PERSON' FILL. IF Yes, **HOUSEHOLDER AGE** USING 'YOUR' FILL.]

ROSTER INTRO [IF MEMBERS 12 OR OLDER NE 1 OR BLANK]

Ahora le haré unas cuantas preguntas acerca de las personas que viven aquí. Empecemos
con la persona o una de las personas que vive aquí, quien es el dueño o la dueña de la
casa o que paga por el alquiler de la misma. Nos referiremos a esta persona como la
cabeza de la familia.

CONTINUE [**HOUSEHOLDER AGE**]

HOUSEHOLDER AGE [IF ROSTER INTRO NE BLANK OR ROSTER NE BLANK OR
CONFIRM ROSTER FOR HOUSEHOLDER = NO]

Por favor dígame la edad de esta persona en su último cumpleaños.

IF SR IS HOUSEHOLDER:
Por favor dígame su edad en su último cumpleaños.

ENTER AGE [**SCREENING RESPONDENT**]

SCREENING RESPONDENT [IF HOUSEHOLDER AGE NE BLANK OR IF
AGE NE BLANK AND SCREENING RESPONDENT NE YES]

IS THIS *(HOUSEHOLDER AGE/AGE)* YEAR OLD PERSON THE SCREENING
RESPONDENT?

Yes [SETS LANGUAGE FOR SUBSEQUENT ROSTER QUESTIONS USING
'YOU/YOUR']

No [SETS LANGUAGE FOR SUBSEQUENT ROSTER QUESTIONS USING
'THIS PERSON.']

[IF HOUSEHOLDER, **HOUSEHOLDER GENDER** OTHERWISE, **RELATION**]

HOUSEHOLDER GENDER [IF SCREENING RESPONDENT NE BLANK FOR

HOUSEHOLDER]

¿Es esta persona hombre o mujer?

Male
Female

[**HOUSEHOLDER HISPANIC**]

HOUSEHOLDER HISPANIC [IF HOUSEHOLDER GENDER NE BLANK]

¿Es *(usted/él/ella/esta persona)* de origen hispano, latino o español?

(Es decir que su origen nacional o descendencia se puede describir como puertorriqueño, cubano, cubano-americano, mexicano, mexicano-americano, chicano, centro o sudamericano, o es nativo(a) de otro país donde se habla español?)

Yes
No

[**HOUSEHOLD RACE**]

HOUSEHOLDER RACE [IF HOUSEHOLDER HISPANIC NE BLANK]

¿Es *(usted/él/ella/esta persona)* de raza blanca, negra o afro-americana, indígena americana o nativo(a) de Alaska, nativo(a) de Hawaii o de otra isla del pacífico, o asiática?

(CHECK ALL THAT APPLY)

White
Black or African American
American Indian or Alaska Native
Native Hawaiian/other Pacific Islander
Asian
Other

[**HOUSEHOLDER MILITARY** OR IF HOUSEHOLDER AGE NE 17-65 **CONFIRM ROSTER**]

HOUSEHOLDER MILITARY [IF HOUSEHOLDER RACE NE BLANK AND HOUSEHOLDER AGE = 17-65]

¿Está *(usted/él/ella/esta persona)* actualmente en servicio activo en las fuerzas armadas?

Yes
No
Unknown
Refused

[**CONFIRM ROSTER**]

CONFIRM ROSTER [IF HOUSEHOLDER MILITARY NE BLANK OR IF
HOUSEHOLDER AGE NE 17-65 AND HOUSEHOLDER RACE NE BLANK]

There are four translation variations. English is also provided here for clarification.

1. SCREENING RESPONDENT AGE 17- 65

    ENGLISH:

    I have listed you as a *(AGE)* year old *(GENDER)* resident. You are *(RACE)*,
    (HISPANIC), and *(are/are not)* on active duty the military.

    SPANISH:

    *(MALE:*Lo*)(FEMALE*: La) he anotado a usted, (GENDER: *una joven/una
    mujer/un joven/un hombre/una persona*) de (AGE) años de edad. *(Usted)* es de
    raza (RACE: *blanca, negra o afro-americana, indígena americana o nativo(a) de
    Alaska, nativo(a) de Hawaii o de otra isla del pacífico, asiática, otra raza. / es de
    otra raza. / es de raza NO ESPECIFICADA*). (HISPANIC: *Usted es hispana /
    Usted es hispano/ Usted no es hispana / Usted no es hispano/ NO SE
    ESPECIFICÓ si es de origen hispano/latino*) (MILITARY: *y está en servicio
    activo en las fuerzas armadas. / y no está en servicio activo en las fuerzas
    armadas. / y NO SE ESPECIFICÓ si está en servicio activo en las fuerzas
    armadas*).

2. SCREENING RESPONDENT UNDER AGE 17 OR OVER AGE 65

    ENGLISH:

    I have listed you as a *(AGE)* year old *(GENDER)* resident.   You are *(RACE)*, and
    (not) (HISPANIC).

    SPANISH:

    *(MALE:*Lo*)(FEMALE*: La) he anotado a usted, (GENDER: *una joven/una
    mujer/un joven/un hombre/una persona*) de (AGE) años de edad. *(Usted)* es de
    raza (RACE: *blanca, negra o afro-americana, indígena americana o nativo(a) de
    Alaska, nativo(a) de Hawaii o de otra isla del pacífico, asiática, otra raza. / es de
    otra raza. / es de raza NO ESPECIFICADA*). (HISPANIC: *Usted es hispana /
    Usted es hispano/ Usted no es hispana / Usted no es hispano/ NO SE
    ESPECIFICÓ si es de origen hispano/latino*).

3. OTHER MEMBERS AGES 17- 65

ENGLISH:

I have listed a *(AGE)* year old *(GENDER)* resident. *(She/He)* is *(RACE)*, *(HISPANIC)* and *(is/is not)* on active duty the military.

SPANISH:

He anotado *(GENDER)* de *(AGE)* años de edad. *(Ella/Él)* es de raza *(RACE)*. *(Ella/Él) (es/no es) (HISPANIC)* y *(está/no está)* en servicio activo en las fuerzas armadas.

SPANISH GENDER/RELATIONSHIP DESCRIPTIONS:

He anotado (GENDER: *una joven/una mujer/un joven/un hombre/una persona*) de (AGE) años de edad. *(Ella /Él /Esta persona)* es de raza (RACE: *blanca, negra o afro-americana, indígena americana o nativo(a) de Alaska, nativo(a) de Hawaii o de otra isla del pacífico, asiática, otra raza. / es de otra raza. / es de raza NO ESPECIFICADA*). (HISPANIC: *Ella es hispana / Él es hispano/Esta persona es hispana / Ella no es hispana / Él no es hispano/Esta persona no es hispana / NO SE ESPECIFICÓ si es de origen hispano/latino*) (MILITARY: *y está en servicio activo en las fuerzas armadas. / y no está en servicio activo en las fuerzas armadas. / y NO SE ESPECIFICÓ si está en servicio activo en las fuerzas armadas*).

4. OTHER MEMBERS UNDER AGE 17- OR OVER AGE 65

ENGLISH:

I have listed a *(AGE)* year old *(GENDER)* resident. *(She/He)* is *(RACE)*, and *(not) (HISPANIC)*.

SPANISH:

He anotado (GENDER: *una joven/una mujer/un joven/un hombre/una persona*) de (AGE) años de edad. *(Ella/Él)* es de raza (RACE: *blanca, negra o afro-americana, indígena americana o nativo(a) de Alaska, nativo(a) de Hawaii o de otra isla del pacífico, asiática, otra raza. / es de otra raza. / es de raza NO ESPECIFICADA*). (HISPANIC: *Ella es hispana / Él es hispano/ Ella no es hispana / Él no es hispano/ NO SE ESPECIFICÓ si es de origen hispano/latino*).

¿Es esto correcto?

Yes [**OTHER MEMBERS] [**IF **ROSTER** NE BLANK , **VERIFY ROSTER DATA**]
No   [**HOUSEHOLDER AGE**]

OTHER MEMBERS [IF CONFIRM ROSTER = YES AND MEMBERS 12 OR OLDER ≥ 2]

READ TO RESPONDENT:

[IF MEMBERS 12 OR OLDER =2] Ahora necesito información general sobre la otra persona en este hogar que tenga 12 años de edad o más.

[IF MEMBERS 12 OR OLDER >2] Ahora necesito información general sobre todas las otras personas en este hogar que tengan 12 años de edad o más. Empecemos con la persona mayor hasta llegar a la persona menor.

CONTINUE [**AGE**]

AGE [IF OTHER MEMBERS NE BLANK OR CONFIRM ROSTER = NO]

[IF MEMBERS 12 OR OLDER = 2] Por favor dígame la edad de esta persona en su último cumpleaños.

[IF MEMBERS 12 OR OLDER > 2 HH MEMBERS] Por favor dígame la edad de la *(persona mayor/siguiente persona)* en su último cumpleaños.

ENTER AGE [IF ANY SCREENING RESPONDENT = YES, **RELATION**. IF ALL SCREENING RESPONDENT = BLANK OR NO, **SCREENING RESPONDENT**]

RELATION [IF AGE NE BLANK AND ANY SCREENING RESPONDENT =YES]

[IF SCREENING RESPONDENT = YES FOR THIS MEMBER] ¿Cuál es su parentesco con la cabeza de la familia?

[IF SCREENING RESPONDENT = YES FOR HOUSEHOLDER] ¿Qué parentesco tiene esta persona con usted, la cabeza de la familia?

[IF SCREENING RESPONDENT = NO FOR THIS MEMBER] ¿Qué parentesco tiene esta persona con la cabeza de la familia?

Husband
Wife
Son (includes step)
Daughter (includes step)
Son-in-law/Daughter-in-law
Brother (includes step)
Sister (includes step)
Brother-in-law/Sister-in-law
Parent/Guardian (incl. Step)
Parent-in-law (incl. Step)
Aunt/Uncle
Nephew/Niece
Grandparent
Grandchild
Cousin
Ex-Spouse
Live-in Partner

Friend/Roommate
Tenant/Boarder/Exch Student
Other relative
Other Non-relative
Relationship Unspecified

[**GENDER**]

GENDER [IF RELATION NE BLANK]

ASK ONLY IF NOT OBVIOUS

¿Es esta persona hombre o mujer?

Male
Female
Refused

[**HISPANIC**]

HISPANIC [IF GENDER NE BLANK]

¿Es *(usted/él/ella/esta persona)* de origen hispano, latino o español?

(Es decir que su origen nacional o descendencia se puede describir como puertorriqueño, cubano, cubano-americano, mexicano, mexicano-americano, chicano, centro o sudamericano, o es nativo(a) de otro país donde se habla español?)

Yes
No
Unknown
Refused

[**RACE**]

RACE [IF HISPANIC NE BLANK]

¿Es *(usted/él/ella/esta persona)* de raza blanca, negra o afro-americana, indígena americana o nativo(a) de Alaska, nativo(a) de Hawaii o de otra isla del pacífico, o asiática?

(CHECK ALL THAT APPLY)

White
Black or African American
American Indian or Alaska Native
Native Hawaiian/other Pacific Islander
Asian
Other

3-10

Unknown
Refused

[IF AGE 17-65, **MILITARY**, OTHERWISE **CONFIRM ROSTER**]

MILITARY [IF RACE NE BLANK AND AGE 17-65]

¿Está *(usted/él/ella/esta persona)* actualmente en servicio activo en las fuerzas armadas?

Yes
No
Unknown
Refused

[**CONFIRM ROSTER**]

CONFIRM ROSTER [IF AGE 17-65 AND MILITARY IS NE BLANK, OTHERWISE
    RACE NE BLANK]

There are four translation variations. English is also provided here for clarification.

1. SCREENING RESPONDENT AGE 17- 65

    ENGLISH:

    I have listed you as a *(AGE)* year old *(GENDER)* resident. You are *(RACE)*,
    (HISPANIC), and *(are/are not)* on active duty the military.

    SPANISH:

    *(MALE:*Lo*)(FEMALE*: La) he anotado a usted, (GENDER: *una joven/una
    mujer/un joven/un hombre/una persona*) de (AGE) años de edad. *(Usted)* es de
    raza (RACE: *blanca, negra o afro-americana, indígena americana o nativo(a) de
    Alaska, nativo(a) de Hawaii o de otra isla del pacífico, asiática, otra raza. / es de
    otra raza. / es de raza NO ESPECIFICADA*). (HISPANIC: *Usted es hispana /
    Usted es hispano/ Usted no es hispana / Usted no es hispano/ NO SE
    ESPECIFICÓ si es de origen hispano/latino*) (MILITARY: *y está en servicio
    activo en las fuerzas armadas. / y no está en servicio activo en las fuerzas
    armadas. / y NO SE ESPECIFICÓ si está en servicio activo en las fuerzas
    armadas*).

2. SCREENING RESPONDENT UNDER AGE 17 OR OVER AGE 65

    ENGLISH:

    I have listed you as a *(AGE)* year old *(GENDER)* resident.   You are *(RACE)*, and
    (not) (HISPANIC).

    SPANISH:

*(MALE:*Lo*)(FEMALE*: La) he anotado a usted, (GENDER: *una joven/una mujer/un joven/un hombre/una persona*) de (AGE) años de edad. *(Usted)* es de raza (RACE: *blanca, negra o afro-americana, indígena americana o nativo(a) de Alaska, nativo(a) de Hawaii o de otra isla del pacífico, asiática, otra raza. / es de otra raza. / es de raza NO ESPECIFICADA*). (HISPANIC: *Usted es hispana / Usted es hispano/ Usted no es hispana / Usted no es hispano/ NO SE ESPECIFICÓ si es de origen hispano/latino*).

3. OTHER MEMBERS AGES 17- 65

    ENGLISH:

    I have listed a *(AGE)* year old *(GENDER)* resident.   *(She/He)* is *(RACE)*, *(HISPANIC)* and *(is/is not)* on active duty the military.

    SPANISH:

    He anotado *(GENDER)* de *(AGE)* años de edad. *(Ella/Él)* es de raza *(RACE)*. *(Ella/Él) (es/no es) (HISPANIC)* y *(está/no está)* en servicio activo en las fuerzas armadas.

    SPANISH GENDER/RELATIONSHIP DESCRIPTIONS:

    He anotado (GENDER: *una joven/una mujer/un joven/un hombre/una persona*) de (AGE) años de edad. *(Ella /Él /Esta persona)* es de raza (RACE: *blanca, negra o afro-americana, indígena americana o nativo(a) de Alaska, nativo(a) de Hawaii o de otra isla del pacífico, asiática, otra raza. / es de otra raza. / es de raza NO ESPECIFICADA*). (HISPANIC: *Ella es hispana / Él es hispano/Esta persona es hispana / Ella no es hispana / Él no es hispano/Esta persona no es hispana / NO SE ESPECIFICÓ si es de origen hispano/latino*) (MILITARY: *y está en servicio activo en las fuerzas armadas. / y no está en servicio activo en las fuerzas armadas. / y NO SE ESPECIFICÓ si está en servicio activo en las fuerzas armadas*).

4. OTHER MEMBERS UNDER AGE 17- OR OVER AGE 65

    ENGLISH:

    I have listed a *(AGE)* year old *(GENDER)* resident.   *(She/He)* is *(RACE)*, and *(not) (HISPANIC)*.

    SPANISH:

    He anotado (GENDER: *una joven/una mujer/un joven/un hombre/una persona*) de (AGE) años de edad. *(Ella/Él)* es de raza (RACE: *blanca, negra o afro-americana, indígena americana o nativo(a) de Alaska, nativo(a) de Hawaii o de otra isla del pacífico, asiática, otra raza. / es de otra raza. / es de raza NO ESPECIFICADA*). (HISPANIC: *Ella es hispana / Él es hispano/ Ella no es hispana / Él no es hispano/ NO SE ESPECIFICÓ si es de origen hispano/latino*).

¿Es esto correcto?

Yes [**AGE** FOR NEXT HH MEMBER, OTHERWISE **VERIFY ROSTER DATA**]
No   [**AGE**]

VERIFY ROSTER DATA [IF CONFIRM ROSTER = YES]

Rel *(Relationship)*
SR *(Y for Screening Respondent)*
A *(Age)*
G *(Gender: M, F, R)*
H *(Hispanic: Y, N, U, R)*
R *(Race: W, B, I, P, A, O)*
M *(Military: Y, N, U, R)*
E *(Eligibility: E, I)*

Necesito asegurarme que la lista está correcta. He anotado ...

[READ AGES AND RELATIONSHIPS ROSTERED].
REVIEW FOR ACCURACY AND COMPLETENESS. TO MAKE CORRECTIONS:
TAP THE ROSTER LINE THAT YOU WANT TO EDIT, THEN TAP 'FUNCTIONS'
AND 'EDIT.'

CONTINUE [**INELIGIBLE FOR QUARTER**]

INELIGIBLE FOR QUARTER [IF VERIFY ROSTER DATA = CONTINUE]

*(¿Ha vivido usted/¿Han vivido estas dos personas/¿Han vivido todas estas
personas/¿Vivirá usted/¿Vivirán estas dos personas/¿Vivirán todas estas personas)* aquí
la mayor parte del tiempo durante los meses de *(CURRENT QUARTER)*?

(Por favor dígame si he incluido a alguien que *(vivirá/vivió)* en la escuela o en otro lugar
la mayor parte del tiempo durante los meses de *(CURRENT QUARTER)*.)

Yes [**ANOTHER ELIGIBLE MEMBER**]
No   [**MAKE INELIGIBLE:** "FOR EACH INDIVIDUAL NOT ELIGIBLE FOR
      SELECTION, TAP THE LINE WITH THEIR DATA, TAP 'Functions' AND 'Edit'
      THEN CHANGE THE ELIGIBILITY STATUS FOR THAT MEMBER."
      [**HOUSEHOLD ROSTER**]

ANOTHER ELIGIBLE MEMBER [IF INELIGIBLE NE BLANK]

¿Nos faltó anotar a alguien de 12 años o más que *(vivió/vivirá)* aquí la mayor parte del
tiempo durante los meses *(CURRENT QUARTER)*?

(No incluya a nadie que *(vivió/vivirá)* en la escuela o en otro lugar la mayor parte del
tiempo durante los meses de *(CURRENT QUARTER)*.)

Yes [**ADD MEMBER:** "TAP 'Functions' BUTTON AND 'Add Member.' WHEN ALL ROSTER MEMBERS HAVE BEEN ADDED, TAP THE CONTINUE ARROW TO MAKE SELECTIONS. **HOUSEHOLD ROSTER**]

No [**START SELECTION**]

START SELECTION [IF ANOTHER ELIGIBLE MEMBER NE BLANK]

THE PROGRAM WILL START THE SELECTION PROCESS. ARE YOU SURE YOU ARE READY TO MAKE THE SELECTIONS?

Yes [**RESPONDENT SELECTION**]
No   [**HOUSEHOLD ROSTER**]

HOUSEHOLD ROSTER

Rel *(Relationship)*
SR *(Y for Screening Respondent)*
A *(Age)*
G *(Gender: M, F, R)*
H *(Hispanic: Y, N, U, R)*
R *(Race: W, B, I, P, A, O)*
M *(Military: Y, N, U, R)*
E *(Eligibility: E, I)*

[FUNCTIONS TO ADD ROSTER MEMBERS AND/OR EDIT ROSTER DATA]

Continue [IF ANOTHER ELIGIBLE MEMBER = BLANK, **ANOTHER ELIGIBLE MEMBER** OR IF START SELECTION = NO, **RESPONDENT SELECTION**]

RESPONDENT SELECTION [START SELECTION = YES]

Interview A
Roster #: *(Roster # of selected member, None)*   Mode: *(NSDUH Interview, BLANK)*
QuestID: *(7-digit Questionnaire ID, BLANK)*
Relation: *(Relationship to householder, BLANK)*

Age: *(AGE, BLANK)*   Sex: *(M, F, BLANK)*
Race: *(W, B, I, P, A, O, BLANK)*   Hispanic: *(Y, N, BLANK)*

Interview B
Roster #: *(Roster # of selected member, None)*   Mode: *(NSDUH Interview, BLANK)*
QuestID: *(7-digit Questionnaire ID, BLANK)*
Relation: *(Relationship to householder, BLANK)*

Age: *(AGE, BLANK)*   Sex: *(M, F,BLANK)*
Race: *(W, B, I, P, A, O, BLANK)*   Hispanic: *(Y, N, BLANK)*

2006 NSDUH Screening Application Specifications
Section 4
GQU Screening - Spanish

Document Format:
- Screen names bolded
- Screen/question/instructional text designated by black and red text and non-italicized text in parenthesis (Upper-lower black text to be read, red upper case text is instructions to FI)
- Fills designated by parenthesis and italics
- Logic designated by brackets
- Text of instructional message boxes provided in bracketed logic
- Response categories underlined

SDU CHARACTERISTIC

DU ADDRESS (LARGE FONT)

CHECK ALL THAT APPLY. TAP "?" FOR ADDITIONAL INFORMATION.

      1. House/Single Unit
      2. Multi-unit, 2-9 units
      3. Multi-unit, 10-49 units
      4. Multi-unit, 50+ units
      5. Military Base
      6. Student Housing
      7. Native American Tribal Land
      8. Senior Housing/Assisted Living
      9. Other GQU
      10. Empty Lot

Continue [**CONTROLLED ACCESS TYPE**]
FIatWrongAddress [**SELECT CASE**]

CONTROLLED ACCESS TYPE [IF SDU CHARACTERISTIC NE BLANK]

DU ADDRESS (LARGE FONT)

CHECK ALL THAT APPLY. TAP "?" FOR ADDITIONAL INFORMATION.

      1. None
      2. Guard/Door Person/Staff/Manager
      3. Locked main entrance/gate, no intercom/buzzer
      4. Locked main entrance/gate with intercom/buzzer, no unit address labels
      5. Locked main entrance/gate with intercom/buzzer, with unit address labels

Continue [**STUDY INTRODUCTION**] [Physical Feature Data (SDU
    CHARACTERISTIC and CONTROLLED ACCESS TYPE) from this initial visit
    to the DU is saved and transmitted to RTI during next transmission, regardless of
    the outcome of the ROC (pending or final).]
FI at Wrong Address [**SELECT CASE**]

STUDY INTRODUCTION [IF CONTROLLED ACCESS TYPE NE BLANK]

(Buenas noches/ Buenas tardes/Buenos días). Mi nombre es *(FI NAME)* " y trabajo para
el Research Triangle Institute en Carolina del Norte. Estamos llevando a cabo un estudio
nacional patrocinado por el Departamento de la Salud Pública de los Estados Unidos.

Usted ha de haber recibido una carta explicándole el estudio.

Continue [**IDENTIFY SR**]

IDENTIFY SR [IF STUDY INTRODUCTION = CONTINUE]

Primero, déjeme verificar: ¿vive usted aquí?

IF NOT OBVIOUS:

Y ¿tiene 18 años de edad o más?

IF NO TO EITHER, ASK FOR AN ADULT RESIDENT, TAP BACK ARROW, AND
BEGIN AGAIN.

SR Available [**ADDRESS VERIFICATION**]
SR Not Available [**EXIT SCREENING**: "ARE YOU SURE YOU WANT TO EXIT
    SCREENING?" IF Yes, **RECORD OF CALLS**. IF No, **IDENTIFY SR**.]

ADDRESS VERIFICATION [IF IDENTIFY SR = SR AVAILABLE]

Solamente necesito confirmar que ésta es

STREET: *(NUMBER AND STREET)*
CITY: *(CITY)*
STATE: *(STATE)*
ZIP: *(ZIP)*

Address Is Correct – Continue [**INFORMED CONSENT**]
Need to Edit Address [**EDIT ADDRESS**]
FI At Wrong Address [**SELECT CASE**]

EDIT ADDRESS [IF ADDRESS VERIFICATION = NEED TO EDIT ADDRESS]

TAP THE ITEM YOU NEED TO EDIT

ST. # *(NUMBER)*
STREET: *(STREET)*
CITY: *(CITY)*
STATE: *(STATE)*   ZIP: *(ZIP)*

Update [SAVE UPDATED ADDRESS, THEN **INFORMED CONSENT**]

INFORMED CONSENT [IF ADDRESS VERIFICATION = ADDRESS IS CORRECT-
CONTINUE OR EDIT ADDRESS = UPDATE]

GIVE PERSON STUDY DESCRIPTION AND SAY

Por favor lea esta declaración, la cual describe la encuesta y la legislación que asegura la onfidencialidad de cualquier información que usted nos dé. También explica que sus respuestas son usadas con el propósito de realizar estudios sobre la salud únicamente y que su participación es voluntaria. Si alguien es seleccionado(a) para participar en la entrevista en su totalidad, dicha persona recibirá un pago de $30 dólares en efectivo después de haber completado la entrevista.

Continue [**TRANSIENT**]

TRANSIENT [IF INFORMED CONSENT = CONTINUE]

INTERVIEWER: IS THIS GQU A TRANSIENT SHELTER?

Yes [**UNIT TYPE**]
No [**OCCUPANCY**]

UNIT TYPE [IF TRANSIENT = YES]

ARE THE LISTED UNIT…

ROOMS [**TOTAL GQU MEMBERS**]
BEDS, OR [**ROSTER #1**]
PERSONS? [**ROSTER #1**]

OCCUPANCY [IF TRANSIENT = NO]

(¿Vivió/ ¿Vivirá) usted o alguna otra persona en este cuarto la mayor parte del tiempo durante los meses de *(CURRENT QUARTER)*?

Yes [**TOTAL GQU MEMBERS**]   No [**OCCUPANCY – CONFIRMATION**:
                                      YOUR 'NO' RESPONSE WILL
                                      CONCLUDE THIS SCREENING
                                      AND FINALIZE THIS CASE. DO

YOU WANT TO CHANGE YOUR
ANSWER? ('YES' WILL CONTINUE
SCREENING. 'NO' WILL FINALIZE
THE CASE.) IF <u>YES</u>, **TOTAL GQU
MEMBERS**. IF <u>NO</u>, **VERIFICATION**.]

TOTAL GQU MEMBERS [IF OCCUPANCY = YES OR IF UNIT TYPE = ROOMS]

[IF TRANSIENT = YES AND UNIT TYPE = ROOMS] *(Incluyéndose a sí mismo)*,
¿cuántas personas viven en este cuarto?

[IF TRANSIENT = NO] *(Incluyendose a sí mismo)*, ¿cuántas personas *(vivieron/vivirán)*
en este cuarto la mayor parte del tiempo entre los meses de *(CURRENT QUARTER)?*

<u>ENTER NUMBER 1-20</u> [**MEMBERS 12 OR OLDER**]
[IF TOTAL GQU MEMBERS = 1, **ONLY MEMBER: CONFIRM
RESPONSE**: IS THERE ONLY 1 PERSON LIVING HERE? IF <u>NO</u>, **TOTAL
GQU MEMBERS**. IF <u>YES</u> AND UNIT TYPE = ROOMS, **ROSTER #1 AGE**.
IF <u>YES</u> AND TRANSIENT = NO, **ROSTER**: IS THIS SCREENING
RESPONDENT THE ONE ELIGIBLE RESIDENT OF THE DU? IF <u>YES</u>,
ROSTER #1 AGE USING 'YOUR' FILL. IF <u>NO</u>, **ROSTER #1 AGE** USING
'THIS PERSON' FILL].

MEMBERS 12 OR OLDER [IF TOTAL GQU MEMBERS NE BLANK AND >1]

[IF TRANSIENT = YES] ¿Cuántas de estas *[TOTAL GQU MEMBERS]* personas tienen
12 años o más de edad actualmente?"

[IF TRANSIENT = NO] De estas *[TOTAL GQU MEMBERS]* personas, ¿cuántas tienen
12 años o más actualmente?

<u>ENTER SUBSET OF TOTAL GQU MEMBERS</u> **ROSTER # 1 AGE**
[IF MEMBERS 12 OR OLDER = 1, **ONLY ELIGIBLE MEMBER:
"CONFIRM RESPONSE:** IS THERE ONLY 1 PERSON AGE 12 OR OLDER
IN THIS UNIT?" IF <u>NO</u>, **MEMBERS 12 OR OLDER**. IF <u>YES</u> AND UNIT
TYPE = ROOMS **ROSTER # 1 AGE**. IF YES AND TRANSIENT = NO,
ROSTER: IS THIS SCREENING RESPONDENT THE ONE ELIGIBLE
RESIDENT OF THE DU? IF <u>YES</u>, **ROSTER #1 AGE** USING 'YOUR' FILL.
IF <u>NO</u>, **ROSTER #1 AGE** USING 'THIS PERSON' FILL].

ROSTER #1 AGE [IF MEMBERS 12 OR OLDER NE BLANK OR TOTAL GQU
MEMBERS = 1 OR IF UNIT TYPE = BEDS OR PERSONS]

Por favor dígame su edad en su último cumpleaños.

<u>ENTER AGE</u> [**ROSTER #1 NAME**]

ROSTER #1 NAME [IF ROSTER #1 AGE NE BLANK]

¿Cuál es su nombre *(sin apellido)*?

ENTER FIRST NAME [**ROSTER #1 GENDER**]

ROSTER #1 GENDER [IF ROSTER #1 NAME NE BLANK]

¿Es esta persona hombre o mujer?

Male
Female

[**ROSTER #1 HISPANIC**]

ROSTER #1 HISPANIC [IF ROSTER #1 GENDER NE BLANK]

¿Es usted de origen hispano, latino o español?

(Es decir que su origen nacional o descendencia se puede describir como puertorriqueño, cubano, cubano-americano, mexicano, mexicano-americano, chicano, centro o sudamericano, o es nativo(a) de otro país donde se habla español?)

Yes
No

[**ROSTER #1 RACE**]

ROSTER #1 RACE [IF ROSTER #1 HISPANIC NE BLANK]

¿Es usted de raza blanca, negra o afro-americana, indígena americana o nativo(a) de Alaska, nativo(a) de Hawaii o de otra isla del pacífico, o asiática?

(CHECK ALL THAT APPLY)

White
Black or African American
American Indian or Alaska Native
Native Hawaiian/other Pacific Islander
Asian
Other

[**ROSTER #1 MILITARY** OR IF ROSTER #1 AGE NE 17-65 **CONFIRM ROSTER**]

ROSTER #1 MILITARY [IF ROSTER #1 RACE NE BLANK AND
ROSTER #1 AGE = 17-65]

¿Está usted actualmente en servicio activo en las fuerzas armadas?

Yes
No
Unknown
Refused

[**CONFIRM ROSTER**]

CONFIRM ROSTER [IF ROSTER #1 MILITARY NE BLANK OR IF ROSTER #1 AGE
NE 17-65 AND ROSTER #1 RACE NE BLANK]

There are two translation variations. English is also provided here for clarification.

1. ROSTER #1 AGE 17- 65

ENGLISH:

I have listed you as a *(AGE)* year old *(GENDER)* resident. You are *(RACE)*,
(HISPANIC), and *(are/are not)* on active duty the military.

SPANISH:

*(MALE:*Lo*)(FEMALE*: La) he anotado a usted, (GENDER: *una joven/una
mujer/un joven/un hombre/una persona*) de (AGE) años de edad. *(Usted)* es de
raza (RACE: *blanca, negra o afro-americana, indígena americana o nativo(a) de
Alaska, nativo(a) de Hawaii o de otra isla del pacífico, asiática, otra raza. / es de
otra raza. / es de raza NO ESPECIFICADA*). (HISPANIC: *Usted es hispana /
Usted es hispano/ Usted no es hispana / Usted no es hispano/ NO SE
ESPECIFICÓ si es de origen hispano/latino*) (MILITARY: *y está en servicio
activo en las fuerzas armadas. / y no está en servicio activo en las fuerzas
armadas. / y NO SE ESPECIFICÓ si está en servicio activo en las fuerzas
armadas*).

2. ROSTER #1 UNDER AGE 17 OR OVER AGE 65

ENGLISH:

I have listed you as a *(AGE)* year old *(GENDER)* resident.   You are *(RACE)*, and
(not) (HISPANIC).

SPANISH:

*(MALE:*Lo*)(FEMALE*: La) he anotado a usted, (GENDER: *una joven/una
mujer/un joven/un hombre/una persona*) de (AGE) años de edad. *(Usted)* es de
raza (RACE: *blanca, negra o afro-americana, indígena americana o nativo(a) de
Alaska, nativo(a) de Hawaii o de otra isla del pacífico, asiática, otra raza. / es de*

otra raza. / es de raza NO ESPECIFICADA). (HISPANIC: *Usted es hispana / Usted es hispano/ Usted no es hispana / Usted no es hispano/ NO SE ESPECIFICÓ si es de origen hispano/latino*).

¿Es esto correcto?

Yes [IF MEMBERS 12 OR OLDER ≥ 2 **OTHER MEMBERS**. IF UNIT TYPE = BEDS OR PERSONS OR UNIT TYPE = ROOMS AND TOTAL GQU MEMBERS OR MEMBERS 12 OR OLDER =1 **VERIFY ROSTER DATA**]

No [**ROSTER #1 AGE**]

OTHER MEMBERS [IF CONFIRM ROSTER = YES AND MEMBERS 12 OR OLDER ≥ 2]

READ TO RESPONDENT:

[IF MEMBERS 12 OR OLDER >2] Ahora necesito información general sobre todas las otras personas que tengan 12 años de edad o más. Empecemos con la persona mayor hasta llegar a la persona menor.

[IF MEMBERS 12 OR OLDER = 2] Ahora necesito información general sobre la otra persona que tenga 12 años de edad o más.

Continue [**AGE**]

AGE [IF OTHER MEMBERS NE BLANK OR CONFIRM ROSTER = NO]

[IF MEMBERS 12 OR OLDER = 2] Por favor dígame la edad de esta persona en su último cumpleaños.

[IF MEMBERS 12 OR OLDER > 2 HH MEMBERS] Por favor dígame la edad de la *(persona mayor/siguiente persona)* en su último cumpleaños.

ENTER AGE [**NAME**]

NAME [IF AGE NE BLANK]

¿Cuál es el nombre *(sin apellido)* de esta persona?

ENTER FIRST NAME **GENDER**]

GENDER [IF NAME NE BLANK]

ASK ONLY IF NOT OBVIOUS

¿Es esta persona hombre o mujer?

Male
Female
Refused

[**HISPANIC**]

HISPANIC [IF GENDER NE BLANK]

¿Es *(él/ella/esta persona)* de origen hispano, latino o español?

(Es decir que su origen nacional o descendencia se puede describir como puertorriqueño, cubano, cubano-americano, mexicano, mexicano-americano, chicano, centro o sudamericano, o es nativo(a) de otro país donde se habla español?)

Yes
No
Unknown
Refused

[**RACE**]

RACE [IF HISPANIC NE BLANK]

¿Es *(él/ella/esta persona)* de raza blanca, negra o afro-americana, indígena americana o nativo(a) de Alaska, nativo(a) de Hawaii o de otra isla del pacífico, o asiática?

(CHECK ALL THAT APPLY)

White
Black or African American
American Indian or Alaska Native
Native Hawaiian/other Pacific Islander
Asian
Other
Unknown
Refused

[IF AGE 17-65, **MILITARY**, OTHERWISE **CONFIRM ROSTER**]

MILITARY [IF RACE NE BLANK AND AGE 17-65]

¿Está *(él/ella/esta persona)* actualmente en servicio activo en las fuerzas armadas?

Yes
No
Unknown

<u>Refused</u>

[**CONFIRM ROSTER**]

CONFIRM ROSTER [IF AGE 17-65 AND MILITARY IS NE BLANK, OTHERWISE RACE NE BLANK]

There are two translation variations. English is also provided here for clarification.

1. OTHER MEMBERS AGES 17- 65

    ENGLISH:

    I have listed a *(AGE)* year old *(GENDER)* resident.   *(She/He)* is *(RACE)*, *(HISPANIC)* and *(is/is not)* on active duty the military.

    SPANISH:

    He anotado *(GENDER)* de *(AGE)* años de edad. *(Ella/Él)* es de raza *(RACE)*. *(Ella/Él) (es/no es) (HISPANIC)* y *(está/no está)* en servicio activo en las fuerzas armadas.

    SPANISH GENDER/RELATIONSHIP DESCRIPTIONS:

    He anotado (GENDER: *una joven/una mujer/un joven/un hombre/una persona*) de (AGE) años de edad. *(Ella /Él /Esta persona)* es de raza (RACE: *blanca, negra o afro-americana, indígena americana o nativo(a) de Alaska, nativo(a) de Hawaii o de otra isla del pacífico, asiática, otra raza. / es de otra raza. / es de raza NO ESPECIFICADA*). (HISPANIC: *Ella es hispana / Él es hispano/Esta persona es hispana / Ella no es hispana / Él no es hispano/Esta persona no es hispana / NO SE ESPECIFICÓ si es de origen hispano/latino*) (MILITARY: *y está en servicio activo en las fuerzas armadas. / y no está en servicio activo en las fuerzas armadas. / y NO SE ESPECIFICÓ si está en servicio activo en las fuerzas armadas*).

2. OTHER MEMBERS UNDER AGE 17- OR OVER AGE 65

    ENGLISH:

    I have listed a *(AGE)* year old *(GENDER)* resident.   *(She/He)* is *(RACE)*, and *(not) (HISPANIC)*.

    SPANISH:

    He anotado (GENDER: *una joven/una mujer/un joven/un hombre/una persona*) de (AGE) años de edad. *(Ella/Él)* es de raza (RACE: *blanca, negra o afro-americana, indígena americana o nativo(a) de Alaska, nativo(a) de Hawaii o de otra isla del pacífico, asiática, otra raza. / es de otra raza. / es de raza NO ESPECIFICADA*). (HISPANIC: *Ella es hispana / Él es hispano/ Ella no es hispana / Él no es hispano/ NO SE ESPECIFICÓ si es de origen hispano/latino*).

¿Es esto correcto?

Yes [**AGE** FOR NEXT GQU MEMBER, OTHERWISE **VERIFY ROSTER DATA**]
No   [**AGE**]

VERIFY ROSTER DATA [IF CONFIRM ROSTER = YES]

Name *(First Name)*
SR *(Y for Screening Respondent)*
A *(Age)*
G *(Gender: M, F, R)*
H *(Hispanic: Y, N, U, R)*
R *(Race: W, B, I, P, A, O)*
M *(Military: Y, N, U, R)*
E *(Eligibility: E, I)*

Necesito asegurarme que la lista está correcta. He anotado ...

[READ LIST OF OCCUPANTS' AGES AND NAMES].
REVIEW FOR ACCURACY AND COMPLETENESS. TO MAKE CORRECTIONS:
TAP THE ROSTER LINE THAT YOU WANT TO EDIT, THEN TAP 'FUNCTIONS'
AND 'EDIT.'

CONTINUE [IF TRANSIENT = NO, **INELIGIBLE FOR QUARTER**. IF
         TRANSIENT = YES, **START SELECTION**]

INELIGIBLE FOR QUARTER [IF TRANSIENT = NO AND VERIFY ROSTER DATA =
         CONTINUE]

*(¿Ha vivido usted/¿Han vivido estas dos personas/¿Han vivido todas estas
personas/¿Vivirá usted/ ¿Vivirán estas dos personas/ ¿Vivirán todas estas personas)* en
este cuarto la mayor parte del tiempo durante los meses de *(CURRENT QUARTER)*?

Yes [**ANOTHER ELIGIBLE MEMBER**]
No   [**MAKE INELIGIBLE:** "FOR EACH INDIVIDUAL NOT ELIGIBLE FOR
         SELECTION, TAP THE LINE WITH THEIR DATA, TAP 'Functions' AND 'Edit'
         THEN CHANGE THE ELIGIBILITY STATUS FOR THAT MEMBER."
         [**HOUSEHOLD ROSTER**]

ANOTHER ELIGIBLE MEMBER [IF INELIGIBLE NE BLANK]

[IF TRANSIENT = NO] ¿Nos faltó anotar a alguien de 12 años o más que *(vivió/vivirá)*
en este cuarto la mayor parte del tiempo durante los meses de *(CURRENT QUARTER)*?

Yes [**ADD MEMBER:** "TAP 'Functions' BUTTON AND 'Add Member.' WHEN
         ALL ROSTER MEMBERS HAVE BEEN ADDED, TAP THE CONTINUE
         ARROW TO MAKE SELECTIONS. **HOUSEHOLD ROSTER**]

No [**START SELECTION**]

START SELECTION [IF ANOTHER ELIGIBLE MEMBER NE BLANK OR IF
      TRANSIENT = YES AND VERIFY ROSTER DATA = CONTINUE]

      THE PROGRAM WILL START THE SELECTION PROCESS. ARE YOU SURE
      YOU ARE READY TO MAKE THE SELECTIONS?

      Yes [**RESPONDENT SELECTION**]
      No   [IF TRANSIENT = NO **HOUSEHOLD ROSTER**. IF TRANSIENT = YES
          VERIFY ROSTER DATA]

HOUSEHOLD ROSTER [[IF TRANSIENT = NO AND ANOTHER ELIGIBLE MEMBER
      = YES OR START SELECTION = NO]

      Name *(First Name)*
      SR *(Y for Screening Respondent)*
      A *(Age)*
      G *(Gender: M, F, R)*
      H *(Hispanic: Y, N, U, R)*
      R *(Race: W, B, I, P, A, O)*
      M *(Military: Y, N, U, R)*
      E *(Eligibility: E, I)*

      [FUNCTIONS TO ADD ROSTER MEMBERS AND/OR EDIT ROSTER DATA]

      Continue [IF ANOTHER ELIGIBLE MEMBER = BLANK, **ANOTHER ELIGIBLE
          MEMBER** OR OR IF ANOTHER ELIGIBLE MEMBER NE BLANK, **START
          SELECTION**]

RESPONDENT SELECTION [START SELECTION = YES]

      Interview A
      Roster #: *(Roster # of selected member, None)*   Mode: *(NSDUH Interview, BLANK)*
      QuestID: *(7-digit Questionnaire ID, BLANK)*
      Name: *(First Name, BLANK)*

      Age: *(AGE, BLANK)*   Sex: *(M, F, BLANK)*
      Race: *(W, B, I, P, A, O, BLANK)*   Hispanic: *(Y, N, BLANK)*

      Interview B
      Roster #: *(Roster # of selected member, None)*   Mode: *(NSDUH Interview, BLANK)*
      QuestID: *(7-digit Questionnaire ID, BLANK)*
      Name: *(First Name, BLANK)*

      Age: *(AGE, BLANK)*   Sex: *(M, F,BLANK)*
      Race: *(W, B, I, P, A, O, BLANK)*   Hispanic: *(Y, N, BLANK)*

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2006 NSDUH Screening Application Specifications
Section 5
Select Case Screen Options

Document Format:
- Screen/menu names bolded
- Screen/question/instructional text designated by black and red text and non-italicized text in parenthesis (Upper-lower black text to be read, red upper case text is instructions to FI)
- Fills designated by parentheses and italics
- Logic designated by brackets
- Text of instructional message boxes provided in bracketed logic
- Response categories underlined
- Explanatory text in italics.

Select Case screen contains the date, time, battery level, CaseID, (list of cases), Address, Results for S (Screening), A (Interview A), and B (Interview) and menus detailed below.

ACTIONS MENU [SELECT CASE, CASE ID, ACTIONS]

Items on the Actions Menu are case specific. First a case is selected on the screen, then the action from the Actions Menu is selected.

Screen DU
Go To Record Of Calls
View Selections/Roster
Edit Address
Add Missed DU
Place Case On Hold/Take Case Off Hold

[IF NO CASE SELECTED: **NO CASE SELECTED: "**TAP ON A CASE TO SELECT IT." OK, **SELECT CASE**]

SCREEN DU [SELECT CASE, CASEID, ACTIONS, SCREEN DU]

[IF INITIAL ENTRY (NO PHYSICAL FEATURE DATA ENTERED), **SDU CHARACTERISTIC** – *FOR DETAILS, SEE SECTIONS 1-4*]

[IF PHYSICAL FEATURE DATA ENTERED, **STUDY INTRODUCTION** – *FOR DETAILS, SEE SECTIONS 1-4*]

[IF SCREENING COMPLETED, **RE-OPEN CASE** DISPLAYS ON ACTIONS MENU. **RE-OPENING CONFIRMATION:** "THIS CASE HAS ALREADY BEEN COMPLETED. DO YOU WISH TO RE-OPEN THIS CASE? IF No, SELECT CASE. IF Yes, **CASE RE-OPEN CODE:** "ENTER THE CODE TO RE-OPEN THIS CASE, THEN TAP 'OK' TO CONTINUE." ENTER CORRECT CODE, OK, **SDU CHARACTERISTIC**]

GO TO RECORD OF CALLS [SELECT CASE, CASEID, ACTIONS, GO TO RECORD OF CALLS]

[IF NO PHYSICAL FEATURE DATA ENTERED, **NO ROC RECORD**: "THERE ARE NO PREVIOUS CALL RECORDS FOR THIS CASE. IF YOU WANT TO ENTER A CALL RECORD, CLOSE THIS BOX AND TAP 'SCREEN DU' TO ENTER THE REQUIRED PHYSICAL FEATURE DATA BEFORE ENTERING A CALL RECORD." OK – *FOR DETAILS SEE SECTIONS 1-4*]

[IF PHYSICAL FEATURE DATA ENTERED ENTERED, **RECORD OF CALLS** – *FOR DETAILS SEE SECTION 6*]

VIEW SELECTIONS/ROSTER [SELECT CASE, CASEID, ACTIONS, VIEW SELECTIONS/ROSTER]

[IF PENDING SCREENING: **NO SELECTION:** "SCREENING HAS NOT BEEN COMPLETED FOR THIS CASE. THERE IS NO SELECTION TO VIEW." OK, **SELECT CASE**.]

[IF CASE COMPLETED WITH FINAL RESULT CODE NE TO 30, 31, 32: **NO SELECTION:** "THERE ARE NO SELECTIONS TO DISPLAY FOR THIS CASE. IT WAS SCREENED AS CODE *(RESULT CODE)*": OK, **NO ROSTER RECORDS**: "THERE ARE NO ROSTER RECORDS FOR THIS CASE." OK, **SELECT CASE**.]

[IF CASE COMPLETED WITH FINAL RESULT CODE = 30, 31, 32, **RESPONDENT SELECTION**]

RESPONDENT SELECTION [IF CASE COMPLETED WITH FINAL RESULT CODE = 30, 31, 32]

Interview A
Roster #: *(Roster # of selected member, None)*   Mode: *(NSDUH Interview, BLANK)*

QuestID: *(7-digit Questionnaire ID, BLANK)*
Relation: *(Relationship to householder, BLANK)*

Age: *(AGE, BLANK)*   Sex: *(M, F, BLANK)*
Race: *(W, B, I, P, A, O, BLANK)*   Hispanic: *(Y, N, BLANK)*

Interview B
Roster #: *(Roster # of selected member, None)*   Mode: *(NSDUH Interview, BLANK)*

QuestID: *(7-digit Questionnaire ID, BLANK)*
Relation: *(Relationship to householder, BLANK)*

Age: *(AGE, BLANK)*   Sex: *(M, F,BLANK)*
Race: *(W, B, I, P, A, O, BLANK)*   Hispanic: *(Y, N, BLANK)*

Done [**SELECT CASE**]
Roster [**HOUSEHOLD ROSTER**]
ROC [**RECORD OF CALLS**]

HOUSEHOLD ROSTER [IF RESPONDENT SELECTION = ROSTER]

Rel *(Relationship)*
SR *(Y for Screening Respondent)*
A *(Age)*
G *(Gender: M, F, R)*
H *(Hispanic: Y, N, U, R)*
R *(Race: W, B, I, P, A, O)*
M *(Military: Y, N, U, R)*
E *(Eligibility: E, I)*

Done [**SELECT CASE**]
Sels [**RESPONDENT SELECTION**]

EDIT ADDRESS [SELECT CASE, CASEID, ACTIONS, EDIT ADDRESS]

[**EDIT ADDRESS** – *FOR DETAILS, SEE SECTIONS 1-4*]

ADD MISSED DU [SELECT CASE , CASEID, ACTIONS ADD MISSED DU]

[**MISSED DU ADDRESS** – *FOR DETAILS, SEE SECTION 1*]

[IF CASE SELECTED IS MISSED DU: **CANNOT ADD UNIT**: "YOU CANNOT ADD A MISSED DU FROM A DU THAT HAS BEEN ADDED." OK, **SELECT CASE**.]

[IF ATTEMPTING TO ADD A DU TO A GQU: **CALL FS:** "IF THERE ARE MISSED GROUP QUARTERS UNITS IN THE STRUCTURE, OBTAIN INFORMATION ABOUT ALL MISSED UNITS THEN CALL YOUR FS."

PLACE CASE ON HOLD [SELECT CASE, TAP CASEID, ACTIONS, PLACE CASE ON HOLD]

This menu option toggles between "Place Case On Hold" and "Take Case Off Hold," depending on the on-hold status of the case. When a case is on hold, data for that case are transmitted, but are not pulled into the control system—the data is maintained in a separate location to be accessed, as necessary. This allows putting a case 'On Hold' for troubleshooting.

[IF CASE NOT ON HOLD, **PLACE CASE ON HOLD:** "ARE YOU SURE YOU WANT TO PUT CASE *(CASEID)* ON HOLD? IF No, **SELECT CASE**

WITH CASE NOT ON HOLD. IF <u>Yes</u>, **CASE ON HOLD**: "CASE *(CASEID)* HAS BEEN PUT ON HOLD." <u>OK</u>, **SELECT CASE** WITH 'H' NEXT TO CASEID.]

[IF CASE ON HOLD, **TAKE CASE OFF HOLD**, **SELECT CASE** WITH 'H' NEXT TO CASEID REMOVED AND CASE NOT ON HOLD.]

ADMIN MENU [SELECT CASE, ADMIN]

Items on Admin Menu are administrative.

> Set Name and Id
> Enter PT&E Data
> View Transmitted PT&E Data
> Reconcile Missed DUs
> Reload Training Cases
> Erase Training Cases
> Reset iPAQ
> Utilities

SET NAME AND ID [SELECT CASE, ADMIN, SET NAME AND ID]

NSDUH SYSTEM CONFIGURATION [SELECT CASE, ADMIN, SET NAME AND ID]

Government ID: *(Government ID issued to iPAQ)*
FIID: *(RTI FI ID Number)*
Name: *(FI Name to be used on Study Introduction screen)*

<u>Done</u> [**SELECT CASE**]

ENTER PT&E DATA [SELECT CASE, TAP ADMIN, ENTER PT&E DATA]

[IF THERE ARE NO PT&E RECORDS ENTERED FOR THE WEEK, **ADD PT&E**: "THERE ARE CURRENTLY NO UNTRANSMITTED PT&E RECORDS. DO YOU WANT TO ADD ONE? IF <u>No</u>, **SELECT CASE**. IF <u>Yes</u>, **PT&E DATA**.

PT&E DATA [SELECT CASE, ADMIN, ENTER PT&E, ADD PT&E = YES]

PT&E WEEK: *(Payroll week beginning date)*
QUARTER: 1 2, 3, 4 *(Current quarter selected as default)*
FS *(Drop-down list of FS names who have hired FI)*
TASK *(Drop-down list of possible task numbers)*

HRS: *(.25-99.99)*   NOTES: *(Text entry field)*
MILES: *(1-999)*
EXP: *(.01-1500)*

Done [CHECKS FOR COMPLETE DATA ENTRY, **ANOTHER
        PT&E**: 'DO YOU HAVE ANOTHER PT&E SUMMARY
        RECORD TO ENTER?" IF <u>No</u>, **PTE SUMMARY**. IF Yes,
        PT&E DATA FOR NEW ENTRY.
Cancel [**CANCEL ENTRY**: "ARE YOU SURE YOU WANT TO
        CANCEL THE ENTRY OF THIS RECORD?" IF <u>Yes</u>, PTE
        SUMMARY. IF <u>No</u>, **PT&E DATA**.
Clear [**PT&E DATA** WITH ENTRY CLEARED.]

PTE SUMMARY

WEEK (*First date of work week*)
Q *(Quarter: 1, 2, 3, 4)*
FS *(FS Name)*
TSK *(Task number)*
HRS *(Hours)*
MI *(Miles)*
EXP *(Expenses)*
FSID *(FS ID)*
Notes *(Notes)*

TAP ON A LINE TO SELECT IT AND VIEW ITS NOTES

WEEK: QUARTER:
FS:
TASK:
HRS: NOTES:
EXP:

Done [**SELECT CASE**]
Functions [**ADD, EDIT, DELETE, TRANSMITTED PT&E**]

        ADD [**PT&E DATA**]

        EDIT [IF NO LINE SELECTED, **SELECT PT&E:** TAP A
              LINE TO SELECT A PT&E." <u>OK</u>]
              [IF LINE SELECTED: **PT&E DATA**.]

        DELETE [IF NO LINE SELECTED, **SELECT PT&E:** "TAP
              A LINE TO SELECT A PT&E." <u>OK</u>]
              [IF LINE SELECTED, **DELETE CONFIRMATION:**
              "ARE YOU SURE YOU WANT TO DELETE THIS
              PT&E RECORD?" IF <u>No</u>, **PTE SUMMARY**. IF <u>Yes</u>,
              PT&E DELETED: "THIS PT&E RECORD HAS

BEEN DELETED." <u>OK</u>. **PTE SUMMARY** WITH
RECORD DELETED.

TRANSMITTED PT&E [IF NO TRANSMITTED PT&E
RECORDS, **NO RECORD:** "THERE IS
CURRENTLY NO TRANSMITTED PTE RECORDS
TO VIEW." <u>OK</u>, **PTE SUMMARY**.

[IF TRANSMITTED PT&E RECORD(S), **PTE
SUMMARY** WITHOUT OPTION TO ADD, EDIT,
DELETE.]

VIEW TRANSMITTED PT&E DATA [SELECT CASE, ADMIN,
VIEW TRANSMITTED PT&E DATA]

[IF NO TRANSMITTED PT&E RECORDS, **NO RECORD:** "THERE IS
CURRENTLY NO TRANSMITTED PTE RECORD." <u>OK</u>, **SELECT CASE**.

[IF TRANSMITTED PT&E RECORD(S): **PTE SUMMARY** WITHOUT
OPTION TO ADD, EDIT, DELETE.]

PTE SUMMARY (WITHOUT OPTION TO ADD, EDIT,
DELETE)

WEEK (*First date of work week*)
Q (*Quarter: 1, 2, 3, 4*)
FS (*FS Name*)
TSK (*Task number*)
HRS (*Hours*)
MI (*Miles*)
EXP (*Expenses*)
FSID (*FS ID*)
Notes (*Notes*)

TAP ON A LINE TO SELECT IT AND VIEW ITS NOTES

WEEK: QUARTER:
FS:
TASK:
HRS: NOTES:
EXP:

<u>Done</u> [SELECT CASE]
<u>Functions</u> [ADD, EDIT, DELETE, UN-TRANSMITTED PT&E]

UN-TRANSMITTED PT&E [SELECT CASE, VIEW
TRANSMITTED PT&E, FUNCTIONS, UN-TRANSMITTED
PT&E]

[**PT&E SUMMARY** WITH ADD, EDIT, DELETE OPTIONS]

RECONCILE MISSED DUS [SELECT CASE, ADMIN, RECONCILE MISSED DUS]

[IF NO MISSED DUs TO BE RECONCILED, **NO MISSED DUs:** "THERE ARE NO MISSED DUs TO RECONCILE." <u>OK</u>, **SELECT CASE**.]

[IF MISSED DUs TO BE RECONCILED, **SEGMENTS AND MISSED DUs**]

SEGMENTS AND MISSED DUs [SELECT CASE, RECONCILE MISSED DUs]

SEGMENT *(SEGID)*
STREET ADDRESS *(MISSED DU STREET ADDRESS)*

TAP ON A LINE TO SELECT SEGMENT

<u>Reconcile</u> [**RECONCILATION CONFIRMATION:** "YOU WILL BE REQUIRED TO RECONCILE ALL DUs WITHIN THE SELECTED SEGMENTS. ARE YOU READY TO PROCEED? IF <u>No</u>, **SEGMENTS AND MISSED DUs**. IF <u>Yes</u>, **MDU-SEGMENT KIT CHECK**.]
<u>Exit</u> [**SELECT CASE**]

MDU-SEGMENT KIT CHECK [SEGMENTS AND MISSED DUs = RECONCILE AND RECONCILATION CONFIRMATION = YES]

Link: *(line number and address of link line case)*

INTERVIEWER: CONSULT YOUR SEGMENT KIT AND ANSWER THE FOLLOWING QUESTION(S):

IS THE UNIT THAT YOU ARE ATTEMPTING TO ADD

(Missed DU Street Address)

ALREADY ON THE HANDWRITTEN LIST OF DWELLING UNITS?

(MAKE SURE YOU ARE LOOKING AT THE FULL LIST OF DWELLING UNITS, NOT THE SELECTED DU LIST.)

<u>Yes</u> (UNIT NOT ADDED) [IF ANOTHER MISSED DU, **NEXT MISSED DU:** "PLEASE ANSWER THE FOLLOWING QUESTIONS TO RECONCILE THE NEXT MISSED DU." <u>OK</u>, **MDU-SEGMENT KIT CHECK** FOR NEXT MISSED DU.]

[IF NO OTHER MISSED DU, **SELECT CASE**]
No [**MDU GEOGRAPHIC INTERVAL**]
Exit [**SELECT CASE**]

MDU-GEOGRAPHIC INTERVAL [MDU-SEGMENT KIT CHECK = NO]

Link: *(line number and address of link line case)*

IS THE MISSED UNIT LOCATED WITHIN THE SDU OR IN THE GEOGRAPHIC INTERVAL BETWEEN THE SDU AND THE NEXT LISTED LINE AS WELL AS LOCATED WITHIN THE SEGMENT BOUNDARIES?

(IF THE SDU IS THE LAST ONE LISTED ON A MAP PAGE, TAP THE Info BUTTON FOR FURTHER INSTRUCTIONS.)

REFER TO YOUR FI MANUAL AND YOUR SEGMENT MAPS OR CALL YOUR FS IF YOU ARE UNSURE WHETHER THIS UNIT SHOULD BE ADDED. IF YOU CANNOT DO THAT RIGHT NOW, TAP THE Exit BUTTON TO EXIT THIS SCREEN. YOU CAN RECONCILE THIS DU LATER.

Yes (UNIT ADDED) [**MDU-ADDRESS VERIFICATION**]
No   (UNIT NOT ADDED) [IF ANOTHER MISSED DU, **NEXT MISSED DU:** "PLEASE ANSWER THE FOLLOWING QUESTIONS TO RECONCILE THE NEXT MISSED DU." OK, **MDU-SEGMENT KIT CHECK** FOR NEXT MISSED DU.]
[IF NO OTHER MISSED DU**, SELECT CASE**]
Exit [SELECT CASE]

MDU-ADDRESS VERIFICATION

Link: *(line number and address of link line case)*

THIS UNIT WILL BE ADDED TO THE SAMPLE. PLEASE VERIFY THE INFORMATION BELOW. TAP ANY LINE TO EDIT IT.

  ST. NO: *(street number)*
STREET: *(street name)*
    CITY: *(city)*
  STATE: *(state)*   ZIP: *(zip code)*
CASE #: *(CaseID assigned to Added DU)*

Update [IF ADDITIONAL MISSED DUs TO RECONCILE, **RECONCILE NEXT:** "THE ADDED DU HAS BEEN SUCCESFULLY RECONCILED. PLEASE ANSWER THE FOLLOWING

QUESTIONS TO RECONCILE THE NEXT MISSED DU."
OK, **MDU-SEGMENT KIT CHECK** FOR NEXT MISSED
DU]
[IF NO ADDITIONAL MISSED DUs TO RECONCILE,
SELECT CASE]
Exit [**SELECT CASE**, WITH RECONCILIATION PENDING]

RELOAD TRAINING CASES [SELECT CASE, ADMIN, RELOAD TRAINING
   CASES]

   RE-LOAD TRAINING CASES: "ARE YOU SURE YOU WANT TO
   REMOVE AND RELOAD ALL TRAINING CASES? ONCE IT STARTS, IT
   MAY TAKE AWHILE TO FINISH." IF No, **SELECT CASE**. IF Yes,
   SELECT CASE WITH TRAINING CASES REMOVED AND RELOADED.

ERASE TRAINING CASES [SELECT CASE, ADMIN, ERASE TRAINING
   CASES]

   ERASE TRAINING CASES: "ARE YOU SURE YOU WANT TO
   ERASE ALL TRAINING CASES?" IF No, **SELECT CASE**. IF Yes,
   SELECT CASE WITH TRAINING CASES REMOVED.

RESET IPAQ [SELECT CASE, ADMIN, RESET IPAQ]

   RESET: "ARE YOU SURE YOU WANT TO RESET THE HANDHELD
   DEVICE?" IF No, **SELECT CASE**. IF Yes, DEVICE SAVES DATA TO
   STORAGE CARD AND RESETS, **TODAY**]

UTILITIES [ON SELECT CASE SCREEN TAP ADMIN, UTILITIES]

   DATABASE UTILITIES

      USE WITH CAUTION. IF YOU ARE UNSURE ABOUT HOW TO
      USE THIS APPLICATION, PLEASE CONTACT YOUR FIELD
      SUPERVISOR OR THE TECHNICAL SUPPORT GROUP.

      REMOVE COMPLETED CASES: This function will remove all cases
      that have been screened, and for which final interview codes have been
      entered for all selected respondents.

      *This function allows the FI to refresh his/her case list by removing all
      cases on iPAQ that have been completed, have complete Access Data
      entered, and all final data successfully transmitted to RTI. FI obtains FS
      approval before using this function.*

REMOVE ALL CASES: USE WITH EXTREME CAUTION!!! This function will remove ALL cases, and their associated data from your handheld device. This function should only be used as directed by your field supervisor and RTI.

This function prepares the iPAQ to receive the next quarter's cases by removing all current final/transmitted cases from the iPAQ, then allowing the iPAQ to pick up the next quarter's cases upon a subsequent transmission. This function was moved to the CMS, but this feature to initiate the process was left on the iPAQ as a troubleshooting option.

Commit [IF SELECT REMOVE COMPLETED CASES AND COMMIT, **REMOVE COMPLETED CASES: "**THIS WILL REMOVE ALL CASES THAT HAVE BEEN COMPLETED AND TRANSMITTED TO RTI. DO YOU WANT TO PROCEED?" IF NO, **DATABASE UTILITIES**. IF Yes, **ARE YOU SURE?:** "ARE YOU SURE YOU WANT TO REMOVE YOUR COMPLETED CASES? IF No, **DATABASE UTILITIES**. IF Yes, **PLEASE BE PATIENT:** "THIS MAY TAKE A FEW MINUTES. IF YOU CURRENTLY HAVE LOTS OF CASES ON YOUR HANDHELD DEVICE, IT WILL TAKE LONGER. PLEASE BE PATIENT." OK, **COMPLETED CASES REMOVED:** "ALL COMPLETED CASES THAT HAVE BEEN TRANSMITTED TO RTI HAVE BEEN REMOVED." OK **DATABASE UTILITIES**.]

[IF SELECT REMOVE ALL CASES AND COMMIT, **ACCESS CODE ENTRY:** PLEASE USE THE KEYPAD TO ENTER YOUR CASE DELETION ACCESS CODE. TAP 'OK' WHEN YOU ARE DONE." IF Cancel OR INCORRECT CODE ENTERED, **INVALID ACCESS CODE**: "YOU HAVE ENTERED AN INVALID ACCESS CODE. PLEASE CONTACT YOUR FIELD SUPERVISOR TO OBTAIN A VALID ACCESS CODE." OK **DATABASE UTILITIES**. IF OK AND CORRECT CODE ENTERED, **REMOVE ALL CASES**: "THIS WILL REMOVE ALL YOUR CASES. DO YOU WANT TO PROCEED? IF No, **DATABASE UTILITIES**. IF Yes, **ARE YOU SURE:** "ARE YOU SURE YOU WANT TO REMOVE ALL YOUR CASES? IF YOU ARE UNSURE, PLEASE TAP 'NO' AND CONACT YOUR FS FOR INSTRUCTIONS. IF No, **DATABASE UTILITIES**. IF Yes, **BEGIN REMOVING CASES:** "THIS PROCESS WILL TAKE SEVERAL MINUTES. IF YOU HAVE A LARGE NUMBER OF CASES ON YOUR HANDHELD DEVICE, IT WILL TAKE LONGER. PLEASE BE PATIENT. TAP 'YES' TO BEGIN REMOVING CASES. TAP 'NO' TO EXIT WITHOUT REMOVING CASES." IF No, **DATABASE UTILITIES**. IF Yes, **ALL CASES REMOVED:** "ALL YOUR CASES HAVE BEEN SUCCESSFULLY REMOVED. PLEASE TRANSMIT NOW TO NOTIFY RTI THAT YOUR

CASES HAVE BEEN REMOVED." OK, **DATABASE
UTILITIES**.]
Exit [**SELECT CASE**]

VIEW MENU [SELECT CASE, VIEW]

*View allows an FI to view all cases in his/her assignment or various subgroups of cases on Select
Case screen for purposes of case management. View can be used in conjunction with Sort for a
variety of combinations.*

Pending Cases *(All Screening and Interview cases with Result Codes 00-09, 50-59)*
Pending Screenings *(All Screening cases with Result Codes 00-09)*
Pending Interviews *(All Interview cases with Result Codes 50-59)*
Group Quarters Units *(All GQU cases)*
All Cases *(All cases)*
Final Screenings *(Screening cases with Result Codes 10-32)*
Final Interviews *(Interview cases with Result Codes 70-79)*
Added DUs *(All added DUs)*
On Hold Cases *(All cases on hold)*

SORT MENU [SELECT CASE, SORT]

*Sort is a case management feature that list cases in varying orders on the Select Case screen.
Sort can be used in combination with View for a variety of combinations.*

By Case ID *(Alphanumerical order by CaseID)*
By Street *(Alphanumerical order by street name within segment and number)*
By SCR Code *(Numerical order by Screening Result Code)*
By Int A Code *(Numerical order by Interview A Result Code)*
By Int B Code *(Numerical order by Interview B Result Code)*
By ROC Date, Asc *(Ascending date order using most recent Record of Calls entry)*
By ROC Date, Desc *(Descending date order using most recent Record of Calls entry)*

CAL [SELECT CASE, CAL]

*This optional calendar can be used to post work and personal appointments to help with time
management and scheduling of interview appointments.*

APPOINTMENT-LIST

DAY: *(current date with link to calendar to select a date)*   *(Day of Week)*
[IF SELECT A DATE, Accept CHANGES DATE,
Cancel MAINTAINS CURRENT DATE,
Left/Right Arrows SELECT MONTH]

DATES WITH APPOINTMENTS: *(list of dates with appointments)*

TIME *(appointment time)*
APPT. TYPE *(Interview-A, Interview-B, Screening, S/I Other, Other)*
DUID *(Case ID)*
T *(Data Type = S, A, B)*
Description *(text entry with comments describing appointment)*
Created Date *(appointment created date)*

TAP ON A LINE TO SELECT AND VIEW IT

TIME: TYPE:
DUID:
DESC:

ADDR:
CREATED ON:

Done [**SELECT CASE**]
New   [**APPOINTMENT-NEW**]
Edit   [IF RECORD SELECTED, **APPOINTMENT-EDIT**]
        [IF NO RECORD SELECTED: **SELECT RECORD**: 'PLEASE
        SELECT A RECORD BEFORE EDITING IT." OK,
        APPOINTMENT-LIST]
Delete [IF RECORD SELECTED, **DELETE CONFIRMATION**: ARE
         YOU SURE YOU WANT TO DELETE THIS *(TYPE)* APPOINTMENT
         AT *(DATE/TIME)*?" IF Yes, **APPOINTMENT-LIST** WITH
         APPOINTMENT DELETED. IF No, **APPOINTMENT–LIST** WITH
         APPOINTMENT NOT DELETED]

         [IF NO RECORD SELECTED: **SELECT RECORD**: 'PLEASE
         SELECT A RECORD BEFORE EDITING IT." OK,
         APPOINTMENT-LIST]

APPOINTMENT-NEW

DAY: *(current date with link to calendar to select a date)*   *(Day of Week)*
        [IF SELECT A DATE,
        Accept CHANGES DATE,
        Cancel MAINTAINS CURRENT DATE,
        Left/Right Arrows SELECT MONTH]

TIME: HOUR *(1-12)*
        MINUTE *(00, 05, 10, 15, 20, 25, 30, 35, 40, 45, 50, 55)*
        AM/PM *(AM, PM)*

DESC: *(text entry of comments describing appointment)*
TYPE: *(Options for Interview-A, Interview-B, Screening, S/I Other, Other)*
DUID: *(CaseID for Interview-A, Interview-B, S/I Other, and Screening)*

Commit [CHECKS FOR COMPLETE DATA ENTRY, SAVES
       APPOINTMENT ENTRY, **APPOINTMENT- LIST**]

Cancel [**APPOINTMENT-LIST** WITHOUT SAVING APPOINTMENT
        ENTRY]

APPOINTMENT–EDIT [APPOINTMENT-LIST, EDIT]

DAY: *(current date with link to calendar to select a date)*   *(Day of Week)*
        [IF SELECT A DATE,
        Accept CHANGES DATE,
        Cancel MAINTAINS CURRENT DATE,
        Left/Right Arrows SELECT MONTH]

TIME: HOUR *(1-12)*
        MINUTE *(00, 05, 10, 15, 20, 25, 30, 35, 40, 45, 50, 55)*
        AM/PM *(AM, PM)*

DESC: (text entry with comments describing appointment)
TYPE: *(Options for Interview-A, Interview-B, Screening, S/I Other, Other)*
DUID: *(CaseID for Interview-A, Interview-B, S/I Other, and Screening)*

Commit [**APPOINTMENT–LIST** WITH EDITS SAVED]
Cancel [**APPOINTMENT–LIST**]

APPOINTMENTS [NSDUH SCREENER-PASSWORD, PASSWORD ENTRY,
        CONTINUE ARROW AND APPOINTMENTS SCHEDULED FOR CURRENT
        DAY]

        "THERE ARE SCHEDULED APPOINTMENTS TODAY. PLEASE CHECK
        THE CALENDAR." OK, **SELECT CASE**.

QUIT [ON SELECT CASE SCREEN TAP QUIT]

    [**TODAY**]

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2006 NSDUH Screening Application Specifications
Section 6
Record of Calls

Document Format:
- Screen names bolded
- Screen/question/instructional text designated by black and red text and non-italicized text in parenthesis (Upper-lower black text to be read, red upper case text is instructions to FI)
- Fills designated by parentheses and italics
- Logic designated by brackets
- Text of instructional message boxes provided in bracketed logic
- Response categories underlined

RECORD OF CALLS [SELECT CASE, CASE ID, ACTIONS, GO TO RECORD OF CALLS OR ON ANY SUBSEQUENT SCREEN EXCEPT ANOTHER ELIGIBLE MEMBER, EXIT OR VERIFICATION, DONE OR RESPONDENT SELECTION, DONE]

T *(Data Type: S, A, B)*
Rslt *(Result Code)*
Date *(Date ROC entered)*
Day *(Day of the week ROC entered)*
Time: *(Time of day ROC entered)*

TAP ANY LINE TO DISPLAY ITS COMMENTS

Done [**SELECT CASE**]
Functions [ADD, EDIT, DELETE, VIEW COMMENTS, VIEW LETTERS (IF LETTERS REQUESTED), VIEW REFUSALS (IF CODE = 07, 17, 57, 58, 77, 78)]
Ver [IF VERIFICATION INFORMATION AVAILABLE, **VERIFICATION**.]
[IF NO VERIFICATION INFORMATION AVAILABLE, **NO VERIFICATION INFORMATION**: "THERE IS NO VERIFICATION INFORMATION ON FILE." OK, **RECORD OF CALLS**]
Sels [**RESPONDENT SELECTION**]
Cal [**APPOINTMENT-LIST** *-FOR DETAILS SEE SECTION 5*]

FUNCTIONS MENU [RECORD OF CALLS, FUNCTIONS]

Add [**CHOOSE ROC TYPE**]
Edit [IF ROC EVENT SELECTED, **SCREENING CALL RECORD**]
[IF NO ROC EVENT SELECTED, **SELECT RECORD**: "TO EDIT ANY RECORD, TAP ON IT. THEN TAP "Functions" AT THE

BOTTOM OF THE SCREEN, THEN TAP "Edit."" <u>OK</u>, **RECORD OF CALLS**]

<u>Delete</u> [IF UNTRANSMITTED, NON-SYSTEM-GENERATED ROC EVENT (NE 26, 30, 31, 32), DELETES EVENT, **RECORD OF CALLS**]
[IF TRANSMITTED, SYSTEM GENERATED ROC EVENT (26, 30, 31, 32), **RECORD TRANSMITTED**: "THIS ROC RECORD HAS BEEN TRANSMITTED OR IT WAS A SYSTEM GENERATED EVENT. YOU CANNOT DELETE IT." <u>OK</u>, **RECORD OF CALLS**]
[IF NO ROC EVENT SELECTED, **SELECT RECORD**: "TO DELETE ANY RECORD, TAP ON IT. THEN TAP "Functions" AT THE BOTTOM OF THE SCREEN, THEN TAP "Delete."" <u>OK</u>, **RECORD OF CALLS**]

<u>View Comments</u> [**ROC COMMENTS**]

Function to view all ROC event comments for an individual case.

ROC COMMENTS

(Date, time, Day of week, Result Code, Comment text)

<u>Done</u> [**RECORD OF CALLS**]

<u>View Refusals</u> [IF CODE 07, 17, 57, 58, 77, 78, **REFUSAL REPORT** *-FOR DETAILS SEE SECTION 7*]
<u>View Letters</u> [IF LETTER SENT, **LETTERS**]

LETTERS [IF REFUSAL LETTER HAS BEEN SENT AND IF RECORD OF CALLS = CALL RECORD SELECTED, FUNCTIONS, VIEW LETTERS]

(Date letter requested – letter code – result code – FS that submitted request)

<u>Done</u> [**RECORD OF CALLS**]

CHOOSE ROC TYPE [IF CODE = 10-23, 30-32, RECORD OF CALLS, ROC EVENT, FUNCTIONS, ADD]

WHICH TYPE OF CALL RECORD DO YOU WANT TO ENTER?

<u>S</u> [**SCREENING CALL RECORD**]
<u>A</u> [**INT. CALL RECORD-A**]
<u>B</u> [**INT. CALL RECORD-B**]
<u>Cancel</u> [**RECORD OF CALLS**]

SCREENING CALL RECORD [IF AT COMPLETION OF SCREENING PROCESS RESPONDENT SELECTION = DONE OR IF RECORD OF CALLS = FUNCTIONS, ADD, CHOOSE ROC TYPE, S]

RESULT *(01-23, 26, 29)*

COMMENTS: *(text entry)*

DO NOT CHANGE ROC DATE/TIME UNLESS INSTRUCTED BY TECH SUPPORT OR FS.

DATE: (*Date ROC event entered*)
DAY: (*Day of week ROC event entered*)
TIME: HOUR (*1-12*)
      MINUTE (*00-59*)
      AM/PM (*AM, PM*)

Commit [IF CODE = 32, **INTERVIEW EVENT**: "REMEMBER TO ENTER CALL RECORDS FOR INTERVIEWS A AND B." OK, **RECORD OF CALLS**.]
[IF CODE = 31, **INTERVIEW EVENT**: "REMEMBER TO ENTER INTERVIEW CALL RECORD FOR INTERVIEW A." OK, **RECORD OF CALLS**]
[IF CODE = 10, 13, 18, 26, OR 30, **VERIFICATION**]
[IF 07 OR 17, **REFUSAL REPORT** *-FOR DETAILS SEE SECTION 7*]
[IF 09 OR 23, **OTHER, SPECIFY**]
[IF 56 OR 76, **OTHER LANGUAGE**]
Cancel [**ARE YOU SURE?**: "ARE YOU SURE YOU WANT TO CANCEL THIS CALL RECORD?" IF Yes, **SELECT CASE**. IF No, **SCREENING CALL RECORD**]

INTERVIEW CALL RECORD [RECORD OF CALLS, FUNCTIONS, ADD, CHOOSE ROC TYPE, A OR B]

RESULT *(50-59, 70-79)*

COMMENTS: *(text entry)*

DO NOT CHANGE ROC DATE/TIME UNLESS INSTRUCTED BY TECH SUPPORT OR FS.

DATE: (*Date ROC event entered*)
DAY: (*Day of week ROC event entered*)
TIME: HOUR (*1-12*)
      MINUTE (*00-59*)
      AM/PM (*AM, PM*)

Commit [SAVES DATA, **RECORD OF CALLS**]
[*IF 57, 58, 77, 78,* **REFUSAL REPORT** *-FOR DETAILS SEE SECTION 7*]
[IF 59 OR 79, **OTHER, SPECIFY**]

Cancel [**ARE YOU SURE?**: "ARE YOU SURE YOU WANT TO CANCEL THIS CALL RECORD?" Yes, **SELECT CASE**, No, **INT. CALL RECORD-A OR B**]

OTHER, SPECIFY [SCREENING CALL RECORD = RESULT CODE 09]

CODE 09: OTHER SPECIFY CATEGORIES

Screening breakoff
Selected wrong line number
Added in error
Safety issue
Controlled access
Possible vacant
Possible vacation/not primary residence
GQU is institution
Other listing problem
Need to discuss with FS
Something else, Specify

Done [**RECORD OF CALLS**]

OTHER, SPECIFY [SCREENING CALL RECORD = FINAL RESULT CODE 23]

CODE 23: OTHER SPECIFY CATEGORIES

Added in error
Safety issue
GQU is institution
Something else, Specify

Done [**RECORD OF CALLS**]

OTHER, SPECIFY [INTERVIEW A CALL RECORD OR INTERVIEW B CALL RECORD = RESULT CODE 59]

CODE 59: OTHER SPECIFY CATEGORIES

R moved
R under age 12
R in military
R rostered in error
R deceased
Interviewed wrong person
Screened wrong line
Safety issue
Controlled access
Need to discuss with FS
Something else, Specify

Done [**RECORD OF CALLS**]

OTHER, SPECIFY [INTERVIEW A CALL RECORD OR INTERVIEW B CALL RECORD = RESULT CODE 79]

CODE 79: OTHER SPECIFY CATEGORIES

R moved
R under age 12
R in military
R rostered in error
R deceased
Interviewed wrong person
Screened wrong line
Safety issue
Controlled access
Something else, Specify

<u>Done</u> [**RECORD OF CALLS**]

OTHER LANGUAGE [SCREENING CALL RECORD = 06 OR 16, INTERVIEW A CALL RECORD OR INTERIVEW B CALL RECORD = 56 OR 76]

OTHER LANGUAGE CATEGORIES
CHOOSE ONE

Arabic
Chinese
French
German
Italian
Korean
Polish
Portuguese
Russian
Tagalog
Vietnamese
Other, Specify [**OTHER LANGUAGE SPECIFY**]

<u>Done</u> [**RECORD OF CALLS**]
<u>Comments</u> [**OTHER LANGUAGE SPECIFY**]

OTHER LANGUAGE SPECIFY [OTHER LANGUAGE = OTHER, SPECIFY]

SPECIFY OTHER LANGUAGE OR ENTER COMMENTS:

<u>Done</u> [**OTHER LANGUAGE**]

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2006 NSDUH Screening Application Specifications
Section 7
Screening and Interview Refusal

Document Format:
- Screen names bolded
- Screen/question/instructional text designated by black and red text and non-italicized text in parenthesis (Upper-lower black text to be read, red upper case text is instructions to FI)
- Fills designated by parentheses and italics
- Logic designated by brackets
- Text of instructional message boxes provided in bracketed logic
- Response categories underlined

REFUSAL REPORT [IF SCREENING CALL RECORD = 07 P REFUSAL OR IF SCREENING CALL RECORD = 17 F REFUSAL AND ALREADY HAS A PENDING REFUSAL ENTERED OR IF INTERVIEW CALL RECORD = 57 P REFUSAL OR IF INTERVIEW CALL RECORD = 58 P PARENTAL REFUSAL OR IF INTERVIEW CALL RECORD = 77 F REFUSAL AND ALREADY HAS A PENDING REFUSAL ENTERED OR IF INTERVIEW CALL RECORD = 78 F PARENTAL REFUSAL AND ALREADY HAS A PENDING REFUSAL ENTERED]

[IF SCREENING CALL RECORD = 17 F REFUSAL AND DOES NOT ALREADY HAVE A PENDING REFUSAL ENTERED: **RESULT CODE ERROR:** "TRY AT LEAST ONE MORE TIME BEFORE ASSIGNING THIS FINAL CODE." OK. **SCREENING CALL RECORD**]

[IF INTERVIEW CALL RECORD = 77 F REFUSAL AND DOES NOT ALREADY HAVE A PENDING REFUSAL ENTERED, OR IF INTERVIEW CALL RECORD = 78 F PARENTAL REFUSAL AND DOES NOT ALREADY HAVE A PENDING REFUSAL ENTERED: **RESULT CODE ERROR:** "TRY AT LEAST ONE MORE TIME BEFORE ASSIGNING THIS FINAL CODE." OK. **INTERVIEW CALL RECORD**]

REASON FOR REFUSAL (CHECK ONLY ONE)

Too busy/no time/did too many already
Surveys/Govt. invasive/teen exposure
Clarify confidentiality, legitimacy, selection
"Nothing in it for me"/Uncooperative
Gatekeeper/Parent/HH member disallow
Welfare/INS concern
Too ill/house messy/not dressed
Need to discuss with FS [**REFUSAL COMMENTS**]

Done [SAVES REASON FOR   Comments [**REFUSAL COMMENTS**]
REFUSAL, **RECORD OF CALLS**]

REFUSAL COMMENTS [IF REFUSAL REPORT = COMMENTS, OR IF REASON FOR
REFUSAL = NEED TO DISCUSS WITH FS]

COMMENTS: *(text entry)*

Done [SAVES COMMENTS ENTERED, **REFUSAL REPORT**]

Screening and Interview Refusal Functions on ROC

1. View refusal report or edit refusal report prior to transmission:

REFUSAL REPORT [IF RECORD OF CALLS = CALL RECORD HIGHLIGHTED,
FUNCTIONS, VIEW REFUSALS]

REASON FOR REFUSAL (CHECK ONLY ONE)

Too busy/no time/did too many already
Surveys/Govt. invasive/teen exposure
Clarify confidentiality, legitimacy, selection
"Nothing in it for me"/Uncooperative
Gatekeeper/Parent/HH member disallow
Welfare/INS concern
Too ill/house messy/not dressed
Need to discuss with FS [**REFUSAL COMMENTS**]

Done [IF EDITED (BEFORE   Comments [**REFUSAL COMMENTS**]
     TRANSMISSION) SAVES
     REASON FOR REFUSAL, THEN
     RECORD OF CALLS]

2. View Refusal and Unable to Contact letter data:

LETTERS [IF REFUSAL LETTER HAS BEEN SENT AND IF RECORD OF
CALLS = CALL RECORD HIGHLIGHTED, FUNCTIONS, VIEW LETTERS]

(Date letter requested – letter code – result code – FS that submitted request)

Done [**RECORD OF CALLS**]

2006 NSDUH Screening Application Specifications
Section 8
Verification

Document Format:
- Screen names bolded
- Screen/question/instructional text designated by black and red text and non-italicized text in parenthesis (Upper-lower black text to be read, red upper case text is instructions to FI)
- Fills designated by parentheses and italics
- Logic designated by brackets
- Text of instructional message boxes provided in bracketed logic
- Response categories underlined

VERIFICATION [IF SCREENING RESULT CODE = 10, 13, 18, 22, 26 OR IF RESPONDENT SELECTION = 'NONE' FOR BOTH A AND B INTERVIEW, DONE]

FIRST NAME: *(Screening Respondent's first name)*
  Refused   Not Available

PHONE: *(Area code and phone number)*
  Home   Work
  Refused   Not Available

NOTES TO VERIFICATION CALLER: *(Text field for notes about best times to call screening respondent or clarification about work number if caller has to go through an operator.)*

So that my supervisor may check the quality of my work, may I please have your first name and telephone number?

Done [CHECKS FOR COMPLETE DATA ENTRY, **SCREENING CALL RECORD**]
Clear [**VERIFICATION** WITH ENTRY CLEARED]

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2006 NSDUH Screening Application Specifications
Section 9
Reliability Study

Document Format:
- Screen/menu names bolded
- Screen/question/instructional text designated by black and red text and non-italicized text in parenthesis (Upper-lower black text to be read, red upper case text is instructions to FI)
- Fills designated by parentheses and italics
- Logic designated by brackets
- Text of instructional message boxes provided in bracketed logic
- Response categories underlined
- Explanatory text in italics.

The Reliability Study Screening Application program will follow all 2006 NSDUH specifications except for those noted in this section.

RE-INTERVIEW ALERT [PASSWORD, IF <6 DAYS REMAINING IN THE WINDOW OF TIME (INCLUDES PENDING CASES THAT ARE BEYOND THE WINDOW OF TIME]

RE-INTERVIEW ALERT: YOU HAVE ONE OR MORE PENDING RE-INTERVIEWS WITH 5 OR LESS DAYS REMAINING IN THE WINDOW OF TIME. GO TO 'RE-INTERVIEW ALERT' VIEW ON THE SELECT CASE SCREEN TO VIEW THE CASE(S).

SELECT CASE

*The Reliability Study Re-interview CaseID is the same as the initial Reliability Study Interview, but the CaseID contains an additional character (R) after the line number to identify it as a re-interview (i.e., XX10010112**R**). The re-interview case appears by default below the corresponding initial interview case on the Select Case screen. Re-interviews are always an "A" interview.*

During case transfer, screening and initial interview cases transfer with the re-interview case so the next FI has access to all ROCs for reference.

Two segments of Reliability Study Training cases, consisting of six cases each, are added to the Select Case screen. To properly display the window of time for the training cases throughout the year, when Reload Training Cases is selected, the Quarter value of the training cases is configured based on the current iPAQ time.

ACTIONS MENU [SELECT CASE, CASE ID, ACTIONS]

"Activate Re-interview Case" added to the Actions menu.

Screen DU
Go To Record Of Calls
View Selections/Roster
Edit Address
Add Missed DU
Activate Re-Interview Case
Place Case On Hold/Take Case Off Hold

For re-interview cases, FIs only use the 'Go to Record Of Calls,' 'View Selections/Roster, and 'Place Case On Hold' options.

Screen DU
Go To Record Of Calls
View Selections/Roster
Edit Address
Add Missed DU
Activate Re-Interview Case
Place Case On Hold/Take Case Off Hold

ACTIVIATE RE-INTERVIEW CASE [SELECT CASE, CASE ID, ACTIONS, ACTIVATE RE-INTERVIEW CASE]

To activate the re-interview case in the iPAQ, the FI enters the code 70 for the regular case, exits ROC to the Select Case Screen and keeping the case selected on the Select Case Screen, FI taps Actions, then Activate Re-Interview Case.

[IF CODE 70 NOT ENTERED FOR SELECTED CASEID, **MISSING CODE 70**: "A CODE 70 HAS NOT BEEN ENTERED FOR (*CASE ID*)." OK, **SELECT CASE**]

[IF CODE 70 ENTERED FOR SELECTED CASEID, **ACTIVATE RE-INTERVIEW CASE**: "ENTER RE-INTERVIEW ACTIVATION CODE, THEN TAP 'OK' TO CONTINUE."

OK   [IF CODE CORRECT, **CASE ACTIVATION**: " (*RE-INTERVIEW CASEID*) HAS BEEN ACTIVATED." OK, **RE-INT. CALL RECORD - RA**]
            [IF CODE INCORRECT, **ACTIVATION CODE ERROR:** "THE RE-INTERVIEW ACTIVATION CODE IS INCORRECT." OK, **ACTIVATE RE-INTERVIEW CASE**]
Cancel   [**SELECT CASE**]

Since the initial interview result code 70 date is used to fill the re-interview time window dates, FIs are not allowed to edit a code 70 for the initial interview if the re-interview case has been activated.

9-2

RE-INT. CALL RECORD–RA [ACTIVATE RE-INTERVIEW CASE, ENTER CODE, OK, CASE ACTIVATION, OK OR RECORD OF CALLS, FUNCTIONS, ADD, CHOOSE ROC TYPE]

[IF DIFFERENT FI CASE AND FIRST CALL RECORD, **CONTACT INFORMATION**: DIFFERENT FI RE-INTERVIEW: ENTER RESPONDENT'S PHONE NUMBER IN COMMENTS." OK, **RE-INT. CALL RECORD-RA**.]

If accessing via RECORD OF CALLS, FUNCTIONS, ADD, then "Choose ROC Type" screen will display, remaining the same as main study with "A" being the only option for selection. The "S" and "B" will be grayed out.

RESULT *(50-59, 70-79)* [CODE 70 NOT ALLOWED FOR FIRST ENTRY OF RE-INT. CALL RECORD.]

RE-INT. WINDOW: *(In green text, 5-day date after code 70 date for initial interview) - (15-day date after code 70 date for initial interview, except when there are 14 or less days left in the field period, then use the 'end of quarter' date as the '15 day' fill. If the code 70 initial interview date is outside of the quarter, window of time = N/A.)*

COMMENTS: *(text entry)*

DO NOT CHANGE ROC DATE/TIME UNLESS INSTRUCTED BY TECH SUPPORT OR FS.

DATE: (*Date ROC event entered*)
DAY: (*Day of week ROC event entered*)
TIME: HOUR (*1-12*)
         MINUTE (*00-59*)
         AM/PM (*AM, PM*)

Commit [SAVES DATA, **RE-INT. RECORD OF CALLS**]
         [*IF 57, 58, 77, 78,* **REFUSAL REPORT**]
         [IF FIRST RE-INTERIVEW RESULT CODE ENTRY AND RESULT CODE = 77 OR 78, COMMIT, DO NOT DISPLAY MAIN STUDY MESSAGE TO "TRY AT LEAST ONE MORE TIME BEFORE ASSIGNING THIS FINAL CODE."]
         [IF FIRST RE-INTERVIEW RESULT CODE ENTRY AND RESULT CODE = 70, 71 OR 72, **RELIABILITY CODE ERROR:** "SELECT A PENDING RESULT CODE AND DISCUSS THE CASE WITH YOUR FS BEFORE ASSIGNING A FINAL CODE." OK. **RE-INT. CALL RECORD –RA**]
Cancel [**ARE YOU SURE?**: "ARE YOU SURE YOU WANT TO CANCEL THIS CALL RECORD?" Yes, **SELECT CASE**, No, **RE-INT. CALL RECORD-RA**]

RE-INT. RECORD OF CALLS [SELECT CASE, RE-INTERVIEW CASE

ID, ACTIONS, GO TO RECORD OF CALLS] OR [RESPONDENT SELECTION, ROC]

The ROCs screen for re-interview cases includes the re-interview time window. There is not an option to view refusal letters since we will not be sending refusal letters for re-interview case.

> T *(Data Type: A)*
> Rslt *(Result Code)*
> Date *(Date ROC entered)*
> Day *(Day of the week ROC entered)*
> Time: *(Time of day ROC entered)*

TAP ANY LINE TO DISPLAY ITS COMMENTS

RE-INT. WINDOW: *(In green text, 5-day date after code 70 date for initial interview) - (15-day date after code 70 date for initial interview, except when there are 14 or less days left in the field period, then use the 'end of quarter' date as the '15 day' fill. If the code 70 initial interview date is outside of the quarter, window of time = N/A.*

COMMENTS: *(Comments entered, if any)*

> <u>Done</u> [**SELECT CASE**]
> <u>Functions</u> [ADD, EDIT, DELETE, VIEW COMMENTS, VIEW REFUSALS (IF CODE = 57, 58, 77, 78)]
> <u>Sels</u> [**RESPONDENT SELECTION**]
> <u>Cal</u> [**APPOINTMENT-LIST**]

FUNCTIONS MENU [RECORD OF CALLS, FUNCTIONS]

> <u>Add</u> [**RE-INT. CALL RECORD-RA**]
> <u>Edit</u> [IF ROC EVENT SELECTED, **RE-INT. CALL RECORD-RA**]
> [IF NO ROC EVENT SELECTED, **SELECT RECORD**: "TO EDIT ANY RECORD, TAP ON IT. THEN TAP "Functions" AT THE BOTTOM OF THE SCREEN, THEN TAP "Edit."" <u>OK,</u> **RE-INT. RECORD OF CALLS**]
> <u>Delete</u> [IF UNTRANSMITTED, DELETES EVENT, **RE-INT. RECORD OF CALLS**]
> [IF TRANSMITTED, **RECORD TRANSMITTED**: "THIS ROC RECORD HAS BEEN TRANSMITTED. YOU CANNOT DELETE IT." <u>OK</u>, **RE-INT. RECORD OF CALLS**]
> [IF NO ROC EVENT SELECTED, **SELECT RECORD**: "TO DELETE ANY RECORD, TAP ON IT. THEN TAP "Functions" AT THE BOTTOM OF THE SCREEN, THEN TAP "Delete."" <u>OK,</u> **RE-INT. RECORD OF CALLS**]
> <u>View Comments</u> [**ROC COMMENTS**]
> *Function to view all screening and re-interview ROC event comments for an individual case. FI will need to access the initial interview ROC to view initial interview comments.*

ROC COMMENTS
(Date, time, Day of week, Result Code, Comment text)

Done [**RECORD OF CALLS**]

View Refusals [IF CODE 57, 58, 77, 78, **REFUSAL REPORT**]
The Re-interview Refusal Report screen will first display the main study Refusal Report screen, then the **RE-INTERVIEW REFUSAL REPORT**.
Done [**RE-INT. RECORD OF CALLS**]

RE-INT REFUSAL REPORT [REFUSAL REPORT, DONE]

All Re-Interview Refusals (result codes 57, 58, 77, 78) first go through the main study refusal report, then after entering data and tapping Done, route to an additional RE-INT REFUSAL REPORT. Reasons are listed with check boxes and FI can check all that apply.

CHECK ALL THAT APPLY

R will be unavailable for 5-15 day window

$50 incentive is too low

First interview was too personal

First interview was too long

No time to do a second interview

Some other reason

Done [IF "Some other reason," **COMMENTS**, OTHERWISE **RE-INT. RECORD OF CALLS**]
Comments [**RE-INTERVIEW REFUSAL COMMENTS**]

The **RE-INTERVIEW REFUSAL COMMENTS** *screen is exactly like the main study refusal comments screen except for the name.*

RE-INTERVIEW CASE MESSAGE BOX [RE-INTERVIEW CASE SELECTED, FUNCTION FROM ACTIONS MENU SELECTED]

For data quality purposes and reduction of errors, when any action is taken on a Re-interview case, the RE-INTERVIEW CASE message box appears to confirm the selection of a Re-interview case.

THIS IS A RE-INTERVIEW RELIABILITY STUDY CASE. PLEASE MAKE SURE YOU HAVE SELECTED THE CORRECT CASEID.

VIEW SELECTIONS/ROSTER [SELECT CASE, RE-INTERVIEW CASEID, ACTIONS, VIEW SELECTIONS/ROSTER]

Re-interview Respondent Selection screen for HU:

Interview A
Roster #: *(Roster # of selected member)*   Mode: NSDUH Re-int. - ***Same FI*** [IF SAME
                                                                FI SUB-STUDY] or
                                                        NSDUH Re-int. - ***Different FI*** [IF
                                                                PAIRED FI SUB-STUDY]

QuestID: *(7-digit Re-interview Questionnaire ID)*
Relation: *(Relationship to householder)*

Age: *(AGE)*   Sex: *(M, F)*
Race: *(W, B, I, P, A, O)*   Hispanic: *(Y, N)*

Done [**SELECT CASE**]
Roster [**HOUSEHOLD ROSTER**] *(Initial interview screening roster)*
ROC [**RE-INT. RECORD OF CALLS**]

> *The 'B' portion of the screen is Roster #: = None (for none selected). All re-interview cases are A cases.*

`   *Re-interview Respondent Selection screen for GQU:*

Interview A
Roster #: *(Roster # of selected member)*   Mode: NSDUH Re-int. - ***Same FI*** [IF SAME
                                                                FI SUB-STUDY] or
                                                        NSDUH Re-int. - ***Different FI*** [IF
                                                                PAIRED FI SUB-STUDY]
QuestID: *(7-digit Re-interview Questionnaire ID)*
Name: *(First Name)*

Age: *(AGE)*   Sex: *(M, F)*
Race: *(W, B, I, P, A, O)*   Hispanic: *(Y, N)*

Done [**SELECT CASE**]
Roster [**HOUSEHOLD ROSTER**] *(Initial interview screening roster)*
ROC [**RE-INT. RECORD OF CALLS**]

> *The 'B' portion of the screen is Roster #: = None (for none selected). All re-interview cases are A cases.*

ADD MISSED DU [SELECT CASE, ACTIONS, ADD MISSED DU
        OR MISSED DUs = YES]

Missed DUs will be randomly assigned to Main or Reliability Study in the same proportion as SDUs. The Missed DU is independent of the DU it is linked to.

VIEW MENU [SELECT CASE, VIEW]
"Re-interviews" and "Re-Interview Alert" added to the View Menu.

> **Pending Cases** [All Screening and Interview cases with Result Codes 00-09, 50-59.]
> **Pending Screenings** [All Screening cases with Result Codes 00-09]
> **Group Quarters Units** [All GQU cases]
> **All Cases** [All cases]
> **Final Screenings** [Screening cases with Result Codes 10-32]
> **Final Interviews** [Interview cases with Result Codes 70-79]
> **Added DUs** [All added DUs]
> **Re-Interviews** [All activated re-interviews]
> **Re-Interview Alert** [All Re-interview cases with < 6 days remaining in the window of time]
> **On Hold Cases** [All cases on hold]

REMOVE COMPLETED CASES [SELECT CASE, ADMIN, UTILITIES, REMOVE COMPLETED CASES]

The Remove Completed Cases function verifies that the re-interview case has been activated or completed before removing any Reliability Study initial cases. The initial interview and/or re-interview case will not be removed until the initial interview and re-interview case has been activated, completed, and all case data successfully transmitted.

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