

2001 NATIONAL HOUSEHOLD SURVEY ON DRUG ABUSE

Phase 2 Field Observations Report Executive Summary

Contract No. 283-98-9008
RTI Project No. 07190

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Executive Summary

1.1 Overview

The Phase 2 Field Observations consisted of an effort by RTI to observe a minimum of 100 Field Interviewers (FIs) conducting interviews between July 1, 2001 and August 11, 2001. During this time period, a total of 111 FIs were observed completing 266 screenings and 131 interviews.

Each observer completed pre-observation training in order to ensure standardization of the field observations, consistent interactions with FIs, and consistent reporting from observers. The training preparation involved a review of screening and CAI procedures, completion of screening and interview mock exercises, and completion of homestudy exercises. This preparation was followed by a 1-hour training conference call. The materials used for the Phase 2 Field Observations training can be found in **Appendix A**.

Observations were conducted by 58 field observers. Field Supervisors (FSs) were assigned only “new” FIs to observe. We defined “new” FIs as FIs who had worked on the NHSDA for less than 2 quarters as of June 13, 2001. All other field observers were assigned either new FIs or veteran FIs. Field interviewers were selected for observations based on the following criteria, in order of importance:

- Type of FI (new FI, veteran FI)
- Type of Area (rural, suburban, urban)
- Coverage of National Regions (Northeast, Southeast, Midwest, West)
- FI Sex (male, female)
- FI Race (white, black, other)
- Sufficient viable pending work remaining with the FI

Observations were conducted in 39 states plus the District of Columbia. See **Tables 2.1** through **2.5** for a count of observations by Type of FI, Type of Area, National Region, FI Sex, and FI Race.

Observers used a Screening Observation Checklist and an Interview Observation Checklist to document their observations. The distribution of these forms was accompanied by a Field Observations Observer Instructions sheet. Upon meeting an FI to observe, the observer gave the FI a Field Observations FI Instructions sheet. In addition, a set of Phase 2 Field Observations Questions and Answers was sent via e-mail to the field observers. See **Appendix B** for copies of these materials.

Completed Screening Observation Checklists and Interview Observation Checklists were sent to RTI within 2 working days of a completed observation. These files were compiled into two master files, one containing all Screening Observation Checklists and one containing all Interview Observation Checklists. These two master files were sent to SAMHSA as part of weekly interim reports on July 13,

July 19, July 27, August 3, and August 10, 2001. These interim reports included a count of observations completed-to-date, a list of observation trips completed and planned, and observation checklists for completed observations.

1.2 Overall Findings¹

Out of a possible 7,448 screening errors (266 completed screenings x 28 possible errors on the Screening Observation Checklist), field observers noted 631 errors. Out of a possible 3,537 interview errors (131 completed interviews x 27 possible errors on the Interview Observation Checklist), field observers noted 276 errors.

Several trends emerged from the Phase 2 Field Observations. We were pleased to find that the vast majority of FIs displayed positive behaviors when conducting **screenings** by:

- displaying their ID badges prominently when working in the field (97.37%)
- mentioning their name when introducing themselves (99.62%)
- mentioning the lead letter when introducing themselves (98.50%)
- collecting verification information (98.12%)
- demonstrating the importance of completing interviews by expecting cooperation (97.74%)
- demonstrating the importance of completing interviews by gaining respondent trust and cooperation (97.37%)
- demonstrating the importance of completing interviews by demonstrating flexibility (100%)
- following procedures and leaving appropriate information (98.87%)
- making attempts to begin the interview right away (98.50%)

Unfortunately we also found negative trends among FIs conducting **screenings**. Some FIs:

- did not mention the US Public Health Service in their introduction to respondents (12.41%)

¹Screening error rate = screening errors divided by 266 screening cases. Interview error rate = interview errors divided by 131 interview cases.

- did not give the respondent a Study Description (12.03%)
- did not check for missed DUs by reading the correct Newton screen verbatim (18.80%)
- did not ask all Newton roster questions verbatim (36.84%)
- did not demonstrate the importance of completing an interview by presenting project information accurately (10.53%)
- did not ask all Newton screening questions verbatim (40.98%)
- did not demonstrate a thorough knowledge of the study (18.80%)

During the **interview** process, FIs consistently displayed positive behaviors by:

- if applicable, conducting an interview with a minor only with a parent present (100%)
- if using battery power, having adequate charge on the laptop battery (100%)
- maintaining and handling the laptop well (98.47%)
- being courteous and respectful of the respondent and the surroundings (100%)
- not divulging respondents' confidential information to others (100%)

During **interview** administration we discovered some FIs:

- did not set up the equipment efficiently and connect the headphones (12.21%)
- did not read front-end CAPI questions verbatim (12.98%)
- did not complete the calendar accurately with the respondent while reading the CAI script (15.27%)
- did not present the Showcards properly when prompted by the CAI (12.98%)
- did not read the back-end CAPI questions verbatim (26.72%)
- did not listen to responses and probe effectively (19.08%)
- did not collect verification information properly (11.45%)
- did not instruct the respondent to complete the verification form and place it in the envelope himself/herself (12.98%)
- did not demonstrate a thorough knowledge of the study (12.21%)

1.3 Serious Breaches of Protocol²

Several serious breaches of protocol were noted during the Phase 2 Field Observations.

During **screening** some FIs:

- did not confirm that the screening respondent was an adult resident of the SDU (10.53%)
- did not read the Newton Informed Consent screen to the screening respondent (16.17%)
- either coded race by observation or asked the race and ethnicity questions in a very leading manner (4.14%)
- did not gather all screening information directly from a valid screening respondent (1.88%)
- did not confirm the accuracy and completeness of the roster data with the screening respondent (4.14%)

During **interviewing**, some FIs:

- did not obtain permission from a parent before approaching a minor about participation (2.29%)
- did not read the Intro to CAI from the Showcard Booklet verbatim (17.56%)
- did not keep the ACASI portion private or did not remain attentive during the ACASI portion of the interview (3.05%)

Sixteen (16) cases of serious breaches of protocol resulted in mandatory mentoring by the FS. In 9 additional cases, the FI was required to stop work until in-person retraining had occurred and the RS and RD approved the FI to return to work.

1.4 Findings by Type of FI

Of the 631 total screening errors, 237 (38%) were made by new FIs and 394 (62%) were made by veteran FIs (see **Table 2.6**). Of the 276 total interview errors, 130 errors (47%) were made by new FIs and 146 (53%) were made by veteran FIs (see **Table 2.6**).

Tables 2.7 and **2.8** show the most common errors made by FIs and the error rates of new FIs vs. veteran FIs. Overall, veteran FIs made more errors than new FIs. Veteran FIs were **more likely** than new FIs to:

- not confirm that the screening respondent was an adult resident of the SDU

² Screening error rate = screening errors divided by 266 screening cases. Interview error rate = interview errors divided by 131 interview cases.

- not read the Newton Informed Consent screen to the respondent
- not check for missed DUs by reading the correct Newton screen verbatim
- not ask all Newton roster questions verbatim
- not ask all questions verbatim during screening
- not ask initial (front end CAPI) questions verbatim
- not complete the reference calendar accurately with the respondent while reading the CAI script
- not read demographic (back end CAPI) questions verbatim

On the other hand, new FIs were **more likely** than veteran FIs to:

- not include the US Public Health Service in their screening introduction
- not demonstrate a thorough knowledge of the study during screening
- not set up the equipment efficiently and connect the headphones
- not demonstrate a thorough knowledge of the study during interview

1.5 Findings by Type of Area

Of the 631 screening errors observed, 106 (17%) occurred in rural areas, 300 (47%) occurred in suburban areas, and 225 (36%) occurred in urban areas (see **Table 2.9**). Of the 276 interview errors observed, 84 (30%) occurred in rural areas, 108 (40%) occurred in suburban areas, and 84 (30%) occurred in urban areas (see **Table 2.9**).

1.6 Feedback Process

RTI developed a standard process for providing Phase 2 Field Observations feedback to FIs observed. All Phase 2 Field Observation Checklists were sent electronically to a Field Observation (FO) Team at RTI that included 2 RTI Survey Specialist staff, an Instrumentation Team Leader, the National Field Director, and the Project Director. This team reviewed the checklists for accuracy and completeness. The FO Team then sent an e-mail message to the managing FS, RS, and RD of the FI observed, attaching the checklists and the FO Team's recommendations for providing feedback to the FI. Field observers that were the managing staff of the FI observed were allowed to provide feedback to the FI immediately after all observations with that FI were completed. However, they were still required to promptly send their checklists to the FO Team for review. The FO Team reviewed the checklists and

added any further recommendations for feedback. Field observers that were not the managing staff of the FI observed were asked to refrain from providing any feedback to the FI.

After reviewing the observation forms, the FO Team required either a detailed discussion between the FS and FI, an in-person mentoring of the FI, or a suspension of work until the FI completed a re-training session with the FS. These recommendations were based on the severity of the errors discovered during the observation. For FIs that made minor errors such as not having the respondent place the verification form in the verification envelope himself/herself, the FO Team suggested that the FS have a detailed discussion with the FI. For FIs whose demonstration of procedures was weak, such as not conducting the interview at a good pace, using leading probes, or not reading all interview questions verbatim, in-person mentoring was suggested. For FIs that demonstrated a blatant disregard or lack of knowledge of protocol, such as not reading the Intro to CAI or not gaining parental permission before attempting to conduct a minor respondent, the FI's work was suspended until the FS conducted retraining and the RS and RD approved the FI to return to work.

In general, we asked that all field observers remain neutral during the observations. Field observers were only to interfere with a screening or interview if the respondents' rights were being violated or if the project equipment was in jeopardy. In all other situations, observers were not to interfere.

1.7 Management Recommendations

The findings from the Phase 2 Field Observations make even more apparent the importance of conducting on-going data quality monitoring and training of NHSDA FIs. In the short-term, we recommend a series of structured conference calls between FSs and FIs on important project protocols and the rationale behind each protocol. We also propose adding several sections on data quality items, including a certification process, to both the new-to-project and veteran training programs. All serious breeches of protocol discovered during the Phase 2 Field Observations will be addressed in detail with all veteran FIs at the veteran FI training program in January 2002.

Despite our best efforts to train staff on correct project procedures, findings from the Phase 2 Field Observations suggest that many FIs develop bad habits the longer they work on the project. Therefore we believe we should add periodic testing or certification of FI knowledge of project protocols. This could be done by constructing a questionnaire consisting of 100 questions, 10 of which would be randomly chosen and sent to FIs randomly during the quarter via data transmission. The FI would have one week to complete and pass the test. If failed to complete or pass the test, the FI would have to participate in retraining with the FS before proceeding with work.

We also suggest periodic in-field observations of FIs similar to the Phase 2 Field Observations. A draft plan for future observations was sent to SAMHSA September 20, 2001. The goals for conducting these observations will be:

- to evaluate the effectiveness of the NSDUH training programs to teach FIs proper project protocols
- to identify areas where NSDUH training programs can be improved
- to determine the propensity for FIs to violate project procedures
- to evaluate the effectiveness of continuous data quality training in reducing FI procedural violations
- to determine why FIs commit procedural violations.

A telephone conference will be scheduled for sometime in late September 2001 so that RTI and SAMHSA staff can discuss and decide on next steps to move the future observation plan to closure.

In addition to the use of field observations to improve the quality of the data collected, additional editing checks will be implemented on interview data that are transmitted to RTI. These additional checks will be designed to flag for further review any cases that have unusual or inconsistent response patterns. A specially-trained Data Quality Team member will examine the case data to determine whether the case should be considered legitimate or if the case should be trashed. FI errors discovered through these checks will result in retraining, disciplinary action, or termination of employment, as appropriate.

2. Tables

Table 2.1 Observation Counts by Type of FI

Type of FI	New FI	Veteran FI	Total
Screening Observations	131 (49%)	135 (51%)	266
Interview Observations	68 (52%)	63 (48%)	131

Table 2.2 Observation Counts by Type of Area

Type of Area	Rural	Suburban	Urban	Total
Screening Observations	104 (39%)	66 (25%)	96 (36%)	266
Interview Observations	36 (27%)	53 (41%)	42 (32%)	131

Table 2.3 Observation Counts by National Region

Region	Northeast	Southeast	Midwest	West	Total
Screening Observations	37 (14%)	117 (44%)	76 (29%)	36 (13%)	266
Interview Observations	21 (16%)	54 (41%)	40 (31%)	16 (12%)	131

Table 2.4 Observation Counts by FI Sex

FI Demographics: Sex	Male	Female	Total
Screening Observations	60 (23%)	206 (77%)	266
Interview Observations	28 (21%)	103 (79%)	131

Table 2.5 Observation Counts by FI Race

FI Demographics: Race	White	Black	Other	Total
Screening Observations	247 (93%)	11 (4%)	8 (3%)	266
Interview Observations	117 (89%)	9 (7%)	5 (4%)	131

Table 2.6 Errors by Type of FI

Type of FI	New FIs	Veteran FIs	Total
Screening Errors	237 (38%)	394 (62%)	631
Interview Errors	130 (47%)	146 (53%)	276

Table 2.7 Most Common Screening Errors: New FIs vs. Veteran FIs

Screening Error	New FI Error Rate³	Veteran FI Error Rate³
Did not introduce himself/herself and include US Public Health Service	8.27%	3.38%
Did not confirm that screening respondent was an adult resident of the SDU	0.75%	9.77%
Did not give Study Description to respondent	5.26%	6.77%
Did not read Newton Informed Consent screen to respondent	3.01%	13.15%
Did not check for missed DUs by reading the correct Newton screen verbatim	4.51%	14.29%
Did not ask all Newton roster questions verbatim	9.02%	27.82%
Did not ask all questions verbatim during screening	13.16%	27.82%
Did not demonstrate thorough knowledge of study	11.65%	7.14%

Table 2.8 Most Common Interview Errors: New FIs vs. Veteran FIs

Interview Error	New FI Error Rate⁴	Veteran FI Error Rate⁴
Did not read Intro to CAI from Showcard verbatim to interview respondent	9.16%	8.40%
Did not set up equipment efficiently and connect headphones	9.16%	3.05%
Did not ask initial (front end CAPI) questions verbatim	3.05%	9.92%
Did not complete calendar accurately with respondent while reading CAI script	5.34%	9.92%
Did not listen to responses and probe appropriately	8.40%	10.69%
Did not read demographic (back end) questions verbatim	9.16%	17.56%
Did not demonstrate thorough knowledge of study	8.40%	3.82%

³Screening error rate = screening errors divided by 266 screening cases.

⁴Interview error rate = interview errors divided by 131 interview cases.

Table 2.9 Errors by Type of Area

Type of Area	Rural	Suburban	Urban	Total
Screening Errors	106 (17%)	300 (47%)	225 (36%)	631
Interview Errors	84 (30%)	108 (40%)	84 (30%)	276

Appendix A

Phase 2 Field Observations Training Materials

RESEARCH TRIANGLE INSTITUTE

FIELD MEMORANDUM

TO: Phase 2 Field Observers
FROM: David Cunningham
SUBJECT: Home Study Package for Phase 2 Field Observations
DATE: June 12, 2001

Welcome to the training for Phase 2 of NHSDA Field Observations. The objectives of this training are to standardize field observations, ensure consistent interactions with FIs, and ensure consistent reporting from observers. The overall goal of this observer training is to establish a “gold standard interview” against which each observer should judge his/her observed interviews. Please keep these objectives in mind as you work through this training package.

Enclosed are the materials you need to prepare successfully for your upcoming field observations. This home study training package includes several important components. Please complete all parts of this home study package prior to your Field Observer Training Conference Call. We appreciate your cooperation in these important efforts.

The specific items you should have received in this package are:

- Cover Memo
- Home Study Exercises
- New-to-project FI Training Workbook
- Newton Script
- CAI Specs
- Showcard Booklet
- 2 Reference Calendars
- 2 Training Verification Forms (Individual Mocks A and B)
- Agenda for the Field Observer Training Conference Call
- Notes for Phase 2 Field Observers

- Phase 2 Field Observation Screening Checklist
- Phase 2 Field Observation Interview Checklist

There are four steps in this Field Observation Training. Please complete these steps in the following order:

1. Read the FI Manual.

Please review the following chapters within the 2001 NHSDA FI Manual:

Chap 3	Sections 3.5 - 3.5.3 (pages 3-26 thru 3-30)
Chap 4	Sections 4.6 - 4.10 (pages 4-15 thru 4-23)
Chap 6	Sections 6.4.3 - 6.7 (pages 6-10 thru 6-47)
Chap 7	Sections 7.4 - 7.7.3 (pages 7-10 thru 7-27)
Chap 8	entire chapter

For your reference, you can find electronic versions of the 2001 NHSDA FI Manual and 2001 NHSDA FI Computer Manual in the Publishing Corner of the NHSDA General Information Web Page.

2. Complete the Home Study Questions.

The Home Study questions have been modified for your Field Observation training and will help you review project protocols that are pertinent to observing FIs in the field. It is required that you complete these exercises and email your answers to Katie Vatalaro by midnight (EDT) Sunday, June 17th using the format 1.a, 2. c, 3. d, etc.

3. Complete Two Mock Exercises.

A. Once you feel comfortable with the interviewing process, please complete 2 individual mock exercises using the Gateway computer and training workbook. These mock exercises will walk you through the entire interview process.

B. Open to page 14-1 in the training workbook and read the instructions at the top. Disregard the Newton section. Starting with the Gateway instructions, complete the Youth Individual Interview Exercise using the Gateway computer. Use the QuestID 9995017 and the CaseID XX10010021A to complete this interview. Make sure to key in the answers to the interview provided by the workbook. While completing the interview, carefully fill out both the Reference Calendar and the Verification Form. The Verification Form should be labeled as Individual Practice B, T90-0027.

C. Open to page 18-1 in the training workbook and read the instructions at the top. Disregard the Newton section. Starting with the Gateway instructions, complete the Adult Individual Interview Exercise using the Gateway computer. Use the QuestID 9995008 and the CaseID XX10010017A to complete this interview. Make sure to key in the answers to the interview provided by the workbook. While completing the interview, carefully fill out both the Reference Calendar and the Verification Form. The Verification Form should be labeled as Individual Practice A, T90-0019.

4. Read the Phase 2 Field Observation Screening and Interviewing Checklists.

These checklists were designed for Field Observers to use while observing in the field. The first portion is for collecting general information. The Screening/Interviewing Procedures Observed sections include a list of the procedures in chronological order. The Summary sections at the end include more general items that should be observed throughout the process. Each procedure should be marked as Correct, Error or N. A. All comments should be recorded at the end, in the Comments section. As you review these checklists, keep in mind the “gold standard interview” with which we will be comparing interviews in the field.

5. Read the “Notes for NHSDA Phase 2 Field Observers.”

6. Familiarize yourself with the Newton Script and CAI Specs.

7. Participate in a One Hour Conference Call Training Session.

Each Field Observer is required to participate in a one hour conference call to review observation protocols. This conference call will include a review of major screening and interview protocols, specific instructions on the observer’s interactions with FIs and respondents, and how to handle some common field situations that you may encounter as an observer. At this time we can also answer any questions you may have about screening and interview procedures or observation protocols. A conference call training agenda is included in this package.

Conference Call Training Sessions will be held from June 18 to June 22. You will be contacted by email to schedule your training session.

You may charge UP TO 3 hours to project number 7190.360.001 to complete the reading, home study questions and mocks. If you have any questions about these home study materials, please contact Katie Vatalaro at 919-485-2648 or vatalaro@rti.org. Thank you for your cooperation.

NAME: _____

2001 National Household Survey on Drug Abuse (NHSDA)
Phase 2 Field Observations

HOME STUDY EXERCISE: FI MANUAL

DIRECTIONS: Be sure to read each question carefully, then answer each question.

1. Which of the following is NOT a goal of the NHSDA:
 - a. To track trends in the use of alcohol, tobacco products, and various types of drugs
 - b. To provide accurate data on the level and patterns of licit and illicit drug use
 - c. To identify groups at high risk for drug abuse
 - d. To assess the consequences of drug use and abuse
 - e. To track an individual's patterns of drug use over time

2. Which of the following is your responsibility in the screening and interviewing process?
 - a. Mailing a lead letter to each selected dwelling unit that has a mailable address
 - b. Locating and contacting a sample dwelling unit
 - c. Obtaining informed consent from a respondent (gaining permission from a parent/guardian before approaching a youth respondent)
 - d. Transmitting the data to RTI on a daily basis
 - e. All of the above
 - f. a. and b. only
 - g. b., c., and d. only

3. One very important requirement of your job is the proper treatment of the data, that is, keeping data completely confidential. Which information must you keep confidential?
 - a. Answers provided during screening
 - b. Answers provided during the interview
 - c. Observed information from before the interview
 - d. Observed information during or after the interview
 - e. a. and b. only
 - f. Any and all information you learn about the respondents

4. If a screening respondent is not being cooperative, it is okay to ask the neighbor for roster information.
 - a. True
 - b. False

5. You ask about missed DUs at every selected dwelling unit in the segment.
 - a. True
 - b. False

6. If an interview respondent is computer savvy, it is okay for an FI to do the tutorial quickly before turning the computer over to the respondent for the ACASI portion.
 - a. True
 - b. False

7. Put an "X" on the line next to the dwelling units that are NOT eligible for the NHSDA.

 Single houses in a subdivision
 Military family housing
 Military barracks
 Sororities and Fraternities
 Homeless shelters
 Retirement residences
 Nursing homes

8. When setting up the computer for an interview the FI should:
 - a. Plug the electrical cord into an outlet (if one is available)
 - b. Put a small book under the laptop for ventilation purposes
 - c. Connect the headphones
 - d. Plug in the phone cord
 - e. Both a. and c.

9. When do you make an entry in the Record of Calls?
 - a. Each time you discuss the SDU with your FS
 - b. Each time you think about visiting the SDU
 - c. Each time you attempt to contact the SDU
 - d. Each time you actually speak with someone at the SDU
 - e. a., c., and d.
 - f. c. and d.

10. During the ACASI portion of the interview the FI should:
 - a. Sit catty-corner across from the respondent
 - b. Never look at an ACASI screen even if the respondent has questions
 - c. Look at an ACASI screen only if it is absolutely necessary
 - d. Both a. and b.
 - e. Both a. and c.

11. Which of the following statements is false:
- a. The Informed Consent Newton screen must be read verbatim during all screenings.
 - b. The Introduction and Informed Consent For Sample Members Age 18+ must be read out loud to all adult interview respondents before beginning the interview.
 - c. The Study Description must be read out loud in its entirety to the screening respondent.
 - d. Even if the adult interview respondent was the screening respondent, the FI still must read the Introduction and Informed Consent For Sample Members Age 18+ verbatim.
12. Who is an eligible screening respondent for the NHSDA?
- a. Any resident of the DU
 - b. Any adult who answers the door
 - c. An adult resident of the DU
 - d. Anyone that lives on the street
13. The screening process includes questions about:
- a. The number of people over 12 who live there for most of the quarter
 - b. The correct address
 - c. The number of residents in the household who take licit and illicit drugs
 - d. Age, relationship, gender, Hispanic origin, race, and military status
 - e. Missed dwelling units
 - f. b. and c.
 - g. a., b., d., and e.
14. Who should be included on the household roster when screening?
- a. Persons under the age of 12 at the time of screening
 - b. Persons who are institutionalized at the time of screening
 - c. Persons who will not live at the SDU for most of the time during the quarter
 - d. All of the above.
 - e. None of the above.
15. What is the name of the Newton screen that you should have ready when you approach the dwelling unit?
-

16. You should always attempt to complete the NHSDA interview:
- Immediately after screening.
 - At a later date, to give the respondent time to prepare.
 - With other household members in the same room, so the respondent feels more at home.
 - With a parent or guardian in the same room for minor respondents.
 - In complete privacy.
 - a. and d.
 - b. and c.
 - a. and e.
17. A good response to a parent who hesitates to let his child participate in the study because he thinks his child has not used drugs is to say:
- “I’ll mail you a copy of your child’s answers so you can discuss them together.”
 - “If your child turns out not to use drugs, we’ll throw the data out.”
 - “Your child looks like he has had plenty of experience using drugs. I’m sure he’ll be a great respondent!”
 - “There are other topics included besides drugs. Knowing the opinions and experiences of your child is important as well.”
18. In the CAI questionnaire, all uppercase and lowercase text in parentheses is always to be read to the respondent.
- True
 - False
19. If a respondent doesn’t understand a question, you should rephrase it in your own words until the respondent comes up with an answer.
- True
 - False
20. Which of the following is not an acceptable probe?
- To repeat the question
 - To pause
 - To repeat the answer choices
 - To suggest answers
 - To use neutral questions or statements
21. You will receive several copies of the Showcard Booklet so you can leave a copy of the booklet with respondents.
- True
 - False

22. When filling out the Reference Calendar for the respondent, how do you indicate which day is the 30-day reference date?
- a. Write the 30-day reference date in the appropriate box in the middle of the calendar
 - b. Put an X over the 30-day reference date to mark it
 - c. Circle the 30-day reference date
 - d. Both a and c
 - e. All of the above
23. When filling out the Verification Form at the end of the interview, which of the following is the responsibility of the Field Interviewer?
- a. Indicating which parent gave consent if a minor was interviewed
 - b. Printing the respondent's address
 - c. Putting the Verification Form into the envelope
 - d. All of the above
24. For certain final non-interview screening codes, you are required to obtain verification information about the contact person. What is the information you are to record?

2001 National Household Survey on Drug Abuse (NHSDA)
HOME STUDY EXERCISES FOR PHASE 2 FIELD OBSERVERS
ANSWER KEY
(With page and screen references)

NOTE ON HOW TO GRADE THE HOMESTUDY:

Every response is worth one point. So if a question is a multi-part question, each part of the question is worth one point.

The total points for the FI Manual Homestudy is: 26

If an observer misses *more than 6 points* on the FI Manual Homestudy, he/she must re-do the Home Study.

Page references are provided in this answer key for trainers to use if an observer has a question or needs clarification of an answer.

FI Manual Questions

- 38. e. (1-3)
- 39. e. (2-1 & 2-2)
- 40. f. (2-7)
- 4. b. (4-16)
- 5. a. (3-26)
- 6. b. (8-17)
- 7. (Worth 2 points)
 - ___ Single houses in a subdivision (3-21)
 - ___ Military family housing (3-26 & 3-27)
 - X Military barracks (3-25)
 - ___ Sororities and Fraternities (3-23)
 - ___ Homeless shelters (3-23 & 3-24)
 - ___ Retirement residences (3-24)
 - X Nursing homes (3-25)
- 8. e. (7-26)
- 9. f. (4-3)
- 10. e. (7-23, 7-25, 8-17)
- 11. c. (6-14)
- 12. c. (4-16)
- 13. g. [a. is on 6-20; b. is on 6-13; d. is on 6-21; e. is 6-15]
- 14. e. (6-18)
- 15. Identify SR Screen (6-11)
- 16. h. (7-2 & 7-23 to 7-25)
- 17. d. (7-13)
- 18. b. (8-2)
- 19. b. (8-4)
- 20. d. (8-4 to 8-5)
- 21. b. (8-14)
- 22. d. (8-14)
- 23. a. (8-23)
- 24. (Worth 2 points)
First name and phone number (10-4)

PHASE 2 FIELD OBSERVATIONS 2001 NHSDA HOUSING UNIT SCREENING SCRIPT FOR NEWTON

Hello, my name is _____ from Research Triangle Institute in North Carolina. We are in your neighborhood conducting a nationwide study sponsored by the U.S. Public Health Service. You should have received a letter explaining the study. (HAND R COPY OF LETTER IF NEEDED.)

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 AND BEGIN AGAIN.

- SR AVAILABLE (CONTINUE)
- SR NOT AVAILABLE NOW (GO TO RECORD OF CALLS)

DO NOT ASK SR THIS QUESTION. DURING YOUR INTRODUCTION, DID THE SR MENTION RECEIVING THE LEAD LETTER?

- YES, MENTIONED GETTING LEAD LETTER
- SR REPORTED NOT GETTING LEAD LETTER
- SR DIDN'T MENTION GETTING LEAD LETTER, OR DK

I just need to verify — is this [READ COMPLETE ADDRESS INCLUDING CITY, STATE, AND ZIP]?

- ADDRESS IS CORRECT (CONTINUE)
- NEED TO EDIT ADDRESS
- FI AT WRONG ADDRESS

GIVE PERSON STUDY DESCRIPTION AND SAY: Please read this statement. It describes the survey legislation that assures the confidentiality of any information you provide and states that your participation is voluntary.

First, are there any occupied or vacant living quarters besides your own in:

(FOR SINGLE UNITS): this structure or on this property?

(FOR MULTI-UNITS): this unit?

- YES (GO TO MISSED DU ADDRESS SCREEN)
- NO (CONTINUE)

REFERENCE MONTHS: QTR 1 = JANUARY / FEBRUARY / MARCH QTR 2 = APRIL / MAY / JUNE
QTR 3 = JULY / AUGUST / SEPTEMBER QTR 4 = OCTOBER / NOVEMBER / DECEMBER

(Will/Have) you or anyone else in this household (live/lived) here for most of the time during the months of [REFERENCE MONTHS]?

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

Of the [#] people in this household who (will live/lived) here for most of the time during the months of [REFERENCE MONTHS], how many are now age 12 or older?

Next I would like to ask a few questions about the householder—that is, a person who lives here and who owns or rents this home. I am referring to the person or one of the persons who is the householder for most of the time during the months of [REFERENCE MONTHS].

Please tell me the householder's age on his or her last birthday.

ASK ONLY IF NOT OBVIOUS: (Are you/Is this person) male or female?

(Are you)/(Is (he/she)) of Hispanic, Latino or Spanish origin? (That is, do any of these groups describe (your/his/her) 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?)

(Are you)/(Is (he/she)) White, Black or African American, American Indian or Alaska Native, Native Hawaiian or other Pacific Islander, or Asian? [MARK ALL THAT APPLY]

ASK ONLY IF PERSON LISTED IS 17 TO 65 YEARS OLD: (Are you)/(Is (he/she)) currently on active duty in the military? [NEWTON WILL AUTOMATICALLY RECORD NO FOR ANYONE 12-16 OR 66+]

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 and who (will live/lived) here for most of the time during the months of [REFERENCE MONTHS]. IF MORE THAN 2 HOUSEHOLD MEMBERS: Let's start with the oldest and work down to the youngest person 12 years or over.

REPEAT SERIES OF QUESTIONS FOR ALL HOUSEHOLD MEMBERS AGE 12 AND OLDER:

Please tell me the age of the (oldest/next oldest) person on his or her last birthday.
How is this person related to the householder?

ASK ONLY IF NOT OBVIOUS: (Are you/Is this person) male or female?

(Are you)/(Is (he/she)) of Hispanic, Latino or Spanish origin? (That is, do any of these groups describe (your/his/her) 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?)

(Are you)/(Is (he/she)) White, Black or African American, American Indian or Alaska Native, Native Hawaiian or other Pacific Islander, or Asian? [MARK ALL THAT APPLY]

ASK ONLY IF PERSON LISTED IS 17 TO 65 YEARS OLD: (Are you)/(Is (he/she)) currently on active duty in the military? [NEWTON WILL AUTOMATICALLY RECORD NO FOR ANYONE 12-16 OR 66+]

[NEWTON SCRIPT WILL CONFIRM ROSTER INFORMATION FOR EACH HOUSEHOLD MEMBER, THEN ASK: Is this the Screening Respondent? UNTIL A SCREENING RESPONDENT IS IDENTIFIED.]

I have listed... [READ AGES AND RELATIONSHIPS ABOVE]. REVIEW ROSTER FOR ACCURACY AND COMPLETENESS. TAP ANY LINE TO MAKE A CORRECTION. WHEN ALL CORRECT, TAP 'CONTINUE.'

Is there anyone that I have listed who (will NOT/did NOT) live here for most of the time during the months of [REFERENCE MONTHS]? FOR EACH INDIVIDUAL NOT ELIGIBLE FOR SELECTION, TAP THE LINE WITH HIS/HER DATA AND CHANGE THE ELIGIBILITY FIELD TO INELIGIBLE.

Is there anyone 12 or older in this household that I have NOT listed who (will live/was living) here for most of the time during the months of [REFERENCE MONTHS]? (Do not include anyone who (will live/did live) at school or somewhere else for most of the time during [REFERENCE MONTHS].) IF YES, ADD HOUSEHOLD MEMBER TO ROSTER.

TAP 'MAKE SELECTION' BUTTON AND NEWTON WILL SHOW RESPONDENT SELECTION SCREEN WITH INFORMATION ABOUT HOUSEHOLD MEMBERS SELECTED FOR 'A' AND 'B' INTERVIEWS IF ANYONE IS SELECTED.

IF NO ONE IS SELECTED, NEWTON WILL GO TO VERIFICATION SCREEN WHERE FI WILL ENTER NAME AND TELEPHONE NUMBER OF SCREENING RESPONDENT. So that my supervisor may verify my work, may I please have your first name and telephone number?

NEWTON WILL FINAL CODE CASE OR FI WILL ENTER PENDING/FINAL CODE AT ADD CALL RECORD SCREEN.

2001 National Household Survey on Drug Abuse—
Phase 2 Field Observations
Selected Portions of the 2001 Specifications for Programming
Front-End and Back-End CAPI Sections

Core Demographics

STARTUP INTERVIEWER: SELECT THE LANGUAGE TO BE USED IN THIS INTERVIEW.

- 1 ENGLISH
- 2 SPANISH
- 3 MULTIMEDIA LANGUAGE

NOTE1 FI: DO NOT READ ALOUD UNLESS RESPONDENT QUESTIONS THE BURDEN (OR TIME) ASSOCIATED WITH THIS INTERVIEW.

NOTICE: Public reporting burden for this collection of information is estimated to average 60 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to SAMHSA Reports Clearance Officer, Paperwork Reduction Project (0930-0110); Room 16-105; Parklawn Building; 5600 Fishers Lane; Rockville, MD 20857. An agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. The OMB control number for this project is 0930-0110.

PRESS [ENTER] TO CONTINUE.

REMINDFI INTERVIEWER: IF YOU HAVE NOT READ THE “INTRO TO CAPI” IN YOUR SHOWCARD BOOKLET ALOUD TO THIS RESPONDENT DO SO NOW. WHEN RESPONDENT IS FULLY INFORMED, CONTINUE WITH THE INTERVIEW.

PRESS [ENTER] TO CONTINUE.

AGE1 What is your date of birth?

ENTER MM-DD-YYYY

DOB: _____
DK/REF

CONFIRM That would make you [CALCAGE] years old. Is this correct?

- 1 YES
- 2 NO
- DK/REF

FIPE1 INTERVIEWER: WERE 2 PERSONS SELECTED FOR AN INTERVIEW AT THIS SDU?

- 1 YES
- 2 NO

FIPE2 [IF FIPE1 = 1 AND CURNTAGE = 18 OR OLDER] INTERVIEWER: WAS A 12 - 17 YEAR OLD CHILD SELECTED FOR AN INTERVIEW AT THIS SDU?

- 1 YES
- 2 NO

FIPE3 [IF FIPE2 = 1] INTERVIEWER: IS THIS RESPONDENT THE PARENT OR LEGAL GUARDIAN OF THE 12 - 17 YEAR OLD CHILD WHO WAS SELECTED FOR AN INTERVIEW? (VERIFY THIS WITH THE RESPONDENT IF YOU ARE UNSURE.)

- 1 YES
- 2 NO

NOTE: IF FIPE3 = 1, SET THE FLAG TO ADMINISTER THE PARENTING EXPERIENCES MODULE DURING ACASI.

FIPE4 INTERVIEWER: IN WHAT STATE IS THIS SAMPLE DWELLING UNIT (SDU) LOCATED?

FIPE5 INTERVIEWER: THE STATE YOU ENTERED IS:

FIPE4 STATE NAME FILL

IS THIS CORRECT?

- 1 YES
- 2 NO

QD01 The first questions are for statistical purposes only, to help us analyze the results of the study.

INTERVIEWER: RECORD RESPONDENT'S SEX.

- 5 MALE
- 9 FEMALE
- DK/REF

QD03 Are you of Hispanic, Latino, or Spanish origin or descent?

- 1 YES
- 2 NO
- DK/REF

QD04 [IF QD03 = 1] HAND R SHOWCARD 1. Which of these Hispanic, Latino, or Spanish groups best describes you? Just give me the number or numbers from the card.

TO SELECT MORE THAN ONE CATEGORY, PRESS THE SPACE BAR BETWEEN EACH CATEGORY YOU SELECT.

- 1 MEXICAN / MEXICAN AMERICAN / MEXICANO / CHICANO
- 2 PUERTO RICAN
- 3 CENTRAL OR SOUTH AMERICAN
- 4 CUBAN / CUBAN AMERICAN
- 5 OTHER (SPECIFY)
- DK/REF

QD04OTHR [IF QD04 = 5] SPECIFY OTHER HISPANIC COUNTRY OR ORIGIN

QD05 HAND R SHOWCARD 2. Which of these groups describes you? Just give me the number or numbers from the card.

TO SELECT MORE THAN ONE CATEGORY, PRESS THE SPACE BAR BETWEEN EACH CATEGORY YOU SELECT.

RESPONDENTS WHO REPORT THEIR RACE AS NATIVE AMERICAN SHOULD BE INCLUDED IN RESPONSE CATEGORY 3.

- 1 WHITE
- 2 BLACK / AFRICAN AMERICAN
- 3 AMERICAN INDIAN OR ALASKA NATIVE (AMERICAN INDIAN INCLUDES NORTH AMERICAN, CENTRAL AMERICAN, AND SOUTH AMERICAN INDIANS)
- 4 NATIVE HAWAIIAN
- 5 OTHER PACIFIC ISLANDER

- 6 ASIAN (FOR EXAMPLE: ASIAN INDIAN, CHINESE, FILIPINO, JAPANESE, KOREAN, AND VIETNAMESE)
- 7 OTHER (SPECIFY)
- DK/REF

QD05ASIA [IF QD05 = 6] HAND R SHOWCARD 3. Which of these Asian groups best describes you? Just give me the number or numbers from the card.

TO SELECT MORE THAN ONE CATEGORY, PRESS THE SPACE BAR BETWEEN EACH CATEGORY YOU SELECT.

- 1 ASIAN INDIAN
- 2 CHINESE
- 3 FILIPINO
- 4 JAPANESE
- 5 KOREAN
- 6 VIETNAMESE
- 7 OTHER (SPECIFY)
- DK/REF

QD05OTHA [IF QD05ASIA = 7] SPECIFY OTHER ASIAN GROUP

OTHER ASIAN GROUP: _____
DK/REF

QD05OTHR [IF QD05 = 7] SPECIFY OTHER RACIAL GROUP

OTHER RACIAL GROUP: _____

QD06 [IF MORE THAN ONE RESPONSE SELECTED IN QD05] Which one of these groups, that is [RACEFILL], best describes you?
SELECT ONLY ONE ANSWER FROM THE CATEGORIES SHOWN IN BLUE BELOW.

- 1 WHITE
- 2 BLACK / AFRICAN AMERICAN
- 3 AMERICAN INDIAN OR ALASKA NATIVE (AMERICAN INDIAN INCLUDES NORTH AMERICAN, CENTRAL AMERICAN, AND SOUTH AMERICAN INDIANS)
- 4 NATIVE HAWAIIAN
- 5 OTHER PACIFIC ISLANDER
- 6 ASIAN INDIAN
- 7 CHINESE
- 8 JAPANESE
- 9 FILIPINO
- 10 KOREAN
- 11 VIETNAMESE
- 12 IF QD05 = 7, FILL TEXT FROM QD05OTHR
IF QD05 NE 7 FILL WITH "OTHER (SPECIFY)"
- 13 IF QD05ASIA = 7, FILL TEXT FROM QD05OTHA
IF QD05ASIA = BLANK, FILL WITH "NOT APPLICABLE"
- 14 NONE OF THESE
- DK/REF

INTERVIEWER NOTE:

If the respondent expresses any concerns about this question or asks why it has been included, please press F8 and record what they have said in the Comment Box. Do not probe for this information! Only record a comment if the respondent spontaneously brings up the topic.

QD07 [IF CURNTAGE = 15 OR OLDER] Are you now married, widowed, divorced or separated, or have you never married?

- 1 MARRIED
- 2 WIDOWED

- 3 DIVORCED OR SEPARATED
- 4 NEVER MARRIED
- DK/REF

INTERVIEWER NOTE:

If the respondent is divorced but currently remarried, code as married. By "divorce" we mean a legal cancellation or annulment of a marriage. By "separated" we mean legally or informally separating due to marital discord.

QD08 [IF QD07 = 1 OR 2 OR 3] How many times have you been married?

NUMBER OF TIMES: _____ [RANGE: 1 - 9]
DK/REF

QD09 [IF CURNTAGE = 17 OR OLDER] Have you ever been in the United States' armed forces?

- 1 YES
- 2 NO
- DK/REF

QD10 [IF QD09 = 1 OR DK/REF] Are you currently on active duty in the armed forces, in a reserves component, or now separated or retired from either reserves or active duty?

- 1 ON ACTIVE DUTY IN THE ARMED FORCES
- 2 IN A RESERVES COMPONENT
- 3 NOW SEPARATED OR RETIRED FROM EITHER RESERVES OR ACTIVE DUTY
- DK/REF

MILTERM1 [IF QD10 = 1] I need to verify what I just entered into the computer. You said you are currently on active duty in the armed forces. Is that correct?

- 1 YES
- 2 NO
- DK/REF

MILCONT [IF MILTERM1 = 2 OR DK/REF] INTERVIEWER: PRESS [ENTER] TO CLOSE THIS BOX AND THEN USE THE [F9] KEY TO BACKUP TO THE SCREEN LABELED QD10 AND CORRECT THE RESPONDENT'S CURRENT MILITARY STATUS.

MILTERM2 [IF MILTERM1 = 1] People who are currently on active duty in the armed forces are not eligible to be interviewed in this study. I appreciate you taking the time to speak with me. Thank you.

PRESS [ENTER] TO CONTINUE.
[ROUTE TO ENDAUDIO]

QD11 HAND R SHOWCARD 4. What is the highest grade or year of school you have completed?

Please tell me the number from the card.

INCLUDE JUNIOR OR COMMUNITY COLLEGE ATTENDANCE; DO NOT INCLUDE TECHNICAL SCHOOLS (BEAUTICIAN, MECHANIC, ETC.).

QD12 This question is about your overall health. Would you say your health in general is excellent, very good, good, fair, or poor?

- 1 EXCELLENT
- 2 VERY GOOD
- 3 GOOD
- 4 FAIR
- 5 POOR
- DK/REF

CALENDAR

CALENDAR

Throughout the rest of this questionnaire, I will be asking you to answer a number of questions about three specific time periods, namely the past 30 days, the past 12 months, and your lifetime. To help you remember the first two time periods, let's mark this calendar with the beginning dates for each one of them.

SHOW CALENDAR TO RESPONDENT.

Now let's think about the past 30 days. According to the calendar, DATEFILL was 30 days ago, so I will write DATEFILL here on the calendar. I'll call that your 30-day reference date.

WRITE 30-DAY REFERENCE DATE ON CALENDAR AND CIRCLE DAY; UNDERLINE ENTIRE 30-DAY PERIOD.

A number of questions will ask about the past 12 months, that is since this date last year. Let's look at the calendar and find that date — DATEFILL. I'll call that your 12-month reference date.

WRITE 12 MONTH REFERENCE DATE ON CALENDAR AND CIRCLE DAY ON CALENDAR.

Please use this calendar as we go through the interview to help you remember when different things happened. I will remind you to think about your 30-day reference date and your 12-month reference date when I ask you questions.

PRESS [ENTER] TO CONTINUE.

Beginning ACASI Section

INTROACASI

An important part of this interview is the sections you will conduct completely on your own using the computer and headphones. Before you begin, I will help you go through a short practice session to learn how to use the computer.

MOVE COMPUTER SO RESPONDENT CAN USE IT AND POINT OUT THE FOLLOWING:

LABELED KEYS IN TOP ROW (FUNCTION KEYS)

NUMBER KEYS

[ENTER] KEY

SPACE BAR

BACKSPACE KEY

THE BOTTOM OF THE SCREEN WHERE THEIR ANSWERS WILL APPEAR

CAUTION RESPONDENT ABOUT ON/OFF SWITCH.

ADJUST HEADPHONES FOR RESPONDENT AND DEMONSTRATE VOLUME CONTROL.

WHEN RESPONDENT IS READY, PRESS "1" TO CONTINUE.

[ACASI SECTION]

Back-End Demographics

INTRODM2 For the remaining questions, I will read the question out loud, you can tell me your answer, and I will enter it into the computer.

PRESS [ENTER] TO CONTINUE.

QD13 How many times in the past 12 months have you moved?

NUMBER OF TIMES: _____ [RANGE: 0 - 99]
DK/REF

INTERVIEWER NOTE:

The respondent should include moves from one residence to another within the same city/town as well as those from one city/town to another.

QD14 Were you born in the United States?

1 YES
2 NO
DK/REF

QD15 [IF QD14 = 2] In what country or U.S. territory were you born?

COUNTRY OR US TERRITORY: _____
DK/REF

QD16 [IF QD14 = 2] About how long have you lived in the United States?

1 6 MONTHS OR LESS
2 MORE THAN 6 MONTHS BUT LESS THAN 1 YEAR
3 AT LEAST 1 YEAR BUT LESS THAN 5 YEARS
4 AT LEAST 5 YEARS BUT LESS THAN 10 YEARS
5 AT LEAST 10 YEARS BUT LESS THAN 15 YEARS
6 15 YEARS OR MORE
DK/REF

INTERVIEWER NOTE:

Respondents should estimate the total amount of time they have lived in the United States even if the time was not continuous.

QD17 The next questions are about school. Are you now attending or are you currently enrolled in school? By "school," we mean an elementary school, a junior high or middle school, a high school, or a college or university. Please include home schooling as well.

- 1 YES
- 2 NO
- DK/REF

INTERVIEWER NOTE:

If the respondent is on a holiday or summer break from school, but plans to return when the break is over, then he/she should be coded as currently enrolled in school. Do not include vocational or technical schools.

QD17a [IF CURNTAGE=12-25 AND (QD17=2 OR DK/REF) AND QD11 = 0 - 15] Are you currently on a holiday or vacation break from school?

- 1 YES
- 2 NO
- DK/REF

QD17b [IF QD17a = 1] Do you plan to return to school when your holiday or vacation is over?

- 1 Yes
- 2 No
- DK/REF

QD18 [IF QD17 = 1] HAND R SHOWCARD 5. What grade or year of school are you now attending? Please tell me the number from the card.

[IF QD17b = 1] HAND R SHOWCARD 5. What grade or year of school will you be attending when your vacation is over? Please tell me the number from the card.

INTERVIEWER NOTE:

If the respondent is on a holiday or summer break, select the category for the year or grade he/she will enter when he/she returns to school. If home schooled or other alternative, ask for grade equivalent.

QD19 [IF QD17 = 1 OR QD17b = 1] Are you a full-time student or a part-time student?

- 1 FULL-TIME
- 2 PART-TIME
- DK/REF

QD20 [IF QD19 = 1] During the past 30 days, that is, from DATEFILL up to and including today, how many whole days of school did you miss because you were sick or injured?

IF SCHOOL WAS NOT IN SESSION DURING THE PAST 30 DAYS, ENTER 90.

NUMBER OF DAYS: _____ [RANGE: 0 - 90]
DK/REF

INTERVIEWER NOTE:

Days missed because the respondent stayed home with a sick child or other family member should not be included.

QD21 [IF QD19 = 1 AND QD20 NE 90] During the past 30 days, that is, since DATEFILL, how many whole days did you miss because you skipped or "cut" or just didn't want to be there?

NUMBER OF DAYS: _____ [RANGE: 0 - 30]
DK/REF

INTERVIEWER NOTE:

Days missed because the respondent stayed home with a sick child or other family member should not be included.

QD22 [IF (QD11 = 1 - 12 OR DK/REF) AND CURNTAGE = 12 - 25 AND (QD17a = 2 OR DK/REF OR QD17b = 2)] Have you received a high school diploma?

1 YES
2 NO
DK/REF

QD23 [IF QD22 = 2 OR DK/REF] Have you received a GED certificate of high school completion?

1 YES
2 NO
DK/REF

QD24 [IF QD23 = 1 OR 2 OR DK/REF] HAND R SHOWCARD 6. Please look at this card and tell me which one of these reasons best describes why you left school before receiving a high school diploma. Just give me the number.

QD24SP [IF QD24 = 16] TYPE IN THE OTHER REASON WHY THE RESPONDENT LEFT SCHOOL BEFORE RECEIVING A HIGH SCHOOL DIPLOMA.

DK/REF

QD25 [IF QD24 = 1 - 16 OR DK/REF] How old were you when you stopped attending school?

AGE WHEN STOPPED ATTENDING SCHOOL: _____
DK/REF

QD26 [IF CURNTAGE = 15 OR OLDER] The next questions are about working. Did you work at a job or business at any time last week? By last week, I mean the week beginning on Sunday, [STARTDATE] and ending on Saturday, [ENDDATE].

1 YES
2 NO
DK/REF

INTERVIEWER NOTE:

If the respondent asks about unpaid work, tell him/her to include unpaid work in a family farm or business if he/she worked more than 15 hours last week.

A student who is given a stipend is not considered to be working.

Someone doing volunteer work is not considered to be working.

A person who provides personal labor in exchange for work done for them, rather than for pay, is considered to be working.

QD27 [IF QD26 = 2] Even though you did not work at any time last week, did you have a job or business?

1 YES
2 NO
DK/REF

QD28 [IF QD26 = 1] How many hours did you work last week at all jobs or businesses?

OF HOURS WORKED: _____ [RANGE: 1 - 120]
DK/REF

QD29 [IF (QD28 = 1 - 120 OR DK/REF) OR QD27 = 1] Do you usually work 35 hours or more per week at all jobs or businesses?

- 1 YES
- 2 NO
- DK/REF

INOC01 [IF QD26 = 1 OR QD27 = 1] In what kind of business or industry do you work? That is, what product is made or what service is offered?

_____ [ALLOW 100 CHARACTERS]
DK/REF

INTERVIEWER NOTE:

If the respondent has more than 1 job, he/she should tell you about only one of the jobs. In these situations, the choice of which job to report is left to the respondent.

In order to accurately code a respondent's occupation, our coders need complete information. Examples include: Hospital, newspaper publishing, mail order house, auto engine manufacturing, breakfast cereal manufacturing. Please probe thoroughly!

INOC02 [IF QD26 = 1 OR QD27 = 1 AND INOC01 NE DK/REF] HAND R SHOWCARD 7. Which of these categories best describes the business or industry in which you work?

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

INOC02M [IF INOC02 = 1] What do they make?

_____ [ALLOW 100 CHARACTERS]
DK/REF

INOC02T [IF INOC02 = 2 OR 3] What do they sell?

_____ [ALLOW 100 CHARACTERS]
DK/REF

INOC03 [IF INOC02 = 8] PLEASE SPECIFY THE TYPE OF INDUSTRY.

_____ [ALLOW 100 CHARACTERS]
DK/REF

INOC04 [IF QD26 = 1 OR QD27 = 1 AND INOC01 NE DK/REF] What kind of work do you do? That is, what is your occupation?

_____ [ALLOW 100 CHARACTERS]
DK/REF

INTERVIEWER NOTE:

If the respondent has more than one job, he/she should tell you about only one of the jobs. In these situations, the choice of which job to report is left to the respondent.

In order to accurately code a respondent's occupation, our coders need complete information. Examples include: Registered nurse, personnel manager, supervisor of order department, gasoline engine assembler, grinder operator. Please probe thoroughly!

INOC05 [IF QD26 = 1 OR QD27 = 1 AND INOC01 NE DK/REF] What are your most important activities or duties in that job?

_____ [ALLOW 100 CHARACTERS]

DK/REF

INTERVIEWER NOTE:

If the respondent has more than one job, he/she should tell you about only one of the jobs. In these situations, the choice of which job to report is left to the respondent.

In order to accurately code a respondent's occupation, our coders need complete information. Examples include: patient care, directing hiring practices, supervising order clerks, assembling engines, operating grinding mill. Please probe thoroughly!

INOC06 [IF QD26 = 1 OR QD27 = 1 AND INOC01 NE DK/REF] HAND R SHOWCARD 8. Which of these categories best describes the business in which you work?

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

DK/REF

QD30 [IF QD27 = 1] HAND R SHOWCARD 9. Please look at this card and tell me which one of these reasons best describes why you did not work last week. Just give me the number.

QD31 [IF QD27 = 2 OR DK/REF] HAND R SHOWCARD 10. Please look at this card and tell me which one of these reasons best describes why you did not have a job or business last week. Just give me the number.

QD32 [IF QD31 = 1] During the past 30 days, did you make specific efforts to find work? Include any contacts you made with anyone about a job, sending out resumes or applications, placing or answering ads. Do not include only reading job ads.

- 1 YES
- 2 NO

DK/REF

QD33 [IF QD26 = DK/REF OR QD27 = 2 OR DK/REF] Now, think about the past 12 months, from DATEFILL through today. Did you work at a job or business at any time during the past 12 months?

- 1 YES
- 2 NO

DK/REF

QD34 [IF QD26 = 1 OR QD33 = 1 OR (QD27 = 1 AND QD30 NE 5)] Have you been self-employed at any time during the past 12 months?

- 1 YES
- 2 NO

DK/REF

QD35 [IF QD34 = 1 OR QD30 = 5] How many different employers, including yourself, have you had in the past 12 months?

OF EMPLOYERS IN PAST 12 MONTHS: _____ [RANGE: 1 - 52]
DK/REF

QD36 [IF QD34 = 2 OR DK/REF] How many different employers have you had in the past 12 months?

OF EMPLOYERS IN PAST 12 MONTHS: _____ [RANGE: 1 - 52]
DK/REF

QD37 [IF QD26 = 1 OR QD27 = 1] During the past 12 months, was there ever a time when you did not have at least one job or business?

1 YES
2 NO
DK/REF

QD38 [IF QD37 = 1] In how many weeks during the past 12 months did you not have at least one job or business?

OF WEEKS WITHOUT A JOB OR BUSINESS: _____ [RANGE: 1 - 52]
DK/REF

INTERVIEWER NOTE:

If the respondent did not have at least one job or business for less than one week, enter "1".

QD39a [IF QD27 = 2 OR DK/REF] In what year did you last work at a job or business?

ENTER THE FOUR-DIGIT YEAR IN THE FOLLOWING FORMAT: YYYY.

IF THE RESPONDENT NEVER WORKED FOR PAY, ENTER 9999.

_____ YEAR LAST WORKED

DK/REF

QD39b [IF QD39a NE 9999 OR DK/REF OR BLANK] In what month in [YEAR FROM QD39a] did you last work at a job or business?

INOC07 [IF QD33 = 1] In what kind of business or industry did you work? That is, what product was made or what service was offered?

_____ [ALLOW 100 CHARACTERS]

DK/REF

INTERVIEWER NOTE:

If the respondent had more than 1 job, he/she should tell you about only one of the jobs. In these situations, the choice of which job to report is left to the respondent.

In order to accurately code a respondent's occupation, our coders need complete information. Examples include: Hospital, newspaper publishing, mail order house, auto engine manufacturing, breakfast cereal manufacturing. Please probe thoroughly!

INOC08 [IF QD33 =1 AND INOC07 NE DK/REF] HAND R SHOWCARD 7. Which of these categories best describes the business or industry in which you worked?

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

INOC08M [IF INOC08 = 1] What did they make?

_____ [ALLOW 100 CHARACTERS]
DK/REF

INOC08T [IF INOC08 = 2 OR 3] What did they sell?

_____ [ALLOW 100 CHARACTERS]
DK/REF

INOC09 [IF INOC08 = 8] PLEASE SPECIFY THE TYPE OF INDUSTRY.

_____ [ALLOW 100 CHARACTERS]
DK/REF

INOC10 [IF QD33 =1 AND INOC07 NE DK/REF] What kind of work did you do? That is, what was your occupation?

_____ [ALLOW 100 CHARACTERS]
DK/REF

INTERVIEWER NOTE:

If the respondent had more than one job, he/she should tell you about only one of the jobs. In these situations, the choice of which job to report is left to the respondent.

In order to accurately code a respondent's occupation, our coders need complete information. Examples include: Registered nurse, personnel manager, supervisor of order department, gasoline engine assembler, grinder operator. Please probe thoroughly!

INOC11 [IF QD33 = 1 AND INOC07 NE DK/REF] What were your most important activities or duties in that job?

_____ [ALLOW 100 CHARACTERS]
DK/REF

INTERVIEWER NOTE:

If the respondent had more than one job, he/she should tell you about only one of the jobs. In these situations, the choice of which job to report is left to the respondent.

In order to accurately code a respondent's occupation, our coders need complete information. Examples include: patient care, directing hiring practices, supervising order clerks, assembling engines, operating grinding mill. Please probe thoroughly!

INOC12 [IF QD33 =1 AND INOC07 NE DK/REF] HAND R SHOWCARD 8. Which of these categories best describes the business in which you worked?

- 1 PRIVATE FOR-PROFIT COMPANY OR BUSINESS
- 2 PRIVATE NOT-FOR-PROFIT COMPANY OR BUSINESS
- 3 LOCAL GOVERNMENT (CITY, COUNTY, ETC.)

- 4 STATE GOVERNMENT
- 5 FEDERAL GOVERNMENT
- 6 INTERNATIONAL OR FOREIGN GOVERNMENT
- 7 SELF-EMPLOYED IN AN INCORPORATED BUSINESS
- 8 SELF-EMPLOYED IN AN UNINCORPORATED BUSINESS
- 9 WORKING WITHOUT PAY IN A FAMILY BUSINESS OR FARM
- DK/REF

QD40 [IF QD26 = 1 OR QD27 = 1] During the past 30 days, that is, from [DATEFILL] up to and including today, how many whole days of work did you miss because you were sick or injured?

OF DAYS: _____ [RANGE: 0 - 30]
DK/REF

INTERVIEWER NOTE:
Days missed because the respondent stayed home with a sick child or other family member should not be included.

QD41 [IF QD26 = 1 OR QD27 = 1] During the past 30 days, that is, from [DATEFILL] up to and including today, how many whole days of work did you miss because you just didn't want to be there?

OF DAYS: _____ [RANGE: 0 - 30]
DK/REF

INTERVIEWER NOTE:
Days missed because the respondent stayed home with a sick child or other family member should not be included.

QD42 [IF QD26 = 1 OR QD27 = 1] HAND R SHOWCARD 11. Thinking about the location where you work, how many people work for your employer out of this office, store, etc.?

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

QD43 [IF QD42 = 1 - 5 OR DK/REF] At your workplace, is there a written policy about employee use of alcohol or drugs?

- 1 YES
- 2 NO
- DK/REF

QD44 [IF QD43 = 1] Does this policy cover only alcohol, only drugs, or both alcohol and drugs?

- 1 ONLY ALCOHOL
- 2 ONLY DRUGS
- 3 BOTH ALCOHOL AND DRUGS
- DK/REF

QD45 [IF QD44 = 1 - 3 OR DK/REF OR QD43 = 2 OR DK/REF] At your workplace, have you ever been given any educational information regarding the use of alcohol or drugs?

- 1 YES
- 2 NO
- 3 DON'T REMEMBER
- DK/REF

QD46 [IF QD45 = 1 - 3 OR DK/REF] Through your workplace, is there access to any type of employee assistance program or other type of counseling program for employees who have alcohol or drug-related problems?

- 1 YES
- 2 NO
- DK/REF

QD47 [IF QD46 = 1 - 2 OR DK/REF] Does your workplace ever test its employees for alcohol use?

- 1 YES
- 2 NO
- DK/REF

QD48 [IF QD47 = 1 - 2 OR DK/REF] Does your workplace ever test its employees for drug use?

- 1 YES
- 2 NO
- DK/REF

QD49 [IF Q47 = 1 OR Q48 = 1] Does your workplace test its employees for drug or alcohol use as part of the hiring process?

- 1 YES
- 2 NO
- DK/REF

INTERVIEWER NOTE:

Testing as part of the hiring process refers to a test that must be conducted, and show no presence of drugs in order for an applicant to be hired.

QD50 [IF Q49 = 1 OR 2 OR DK/REF] Does your workplace test its employees for drug or alcohol use on a random basis?

- 1 YES
- 2 NO
- DK/REF

INTERVIEWER NOTE:

Testing on a random basis refers to a test conducted at unscheduled times with a random group of a company's employees.

QD51 [IF Q47 = 1 OR Q48 = 1] According to the policy at your workplace, what happens to an employee the first time he or she tests positive for illicit drugs?

- 1 HANDLED ON AN INDIVIDUAL BASIS / POLICY DOES NOT SPECIFY WHAT HAPPENS
- 2 EMPLOYEE IS FIRED
- 3 EMPLOYEE IS REFERRED FOR TREATMENT OR COUNSELING
- 4 NOTHING HAPPENS
- 5 SOMETHING ELSE HAPPENS
- DK/REF

QD52 [IF QD42 = 1 - 5 OR DK/REF] Would you be more or less likely to want to work for an employer that tests its employees for drug use as part of the hiring process? Would you say more likely, less likely, or would it make no difference to you?

- 1 MORE LIKELY
- 2 LESS LIKELY
- 3 MAKES NO DIFFERENCE
- DK/REF

QD53 [IF QD52 = 1 - 3 OR DK/REF] Would you be more or less likely to want to work for an employer that tests its employees for drug or alcohol use on a random basis? Would you say more likely, less likely, or would it make no difference to you?

1 MORE LIKELY
2 LESS LIKELY
3 MAKES NO DIFFERENCE
DK/REF

QD54 Altogether, how many people live here now, including yourself? Please include anyone who (has lived/will live) here for most of (January, February, and March / April, May, and June / July, August, and September / October, November, and December).

IN HOUSEHOLD: _____ [RANGE: 1 - 25]
DK/REF

INTERVIEWER NOTE:
If you are interviewing in a transient shelter, enter "1".
If you are interviewing in a group quarters unit that was listed by room, enter the number of people living in the room.

IF QD54 = 1 OR DK/REF SKIP TO FIRST QUESTION FOLLOWING HH ROSTER, OTHERWISE CONTINUE.

PERAGEYR [IF QD54 = 2 - 25] Now I need some additional information about each person who lives here. Let's start with the oldest. How old was he or she on his or her last birthday? (WORDING FOR ADDITIONAL CYCLES: How old was the next oldest person on his or her last birthday?)

INTERVIEWER: FOR CHILDREN LESS THAN 24 MONTHS (2 YEARS), ENTER '1.' YOU WILL PROMPTED FOR THE AGE IN MONTHS ON THE NEXT SCREEN.

AGE IN WHOLE YEARS: _____ [RANGE: 1 - 110]
DK/REF

CHAGEMON [IF PERAGEYR = 1] ENTER THE AGE IN WHOLE MONTHS FOR THIS HOUSEHOLD MEMBER:
AGE IN MONTHS: _____ [RANGE: 1 - 23]
DK/REF

CHMONSEX [IF CHAGEMON = 1 - 23] Is the [CHAGEMON FILL]-month old child a male or a female?

5 MALE
9 FEMALE
DK/REF

CHYRSEX [IF CHAGEMON = DK/REF] Is this child a male or a female?

5 MALE
9 FEMALE
DK/REF

PERYRSEX [IF CHAGEMON = 3 - 110] Is the [PERAGEYR FILL]-year old person a male or a female?

5 MALE
9 FEMALE
DK/REF

PERSEX [IF PERAGEYR = DK/REF] Is this person a male or a female?

5 MALE
9 FEMALE
DK/REF

MRELATON [IF CHMONSEX OR RHYRSEX OR PERYRSEX OR PERSEX = 5] HAND R SHOWCARD 12. Please look at this card and tell me which category best describes his relationship to you.

FTHRTYPE [IF MRELATON = 2] Is this your biological, step-, adoptive, or foster father?

- 1 BIOLOGICAL FATHER
- 2 STEP-FATHER
- 3 ADOPTIVE FATHER
- 4 FOSTER FATHER
- DK/REF

SONTYPE [IF MRELATON = 3] Is this your biological, step-, adoptive, or foster son?

- 1 BIOLOGICAL SON
- 2 STEP-SON
- 3 ADOPTIVE SON
- 4 FOSTER SON
- DK/REF

BTHRTYPE [IF MRELATON = 4] Is this your full, half, step-, adoptive, or foster brother?

- 1 FULL BROTHER
- 2 HALF BROTHER
- 3 STEP-BROTHER
- 4 ADOPTIVE BROTHER
- 5 FOSTER BROTHER
- DK/REF

BTWNTYPE [IF AGE1 = AGE OF THIS HOUSEHOLD MEMBER AND BTHRTYPE = 1] Is this your identical twin, your fraternal twin or neither?

- 1 IDENTICAL TWIN
- 2 FRATERNAL TWIN
- 3 NEITHER
- DK/REF

FRELATON [IF CHMONSEX OR CHYRSEX OR PERYRSEX OR PERSEX = 9] HAND R SHOWCARD 13. Please look at this card and tell me which category best describes her relationship to you.

MTHRTYPE [IF FRELATON = 2] Is this your biological, step-, adoptive, or foster mother?

- 1 BIOLOGICAL MOTHER
- 2 STEP-MOTHER
- 3 ADOPTIVE MOTHER
- 4 FOSTER MOTHER
- DK/REF

DAUTYPE [IF FRELATON = 3] Is this your biological, step-, adoptive, or foster daughter?

- 1 BIOLOGICAL DAUGHTER
- 2 STEP-DAUGHTER
- 3 ADOPTIVE DAUGHTER
- 4 FOSTER DAUGHTER
- DK/REF

SISTYPE [IF FRELATON = 4] Is this your full, half, step-, adoptive, or foster sister?

- 1 FULL SISTER
- 2 HALF SISTER
- 3 STEP-SISTER
- 4 ADOPTIVE SISTER
- 5 FOSTER SISTER
- DK/REF

FTWNTYPE [IF AGE1 = AGE OF THIS HOUSEHOLD MEMBER AND SISTYPE = 1] Is this your identical twin, your fraternal twin or neither?

- 1 IDENTICAL TWIN
- 2 FRATERNAL TWIN
- 3 NEITHER
- DK/REF

MBRSELCT [IF FIPE1 = 1 AND MRELATON NE 1 AND FRELATON NE 1 AND PERAGEYR = 12 OR OLDER] WAS THIS HOUSEHOLD MEMBER ALSO SELECTED TO BE INTERVIEWED? (IF YOU ARE UNSURE, ATTEMPT TO VERIFY WITH THIS RESPONDENT.)

- 1 YES
- 2 NO
- DK/REF

RETURN TO PERAGEYR AND CYCLE THROUGH THE QUESTIONS FOR THE NEXT HOUSEHOLD MEMBER. CONTINUE CYCLES UNTIL THE NUMBER OF CYCLES = THE NUMBER REPORTED IN QD54.

PROXYINT The next questions are about your health insurance coverage and the kinds and amounts of income that you receive.

(This information will help in planning health care services and finding ways to lower costs of care.)

PRESS [ENTER] TO CONTINUE.

FAMILY IF QD54 = 1 SKIP TO QHI01

FAMILY MEMBERS:
PERAGEYR year old MRELATON/FRELATON
(Continue until all HH members have either been listed or excluded)

QP01 [IF QD54 > 1 BUT RESPONDENT IS ONLY FAMILY MEMBER 18 OR OLDER, SKIP TO QHI01]

[IF GRID HAS MORE THAN 1 ADULT PERSON LISTED.] {SHOW GRID ON SCREEN. SHOW ONLY ADULT FAMILY MEMBERS (CURNTAGE > 17) IN THIS GRID} I have listed as adult family members who live here your READ RELATIONSHIPS SHOWN BELOW. Do you think one of these people would be better able to give me the correct information about your health insurance coverage and the kinds of income you receive?

[IF GRID HAS ONLY 1 ADULT PERSON LISTED] {SHOW GRID ON SCREEN. SHOW ONLY ADULT FAMILY MEMBERS (CURNTAGE > 17) IN THIS GRID} Do you think your READ RELATIONSHIP SHOWN BELOW would be better able to give me the correct information about your health insurance coverage and the kinds of income you receive?

- 1 YES
- 2 NO [ACTIVATE PROXYFILL AS "YOU/YOUR" FOR REMAINING QUESTIONS]
- DK/REF [ACTIVATE PROXYFILL AS "YOU/YOUR" FOR REMAINING QUESTIONS]

QP02 [IF QP01=1] Who is the person you think can help us get the correct information for these questions? ENTER RELATIONSHIP OF PERSON WHO CAN BETTER ANSWER THESE QUESTIONS.

_____ [ACTIVATE QP02 FILL]
DK/REF

QP03 [IF QP02 NE DK/REF OR BLANK] Is your [QP02 FILL] here at home now?

- 1 YES
- 2 NO [ACTIVATE PROXYFILL AS "YOU/YOUR" FOR REMAINING QUESTIONS]
- DK/REF [ACTIVATE PROXYFILL AS "YOU/YOUR" FOR REMAINING QUESTIONS]

QP04 [IF QP03=1] Would you ask your [QP02 FILL] to join us to help with these last questions about health insurance and income?

- 1 YES
- 2 NO [ACTIVATE PROXYFILL AS "YOU/YOUR" FOR REMAINING QUESTIONS]
- DK/REF [ACTIVATE PROXYFILL AS "YOU/YOUR" FOR REMAINING QUESTIONS]

HASJOIN [IF QP04 = 1] HAS THE PERSON'S [QP02 FILL] JOINED R?

- 1 YES [ACTIVATE PROXYFILL AS "SAMPLE MEMBER/SAMPLE MEMBER'S" FOR REMAINING QUESTIONS]
- 2 NO [ACTIVATE PROXYFILL AS "YOU/YOUR" FOR REMAINING QUESTIONS]
- DK/REF [ACTIVATE PROXYFILL AS "YOU/YOUR" FOR REMAINING QUESTIONS]

TOPROXY [IF HASJOIN = 1] WHEN [QP02 FILL] HAS JOINED YOU. The next questions are about SAMPLE MEMBER'S health insurance coverage and the kinds and amounts of income that SAMPLE MEMBER and other people in your family receive.

(This information will help in planning health care services and finding ways to lower costs of care.)

PRESS [ENTER] TO CONTINUE.

QHI01 [IF QP03 = 2 OR DK/REF OR QP04 = 2 OR DK/REF OR HASJOIN = 2 OR DK/REF ADD THIS TEXT PRIOR TO THE QUESTION: Since your QP02 FILL is not available, I'd like you to answer these next questions the best you can.] Several government programs provide medical care or help pay medical bills.

(Are you/Is SAMPLE MEMBER) covered by Medicare? Medicare is a health insurance program for persons 65 and older and for certain disabled persons.

- 1 YES
- 2 NO
- DK/REF

QHI02 (Are you / Is SAMPLE MEMBER) currently covered by Medicaid or Medical Assistance? Medicaid or Medical Assistance is a public assistance program that pays for medical care. The FIPE4 FILL Medicaid or Medical Assistance program is also called: MEDIFILL.

- 1 YES
- 2 NO
- DK/REF

INTERVIEWER NOTE:

Medicaid refers to a medical assistance program that provides health care coverage to low income and disabled persons. Most states refer to Medicaid as Medical Assistance.

QHI02A [IF CURNTAGE = 12-19] (Are you/Is SAMPLE MEMBER) currently covered by [CHIPFILL]?

- 1 Yes
- 2 No
- DK/REF

INTERVIEWER NOTE:

These programs cover children from low-income families who do not have private health insurance and who do not qualify for Medicaid.

QHI03 (Are you/Is SAMPLE MEMBER) currently covered by TRICARE, or CHAMPUS, CHAMPVA, the VA, or military health care?

These programs cover active duty and retired career military personnel and their dependents and survivors and also disabled veterans and their dependents and survivors.

- 1 YES
- 2 NO
- DK/REF

INTERVIEWER NOTE:

CHAMPUS stands for Comprehensive Health and Medical Plan for the Uniformed Services. It provides health care in private facilities for dependents

of military personnel on active duty or retired for reasons other than disability. In some areas, this may be known as TRICARE. CHAMPVA stands for Comprehensive Health and Medical Plan of the Veterans Administration. It provides health care for the spouse, dependents, or survivors of a veteran who has a total, permanent service-connected disability. Military health care refers to health care available to active duty personnel and their dependents; in addition, the VA provides medical assistance to veterans of the Armed Forces, particularly those with service-connected ailments.

QHI06 Private health insurance can be obtained through work, such as through an employer, union, or professional association or by paying premiums directly to a health insurance company.

(Are you/Is SAMPLE MEMBER) currently covered by private health insurance?

- 1 YES
- 2 NO
- DK/REF

INTERVIEWER NOTE:

Private health insurance refers to any type of health insurance other than Medicare, Medicaid and coverage provided to military personnel and their dependents. It includes coverage by a health maintenance organization (HMO), fee for service plans and single service plans.

QHI07 [IF QHI06 = 1] (Was your/SAMPLE MEMBER'S) private health insurance obtained through work, such as through an employer, union, or professional association?

- 1 YES
- 2 NO
- DK/REF

INTERVIEWER NOTE:

This health insurance could be obtained through any family member's employment, not just the respondent's employment.

QHI08 [IF QHI06 = 1] Does (your/SAMPLE MEMBER'S) private health insurance include coverage for treatment for any of the following conditions?

Alcohol abuse or alcoholism?

- 1 YES
- 2 NO
- DK/REF

QHI09 [IF QHI06 = 1] Drug abuse?

- 1 YES
- 2 NO
- DK/REF

QHI10 [IF QHI06 = 1] Mental or emotional problems?

- 1 YES
- 2 NO
- DK/REF

QHI11 [IF QHI01 = 2 AND QHI02 = 2 AND QHI03 = 2 AND QHI06 = 2 AND (IF CURNTAGE = 12 - 17: QHI02a = 2)] (Are you/Is SAMPLE MEMBER) currently covered by any kind of health insurance, that is any policy or program that provides or pays for medical care?

- 1 YES
- 2 NO
- DK/REF

QHI13 [IF QHI01 =1 OR QHI02 =1 OR QHI03=1 OR QH106 = 1 OR QHI11 = 1] During the past 12 months, was there any time when (you/SAMPLE MEMBER) did not have any kind of health insurance or coverage?

- 1 YES
- 2 NO
- DK/REF

QHI14 [IF QHI13 = 1] During the past 12 months, about how many months were (you/SAMPLE MEMBER) without any kind of health insurance or coverage?

OF MONTHS: _____ [RANGE: 1 - 12]
DK/REF

INTERVIEWER NOTE:

If the respondent reports less than one month, enter a "1".

QHI15 [IF QHI01 AND QHI02 AND QHI03 = 2 AND QHI06 = 2 AND QHI11 = 2] About how long has it been since (you/SAMPLE MEMBER) last had any kind of health care coverage?

- 1 WITHIN THE PAST 6 MONTHS
- 2 MORE THAN 6 MONTHS AGO, BUT WITHIN THE PAST YEAR
- 3 MORE THAN 1 YEAR AGO, BUT WITHIN THE PAST 3 YEARS
- 4 MORE THAN 3 YEARS AGO
- 5 NEVER HAD COVERAGE
- DK/REF

QHI17 [IF QHI15 = 1 - 4 OR DK/REF] HAND R SHOWCARD 14. Which of the reasons on this card is the main reason why (you/SAMPLE MEMBER) stopped being covered by health insurance?

QHI18 [IF QHI15 = 5] HAND R SHOWCARD 15. Which of the reasons on this card describe why (you/SAMPLE MEMBER) have never had health insurance coverage?

TO SELECT MORE THAN ONE CATEGORY, PRESS THE SPACE BAR BETWEEN EACH CATEGORY YOU SELECT.

INTROINC [IF QD49 = 1] These next questions are about the kinds and amounts of income that you receive.

These questions refer to the calendar year [CURRENT YEAR - 1] rather than to the past 12 months that were referred to in some earlier questions. The calendar year [CURRENT YEAR - 1] would be from January 1st, [CURRENT YEAR - 1], through December 31st, [CURRENT YEAR - 1]

[IF FAMILY = GRID] These next questions are about the kinds and amounts of income that (you/SAMPLE MEMBER) and (your/SAMPLE MEMBER'S) READ RELATIONSHIP(S) SHOWN BELOW receive.

These questions refer to the calendar year [CURRENT YEAR - 1] rather than to the past 12 months that were referred to in some earlier questions. The calendar year [CURRENT YEAR - 1] would be from January 1st, [CURRENT YEAR - 1], through December 31st, [CURRENT YEAR - 1]

FAMILY MEMBERS:
(shown here)

QI01 In [CURRENT YEAR - 1], did (you/SAMPLE MEMBER) receive Social Security or Railroad Retirement payments? (Social Security checks are either automatically deposited in the bank or mailed to arrive on about the 3rd of every month. If mailed, they are sent in a gold envelope.)

- 1 YES
- 2 NO
- DK/REF

INTERVIEWER NOTE:

Social Security or Railroad Retirement payments are paid by the U.S. Government to persons who are retired, severely disabled, or are dependents or survivors of workers.

QI02 [IF FAMLY=GRID SHOW GRID ON SCREEN.] The next question is about the members of (your/SAMPLE MEMBER'S) family who live here — that is, (your/SAMPLE MEMBER'S) READ RELATIONSHIP(S) SHOWN BELOW.

[IF ONLY 1 PERSON IN GRID AND QP04=1] In [CURRENT YEAR - 1] In [CURRENT YEAR - 1], did you receive Social Security or Railroad retirement payments?

[IF ONLY 1 PERSON IN GRID AND [QP01 NE 1 OR QP04 NE 1] In [CURRENT YEAR - 1], did your READ RELATIONSHIP FROM GRID receive Social Security or Railroad retirement payments?

[IF MORE THAN 1 PERSON IN GRID] In [CURRENT YEAR - 1], did any of these family members receive Social Security or Railroad retirement payments?

1 YES
2 NO
DK/REF

INTERVIEWER NOTE:

Social Security or Railroad Retirement payments are paid by the U.S. Government to persons who are retired, severely disabled, or are dependents or survivors of workers.

QI03 In [CURRENT YEAR - 1], did (you/SAMPLE MEMBER) receive Supplemental Security Income or SSI?

(Federal SSI checks are either automatically deposited in the bank or mailed to arrive on the first of every month. If mailed, they are sent in a blue envelope.)

1 YES
2 NO
DK/REF

INTERVIEWER NOTE:

Supplemental Security Income or SSI is a program administered by the Social Security Administration that makes assistance payments to low income, aged, blind, and disabled persons. Some states also have their own SSI programs. Include these also if reported.

QI04A [IF FAMLY=GRID AND QI01 NE 1. SHOW GRID ON SCREEN.]

[IF ONLY 1 PERSON IN GRID AND QP04=1] In [CURRENT YEAR - 1], did you receive Supplemental Security Income or SSI?

[IF ONLY 1 PERSON IN GRID AND [QP01 NE 1 OR QP04 NE 1]] In [CURRENT YEAR - 1], did your (READ RELATIONSHIP SHOWN BELOW) receive Supplemental Security Income or SSI?

[IF MORE THAN ONE PERSON IN GRID] In [CURRENT YEAR - 1], did any of these same [# OF PEOPLE IN GRID] family members receive Supplemental Security Income or SSI? READ RELATIONSHIPS SHOWN BELOW AS NECESSARY.

1 YES
2 NO
DK/REF

INTERVIEWER NOTE:

Supplemental Security Income or SSI is a program administered by the Social Security Administration that makes assistance payments to low income, aged, blind, and disabled persons. Some states also have their own SSI programs. Include these also if reported.

QI04B [IF FAMILY=GRID AND QI01=1. SHOW GRID ON SCREEN.]The next question is about the members of (your/SAMPLE MEMBER'S) family who live here — that is, (your/SAMPLE MEMBER'S) READ RELATIONSHIP(S) SHOWN BELOW.

[IF ONLY 1 PERSON IN GRID AND QP04=1] In [CURRENT YEAR - 1], did you receive Supplemental Security Income or SSI?

[IF ONLY 1 PERSON IN GRID AND [QP01 NE 1 OR QP04 NE 1]] In [CURRENT YEAR - 1], did your READ RELATIONSHIP SHOWN BELOW receive Supplemental Security Income or SSI?

[IF MORE THAN 1 PERSON IN GRID] In [CURRENT YEAR - 1], did any of these family members receive Supplemental Security Income or SSI?

1 YES
2 NO
DK/REF

INTERVIEWER NOTE:

Supplemental Security Income or SSI is a program administered by the Social Security Administration that makes assistance payments to low income, aged, blind, and disabled persons. Some states also have their own SSI programs. Include these also if reported.

QI05 In [CURRENT YEAR - 1], did (you/SAMPLE MEMBER) receive income from wages or pay earned while working at a job or business?

1 YES
2 NO
DK/REF

QI06A [IF FAMILY=GRID AND [QI01 NE 1 OR QI03 NE 1]. SHOW GRID ON SCREEN.]

[IF ONLY 1 PERSON IN GRID AND QP04=1] In [CURRENT YEAR - 1], did you receive income from wages or pay earned while working at a job or business?

[IF ONLY 1 PERSON IN GRID AND [QP01 NE 1 OR QP04 NE 1]] In [CURRENT YEAR - 1], did your READ RELATIONSHIP SHOWN BELOW receive income from wages or pay earned while working at a job or business?

[IF MORE THAN 1 PERSON IN GRID] In [CURRENT YEAR - 1], did any of these same [# OF PEOPLE IN GRID] family members receive income from wages or pay earned while working at a job or business? READ RELATIONSHIPS SHOWN BELOW AS NECESSARY.

1 YES
2 NO
DK/REF

QI06B [IF FAMILY=GRID AND [QI01=1 AND QI03=1]. SHOW GRID ON SCREEN. The next question is about the members of (your/SAMPLE MEMBER'S) family who live here — that is, (your/SAMPLE MEMBER'S) READ RELATIONSHIP(S) SHOWN BELOW.

[IF ONLY 1 PERSON IN GRID AND QP04=1] In [CURRENT YEAR - 1], did you receive income from wages or pay earned while working at a job or business?

[IF ONLY 1 PERSON IN GRID AND [QP01 NE 1 OR QP04 NE 1]] In [CURRENT YEAR - 1], did your READ RELATIONSHIP FROM GRID receive income from wages or pay earned while working at a job or business?

[IF MORE THAN 1 PERSON IN GRID] In [CURRENT YEAR - 1], did any of these family members receive income from wages or pay earned while working at a job or business?

1 YES
2 NO
DK/REF

QI07A [IF FAMILY=GRID] In [CURRENT YEAR - 1], did (you/SAMPLE MEMBER) or anyone in (your/SAMPLE MEMBER'S) family living here receive food stamps?

- 1 YES
- 2 NO
- DK/REF

QI07B [IF NO OTHER FAMILY IN HOUSEHOLD] In [CURRENT YEAR - 1], did you receive food stamps?

- 1 YES
- 2 NO
- DK/REF

INTERVIEWER NOTE:

Food stamps are government-issued coupons that can be used to purchase food. Instead of coupons, some states issue a special card that can be used like a credit card to purchase food in grocery stores. The food stamp program is a joint federal-state program which is administered by State and Local governments.

QI08 At any time during [CURRENT YEAR - 1], even for one month, did (you/SAMPLE MEMBER) receive any cash assistance from a state or county welfare program such as [TANFFILL]?

- 1 YES
- 2 NO
- DK/REF

INTERVIEWER NOTE:

If the respondent volunteers receiving welfare payments from a program other than the one mentioned, or from another state, record a "yes" response. Do not probe for this information.

QI09A [IF FAMILY=GRID AND [QI01 NE 1 OR QI03 NE 1 OR QI05 NE 1]. SHOW GRID ON SCREEN.]

[IF ONLY 1 PERSON IN GRID AND QP04=1] At any time during [CURRENT YEAR - 1], even for one month, did you receive any cash assistance from a state or county welfare program such as [TANFFILL]?

[IF ONLY 1 PERSON IN GRID AND [QP01 NE 1 OR QP04 NE 1]] At any time during [CURRENT YEAR - 1], even for one month, did your READ RELATIONSHIP SHOWN BELOW receive any cash assistance from a state or county welfare program such as [TANFFILL]?

[IF MORE THAN 1 PERSON IN GRID] At any time during [CURRENT YEAR - 1], even for one month, did any of these same [# OF PEOPLE IN GRID] family members receive any cash assistance from a state or county welfare program such as [TANFFILL]? READ RELATIONSHIPS SHOWN BELOW AS NECESSARY.

- 1 YES
- 2 NO
- DK/REF

INTERVIEWER NOTE:

If the respondent volunteers receiving welfare payments from a program other than the one mentioned, or from another state, record a "yes" response. Do not probe for this information.

QI09B [IF FAMILY=GRID AND QI01=1 AND QI03=1 AND QI05 = 1. SHOW GRID ON SCREEN.]The next question is about the members of (your/SAMPLE MEMBER'S) family who live here — that is, (your/SAMPLE MEMBER'S) READ RELATIONSHIP(S) SHOWN BELOW.

[IF ONLY 1 PERSON IN GRID AND QP04=1] In [CURRENT YEAR - 1], did you receive any cash assistance from a state or county welfare program such as [TANFFILL]?

[IF ONLY 1 PERSON IN GRID AND [QP01 NE 1 OR QP04 NE 1]] In [CURRENT YEAR - 1], did your READ RELATIONSHIP SHOWN BELOW receive any cash assistance from a state or county welfare program such as [TANFFILL]?

[IF MORE THAN 1 PERSON IN GRID] In [CURRENT YEAR - 1], did any of these family members receive any cash assistance from a state or county welfare program such as [TANFFILL]?

- 1 YES
- 2 NO
- DK/REF

INTERVIEWER NOTE:

If the respondent volunteers receiving welfare payments from a program other than the one mentioned, or from another state, record a "yes" response. Do not probe for this information.

QI10 In [CURRENT YEAR - 1], because of low income, did (you/SAMPLE MEMBER) receive any other kind of welfare or public assistance, such as help with getting a job, placement in education or job training programs, or help with transportation, child care, or housing?

- 1 YES
- 2 NO
- DK/REF

INTERVIEWER NOTE:

Only non-monetary types of assistance should be included for this question.

QI11A [IF FAMILY=GRID AND [QI01 NE 1 OR QI03 NE 1 OR QI05 NE 1 OR QI08 NE 1]. SHOW GRID ON SCREEN.]

[IF ONLY 1 PERSON IN GRID AND QP04=1] In [CURRENT YEAR - 1], because of low income, did you receive any other kind of welfare or public assistance, such as help with getting a job, placement in education or job training programs, or help with transportation, child care, or housing?

[IF MORE THAN 1 PERSON IN GRID] In [CURRENT YEAR - 1], because of low income, did any of these same [# OF PEOPLE IN GRID] family members receive any other kind of welfare or public assistance, such as help with getting a job, placement in education or job training programs, or help with transportation, child care, or housing? READ RELATIONSHIPS SHOWN BELOW AS NECESSARY.

- 1 YES
- 2 NO
- DK/REF

INTERVIEWER NOTE:

Only non-monetary types of assistance should be included for this question.

QI11B [IF FAMILY=GRID AND QI01=1 AND QI03=1 AND QI05=1 AND QI08 = 1. SHOW GRID ON SCREEN.]The next question is about the members of your family who live here — that is, (your/SAMPLE MEMBER'S) READ RELATIONSHIP(S) SHOWN BELOW.

[IF ONLY 1 PERSON IN GRID AND QP04=1] In [CURRENT YEAR - 1], because of low income, did you receive any other kind of welfare or public assistance, such as help with getting a job, placement in education or job training programs, or help with transportation, child care, or housing?

[IF ONLY 1 PERSON IN GRID AND [QP01 NE 1 OR QP04 NE 1]] In [CURRENT YEAR - 1], because of low income, did your READ RELATIONSHIP SHOWN BELOW receive any other kind of welfare or public assistance, such as help with getting a job, placement in education or job training programs, or help with transportation, child care, or housing?

[IF MORE THAN 1 PERSON IN GRID] In [CURRENT YEAR - 1], because of low income, did any of these family members receive any other kind of welfare or public assistance, such as help with getting a job, placement in education or job training programs, or help with transportation, child care, or housing?

- 1 YES
- 2 NO
- DK/REF

INTERVIEWER NOTE:

Only non-monetary types of assistance should be included for this question.

QI12A [IF QI08=1 OR QI09A=1 OR QI09B=1 OR QI10=1 OR QI11a=1 OR QI11b = 1 AND (QI07a=2 OR QI07b=2)]
For how many months in [CURRENT YEAR - 1] did (you/SAMPLE MEMBER) or any other family member living here receive any type of welfare or public assistance?

OF MONTHS RECEIVED ASSISTANCE: _____ [RANGE: 1 - 12]
DK/REF

QI12B [IF QI08=1 OR QI09A=1 OR QI09B=1 OR QI10=1 OR QI11a=1 OR QI11b = 1 AND (QI07A = 1 OR QI07B=1)].
For how many months in [CURRENT YEAR - 1] did (you/SAMPLE MEMBER) or any other family member living here receive any type of welfare or public assistance, not including food stamps?

OF MONTHS RECEIVED ASSISTANCE: _____ [RANGE: 1 - 12]
DK/REF

QI13 In [CURRENT YEAR - 1], did (you/SAMPLE MEMBER) have money in any kind of savings or other bank account that earned interest or did (you/SAMPLE MEMBER) receive dividend income from stocks or mutual funds or income from rental property, royalties, estates, or trusts?

(Include money market funds, treasury notes, IRAs or certificates of deposit, interest earning checking accounts, bonds, or any other investments that earn interest.)

1 YES
2 NO
DK/REF

INTERVIEWER NOTE:

Dividends: Some people make investments by purchasing shares of stock in corporations. The corporation then distributes some of the profits to shareholders in the form of dividends. Mutual funds consist of investors who pool their money to purchase shares of stock. Rental Income: Income received from the rental of land, buildings, real estate, or from boarders after rental expenses are deducted. Royalties: The total cash from royalties less expenses. This income could come from mineral rights, patents, copyrights, or trademarks. Estates or Trusts: Include periodic payments from an estate or trust. Exclude lump-sum, one-time payments from these sources.

QI14A [IF FAMLY=GRID AND [QI01 NE 1 OR QI03 NE 1 OR QI05 NE 1 OR QI08 NE 1 OR QI10 NE 1]. SHOW GRID ON SCREEN.]

[IF ONLY 1 PERSON IN GRID AND QP04=1] In [CURRENT YEAR - 1], did you have money in any kind of savings or other bank account that earned interest or did you receive dividend income from stocks or mutual fund or income from rental property, royalties, estates, or trusts?

[IF ONLY 1 PERSON IN GRID AND [QP01 NE 1 OR QP04 NE 1]] In [CURRENT YEAR - 1], did your READ RELATIONSHIP SHOWN BELOW have money in any kind of savings or other bank account that earned interest or did he/she receive dividend income from stocks or mutual fund or income from rental property, royalties, estates, or trusts?

[IF MORE THAN 1 PERSON IN GRID] In [CURRENT YEAR - 1], did any of these same [# OF PEOPLE IN GRID] family members have money in any kind of savings or other bank account that earned interest or did he/she receive dividend income from stocks or mutual fund or income from rental property, royalties, estates, or trusts? READ RELATIONSHIPS SHOWN BELOW AS NECESSARY.

1 YES
2 NO
DK/REF

INTERVIEWER NOTE:

Dividends: Some people make investments by purchasing shares of stock in corporations. The corporation then distributes some of the profits to shareholders in the form of dividends. Mutual funds consist of investors who pool their money to purchase shares of stock. Rental Income: Income received from the rental of land, buildings, real estate, or from boarders after rental expenses are deducted. Royalties: The total cash from royalties less expenses. This income could come from mineral rights, patents, copyrights, or trademarks. Estates or Trusts: Include periodic payments from an estate or trust. Exclude lump-sum, one-time payments from these sources.

QI14B [IF FAMILY=GRID AND [QI01=1 AND QI03=1 AND QI05=1 AND QI08=1 AND QI10 = 1]. SHOW GRID ON SCREEN.] The next question is about the members of (your/(SAMPLE MEMBER'S)) family who live here — that is, (your/(SAMPLE MEMBER'S)) READ RELATIONSHIP(S) SHOWN BELOW.

[IF ONLY 1 PERSON IN GRID AND QP04=1] In [CURRENT YEAR - 1], did you have money in any kind of savings or other bank account that earned interest or did he/she receive dividend income from stocks or mutual fund or income from rental property, royalties, estates, or trusts?

[IF ONLY 1 PERSON IN GRID AND [QP01 NE 1 OR QP04 NE 1]] In [CURRENT YEAR - 1], did your READ RELATIONSHIP FROM BELOW have money in any kind of savings or other bank account that earned interest or did he/she receive dividend income from stocks or mutual fund or income from rental property, royalties, estates, or trusts?

[IF MORE THAN 1 PERSON IN GRID] In [CURRENT YEAR - 1], did any of these family members have money in any kind of savings or other bank account that earned interest or did they receive dividend income from stocks or mutual fund or income from rental property, royalties, estates, or trusts?

1 YES
2 NO
DK/REF

INTERVIEWER NOTE:

Dividends: Some people make investments by purchasing shares of stock in corporations. The corporation then distributes some of the profits to shareholders in the form of dividends. Mutual funds consist of investors who pool their money to purchase shares of stock. Rental Income: Income received from the rental of land, buildings, real estate, or from boarders after rental expenses are deducted. Royalties: The total cash from royalties less expenses. This income could come from mineral rights, patents, copyrights, or trademarks. Estates or Trusts: Include periodic payments from an estate or trust. Exclude lump-sum, one-time payments from these sources.

QI15 Child support is money paid by one parent to the other parent for the support of their child. In [CURRENT YEAR - 1], did (you/SAMPLE MEMBER) receive any child support payments for a child (you are/SAMPLE MEMBER is) raising?

1 YES
2 NO
DK/REF

INTERVIEWER NOTE:

In some cases, child support may be paid through a welfare agency or a court. We are only interested in whether the respondent received child support payments. We are not collecting information about any child support payments the respondent pays out to other individuals.

QI16A [IF FAMILY=GRID AND [QI01 NE 1 OR QI03 NE 1 OR QI05 NE 1 OR QI08 NE1 OR QI10 NE 1 OR QI13 NE 1]. SHOW GRID ON SCREEN.]

[IF ONLY 1 PERSON IN GRID AND QP04=1] Child support is money paid by one parent to the other parent for the support of their child. In [CURRENT YEAR - 1], did you receive any child support payments for a child you are raising?

[IF ONLY 1 PERSON IN GRID AND [QP01 NE 1 OR QP04 NE 1]] Child support is money paid by one parent to the other parent for the support of their child. In [CURRENT YEAR - 1], did your READ RELATIONSHIP SHOWN BELOW receive any child support payments for a child (he/she) is raising?

[IF MORE THAN 1 PERSON IN GRID] Child support is money paid by one parent to the other parent for the support of their child. In [CURRENT YEAR - 1], did any of these same [# OF PEOPLE IN GRID] family members living here that I referred to earlier receive any child support payments for a child they are raising? READ RELATIONSHIPS SHOWN BELOW AS NECESSARY.

1 YES
2 NO
DK/REF

INTERVIEWER NOTE:

In some cases, child support may be paid through a welfare agency or a court. We are only interested in whether the respondent received child support payments. We are not collecting information about any child support payments the respondent pays out to other individuals.

QI16B [IF FAMILY=GRID AND [QI01=1 AND QI03=1 AND QI05=1 AND QI08=1 AND QI10=1 AND QI13 = 1]. SHOW GRID ON SCREEN.] The next question is about the members of (your/SAMPLE MEMBER'S) family who live here — that is, (your/SAMPLE MEMBER'S) READ RELATIONSHIP(S) FROM BELOW.

[IF ONLY 1 PERSON IN GRID AND QP04=1] In [CURRENT YEAR - 1], did you receive any child support payments for a child you are raising?

[IF ONLY 1 PERSON IN GRID AND [QP01 NE 1 OR QP04 NE 1] In [CURRENT YEAR - 1], did your READ RELATIONSHIP SHOWN BELOW receive any child support payments for a child (he/she) is raising?

[IF MORE THAN 1 PERSON IN GRID] In [CURRENT YEAR - 1], did any of these family members receive any child support payments for a child they are raising?

1 YES
2 NO
DK/REF

INTERVIEWER NOTE:

In some cases, child support may be paid through a welfare agency or a court. We are only interested in whether the respondent received child support payments. We are not collecting information about any child support payments the respondent pays out to other individuals.

QI17 In [CURRENT YEAR - 1] did (you/SAMPLE MEMBER) receive income from any other sources, such as Veterans Administration payments, worker's or unemployment compensation, alimony, other disability, retirement or survivor pension (other than Social security or Railroad Retirement)?

Do not include lump sum payments, such as money from an inheritance or the sale of a home.

1 YES
2 NO
DK/REF

INTERVIEWER NOTE:

Alimony: Money received periodically from a former spouse following a divorce or separation.

QI18A [IF FAMILY=GRID AND [QI01 NE 1 OR QI03 NE 1 OR QI05 NE 1 OR QI08 NE1 OR QI10 NE 1 OR QI13 NE 1 OR QI15 NE1]. SHOW GRID ON SCREEN.]

[IF ONLY 1 PERSON IN GRID AND QP04 = 1] In [CURRENT YEAR - 1], did you receive income from any other sources, such as Veterans Administration payments, worker's or unemployment compensation, alimony, other disability, retirement or survivor pension (other than Social security or Railroad Retirement)?

[IF ONLY 1 PERSON IN GRID AND [QP01 NE 1 OR QP04 NE 1]] In [CURRENT YEAR - 1], did your READ RELATIONSHIP FROM BELOW receive income from any other sources, such as Veterans Administration payments, worker's or unemployment compensation, alimony, other disability, retirement or survivor pension (other than Social security or Railroad Retirement)?

[IF MORE THAN 1 PERSON IN GRID] In [CURRENT YEAR - 1], did any of these same [# OF PEOPLE IN GRID] family members living here that I referred to earlier receive income from any other sources, such as Veterans Administration payments, worker's or unemployment compensation, alimony, other disability, retirement or survivor pension (other than Social security or Railroad Retirement)? READ RELATIONSHIPS SHOWN BELOW AS NECESSARY.

Do not include lump sum payments, such as money from an inheritance or the sale of a home.

1 YES
2 NO
DK/REF

INTERVIEWER NOTE:

Alimony: Money received periodically from a former spouse following a divorce or separation.

QI18B [IF FAMILY=GRID AND [QI01=1 AND QI03=1 AND QI05=1 AND QI08=1 AND QI10=1 AND QI13=1 AND QI15=1]. [SHOW GRID ON SCREEN.] The next question is about the members of (your/SAMPLE MEMBER'S) family who live here — that is, (your/SAMPLE MEMBER'S) READ RELATIONSHIP(S) SHOWN BELOW.

[IF ONLY 1 PERSON IN GRID AND QP04=1] In [CURRENT YEAR - 1], did you receive income from any other sources, such as Veterans Administration payments, worker's or unemployment compensation, alimony, other disability, retirement or survivor pension (other than Social security or Railroad Retirement)?

[IF ONLY 1 PERSON IN GRID AND [QP01 NE 1 OR QP04 NE 1]] In [CURRENT YEAR - 1], did your READ RELATIONSHIP SHOWN BELOW receive income from any other sources, such as Veterans Administration payments, worker's or unemployment compensation, alimony, other disability, retirement or survivor pension (other than Social security or Railroad Retirement)?

[IF MORE THAN 1 PERSON IN GRID] In [CURRENT YEAR - 1], did any of these family members receive income from any other sources, such as Veterans Administration payments, worker's or unemployment compensation, alimony, other disability, retirement or survivor pension (other than Social security or Railroad Retirement)?

Do not include lump sum payments, such as money from an inheritance or the sale of a home.

- 1 YES
- 2 NO
- DK/REF

INTERVIEWER NOTE:

Alimony: Money received periodically from a former spouse following a divorce or separation.

INTROTIN The next two questions are about (your/SAMPLE MEMBER'S) total personal income from all sources during [CURRENT YEAR - 1] before taxes and other deductions.

Please include money from INCFILLP1, INCFILLP2, INCFILLP3, and INCFILLP UNTIL ALL INCFILLPS INSERTED that we just talked about.

PRESS [ENTER] TO CONTINUE.

QI20 Before taxes and other deductions, was (your/SAMPLE MEMBER'S) total personal income during [CURRENT YEAR - 1] more or less than 20,000 dollars?

(Income data are important in analyzing the health information we collect. For example, the information helps us to learn whether persons in one income group use certain types of medical care services or have conditions more or less often than those in another group.)

- 1 \$20,000 OR MORE
- 2 LESS THAN \$20,000
- DK/REF

INTERVIEWER NOTE:

Do not include money received from loans or tax refunds.

HAND18a [IF QI20=2] HAND R SHOWCARD 16.

PRESS [ENTER] TO CONTINUE.

INTROTPI [IF QI20 NE DK/REF] Of these income groups, which category best represents (your/SAMPLE MEMBER'S) total personal income during [CURRENT YEAR - 1]?

(Include the INCFILLP1, INCFILLP2, INCFILLP3, and INCFILLP UNTIL ALL INCFILLPS INSERTED that we just talked about.)

(Income data are important in analyzing the health information we collect. For example, the information helps us to learn whether persons in one income group use certain types of medical care services or have conditions more or less often than those in another group.)

PRESS [ENTER] TO CONTINUE.

QI21A [IF QI20=2] ENTER NUMBER THAT BEST REPRESENTS (R'S/SAMPLE MEMBER'S TOTAL PERSONAL INCOME DURING [CURRENT YEAR - 1].

HAND18b [IF QI20=1] HAND R SHOWCARD 17.

PRESS [ENTER] TO CONTINUE.

QI21B [IF QI20=1] ENTER NUMBER THAT BEST REPRESENTS (R'S/SAMPLE MEMBER'S) TOTAL PERSONAL INCOME DURING [CURRENT YEAR - 1].

INTROFI1 [SHOW GRID ON SCREEN] The next two questions are about the total family income from all sources during [CURRENT YEAR - 1] before taxes and other deductions. We would like you to combine everyone's income — that is, (yours and your READ RELATIONSHIPS FROM BELOW/SAMPLE MEMBER'S AND SAMPLE MEMBER'S READ RELATIONSHIPS IN GRID). Please include the INCFILLF1, INCFILLF2, INCFILLF3, and INCFILLF UNTIL ALL INCFILLPF INSERTED that we just talked about.

QI22 Before taxes and other deductions, was the total combined family income during [CURRENT YEAR - 1] more or less than 20,000 dollars?

(Income data are important in analyzing the health information we collect. For example, the information helps us to learn whether persons in one income group use certain types of medical care services or have conditions more or less often than those in another group.)

- 1 \$20,000 OR MORE
- 2 LESS THAN \$20,000

DK/REF

INTERVIEWER NOTE:

Do not include money received from loans or tax refunds.

HAND19a [IF QI22=2] HAND R SHOWCARD 16.

PRESS [ENTER] TO CONTINUE.

HAND19b [IF QI22=1] HAND R SHOWCARD 17.

PRESS [ENTER] TO CONTINUE.

INTROFI2 [IF QI22 = 2. SHOW GRID ON SCREEN] Of these income groups, which category best represents (your/SAMPLE MEMBER'S) total combined family income during [CURRENT YEAR - 1]-- that is, (yours and your READ RELATIONSHIPS SHOWN BELOW/SAMPLE MEMBER'S AND SAMPLE MEMBER'S READ RELATIONSHIPS SHOWN BELOW)?

(Include the INCFILLF1, INCFILLF2, INCFILLF3, and INCFILLF UNTIL ALL INCFILLFS INSERTED that we just talked about.)

(Income data are important in analyzing the health information we collect. For example, the information helps us to learn whether persons in one income group use certain types of medical care services or have conditions more or less often than those in another group.)

PRESS [ENTER] TO CONTINUE.

INTROFI3 [IF QI22 = 1. SHOW GRID ON SCREEN] Of these income groups, which category best represents (your/SAMPLE MEMBER'S) total combined family income during [CURRENT YEAR - 1]-- that is, (yours and your READ RELATIONSHIPS SHOWN BELOW/SAMPLE MEMBER'S AND SAMPLE MEMBER'S READ RELATIONSHIPS SHOWN BELOW)?

(Include the INCFILLF1, INCFILLF2, INCFILLF3, and INCFILLF UNTIL ALL INCFILLFS INSERTED that we just talked about.)

(Income data are important in analyzing the health information we collect. For example, the information helps us to learn whether persons in one income group use certain types of medical care services or have conditions more or less often than those in another group.)

PRESS [ENTER] TO CONTINUE.

QI23A [IF QI22=2] ENTER NUMBER THAT BEST REPRESENTS THE TOTAL COMBINED FAMILY INCOME IN [CURRENT YEAR - 1].

QI23B [IF QI22=1] ENTER NUMBER THAT BEST REPRESENTS THE TOTAL COMBINED FAMILY INCOME IN [CURRENT YEAR - 1].

QI24 The last question has to do with telephones in your household. How many different telephone numbers do you have in this household? Please don't include cellular phones in your answer. Also, don't count business numbers or extensions with the same number.

OF TELEPHONE NUMBERS: _____ [RANGE: 0 - 20]
DK/REF

THANKR THANK R.

BE SURE YOU HAVE YOUR SHOWCARD BOOKLET.

PRESS [ENTER] TO CONTINUE.

VERID ENTER THE VERIFICATION ID FROM THE VERIFICATION FORM FOR THIS INTERVIEW.

CASEID ENTER THE CASE ID FOR THIS INTERVIEW.

BE SURE TO INCLUDE A OR B AT THE END OF THE CASE ID.

TOALLR3 It is important that I do my job correctly; therefore, my supervisors will be checking on my work. Would you help me by printing your home telephone number and address as well as the current date and time on this form? Then place it in the postage-paid envelope so that my supervisor can write or call you in several weeks to confirm that I did my job. As you can see, this is kept separate from your answers so they will still be completely private. While you are completing the verification form, I will be finishing some questions to show that I did the interview. Let me know when you are finished.

Thank you very much for your help.

PRESS [ENTER] TO CONTINUE.

FIEXIT End of interview reached.

PRESS 1 TO EXIT.

Phase 2 Field Observation Conference Call Training Outline Agenda for Field Observers

- I. Introduction: The Purpose of Field Observations
 - A. Discovery and documentation
 - B. Determining which parts of screening/interviewing protocols may need improvement
 - C. Determining which procedures we need to emphasize more during FI training

- II. Significance of Field Observations
 - A. General importance
 - B. Accurate reporting

- III. The Role of the Field Observer
 - A. Neutrality
 - B. Standardized observations – the “gold standard interview”
 - C. Feedback process

- IV. Screening/Interviewing FO forms
 - A. Process in field
 - B. Explanation of sections
 - C. Process after the FO(s)

- V. Screening Checklist
 - A. Important Screening Procedures
 - B. Summary

- VI. Interviewing Checklist
 - A. Important Interviewing Procedures
 - B. Summary

- VII. Special Circumstances

- X. What Ifs
 - A. What if the FI tells the R that participation is mandatory?
 - B. What if the FI uses a ball point pen instead of a Newton pen?
 - C. What if the FI leaves without obtaining screening verification information?
 - D. What if the FI attempts to interview a minor without parental consent?
 - E. What if the Respondent asks the observer questions? Can an observer answer questions about the study?
 - F. Your What Ifs

Phase 2 Field Observation Conference Call Training Outline Agenda for Trainers

I. Introduction: The Purpose of Field Observations

- A. To discover and document what is actually happening in the field
- B. To determine which parts of screening/interviewing protocols need improvement
- C. To determine which procedures we need to emphasize during FI training

II. Significance of Field Observations

- A. Important, evident by large effort and cost
- B. Do not hesitate to document problems/mistakes that occur—they could be due to a lack of sufficient training

III. The Role of the Field Observer

- A. Neutral, unobtrusive observer: FI should answer respondent questions to the extent that he/she can. Neutral and general questions about SAMHSA, RTI, or the NHSDA can be answered by the observer if the FI does not know the answer, the FI's reply did not satisfy the respondent's inquiry, and the answer is general knowledge. Do not be obtrusive. Do not expand upon an FI's answer to a question even if you know more or feel that you could clarify an FI's answer to a question. Do not make any statements that are controversial or biasing to the respondent. Do not cringe, sigh, etc
- B. Standardized observations: it is our goal to have all observers judging interviews against a "gold standard interview." We will discuss procedures and protocols on this call to ensure that we all have a similar idea of a "gold standard interview"
- C. Feedback process: You should not provide feedback directly to the FI. If the FI asks you directly for feedback, you may say that you have taken some notes, you will be sending that information to RTI staff, and that the FI may receive more information later. This way we will be able to standardize the feedback given to FIs.

IV. Screening/Interviewing FO forms

- A. Take hard copies with you into the field. Complete the forms by hand while in the household conducting observations, using a clipboard or notebook.
- B. Parts of the form
 1. Top portion—general information about FI, segment
 2. Case IDs
 3. Procedures observed—checklist in order that procedures occur (designed to help the observer see if the FI missed a step).
 4. Summary Procedures—items that pertain to the overall process

5. Comments– record all comments in the comments section at the bottom of the form (not elsewhere). Use as much space as needed.

C. Complete form electronically and send it to the Field Observation Distribution List

V. Important Screening procedures - in chronological order

A. Displays ID Badge prominently when someone opens a household door; it's OK to not show the badge when in public areas (e.g., the foyer or hallway of a building)

B. On Newton "Identify SR" screen when reaches door

C. Used Newton Spanish screens only if bilingual-certified

D. Introduction: (work for RTI, sponsored by USPHS, do not work for the government)

1. FI Name
2. RTI
3. U.S. Public Health Service
4. Lead Letter

E. If R doesn't recall lead letter, FI offers one to R

F. Confirms that SR is an adult resident of SDU

G. Verifies that he/she is at the correct address

H. Gives Study Description (hands the lead letter (if needed) and study description–do not have to read the study description out loud.)

I. Reads Newton "Informed Consent" screen to R

J. Checks for missed DUs by reading the correct Newton screen verbatim

K. Asks all roster questions verbatim (be familiar with screens prior to going out in the field, so that you will know if they paraphrase, see Newton specs and Chap 6 in FI manual)

L. Records race based on R answer, not FI observation

M. Obtains all screening information directly from the SR (not by observation or a proxy)

N. Confirms accuracy and completeness of roster data with SR

O. Collects Verification information

P. Demonstrates importance of completing the interview by...

1. Expecting Cooperation
2. Presenting project information accurately
3. Gaining respondent trust/cooperation (building rapport)
4. Demonstrating flexibility
5. Following procedures/leaving appropriate info

Q. Makes attempt to begin interview right away

VI. Summary Screening procedures

- A. Is punctual and demonstrates preparation (organized, has looked at maps/segment, has a plan)
- B. Asks all questions verbatim during screening
- C. Demonstrates a thorough knowledge of study
- D. Delivered a courteous, straightforward presentation
- E. Maintained a calm, professional, respectful demeanor

VII. Important Interview procedures - in chronological order

- A. If IR not SR, explains purpose of study and visit thoroughly
- B. If IR is a minor, first obtains consent from parent
- C. If IR a minor, conducts interview only with parent in house
- D. Reads Intro to CAI from Showcard Booklet verbatim (appropriately parent/teen)
- E. Chooses a private location to conduct interview
- F. Sets up equipment efficiently and connects headphones (attempt to plug into wall outlet)
- G. If using battery power, has adequate charge on battery
- H. Explains headphone usage and offers headphones to respondent (FI should plug in headphones, regardless of whether the respondent wants to use them.)
- I. Asks initial (front-end CAPI) questions verbatim
- J. Explains function keys to respondent

- K. Conducts tutorial effectively (lets R do tutorial)
- L. Completes calendar with respondent accurately while reading CAI script (reads verbatim, circles 30 day and 1 year reference dates, highlights time periods, fills in middle portion with dates)
- M. Keeps ACASI portion private (does not read ACASI), but remains attentive
- N. Presents Showcards when prompted (R must ask for pillcards, FI should always use Showcards). Although the FI should not offer for the respondent to look at the CAPI screens, the FI need not prevent the respondent from doing so if the respondent takes the initiative. However, even if the respondent is looking at the CAPI screens, the FI should present the Showcards to the respondent as prompted by the CAPI questions.
- O. Asks demographic (back-end CAPI) questions verbatim—does not paraphrase or fill info that he/she remembers. Although the FI should not offer for the respondent to look at the CAPI screens, the FI need not prevent the respondent from doing so if the respondent takes the initiative. However, even if the respondent is looking at the CAPI screens, the FI should present the Showcards to the respondent as prompted by the CAPI questions.
- P. Listens to responses and probes appropriately
- Q. Collects Verification information properly –FI fills out bottom portion of Verification form before handing it to R.
- R. Instructs respondent to complete Verification Form and place it in the envelope.

VIII. Summary Interviewing procedures

- A. Is punctual and demonstrates preparation.
- B. Demonstrates a thorough knowledge of the study
- C. Maintains/handles laptop and equipment appropriately
- D. Keeps paper forms accessible
- E. Answers Respondent's questions competently
- F. Speaks in a clear voice
- G. Maintains a pace comfortable for the Respondent
- H. Is courteous and respectful of Respondent and surroundings
- I. Does not divulge R's confidential info to others

IX. Special circumstances

Use the comments section. If you are unsure whether something that occurred is an error or not, explain the situation in the comments section. If there was an unusual circumstance that did not allow the FI to carry out protocol exactly (parent refusing to leave the room) explain the situation in the comment section.

X. What Ifs

A. Rule of Thumb: The observer should step in and correct the FI if the he/she is making an error that violates the rights of the Respondent. The observer should not interrupt if the FI is making a procedural error that does not affect the Respondent's rights.

B. What if the FI tells the R that participation is mandatory? Observer should interfere

C. What if the FI uses a ball point pen instead of a Newton pen? After the screening, the observer should tell the FI to use a Newton pen.

D. What if the FI leaves without obtaining screening verification information? Observer should not interfere

E. What if the FI attempts to interview a minor without parental consent? Observer should interfere

F. What if the Respondent asks the observer questions? Can an observer answer questions about the study? (See III.A. above.)

F. The FOs' What Ifs

Appendix B

Phase 2 Field Observations Field Materials

Phase 2 Field Observations Observer Instructions

You should explain reasons for observations and the process to the FI in this way:

- Project managers are interested in observing real-life interviews with the intention of gaining a better understanding of the screening and interview process. Field observations will provide excellent feedback regarding what is needed to make improvements in interviewer training materials for new and veteran FIs.
- Before starting the interview, the FI must introduce you to the respondent and get the respondent's permission for you to observe the screening or interview.
- You should take specific notes regarding specific protocol issues and procedures. The FI should not be concerned about the specific comments or notes that you make.
- The FI should not try to involve you in the screening and interview process. If a respondent has questions, the FI should not look to you for the response. The FI should simply ignore you and proceed with the screening or interview. If the FI wants to discuss something with you after leaving the SDU, that is okay; but minimum exchange should occur between the FI and you while SDU members are present.
- The FI should attempt to answer any respondent questions to the extent that he/she can. You may answer neutral and general questions about SAMHSA, RTI, or the NHSDA if the FI does not know the answer, the FI's reply did not satisfy the respondent's inquiry, and the answer is general knowledge. Do not be obtrusive. Do not expand upon an FI's answer to a question even if you know more or feel that you could clarify an FI's answer to a question. Do not make any statements that are controversial or biasing to the respondent. Do not cringe, sigh, etc.
- You must adhere to the same confidentiality requirements as the FI. You must never discuss the specifics of any cases outside the project team.

For contacts with Screening Respondents, the FI will add the italicized text below to the Newton Intro Screen:

“Hello, my name is _____ *and this is [NAME OF RTI OR SAMHSA OBSERVER]* from *[RESEARCH TRIANGLE INSTITUTE IN NORTH CAROLINA/US PUBLIC HEALTH SERVICE]*. We are in your neighborhood conducting a nationwide study sponsored by the U.S. Public Health Service....”

IF NECESSARY: FI can explain more about why the observer is there using information scripted for interview contacts below.

For contacts with Interview Respondents, the FI will do the following:

- FI introduces self.
- FI says: "I'd like to introduce you to *[NAME OF RTI OR SAMHSA OBSERVER]*. As a part of the project's quality control procedures, he/she will be observing my work today."
- "He/she will NOT be observing your specific responses to the interview questions. He/she is only interested in observing the overall interviewing process. He/she has signed the same Confidentiality Pledge that I have signed, assuring you that both of us will keep your information private."
- "Is it OK with you for him/her to observe your interview today?"

If YES (R agrees to allow the observer to observe): FI reads Intro to CAI script

If NO (R does not agree to allow the observer to observe): FI will excuse the observer and proceed with the interview administration solo.

FEEDBACK PROCESS: You should complete the Screening Observation Form(s) and/or Interviewing Observation Form(s) in hard copy using a clipboard or hard binder while at the household observing a screening. Later that day or the next day complete the form(s) electronically and send as an e-mail attachment(s) to the [NHSDA] Field Observations Outlook distribution list (Katie Vatalaro [vatalaro@rti.org], Jim Brantley [brantley@rti.org], Julie Stivers [julie@rti.org], Tom Virag [tgv@rti.org], and David Cunningham [dbc@rti.org]). You should not give any specific feedback to the FI unless you are the managing FS, RS, or RD; even still, you should provide feedback only at the end of your observation trip with the FI. If you are not the managing FS, RS, or RD and the FI asks you for feedback, you should say that you have taken some notes, you will be sending that information to RTI staff, and that the FI will receive more information from his/her FS later.

Phase 2 Field Observations FI Instructions

- Welcome to the Field Observation component of the 2001 NHSDA. During a scheduled time, an RTI or SAMHSA staff member will observe you while you are conducting screenings and/or interviews. The goal of these field observations is to gain a better understanding of the screening and interview process. By viewing real-life interviews, field observers will be able to provide feedback that will help improve our training materials for both new and veteran FIs.
- The observer will be taking notes regarding specific protocol issues and procedures. Do not be concerned about the specific comments or notes that the observer makes.
- Before starting an interview, you must introduce the observer to the respondent and get the respondent's permission for the observer to observe the interview.
- Do not try to involve the observer in the screening and interview process. If a respondent has questions, you should not look to the observer for the response. You should simply ignore the observer and proceed with the screening or interview. If you would like to discuss something with the observer after leaving the SDU, that is okay; but minimum exchange should occur between you and the observer while SDU members are present.

Introducing the Field Observer during a Screening:

“Hello, my name is _____ and this is [NAME OF RTI OR SAMHSA OBSERVER] from [RESEARCH TRIANGLE INSTITUTE IN NORTH CAROLINA/US PUBLIC HEALTH SERVICE]. We are in your neighborhood conducting a nationwide study sponsored by the U.S. Public Health Service....”

IF NECESSARY: You can explain more about why the observer is there using information scripted for interview contacts below.

Introducing the Field Observer during an Interview:

- FI introduces self.
- FI says: "I'd like to introduce you to [NAME OF RTI/SAMHSA OBSERVER]. As a part of the project's quality control procedures, he/she will be observing my work today.”
- “He/she will not be observing your specific responses to the interview questions. He/she is only interested in observing the overall interviewing process. He/she has signed the same Confidentiality Pledge that I have signed, assuring you that both of us will keep your information private.”

- “Is it OK with you for him/her to observe your interview today?”

If YES (R agrees to allow the observer to observe): Reads Intro to CAI script

If NO (R does not agree to allow the observer to observe): FI will excuse the observer and proceed with the interview administration solo.

Phase 2 Field Observations Questions and Answers

Question: Some FSs/RSs are going to be observing their own new FIs. Are they allowed to use this as a coaching tool and give the FI feedback?

Answer: The observers should give no feedback unless the FI falls under his/her project management. FSs, RSs, and RDs who provide feedback to their own FIs should not do so until the end of the observation trip. Observers must keep in mind the major objective of the FOs--to observe procedures as naturally as we can. Therefore, it is important to wait to correct errors and reinforce good procedures AFTER all observations are complete.

Question: FSs would like clarification about overtime. They are confused about whether FSs can charge overtime and to which project number.

Answer: FSs can charge overtime, but we would like them to work as efficiently as possible in all their project work (i.e., like they're supposed to do normally). The charge number for all FO work is 7190.360.001. Headway/RTI Survey Support will determine the total hours to all projects per FS and pay overtime as appropriate.

Question: There was a lot of confusion about staying out in the field for 8 hours, who has to, and when you don't.

Answer: We used 8 hours as an estimate of the maximum amount of time we expect an observer to stay in the field before observing a completed interview. If the observer has observed a full interview and there are no viable cases left to observe, the observer should end the trip. In general, the observation plans should not effect an FI's plans to work efficiently in the field. Observations should occur at the most productive times of day and days of the week. The FI should make decisions about when to work based on working cases efficiently, and the observer should accommodate the FI's schedule.

Question: Should the observer intervene if he/she realizes that the FI is at the wrong household?

Answer: The observer should intervene, but should note the error in the Comments Section of a Screening Observation Form completed for a 30, 31, or 32.

Question: Should observers complete a form for screenings that are completed but do not result in a 30, 31, or 32 (i.e. 10s, 26s)?

Answer: There is no need for a form for any screening cases other than 30, 31, or 32. If an observer notes an error related to a 10 or 26, etc. the observer should note the error in the Comments Section of a Screening Observation Form completed for a 30, 31, or 32.

Question: What should be considered the start and end time (for screenings and interviews)?

Answer: Start time for a screening is when initial contact occurs with a person in an SDU. Start time for an interview is when the FI begins discussing the interview with the interview respondent.

Question: Is it OK for an FI to "hold the name badge in their hand" (as opposed to wearing it)?

Answer: The badge should be worn when interacting with respondents. But if the FI is coming from a common area where he/she was not wearing the badge and is holding the badge up for a respondent to see at an SDU, then it is fine if the badge is still in the FI's hand. After showing the badge to the respondent, the FI should clip the badge to a visible spot on the clothing at least until the FI re-enters a common area.

Question: Should an observer interfere if the FI is repeatedly making a screening error, which would effect the number of interviews yielded that day (e.g., an FI repeatedly skips the military roster question in a military area and therefore repeatedly screens in military personnel)?

Answer: IF an FI skips the military question, the observer should not interfere. The observer should let the FI choose that listed respondent during the screening. [The military person would then be bumped out during the CAI.]

Question: Consider the situation where a parent answers back-end CAPI questions twice for two children's interviews. Does the FI have to read both sets of questions verbatim to the parent?

Answer: YES, the FI needs to ask the questions verbatim both times. We understand how this may seem awkward, but the reasoning for this is below:
Half of the back-end CAPI questions that the parent is answering will be different the second time --- as he/she is now answering the questions for a different child.
Even questions that pertain to the whole family may illicit a different answer the second time --- perhaps the parent remembers something that he/she did not remember the first time.

Question: If an FI has an interview appointment with a minor, and the parent has given permission for the FI to do the interview when they are not home, is it okay for an observer to come in the house as well? Does the observer need parental permission from the parent ahead of time for the observer?

Answer: NO, it is NOT OK for an observer to enter a house with a minor unless a parent has given explicit permission for that observer to do so. The FI must get parental permission before bringing an observer into the home. If that is not possible, the FI should do the interview without the observer present.

Question: Can the FIs ever look at the Screening/Interviewing Checklists?

Answer: FIs should NOT see either checklist before observations occur. If the observer is the managing FS, RS, or RD of that FI, the completed checklists can be shown to the FI but ONLY after the observation trip is complete. Their own FSs will provide other FIs with feedback at a later time. If disciplinary action results from something seen in an observation, we may consider sharing the form(s) or more specific information with the FI later. No FIs should be given a paper copy of the forms, blank or completed.

Question: Can managing FSs and RSs have information on which of their FIs are being observed?

Answer: Yes. The managing FSs and RSs should remain copied on e-mails regarding observation plans. The managing FS and RS should be made aware of the plans once they are finalized.

Question: What can managing FSs say to their FIs about the observations if the managing FS is not the FS doing the observation?

Answer: FSs and RSs should say to their own FIs the same general information they'll say to the FIs they're observing--with the additional comment that the observer is the one to ask about the specific plans for the observation of that FI.

Question: If an FI is going through the Newton roster questions for the 4th or 5th time with a respondent who has caught on with the questions, is the FI supposed to verify each roster answer as they enter it? For example, if a respondent answers, "my husband is 46 years old," is the FI supposed to verify, "is that 46 years old, on his last birthday?"

Answer: The FI should not repeatedly ask the roster questions to the point of alienating the respondent. This verification check can be taken care of at the end of each roster screen when the FI reads the scripted question to ensure that the correct information has been recorded.

Phase 2 Field Observations Screening Checklist

Directions: Please fill out one Screening Checklist for **each** completed screening case observed. Please mark using an X in the corresponding column below to indicate whether the procedure was correct, an error, or not applicable (N/A). Please explain all errors in the **Comments** section at the end. Please also explain any unusual circumstances and any procedures that an FI demonstrated extremely well. Please feel free to provide as much information as you feel is necessary. You should complete this form in hard copy using a clipboard or hard binder while at the household observing a screening. Later that day or the next day, complete this form electronically and send as an e-mail attachment to **[NHSDA] Field Observation Distribution List** (Katie Vatalaro [vatalaro@rti.org], Jim Brantley [brantley@rti.org], Julie Stivers [julie@rti.org], Tom Virag [tgv@rti.org], and David Cunningham [dbc@rti.org]). All of the cells below will expand automatically if you keep typing.

Date of Observation:			
Field Interviewer Name:			
FI Age/Sex/Race			
Observer Name:			
Observer Title (FS, RS, RD):			
Area Demographics (urban or non-urban):			
Respondents' Demographics (age/sex/race/ethnicity):			
City/State:			
FI ID:			
Time Started (<i>when initial contact occurs with a person in the SDU</i>):			
Time Ended (<i>when you and the FI leave the household after completing the screening or when FI initially begins discussing the IV with the IR</i>):			

Screening Case ID:

SCREENING PROCEDURES OBSERVED	CORRECT	ERROR	N/A
1. Displays ID Badge prominently			
2. On Newton "Identify SR" screen when reaches door			
3. Used Newton Spanish screens only if bilingual-certified			
4. Introduces himself/herself and includes:			
A. FI name			
B. RTI			
C. U.S. Public Health Service			
D. Lead Letter			
5. If R doesn't recall lead letter, FI offers one to R			
6. Confirms that SR is an adult resident of SDU			
7. Verifies that he/she is at the correct address			
8. Gives Study Description to respondent			
9. Reads Newton "Informed Consent" screen to R			
10. Checks for missed DUs by reading the correct Newton screen verbatim			
11. Asks all roster questions verbatim			
12. Records race based on R answer, not FI observation			
13. Obtains all screening information directly from the SR (not by observation or a proxy)			
14. Confirms accuracy & completeness of roster data w/ SR			
15. Collects verification information			
16. Demonstrates importance of completing the interview by:			
A. Expecting cooperation			
B. Presenting project information accurately			
C. Gaining respondent trust/cooperation			
D. Demonstrating flexibility			
E. Following procedures/leaving appropriate info			
17. Makes attempts to begin interview right away			

SUMMARY	CORRECT	ERROR	N/A
1. Is punctual and demonstrates preparation			
2. Asks all questions verbatim during screening			
3. Demonstrates a thorough knowledge of study			
4. Delivered a courteous, straightforward presentation			
5. Maintained a calm, professional, respectful demeanor			

Comments (please explain all errors, unusual circumstances, and any procedures demonstrated extremely well):

Phase 2 Field Observations Interviewing Checklist

Directions: Please fill out one Interviewing Checklist for **each** completed interview case observed. Please mark using an X in the corresponding column below to indicate whether the procedure was correct, an error, or not applicable (N/A). Please explain all errors in the **Comments** section at the end. Please also explain any unusual circumstances and any procedures that an FI demonstrated extremely well. Please feel free to provide as much information as you feel is necessary. You should complete this form in hard copy using a clipboard or hard binder while at the household observing a screening. Later that day or the next day complete this form electronically and send as an e-mail attachment to **[NHSDA] Field Observation Distribution List** (Katie Vatalaro [vatalaro@rti.org], Jim Brantley [brantley@rti.org], Julie Stivers [julie@rti.org], Tom Virag [tgv@rti.org], and David Cunningham [dbc@rti.org]). All of the cells below will expand automatically if you keep typing.

Date of Observation:			
Field Interviewer Name:			
FI Age/Sex/Race			
Observer Name:			
Observer Title (FS, RS, RD):			
Area Demographics (urban or non-urban):			
Respondents' Demographics (age/sex/race/ethnicity):			
City/State:			
FI ID:			
Time Started (<i>when FI initially begins discussing the IV with the IR</i>):			
Time Ended (<i>when you and the FI leave the household after completing the IV</i>):			

Interview Case ID (include A/B):

INTERVIEWING PROCEDURES OBSERVED	CORRECT	ERROR	N/A
1. If IR not SR, explains purpose of study and visit thoroughly			
2. If IR is a minor, first obtains consent from parent			
3. If IR a minor, conducts interview only with an adult in the house			
4. Reads Intro to CAI from Showcard Booklet verbatim to every IR			
5. Chooses a private location to conduct interview			
6. Sets up equipment efficiently and connects headphones			
7. If using battery power, has adequate charge on battery			
8. Explains headphone usage and offers headphones to R			
9. Asks initial (front-end CAPI) questions verbatim			
10. Completes calendar accurately with respondent while reading CAI script			
11. Explains function keys to respondent			
12. Conducts tutorial effectively			
13. Keeps ACASI portion private (does not read ACASI), but remains attentive			
14. Presents Showcards when prompted			
15. Asks demographic (back-end CAPI) questions verbatim			
16. Listens to responses and probes appropriately			
17. Collects Verification information properly			
18. Instructs respondent to complete verification form and place in envelope himself/herself			

SUMMARY	CORRECT	ERROR	N/A
1. Is punctual and demonstrates preparation			
2. Demonstrates a thorough knowledge of study			
3. Maintains/handles laptop and equipment appropriately			
4. Keeps paper forms accessible			
5. Answers Rs' questions competently			
6. Speaks in a clear voice			
7. Maintains a pace comfortable for the R			
8. Is courteous and respectful of R and surroundings			
9. Does not divulge R's confidential info to others			

Comments (please explain all errors, unusual circumstances and any procedures demonstrated extremely well):