SAMHDA

SUBSTANCE ABUSE & MENTAL HEALTH DATA ARCHIVE

National Survey on Drug Use and Health, 2012

United States Department of Health and Human Services. Substance Abuse and Mental Health Services Administration. Center for Behavioral Health Statistics and Quality

Screening Application Specifications

SAMHDA
is sponsored by

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2012 NATIONAL SURVEY ON DRUG USE AND HEALTH

SCREENING APPLICATION SPECIFICATIONS

Contract No. HHSS283201000003C
RTI Project No. 0212800

Authors:
Beth Riggsbee
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Project Director:
Tom Virag

Prepared for:

Substance Abuse and Mental Health Services Administration
Rockville, MD 20857

Prepared by:
RTI International

October 2011

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Table of Contents

Screening Application Updates i

Section **Page**

1. HU Screening 1-1
2. GQU Screening 2-1
3. HU Screening-Spanish 3-1
4. GQU Screening-Spanish 4-1
5. Select Case Screen Options 5-1
6. Record of Calls 6-1
7. Screening and Interview Refusal 7-1
8. Verification 8-1

2012 NATIONAL SURVEY ON DRUG USE AND HEALTH SCREENING APPLICATION UPDATES

The following updates have been made to the 2012 NSDUH Screening Application:

- No changes were made to the screening program other than updating dates.

2012 NSDUH Screening Application Specifications
Section 1
HU Screening

Document Format:

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

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

SDU CHARACTERISTIC

DU ADDRESS (LARGE FONT)

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

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

<u>Continue</u> [If at least one item selected, **CONTROLLED ACCESS TYPE**. If no items selected, **CONFLICT-** *You must provide a SDU Characteristic*, **Ok**, **SDU CHARACTERISTIC**]
<u>FIatWrongAddress</u> [**SELECT CASE**]

CONTROLLED ACCESS TYPE [IF SDU CHARACTERISTIC NE BLANK]

DU ADDRESS (LARGE FONT)

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

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

Continue [If at least one item selected, **STUDY INTRODUCTION**. If no items selected, **CONFLICT-** *You must provide a Controlled Access Type*, **Ok**, **CONTROLLED ACCESS TYPE**] [Physical Feature Data (SDU CHARACTERISTIC and CONTROLLED ACCESS TYPE) from this initial visit to the DU is saved and transmitted to RTI during next transmission, regardless of the outcome of the ROC (pending or final).]
FIatWrongAddress [**SELECT CASE**]

STUDY INTRODUCTION [IF CONTROLLED ACCESS TYPE NE BLANK]

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

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

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

Continue [**IDENTIFY SR**]

IDENTIFY SR [IF STUDY INTRODUCTION = CONTINUE]

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

IF NOT OBVIOUS:

And are you 18 or older?

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

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

ADDRESS VERIFICATION [IF IDENTIFY SR = SR AVAILABLE]

I just need to verify -- is this

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

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

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

TAP THE ITEM YOU NEED TO EDIT

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

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

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

GIVE PERSON STUDY DESCRIPTION AND SAY

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

Continue [**MISSED DUs**]

MISSED DUs [IF INFORMED CONSENT = CONTINUE]

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

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

Yes [**MISSED DU ADDRESS**]
[IF MISSED DU: **CANNOT ADD UNIT**
"YOU CANNOT ADD A MISSED DU
FROM A DU THAT HAS BEEN ADDED"
MISSED DUs]

No [**OCCUPANCY**]

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

APT/CONDO [**OCCUPANCY**]

MISSED DU ADDRESS [IF MISSED DUs = YES]

RECORD STREET ADDRESS OR DESCRIPTION OF UNIT

STREET
NUMBER:

STREET
NAME:

Update [**OCCUPANCY**]

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

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

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

Yes [**TOTAL SDU MEMBERS**]

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

TOTAL SDU MEMBERS [IF OCCUPANCY= YES]

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

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

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

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

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

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

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

Continue [**HOUSEHOLDER AGE**]

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

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

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

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

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

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

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

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

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

HOUSEHOLDER GENDER [IF SCREENING RESPONDENT NE BLANK FOR HOUSEHOLDER]

ASK ONLY IF NOT OBVIOUS
Is this person male or female?

Male
Female

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

HOUSEHOLDER HISPANIC [IF HOUSEHOLDER GENDER NE BLANK]

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

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

Yes
No

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

HOUSEHOLDER RACE [IF HOUSEHOLDER HISPANIC NE BLANK]

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

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

(CHECK ALL THAT APPLY)
[**HOUSEHOLDER MILITARY** OR IF HOUSEHOLDER AGE NE 17-65 **CONFIRM ROSTER**]
ChangeSR [**CHANGE SR:** DO YOU WANT TO CHANGE THE SR, IF No, **HOUSEHOLDER RACE**. IF Yes, **THIS PERSON**: IS THIS PERSON THE SR? IF Yes OR No, **CONFIRM CHANGE**: PLEASE CONFIRM RESPONSE. IS THIS PERSON THE SR? IF RESPONSE CHANGES, **CONFIRM CHANGE**: PLEASE CONFIRM RESPONSE. IS THIS PERSON THE SR? IF RESPONSE DOES NOT CHANGE AND = No, PERSON NE SCREENING RESPONDENT. IF RESPONSE DOES NOT CHANGE AND = Yes, PERSON = SCREENING RESPONDENT.]

HOUSEHOLDER MILITARY [IF HOUSEHOLDER RACE NE BLANK AND HOUSEHOLDER AGE = 17-65 AND SCREENING RESPONDENT = NO FOR THIS MEMBER]

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

Yes
No
Unknown
Refused

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

HOUSEHOLDER MILITARY [IF HOUSEHOLDER RACE NE BLANK AND HOUSEHOLDER AGE = 17-65 AND SCREENING RESPONDENT = YES FOR THIS MEMBER]

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

Yes
No
Refused

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

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

I have listed (a, IF SR: you as a) *(AGE)* year old *(GENDER)* householder. (She is/He is/IF SR: You are *(RACE)*, *(HISPANIC)*, and *(is/is not/IF SR: are/are not)* on active duty in the United States' military.

Is that correct?

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

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

READ TO RESPONDENT:

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

Continue [**AGE**]

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

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

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

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

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

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

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

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

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

Husband
Wife
Son (includes step)
Daughter (includes step)
Son-in-law/Daughter-in-law
Brother (includes step)
Sister (includes step)
Brother-in-law/Sister-in-law
Parent/Guardian (incl. step)
Parent-in-law (incl. step)
Aunt/Uncle
Nephew/Niece
Grandparent
Grandchild
Cousin
Ex-Spouse
Live-in Partner
Friend/Roommate
Tenant/Boarder/Exch Student
Other relative
Other Non-relative
Relationship Unspecified
[IF RELATION = HUSBAND, WIFE, SON, DAUGHTER, BROTHER OR SISTER **HISPANIC,** OTHERWISE **GENDER**]

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

GENDER [IF RELATION NE HUSBAND, WIFE, SON, DAUGHTER, BROTHER OR SISTER]

ASK ONLY IF NOT OBVIOUS

Is this person male or female?

Male
Female
Refused

[**HISPANIC**]

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

HISPANIC [IF GENDER NE BLANK]

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

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

Yes
No
Unknown
Refused

[**RACE**]

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

RACE [IF HISPANIC NE BLANK]

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

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

(CHECK ALL THAT APPLY)

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

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

MILITARY [IF RACE NE BLANK AND AGE 17-65 AND SCREENING RESPONDENT = NO FOR THIS MEMBER]

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

Yes
No
Unknown
Refused

[**CONFIRM ROSTER**]

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

MILITARY [IF HOUSEHOLDER RACE NE BLANK AND HOUSEHOLDER AGE = 17-65 AND SCREENING RESPONDENT = YES FOR THIS MEMBER]

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

Yes
No
Refused

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

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

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

Is that correct?

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

VERIFY ROSTER DATA [IF CONFIRM ROSTER = YES]

Rel *(Relationship)*
SR *(Y for Screening Respondent)*
A *(Age)*

[UPON TAPPING ON ANY ROSTER LINE, SHOW REMAINING COLUMNS]
G *(Gender: M, F, R)*
H *(Hispanic: Y, N, U, R)*
R *(Race: W, B, I, P, A, O)*
M *(Military: Y, N, U, R)*
E *(Eligibility: E, I)*

[IF CONFIRM ROSTER = YES AND MEMBERS 12 OR OLDER=1]

DO NOT READ TO RESPONDENT. WHEN READY, TAP CONTINUE TO MAKE SELECTION.

TO MAKE CORRECTIONS: TAP THE ROSTER LINE THAT YOU WANT TO EDIT, THEN TAP 'FUNCTIONS' AND 'EDIT.'

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

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

[READ AGES AND RELATIONSHIPS ROSTERED].

TO MAKE CORRECTIONS: TAP THE ROSTER LINE THAT YOU WANT TO EDIT, THEN TAP 'FUNCTIONS' AND 'EDIT.'

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

Continue [**START SELECTION**]

START SELECTION

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

Yes [**RESPONDENT SELECTION**]
No [**VERIFY ROSTER DATA**]

RESPONDENT SELECTION [START SELECTION = YES]

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

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

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

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

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2012 NSDUH Screening Application Specifications
Section 2
GQU Screening

Document Format:

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

SDU CHARACTERISTIC

DU ADDRESS (LARGE FONT)

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

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

<u>Continue</u> [If at least one item selected, **CONTROLLED ACCESS TYPE**. If no items selected, **CONFLICT-** *You must provide a SDU Characteristic*, **Ok**, **SDU CHARACTERISTIC**]

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

CONTROLLED ACCESS TYPE [IF SDU CHARACTERISTIC NE BLANK]

DU ADDRESS (LARGE FONT)

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

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

Continue [If at least one item selected, **STUDY INTRODUCTION**. If no items selected, **CONFLICT-** *You must provide a Controlled Access Type*, **Ok**, **CONTROLLED ACCESS TYPE**] [Physical Feature Data (SDU CHARACTERISTIC and CONTROLLED ACCESS TYPE) from this initial visit to the DU is saved and transmitted to RTI during next transmission, regardless of the outcome of the ROC (pending or final).]
FIatWrongAddress [**SELECT CASE**]

STUDY INTRODUCTION [IF CONTROLLED ACCESS TYPE NE BLANK]

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

You should have received a letter explaining the study.

Continue [**IDENTIFY SR**]

IDENTIFY SR [IF STUDY INTRODUCTION = CONTINUE]

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

IF NOT OBVIOUS:

And are you 18 or older?

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

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

ADDRESS VERIFICATION [IF IDENTIFY SR = SR AVAILABLE]

I just need to verify -- is this

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

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

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

TAP THE ITEM YOU NEED TO EDIT

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

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

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

GIVE PERSON STUDY DESCRIPTION AND SAY

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

Continue [**TRANSIENT**]

TRANSIENT [IF INFORMED CONSENT = CONTINUE]

INTERVIEWER: IS THIS GQU A TRANSIENT SHELTER?

Yes [UNIT TYPE]
No [OCCUPANCY]

UNIT TYPE [IF TRANSIENT = YES]

ARE THE LISTED UNIT…

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

OCCUPANCY [IF TRANSIENT = NO]

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

Yes [**TOTAL GQU MEMBERS**]

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

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

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

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

ENTER NUMBER 1-20 [**MEMBERS 12 OR OLDER**]

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

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

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

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

ENTER SUBSET OF TOTAL GQU MEMBERS **ROSTER # AGE**

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

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

Please tell me your age on your last birthday.

ENTER AGE [**ROSTER #1 NAME**]

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

What is your first name?

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

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

ASK ONLY IF NOT OBVIOUS

Is this person male or female?

Male
Female

[**ROSTER #1 HISPANIC**]

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

Are you of Hispanic, Latino or Spanish origin?

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

Yes
No

[**ROSTER #1 RACE**]

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

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

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

(CHECK ALL THAT APPLY)

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

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

Are you currently on active duty in the United States' military?

Yes
No
Refused

[**CONFIRM ROSTER**]

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

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

Is that correct?

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

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

READ TO RESPONDENT:

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

Continue [**AGE**]

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

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

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

ENTER AGE [**NAME**]

NAME [IF AGE NE BLANK]

What is this person's first name?

ENTER FIRST NAME [**GENDER**]

GENDER [IF NAME NE BLANK]

ASK ONLY IF NOT OBVIOUS

Is this person male or female?

Male
Female
Refused

[**HISPANIC**]

HISPANIC [IF GENDER NE BLANK]

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

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

Yes
No
Unknown
Refused

[**RACE**]

RACE [IF HISPANIC NE BLANK]

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

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

(CHECK ALL THAT APPLY)

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

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

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

Yes
No
Unknown
Refused

[**CONFIRM ROSTER**]

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

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

Is that correct?

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

VERIFY ROSTER DATA [IF CONFIRM ROSTER = YES]

Name *(First Name)*
SR *(Y for Screening Respondent)*
A *(Age)*

[UPON TAPPING ON ANY ROSTER LINE, SHOW REMAINING COLUMNS]
G *(Gender: M, F, R)*
H *(Hispanic: Y, N, U, R)*
R *(Race: W, B, I, P, A, O)*
M *(Military: Y, N, U, R)*
E *(Eligibility: E, I)*

[IF CONFIRM ROSTER = YES AND MEMBERS 12 OR OLDER=1]

DO NOT READ TO RESPONDENT. WHEN READY, TAP CONTINUE TO MAKE SELECTION.

TO MAKE CORRECTIONS: TAP THE ROSTER LINE THAT YOU WANT TO EDIT, THEN TAP 'FUNCTIONS' AND 'EDIT.'

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

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

[READ LIST OF OCCUPANTS' AGES AND NAMES].

TO MAKE CORRECTIONS: TAP THE ROSTER LINE THAT YOU WANT TO EDIT, THEN TAP 'FUNCTIONS' AND 'EDIT.'

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

Continue [**START SELECTION**]

START SELECTION

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

Yes [**RESPONDENT SELECTION**]
No [**VERIFY ROSTER DATA**]

RESPONDENT SELECTION [START SELECTION = YES]

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

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

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

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

2012 NSDUH Screening Application Specifications
Section 3
HU Screening - Spanish

Document Format:

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

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

SDU CHARACTERISTIC

DU ADDRESS (LARGE FONT)

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

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

<u>Continue</u> [If at least one item selected, **CONTROLLED ACCESS TYPE**. If no items selected, **CONFLICT-** *You must provide a SDU Characteristic*, **Ok**, **SDU CHARACTERISTIC**]
<u>FIatWrongAddress</u> [**SELECT CASE**]

CONTROLLED ACCESS TYPE [IF SDU CHARACTERISTIC NE BLANK]

DU ADDRESS (LARGE FONT)

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

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

Continue [If at least one item selected, **STUDY INTRODUCTION**. If no items selected, **CONFLICT-** *You must provide a Controlled Access Type*, **Ok**, **CONTROLLED ACCESS TYPE**] [Physical Feature Data (SDU CHARACTERISTIC and CONTROLLED ACCESS TYPE) from this initial visit to the DU is saved and transmitted to RTI during next transmission, regardless of the outcome of the ROC (pending or final).]
FIatWrongAddress [**SELECT CASE**]

STUDY INTRODUCTION [IF CONTROLLED ACCESS TYPE NE BLANK]

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

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

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

Continue [**IDENTIFY SR**]

IDENTIFY SR [IF STUDY INTRODUCTION = CONTINUE]

Primero, déjeme verificar: ¿vive usted aquí?

IF NOT OBVIOUS:

Y ¿tiene 18 años de edad o más?

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

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

ADDRESS VERIFICATION [IF IDENTIFY SR = SR AVAILABLE]

Solamente necesito confirmar que ésta es

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

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

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

TAP THE ITEM YOU NEED TO EDIT

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

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

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

GIVE PERSON STUDY DESCRIPTION AND SAY

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

Continue [**MISSED DUs**]

MISSED DUs [IF INFORMED CONSENT = CONTINUE]

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

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

Yes [**MISSED DU ADDRESS**]
[IF MISSED DU: **CANNOT ADD UNIT** "YOU CANNOT ADD A MISSED DU FROM A DU THAT HAS BEEN ADDED" **MISSED DUs**]

No [**OCCUPANCY**]

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

APT/CONDO [**OCCUPANCY**]

MISSED DU ADDRESS [IF MISSED DUs = YES]

RECORD STREET ADDRESS OR DESCRIPTION OF UNIT

STREET NUMBER:

STREET NAME:

Update [**OCCUPANCY**]

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

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

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

Yes [**TOTAL SDU MEMBERS**]

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

TOTAL SDU MEMBERS [IF OCCUPANCY= YES]

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

ENTER NUMBER 1-20 [**MEMBERS 12 OR OLDER**]

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

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

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

ENTER SUBSET OF TOTAL SDU MEMBERS [**ROSTER INTRO**]

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

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

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

Continue [**HOUSEHOLDER AGE**]

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

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

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

ENTER AGE [**SCREENING RESPONDENT**]

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

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

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

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

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

HOUSEHOLDER GENDER [IF SCREENING RESPONDENT NE BLANK FOR HOUSEHOLDER]

ASK ONLY IF NOT OBVIOUS

¿Es esta persona hombre o mujer?

Male
Female

[**HOUSEHOLDER HISPANIC**]

HOUSEHOLDER HISPANIC [IF HOUSEHOLDER GENDER NE BLANK]

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

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

Yes
No

[**HOUSEHOLD RACE**]

HOUSEHOLDER RACE [IF HOUSEHOLDER HISPANIC NE BLANK]

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

(CHECK ALL THAT APPLY)

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

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

HOUSEHOLDER MILITARY [IF HOUSEHOLDER RACE NE BLANK AND HOUSEHOLDER AGE = 17-65 AND SCREENING RESPONDENT = NO FOR THIS MEMBER]

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

Yes
No
Unknown
Refused

[**CONFIRM ROSTER**]

HOUSEHOLDER MILITARY [IF HOUSEHOLDER RACE NE BLANK AND HOUSEHOLDER AGE = 17-65 AND SCREENING RESPONDENT = YES FOR THIS MEMBER]

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

Yes
No
Refused

[**CONFIRM ROSTER**]

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

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

1. SCREENING RESPONDENT AGE 17- 65

ENGLISH:

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

SPANISH:

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

2. SCREENING RESPONDENT UNDER AGE 17 OR OVER AGE 65

ENGLISH:

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

SPANISH:

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

3. OTHER MEMBERS AGES 17- 65

ENGLISH:

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

SPANISH:

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

SPANISH GENDER/RELATIONSHIP DESCRIPTIONS:

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

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

ENGLISH:

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

SPANISH:

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

¿Es esto correcto?

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

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

READ TO RESPONDENT:

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

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

CONTINUE [**AGE**]

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

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

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

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

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

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

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

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

Husband
Wife
Son (includes step)
Daughter (includes step)
Son-in-law/Daughter-in-law
Brother (includes step)
Sister (includes step)
Brother-in-law/Sister-in-law
Parent/Guardian (incl. step)
Parent-in-law (incl. step)
Aunt/Uncle
Nephew/Niece
Grandparent
Grandchild
Cousin
Ex-Spouse
Live-in Partner
Friend/Roommate
Tenant/Boarder/Exch Student
Other relative
Other Non-relative
Relationship Unspecified

[IF RELATION = HUSBAND, WIFE, SON, DAUGHTER, BROTHER OR SISTER **HISPANIC,** OTHERWISE **GENDER**]

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

GENDER [IF RELATION NE HUSBAND, WIFE, SON, DAUGHTER, BROTHER OR SISTER]

ASK ONLY IF NOT OBVIOUS

¿Es esta persona hombre o mujer?

Male
Female
Refused

[**HISPANIC**]

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

HISPANIC [IF GENDER NE BLANK]

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

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

Yes
No
Unknown
Refused

[**RACE**]

RACE [IF HISPANIC NE BLANK]

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

(CHECK ALL THAT APPLY)

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

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

MILITARY [IF RACE NE BLANK AND AGE 17-65 AND SCREENING RESPONDENT = NO FOR THIS MEMBER]

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

Yes
No
Unknown
Refused

[**CONFIRM ROSTER**]

HOUSEHOLDER MILITARY [IF HOUSEHOLDER RACE NE BLANK AND HOUSEHOLDER AGE = 17-65 AND SCREENING RESPONDENT = YES FOR THIS MEMBER]

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

Yes
No
Refused

[**CONFIRM ROSTER**]

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

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

1. SCREENING RESPONDENT AGE 17- 65

ENGLISH:

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

SPANISH:

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

2. SCREENING RESPONDENT UNDER AGE 17 OR OVER AGE 65

ENGLISH:

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

SPANISH:

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

3. OTHER MEMBERS AGES 17- 65

ENGLISH:

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

SPANISH:

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

SPANISH GENDER/RELATIONSHIP DESCRIPTIONS:

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

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

ENGLISH:

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

SPANISH:

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

¿Es esto correcto?

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

VERIFY ROSTER DATA [IF CONFIRM ROSTER = YES]

Rel *(Relationship)*
SR *(Y for Screening Respondent)*
A *(Age)*

[UPON TAPPING ON ANY ROSTER LINE, SHOW **REMAINING COLUMNS**]
G *(Gender: M, F, R)*
H *(Hispanic: Y, N, U, R)*
R *(Race: W, B, I, P, A, O)*
M *(Military: Y, N, U, R)*
E *(Eligibility: E, I)*

[IF CONFIRM ROSTER = YES AND MEMBERS 12 OR OLDER=1]

DO NOT READ TO RESPONDENT. WHEN READY, TAP CONTINUE TO MAKE SELECTION.

TO MAKE CORRECTIONS: TAP THE ROSTER LINE THAT YOU WANT TO EDIT, THEN TAP 'FUNCTIONS' AND 'EDIT.'

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

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

[READ AGES AND RELATIONSHIPS ROSTERED].

TO MAKE CORRECTIONS: TAP THE ROSTER LINE THAT YOU WANT TO EDIT, THEN TAP 'FUNCTIONS' AND 'EDIT.'

Continue [**START SELECTION**]

START SELECTION

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

Yes [**RESPONDENT SELECTION**]
No [**VERIFY ROSTER DATA**]

RESPONDENT SELECTION [START SELECTION = YES]

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

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

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

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

2012 NSDUH Screening Application Specifications
Section 4
GQU Screening - Spanish

Document Format:

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

SDU CHARACTERISTIC

DU ADDRESS (LARGE FONT)

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

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

<u>Continue</u> [If at least one item selected, **CONTROLLED ACCESS TYPE**. If no items selected, **CONFLICT**- *You must provide a SDU Characteristic*, **Ok**, **SDU CHARACTERISTIC**]

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

CONTROLLED ACCESS TYPE [IF SDU CHARACTERISTIC NE BLANK]

DU ADDRESS (LARGE FONT)

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

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

Continue [If at least one item selected, **STUDY INTRODUCTION**. If no items selected, **CONFLICT-** *You must provide a Controlled Access Type*, **Ok**, **CONTROLLED ACCESS TYPE**] [Physical Feature Data (SDU CHARACTERISTIC and CONTROLLED ACCESS TYPE) from this initial visit to the DU is saved and transmitted to RTI during next transmission, regardless of the outcome of the ROC (pending or final).]
FIatWrongAddress [**SELECT CASE**]

STUDY INTRODUCTION [IF CONTROLLED ACCESS TYPE NE BLANK]

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

Usted ha de haber recibido una carta explicándole el estudio.

Continue [**IDENTIFY SR**]

IDENTIFY SR [IF STUDY INTRODUCTION = CONTINUE]

Primero, déjeme verificar: ¿vive usted aquí?

IF NOT OBVIOUS:

Y ¿tiene 18 años de edad o más?

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

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

ADDRESS VERIFICATION [IF IDENTIFY SR = SR AVAILABLE]

Solamente necesito confirmar que ésta es

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

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

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

TAP THE ITEM YOU NEED TO EDIT

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

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

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

GIVE PERSON STUDY DESCRIPTION AND SAY

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

Continue [**TRANSIENT**]

TRANSIENT [IF INFORMED CONSENT = CONTINUE]

INTERVIEWER: IS THIS GQU A TRANSIENT SHELTER?

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

UNIT TYPE [IF TRANSIENT = YES]

ARE THE LISTED UNIT…

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

OCCUPANCY [IF TRANSIENT = NO]

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

Yes [**TOTAL GQU MEMBERS**]

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

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

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

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

ENTER NUMBER 1-20 [**MEMBERS 12 OR OLDER**]

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

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

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

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

ENTER SUBSET OF TOTAL GQU MEMBERS **ROSTER # 1 AGE**

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

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

Por favor dígame su edad en su último cumpleaños.

ENTER AGE [**ROSTER #1 NAME**]

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

¿Cuál es su nombre *(sin apellido)*?

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

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

ASK ONLY IF NOT OBVIOUS

¿Es esta persona hombre o mujer?

Male
Female

[**ROSTER #1 HISPANIC**]

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

¿Es usted de origen hispano, latino o español?

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

Yes
No

[**ROSTER #1 RACE**]

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

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

(CHECK ALL THAT APPLY)

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

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

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

¿Está usted actualmente en servicio activo en las fuerzas armadas de los Estados Unidos?

Yes
No
Refused

[**CONFIRM ROSTER**]

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

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

1. ROSTER #1 AGE 17- 65

ENGLISH:

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

SPANISH:

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

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

ENGLISH:

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

SPANISH:

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

¿Es esto correcto?

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

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

READ TO RESPONDENT:

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

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

Continue [**AGE**]

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

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

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

ENTER AGE [**NAME**]

NAME [IF AGE NE BLANK]

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

ENTER FIRST NAME [**GENDER**]

GENDER [IF NAME NE BLANK]

ASK ONLY IF NOT OBVIOUS

¿Es esta persona hombre o mujer?

Male
Female
Refused

[**HISPANIC**]

HISPANIC [IF GENDER NE BLANK]

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

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

Yes
No
Unknown
Refused

[**RACE**]

RACE [IF HISPANIC NE BLANK]

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

(CHECK ALL THAT APPLY)

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

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

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

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

Yes
No
Unknown
Refused

[**CONFIRM ROSTER**]

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

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

1. OTHER MEMBERS AGES 17- 65

ENGLISH:

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

SPANISH:

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

SPANISH GENDER/RELATIONSHIP DESCRIPTIONS:

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

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

ENGLISH:

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

SPANISH:

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

¿Es esto correcto?

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

VERIFY ROSTER DATA [IF CONFIRM ROSTER = YES]

Name *(First Name)*
SR *(Y for Screening Respondent)*
A *(Age)*

[UPON TAPPING ROSTER LINE SHOW **REMAINING COLUMNS**:]
G *(Gender: M, F, R)*
H *(Hispanic: Y, N, U, R)*
R *(Race: W, B, I, P, A, O)*
M *(Military: Y, N, U, R)*
E *(Eligibility: E, I)*

[IF CONFIRM ROSTER = YES AND MEMBERS 12 OR OLDER=1]

DO NOT READ TO RESPONDENT. WHEN READY, TAP CONTINUE TO MAKE SELECTION.

TO MAKE CORRECTIONS: TAP THE ROSTER LINE THAT YOU WANT TO EDIT, THEN TAP 'FUNCTIONS' AND 'EDIT.'

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

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

[READ LIST OF OCCUPANTS' AGES AND NAMES].

TO MAKE CORRECTIONS: TAP THE ROSTER LINE THAT YOU WANT TO EDIT, THEN TAP 'FUNCTIONS' AND 'EDIT.'

Continue [**START SELECTION**]

START SELECTION

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

Yes [**RESPONDENT SELECTION**]
No [**VERIFY ROSTER DATA**]

RESPONDENT SELECTION [START SELECTION = YES]

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

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

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

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

2012 NSDUH Screening Application Specifications
Section 5
Select Case Screen Options

Document Format:

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

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

ACTIONS MENU [SELECT CASE, CASE ID, ACTIONS]

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

HOUSEHOLD ROSTER [IF RESPONDENT SELECTION = ROSTER]

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

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

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

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

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

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

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

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

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

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

[IF CASE NOT ON HOLD, **PLACE CASE ON HOLD:** "ARE YOU SURE YOU WANT TO PUT CASE *(CASEID)* ON HOLD?" IF No, **SELECT CASE** WITH CASE NOT ON HOLD. IF Yes, **CASE ON HOLD**: "CASE *(CASEID)* HAS BEEN PUT ON HOLD." OK, **SELECT CASE** WITH 'H' NEXT TO CASEID.]

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

ADMIN MENU [SELECT CASE, ADMIN]

Items on Admin Menu are administrative.

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

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

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

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

Done [**SELECT CASE**]

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

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

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

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

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

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

PTE SUMMARY

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

TAP ON A LINE TO SELECT IT AND VIEW ITS NOTES

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

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

ADD [**PT&E DATA**]

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

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

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

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

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

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

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

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

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

TAP ON A LINE TO SELECT IT AND VIEW ITS NOTES

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

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

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

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

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

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

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

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

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

TAP ON A LINE TO SELECT SEGMENT

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

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

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

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

IS THE UNIT THAT YOU ARE ATTEMPTING TO ADD

(Missed DU Street Address)

ALREADY ON THE HANDWRITTEN LIST OF DWELLING UNITS?

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

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

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

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

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

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

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

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

MDU-ADDRESS VERIFICATION

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

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

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

Update [IF ADDITIONAL MISSED DUs TO RECONCILE, **RECONCILE NEXT:** "THE ADDED DU HAS BEEN SUCCESFULLY RECONCILED. PLEASE ANSWER THE FOLLOWING
QUESTIONS TO RECONCILE THE NEXT MISSED DU." OK, **MDU-SEGMENT KIT CHECK** FOR NEXT MISSED DU]
[IF NO ADDITIONAL MISSED DUs TO RECONCILE, **SELECT CASE**]
Exit [**SELECT CASE**, WITH RECONCILIATION PENDING]

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

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

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

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

RESET IPAQ [SELECT CASE, ADMIN, RESET IPAQ]

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

UTILITIES [ON SELECT CASE SCREEN TAP ADMIN, UTILITIES]

DATABASE UTILITIES

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

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

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

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

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

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

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

Exit [**SELECT CASE**]

CALL DISTRIBUTION [SELECT CASE, ADMIN, CALL DISTRIBUTION]

This optional case management feature can be used to view past work patterns based on ROC data and to determine the times/days when contact has not been attempted at SDUs.

CALL DISTRIBUTION

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

SELECT A CASE OR SEGMENT (*Drop-down list of cases and segments that have associated ROC data entered. FI chooses desired selection criteria.)* [IF SELECT ALL CASES ROC INFORMATION ON ALL CASES IS DISPLAYED. IF SELECT AN INDIVIDUAL CASE, ONLY ROC DATA FROM THAT CASE DISPLAYED. IF SELECT AN INDIVIDUAL SEGMENT, ROC DATA FROM CASES WITHIN THAT SEGMENT ONLY IS DISPLAYED.]

SCREENING RECORDS ONLY (*Drop-down list of selection criteria to customize ROC data displayed.)* [IF SELECT ALL ROC TYPE RECORDS, ALL ROCS ENTERED DISPLAY. IF SELECT SCREENING RECORDS ONLY, ONLY SCREENING RECORDS DISPLAY. IF SELECT INTERIVEW A OR B RECORDS ONLY, ONLY INTERVIEW A AND B RECORDS DISPLAY. IF SELECT INTERVIEW A RECORDS ONLY, ONLY INTERVIEW A ROCS DISPLAY. IF SELECT INTERVIEW B RECORDS ONLY, ONLY INTERVIEW B ROCS DISPLAY. IF SELECT CHOOSE ROC CODE(S), A DROP DOWN LIST OF ALL ROC CODES APPEARS TO CHOOSE FROM.]

DATE RANGE (INCLUSIVE)

BEGIN DATE: [**SELECT A DATE**] *Calendar appears allowing beginning date selection to narrow down the ROC results ACCEPT chooses the date entered* [**CALL DISTRIBUTION**]*, CANCEL,* [**CALL DISTRIBUTION**].)

END DATE: [**SELECT A DATE**] *Calendar appears allowing beginning date selection to narrow down the ROC results ACCEPT chooses the date entered* **[CALL DISTRIBUTION**]*, CANCEL,* [**CALL DISTRIBUTION**].)

	6A-10A	10A-12P	12P-4P	4P-6P	6P-10P	10P-6A	All
Su	-	-	-	-	-	-	-
M	-	-	-	-	-	-	-
Tu	-	-	-	-	-	-	-
W	-	-	-	-	-	-	-
Th	-	-	-	-	-	-	-
F	-	-	-	-	-	-	-
Sa	-	-	-	-	-	-	-
All	-	-	-	-	-	-	-

<u>?</u> [**HELP – CALL DISTRIBUTION**] (*Information screen providing helpful instructions for proper use*.)

<u>Close</u> [**CALL DISTRIBUTION**]

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

<u>Refresh</u> (*Refreshes displayed data based on most recent selection criteria entered*.) [IF NO CASE SELECTED, “PLEASE SELECT A CASE OR SEGMENT FROM THE LIST THEN TAP “REFRESH”]

<u>OK</u> [**CALL DISTRIBUTION**]

<u>ROC</u> [IF CASE SELECTED, **RECORD OF CALLS**]

VIEW MENU [SELECT CASE, VIEW]

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

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

SORT MENU [SELECT CASE, SORT]

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

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

CAL [SELECT CASE, CAL]

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

APPOINTMENT-LIST

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

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

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

TAP ON A LINE TO SELECT AND VIEW IT

TIME: TYPE:
DUID:
DESC:

ADDR:
CREATED ON:

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

APPOINTMENT-NEW

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

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

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

Commit [CHECKS FOR COMPLETE DATA ENTRY, SAVES APPOINTMENT ENTRY, **APPOINTMENT- LIST**]
Cancel [**APPOINTMENT-LIST** WITHOUT SAVING APPOINTMENT ENTRY]

APPOINTMENT–EDIT [APPOINTMENT-LIST, EDIT]

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

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

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

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

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

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

QUIT [ON SELECT CASE SCREEN TAP QUIT] [**TODAY**]

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2012 NSDUH Screening Application Specifications
Section 6
Record of Calls

Document Format:

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

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

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

TAP ANY LINE TO DISPLAY ITS COMMENTS

Done [**SELECT CASE**]
Functions [ADD, EDIT, DELETE, VIEW COMMENTS, VIEW LETTERS (IF LETTERS REQUESTED), VIEW REFUSALS (IF CODE = 07, 17, 57, 58, 77, 78), VIEW OTHER SPECIFY (IF CODE = 09, 23)]
Ver [IF VERIFICATION INFORMATION AVAILABLE, **VERIFICATION**.]
[IF NO VERIFICATION INFORMATION AVAILABLE, **NO VERIFICATION INFORMATION**: "THERE IS NO VERIFICATION INFORMATION ON FILE." OK, **RECORD OF CALLS**]
Sels [**RESPONDENT SELECTION**]
Cal [**APPOINTMENT-LIST** -*FOR DETAILS SEE SECTION 5*]
CD [**CALL DISTRIBUTION** -*FOR DETAILS SEE SECTION 5*]

FUNCTIONS MENU [RECORD OF CALLS, FUNCTIONS]

Add [**CHOOSE ROC TYPE**]
Edit [IF ROC EVENT SELECTED, **SCREENING CALL RECORD**]
[IF NO ROC EVENT SELECTED, **SELECT RECORD**: "TO EDIT ANY RECORD, TAP ON IT. THEN TAP "Functions" AT THE BOTTOM OF THE SCREEN, THEN TAP "Edit." OK, **RECORD OF CALLS**]
Delete [IF UNTRANSMITTED, NON-SYSTEM-GENERATED ROC EVENT (NE 26, 30, 31, 32), DELETES EVENT, **RECORD OF CALLS**]
[IF TRANSMITTED, SYSTEM GENERATED ROC EVENT (26, 30, 31, 32), **RECORD TRANSMITTED**: "THIS ROC RECORD HAS BEEN TRANSMITTED OR IT WAS A SYSTEM GENERATED EVENT. YOU CANNOT DELETE IT." OK, **RECORD OF CALLS]**
[IF NO ROC EVENT SELECTED, **SELECT RECORD**: "TO DELETE ANY RECORD, TAP ON IT. THEN TAP "Functions" AT THE BOTTOM OF THE SCREEN, THEN TAP "Delete."" OK, **RECORD OF CALLS**]
View Comments [**ROC COMMENTS**]
Function to view all ROC event comments for an individual case.

ROC COMMENTS

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

Done [**RECORD OF CALLS**]

View Refusals [IF CODE 07, 17, 57, 58, 77, 78, **REFUSAL REPORT** -*FOR DETAILS SEE SECTION 7*]
View Other Specify [IF CODE 09, 23, **OTHER, SPECIFY**]
View Letters [IF LETTER SENT, **LETTERS**]

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

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

Done [**RECORD OF CALLS**]

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

WHICH TYPE OF CALL RECORD DO YOU WANT TO ENTER?

S [**SCREENING CALL RECORD**]
A [**INT. CALL RECORD-A]**
B [**INT. CALL RECORD-B**]
Cancel [**RECORD OF CALLS**]

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

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

COMMENTS: *(text entry)*

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

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

Commit [IF CODE = 32, **INTERVIEW EVENT**: "REMEMBER TO ENTER CALL RECORDS FOR INTERVIEWS A AND B." OK, **RECORD OF CALLS**.]
[IF CODE = 31, **INTERVIEW EVENT**: "REMEMBER TO ENTER INTERVIEW CALL RECORD FOR INTERVIEW A." OK, **RECORD OF CALLS**]
[IF CODE = 10, 13, 18, 26, OR 30, **VERIFICATION**]
[IF 07 OR 17, **REFUSAL REPORT** -*FOR DETAILS SEE SECTION 7*]
[IF 09 OR 23, **OTHER, SPECIFY**]
[IF 56 OR 76, **OTHER LANGUAGE**]
[IF 04, 14, 54 OR 74, **INCAPABLE, SPECIFY**]
Cancel [**ARE YOU SURE?**: "ARE YOU SURE YOU WANT TO CANCEL THIS CALL RECORD?" IF Yes, **SELECT CASE**. IF No, **SCREENING CALL RECORD**]

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

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

COMMENTS: *(text entry)*

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

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

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

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

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

CODE 09: OTHER SPECIFY CATEGORIES

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

Done [**RECORD OF CALLS**]

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

CODE 23: OTHER SPECIFY CATEGORIES

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

Done [**RECORD OF CALLS**]

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

CODE 59: OTHER SPECIFY CATEGORIES

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

Done [**RECORD OF CALLS**]

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

CODE 79: OTHER SPECIFY CATEGORIES

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

Done [**RECORD OF CALLS**]

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

OTHER LANGUAGE CATEGORIES
CHOOSE ONE

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

Done [**RECORD OF CALLS**]
Comments [**OTHER LANGUAGE SPECIFY**]

OTHER LANGUAGE SPECIFY [OTHER LANGUAGE = OTHER, SPECIFY]

SPECIFY OTHER LANGUAGE OR ENTER COMMENTS:

Done [**OTHER LANGUAGE**]

INCAPABLE, SPECIFY [SCREENING CALL RECORD = 04 OR 14, INTERVIEW A CALL RECORD OR INTERVIEW B CALL RECORD = 54 OR 74]

CODE [fill with 04 or 14 or 54 or 74]: INCAPABLE CATEGORIES

(CHOOSE ONE)

Physically Incapable
Mentally Incapable

Done [RECORD OF CALLS]

2012 NSDUH Screening Application Specifications
Section 7
Screening and Interview Refusal

Document Format:

- Screen names bolded
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- Fills designated by parentheses and italics
- Logic designated by brackets
- Text of instructional message boxes provided in bracketed logic
- Response categories underlined

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

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

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

REASON FOR REFUSAL (CHECK ONLY ONE)

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

<u>Done</u> [SAVES REASON FOR REFUSAL, **RECORD OF CALLS**]

<u>Comments</u> [**REFUSAL COMMENTS**]

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

COMMENTS: *(text entry)*

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

Screening and Interview Refusal Functions on ROC

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

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

REASON FOR REFUSAL (CHECK ONLY ONE)

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

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

Comments [**REFUSAL COMMENTS**]

2. View Refusal and Unable to Contact letter data:

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

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

Done [**RECORD OF CALLS**]

2012 NSDUH Screening Application Specifications
Section 8
Verification

Document Format:

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- Text of instructional message boxes provided in bracketed logic
- Response categories underlined

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

FIRST NAME: *(Screening Respondent's first name)*
Not Avail. Ref.

PHONE: *(Area code and phone number)*
Home Cell Work
Not Avail. Ref.

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

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

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

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