2005 NATIONAL SURVEY ON DRUG USE AND HEALTH

SCREENING APPLICATION SPECIFICATIONS

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

Authors:
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Beth Riggsbee
Tennyson Chen

Project Director:

Tom Virag

Prepared for:

Substance Abuse and Mental Health Services Administration
Rockville, MD 20857

Prepared by:
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Appendices

2005 NATIONAL SURVEY ON DRUG USE AND HEALTH SCREENING APPLICATION UPDATES

Text/Screen Updates

Controlled Access

- Renamed Controlled Access function to "Access Data" throughout the program.

- Added a column on the Access Data screen, titled 'S,' that displays the Screening Result Code for each case to prompt FIs to enter access data for all cases that have been visited.

- Type #2 updated from "Guard/Doorman/Staff/Manager" to "Guard/Door Person/Staff/Manager."

- Added Characteristic #10 – 'Empty Lot.'

- Added a 'View' function button at the bottom of the Access Data screen. Two options, 'Visited' and 'All' allow FIs to view all cases or just cases they have already visited (case with any pending or final Screening Result Code) but still may require access data entry.

- Fixed error on Access Data screen that occurred when the screen was first loaded and FI tapped 'Clear' with no case selected.

- Added a message box that displays if an FI begins to enter Access Data without a case selected, reminding the FI to select a case.

- Added a message box that displays if an FI attempts to enter Access Data for a case with Screening Result Code 00, confirming the FI has selected the correct case.

GQU

- Fixed program bug for the situation where the FI visits a non-transient room and there is only one eligible resident and the screening respondent is not the eligible resident. The Ineligible for Quarter question fill was updated from "you" to "this person."

- Fixed program bug when tapping the back arrow on the Total GQU Member screen when a transient unit was listed by room. Updated program so it returns to Unit Type screen instead of Occupancy screen.

- Updated informative message if you try to add a Missed DU to a GQU to gather information and call FS rather than call RTI.

Missed DU

- Updated error messages to be more specific if a street name or street address is blank on the Missed DU Address screen when adding a Missed DU.

Verification

- Revised screen so that if a telephone number was entered and then FI tapped "Refused" or "Not Available" the program would not automatically delete the telephone number without confirming the action with the FI.

Summary PTE Data

- Added a fake FS ID and FS Name as the default area so that any PTE data entered during training will not be attributed with a real FS area.

Technical Updates

- Updated the Remove Completed Cases Utility so that it also checks for complete Access Data entry before the program will remove the completed, transmitted case.

- Fixed bug on Verification function where 0.46% of cases codes 10, 13, 18, 22, 26, or 30 had missing verification data.

- Added a check for Bluetooth, the iPAQ's wireless technology, being active or on to reduce unnecessary battery drainage.

- Updated the reset process from the Admin menu so the iPAQ saves the database to the storage card when this reset is performed.

- Updated the transmission system so that in some rare dropped transmission scenarios, the partially received records are marked and the FI receives the remaining records during a subsequent transmission.

- Updated an Added DU error where an FI could enter 10 Missed DUs to a segment and discard some during reconciliation, but not enter additional added DUs (up to the 10 limit).

2005 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

STUDY INTRODUCTION

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 Arrow [**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 that you provide, and it states 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 Arrow [**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**]   No [**OCCUPANCY**]
    [IF MISSED DU: **CANNOT
    ADD UNIT** "YOU CANNOT
    ADD A MISSED DU FROM
    A DU THAT HAS BEEN ADDED"
    MISSED DUs]

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

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 <u>Yes</u>, **TOTAL SDU MEMBERS**. IF <u>No</u>, **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 <u>No</u>, **TOTAL SDU MEMBERS**. IF <u>Yes</u>, **ROSTER:** "IS THIS SCREENING RESPONDENT THE ONE ELIGIBLE RESIDENT OF THE DU?" IF <u>No</u>, **HOUSEHOLDER AGE** USING 'THIS PERSON' FILL. IF <u>Yes</u>, **HOUSEHOLDER AGE** USING 'YOUR' FILL.]

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

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 <u>No</u>, **MEMBERS 12 OR OLDER**. IF <u>Yes</u>, **ROSTER:** "IS THIS SCREENING RESPONDENT THE ONE ELIGIBLE RESIDENT OF THE DU?" IF <u>No</u>, **HOUSEHOLDER AGE** USING 'THIS PERSON' FILL. IF <u>Yes</u>, **HOUSEHOLDER AGE** USING 'YOUR' FILL.]

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 ARROW [**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**]

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

Is this person male or female?

Male
Female

[**HOUSEHOLDER HISPANIC**]

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**]

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?

(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]

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

Yes
No
Unknown
Refused

[**CONFIRM ROSTER**]

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

I have listed a *(AGE)* year old *(GENDER)* householder.   She is *(RACE)*, *(HISPANIC)*, and *(is/is not)* on active duty the 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 and who *(will live/lived)* here for most of the time during the months of *(CURRENT QUARTER)*. [IF MEMBERS 12 OR OLDER >2] Let's start with the oldest and work down to the youngest person 12 years or over.

CONTINUE ARROW [**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**]

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 = NO FOR THIS MEMBER] 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

[**GENDER**]

GENDER [IF RELATION NE BLANK]

ASK ONLY IF NOT OBVIOUS

Is this person male or female?

Male
Female
Refused

[**HISPANIC**]

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**]

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?

(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]

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

Yes
No
Unknown
Refused

[**CONFIRM ROSTER**]

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

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

Is that correct?

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

VERIFY ROSTER DATA [IF CONFIRM ROSTER = YES]

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

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

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

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

<u>CONTINUE ARROW</u> [**INELIGIBLE FOR QUARTER**]

INELIGIBLE FOR QUARTER [IF VERIFY ROSTER DATA = CONTINUE]

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

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

<u>Yes</u> [**ANOTHER ELIGIBLE MEMBER**]

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

ANOTHER ELIGIBLE MEMBER [IF INELIGIBLE NE BLANK]

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

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

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

<u>No</u> [**START SELECTION**]

START SELECTION [IF ANOTHER ELIGIBLE MEMBER NE BLANK]

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

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

HOUSEHOLD ROSTER

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

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

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

RESPONDENT SELECTION [START SELECTION = YES]

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

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

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

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

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2005 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

STUDY INTRODUCTION

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 Arrow [**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 that you provide, and it states 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 Arrow [**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 <u>No</u>,
                    MEMBERS 12 OR OLDER. IF <u>Yes</u> AND UNIT TYPE =
                    ROOMS **ROSTER # 1 AGE**. IF <u>Yes</u> AND TRANSIENT =
                    NO, **ROSTER:** IS THIS SCREENING RESPONDENT THE
                    ONE ELIGIBLE RESIDENT OF THE DU? IF <u>Yes</u>,
                    ROSTER #1 AGE USING 'YOUR' FILL. IF <u>No</u>, **ROSTER
                    #1 AGE** USING 'THIS PERSON' FILL].

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

Please tell me your age on your last birthday.

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?

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

[**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?

(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]

Are you currently on active duty in the military?

Yes
No
Unknown
Refused

[**CONFIRM ROSTER**]

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

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

Is that correct?

<u>Yes</u> [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**]
<u>No</u>   [**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 and who *(will live/lived)* in this room for most of the
time during the months of *(CURRENT QUARTER)*. [IF MEMBERS 12 OR OLDER >2]
Let's start with the oldest and work down to the youngest person 12 years or over.

<u>CONTINUE ARROW</u> [**AGE**]

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

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

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

<u>ENTER AGE</u> [**NAME**]

NAME [IF AGE NE BLANK]

What is this person's first name?

<u>ENTER FIRST NAME</u> **GENDER**]

2-6

GENDER [IF NAME NE BLANK]

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?

(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]

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

Yes
No
Unknown
Refused

[**CONFIRM ROSTER**]

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

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

Is that correct?

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

VERIFY ROSTER DATA [IF CONFIRM ROSTER = YES]

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

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

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

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

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

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

Yes [**ANOTHER ELIGIBLE MEMBER**]

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

ANOTHER ELIGIBLE MEMBER [IF INELIGIBLE NE BLANK]

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

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

No [**START SELECTION**]

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

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

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

HOUSEHOLD ROSTER

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

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

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

RESPONDENT SELECTION [START SELECTION = YES]

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

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

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

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

2005 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

STUDY INTRODUCTION

(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 Arrow [**IDENTIFY SR**]

IDENTIFY SR [IF STUDY INTRODUCTION = CONTINUE]

Primero, déjeme verificar: ¿vive usted aquí?

IF NOT OBVIOUS:

Y ¿tiene 18 años o más de edad?

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. Describe la encuesta y la legislación que asegura la confidencialidad de cualquier información que usted nos dé, e indica 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 Arrow [**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**]   No   [**OCCUPANCY**]
     [IF MISSED DU: **CANNOT**
     ADD UNIT "YOU CANNOT
     ADD A MISSED DU FROM
     A DU THAT HAS BEEN ADDED"
     MISSED DUs]

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

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
entre 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 ARROW [**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]

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

Yes
No
Unknown
Refused

[**CONFIRM ROSTER**]

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

He anotado (GENDER: *una joven/una mujer/un joven/un hombre/una persona*) de (AGE)
años de edad, quien es (*la cabeza de la familia / el esposo / la esposa /el hijo (incluya
hijastro) / la hija (incluya hijastra) / el yerno / la nuera / el (la) yerno/nuera / el hermano
(incluya hermanastro) / la hermana (incluya hermanastra) / el cuñado / la cuñada / el (la)
cuñado(a) / el padre (incluya padrastro) / la madre (incluya madrastra) / el (la)
padre/madre (incluya padrastro/madrastra) / el suegro / la suegra / el (la) suegro(a) / el
tío / la tía / el (la) tío(a) / el sobrino / la sobrina / el (la) sobrino(a) / el abuelo / la abuela
/ el (la) abuelo(a) / el nieto / la nieta / el (la) nieto(a) / el primo / la prima / el (la)
primo(a) / el ex esposo / la ex esposa / el (la) ex esposo(a) / la pareja (no en matrimonio)
/ el amigo/el compañero de casa o de cuarto / la amiga/la compañera de casa o de
cuarto / el (la) amigo(a) / el (la) compañero(a) de casa o de cuarto / un huésped/alojado/
estudiante de intercambi / una huésped/alojado/ estudiante de intercambio / un (una)
huésped/alojado/ estudiante de intercambio / otro pariente / otra pariente / otro(a)
pariente / otro que no sea pariente / otra que no sea pariente / otro(a) que no sea
pariente / otro relación no especificado con la cabeza de la familia / otra relación no
especificada con la cabeza de la familia / otro(a) relación no especificado(a) con la
cabeza de la familia / de parentesco/relación NO ESPECIFICADO / de
parentesca/relación NO ESPECIFICADA / de parentesco(a)/relación NO
ESPECIFICADO(A)*). (*Ella /Él /Esta persona)* es de raza (RACE: *blanca, negra o afro-
americana, indígena americana o nativo de Alaska, nativo 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 hispano(a) / Ella no es
hispana / Él no es hispano/Esta persona no es hispano(a) / NO SE ESPECIFICO si es de
origen hispano/latino*) (MILITARY: *y está en servicio activo en las fuerzas armadas. / y
no está en servicio activo en las fuerzas armadas. / y NO SE ESPECIFICO si está en
servicio activo en las fuerzas armadas*).

¿Es esto correcto?

Other Confirm Roster Rules:
- A.   If there is more than one race and the last race is Indian, it has an "e" instead
  of a comma (,) before the last race. If the last one is not Indian, it has a "y"
  instead of a comma.
- B.   If the military is blank for people out of age range, there is a "y" in the front
  of the Hispanic string.

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:

 [IF MEMBERS 12 OR OLDER =2] Ahora necesito información general sobre la otra persona en este hogar que tenga 12 años o más y quien *(vivió/vivirá)* aquí la mayor parte del tiempo entre los meses de *(CURRENT QUARTER)*.

[IF MEMBERS 12 OR OLDER >2] Ahora necesito información general sobre todas las otras personas en este hogar que tengan 12 años o más y quienes *(vivieron/vivirán)* aquí la mayor parte del tiempo entre los meses de *(CURRENT QUARTER)*. Empecemos con la persona mayor hasta llegar a la persona menor que tenga 12 años de edad o más.

<u>CONTINUE ARROW</u> [**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.

<u>ENTER AGE</u> [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 = NO FOR THIS MEMBER] ¿Qué parentesco tiene esta persona con la cabeza de la familia?

<u>Husband</u>
<u>Wife</u>
<u>Son (includes step)</u>
<u>Daughter (includes step)</u>
<u>Son-in-law/Daughter-in-law</u>
<u>Brother (includes step)</u>
<u>Sister (includes step)</u>
<u>Brother-in-law/Sister-in-law</u>
<u>Parent/Guardian (incl. Step)</u>
<u>Parent-in-law (incl. Step)</u>
<u>Aunt/Uncle</u>
<u>Nephew/Niece</u>
<u>Grandparent</u>
<u>Grandchild</u>

3-8

Cousin
Ex-Spouse
Live-in Partner
Friend/Roommate
Tenant/Boarder/Exch Student
Other relative
Other Non-relative
Relationship Unspecified

[**GENDER**]

GENDER [IF RELATION NE BLANK]

ASK ONLY IF NOT OBVIOUS

¿Es esta persona hombre o mujer?

Male
Female
Refused

[**HISPANIC**]

HISPANIC [IF GENDER NE BLANK]

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

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

Yes
No
Unknown
Refused

[**RACE**]

RACE [IF HISPANIC NE BLANK]

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

(CHECK ALL THAT APPLY)

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

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

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

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

Yes
No
Unknown
Refused

[**CONFIRM ROSTER**]

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

He anotado (GENDER: *una joven/una mujer/un joven/un hombre/una persona*) de (AGE) años de edad, quien es (*la cabeza de la familia / el esposo / la esposa /el hijo (incluya hijastro) / la hija (incluya hijastra) / el yerno / la nuera / el (la) yerno/nuera / el hermano (incluya hermanastro) / la hermana (incluya hermanastra) / el cuñado / la cuñada / el (la) cuñado(a) / el padre (incluya padrastro) / la madre (incluya madrastra) / el (la) padre/madre (incluya padrastro/madrastra) / el suegro / la suegra / el (la) suegro(a) / el tío / la tía / el (la) tío(a) / el sobrino / la sobrina / el (la) sobrino(a) / el abuelo / la abuela / el (la) abuelo(a) / el nieto / la nieta / el (la) nieto(a) / el primo / la prima / el (la) primo(a) / el ex esposo / la ex esposa / el (la) ex esposo(a) / la pareja (no en matrimonio) / el amigo/el compañero de casa o de cuarto / la amiga/la compañera de casa o de cuarto / el (la) amigo(a) / el (la) compañero(a) de casa o de cuarto / un huésped/alojado/ estudiante de intercambi / una huésped/alojado/ estudiante de intercambio / un (una) huésped/alojado/ estudiante de intercambio / otro pariente / otra pariente / otro(a) pariente / otro que no sea pariente / otra que no sea pariente / otro(a) que no sea pariente / otro relación no especificado con la cabeza de la familia / otra relación no especificada con la cabeza de la familia / otro(a) relación no especificado(a) con la*

cabeza de la familia / de parentesco/relación NO ESPECIFICADO / de parentesca/relación NO ESPECIFICADA / de parentesco(a)/relación NO ESPECIFICADO(A)). (Ella /Él /Esta persona) es de raza (RACE: blanca, negra o afro-americana, indígena americana o nativo de Alaska, nativo 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 hispano(a) / Ella no es hispana / Él no es hispano/Esta persona no es hispano(a) / NO SE ESPECIFICO si es de origen hispano/latino*) (MILITARY: *y está en servicio activo en las fuerzas armadas. / y no está en servicio activo en las fuerzas armadas. / y NO SE ESPECIFICO si está en servicio activo en las fuerzas armadas*).

¿Es esto correcto?

Other Confirm Roster Rules:
  A. If there is more than one race and the last race is Indian, it has an "e" instead of a comma (,) before the last race. If the last one is not Indian, it has a "y" instead of a comma.
  B. If the military is blank for people out of age range, there is a "y" in the front of the Hispanic string.

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

VERIFY ROSTER DATA [IF CONFIRM ROSTER = YES]

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

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

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

<u>CONTINUE ARROW</u> [**INELIGIBLE FOR QUARTER**]

INELIGIBLE FOR QUARTER [IF VERIFY ROSTER DATA = CONTINUE]

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

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

<u>Yes</u> [**ANOTHER ELIGIBLE MEMBER**]

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

ANOTHER ELIGIBLE MEMBER [IF INELIGIBLE NE BLANK]

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

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

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

<u>No</u> [**START SELECTION**]

START SELECTION [IF ANOTHER ELIGIBLE MEMBER NE BLANK]

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

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

HOUSEHOLD ROSTER

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

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

<u>Continue Arrow</u> [IF ANOTHER ELIGIBLE MEMBER = BLANK, **ANOTHER ELIGIBLE MEMBER** OR IF START SELECTION = NO, **RESPONDENT SELECTION**]

RESPONDENT SELECTION [START SELECTION = YES]

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

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

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

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

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2005 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

STUDY INTRODUCTION

(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 Arrow [**IDENTIFY SR**]

IDENTIFY SR [IF STUDY INTRODUCTION = CONTINUE]

Primero, déjeme verificar: ¿vive usted aquí?

IF NOT OBVIOUS:

Y ¿tiene 18 años o más de edad?

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. Describe la encuesta y la legislación que asegura la confidencialidad de cualquier información que usted nos dé, e indica 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 Arrow [**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 entre 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 <u>NO</u>, **MEMBERS 12 OR OLDER**. IF <u>YES</u> AND UNIT TYPE = ROOMS **ROSTER # 1 AGE**. IF YES AND TRANSIENT = NO, **ROSTER:** IS THIS SCREENING RESPONDENT THE ONE ELIGIBLE RESIDENT OF THE DU? IF <u>YES</u>, **ROSTER #1 AGE** USING 'YOUR' FILL. IF <u>NO</u>, **ROSTER #1 AGE** USING 'THIS PERSON' FILL].

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

Por favor dígame su edad en su último cumpleaños.

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?

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

[**ROSTER #1 HISPANIC**]

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

¿Es usted de origen hispano, latino o español?

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

Yes
No

[**ROSTER #1 RACE**]

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

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

(CHECK ALL THAT APPLY)

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

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

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

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

Yes
No
Unknown
Refused

[**CONFIRM ROSTER**]

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

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 de Alaska, nativo 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 hispano(a) / Ella no es
hispana / Él no es hispano/Esta persona no es hispano(a) / NO SE ESPECIFICO si es de
origen hispano/latino*) (MILITARY: *y está en servicio activo en las fuerzas armadas. / y
no está en servicio activo en las fuerzas armadas. / y NO SE ESPECIFICO si está en
servicio activo en las fuerzas armadas*).

¿Es esto correcto?

Other Confirm Roster Rules:
   A. If there is more than one race and the last race is Indian, it has an "e" instead of
       a comma (,) before the last race. If the last one is not Indian, it has a "y"
       instead of a comma.
   B. If the military is blank for people out of age range, there is a "y" in the front of
       the Hispanic string.

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 o más y que *(vivieron/vivirán)* en este cuarto la mayor
parte del tiempo entre los meses de *(CURRENT QUARTER)*. Empecemos con la persona
mayor hasta llegar a la persona menor que tenga 12 años de edad o más.

[IF MEMBERS 12 OR OLDER = 2] Ahora necesito información general sobre la otra
persona que tenga 12 años o más y que *(vivió/vivirá)* en este cuarto la mayor parte del
tiempo entre los meses de *(CURRENT QUARTER)*.

CONTINUE ARROW [**AGE**]

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

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

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

ENTER AGE [**NAME**]

NAME [IF AGE NE BLANK]

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

ENTER FIRST NAME **GENDER**]

GENDER [IF NAME NE BLANK]

ASK ONLY IF NOT OBVIOUS

¿Es esta persona hombre o mujer?

Male
Female
Refused

[**HISPANIC**]

HISPANIC [IF GENDER NE BLANK]

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

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

Yes
No
Unknown
Refused

[**RACE**]

RACE [IF HISPANIC NE BLANK]

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

(CHECK ALL THAT APPLY)

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

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

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

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

Yes
No
Unknown
Refused

[**CONFIRM ROSTER**]

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

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 de Alaska, nativo 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 hispano(a) / Ella no es hispana / Él no es hispano/Esta persona no es hispano(a) / NO SE ESPECIFICO si es de origen hispano/latino*) (MILITARY: *y está en servicio activo en las fuerzas armadas. / y no está en servicio activo en las fuerzas armadas. / y NO SE ESPECIFICO si está en servicio activo en las fuerzas armadas*).

¿Es esto correcto?

Other Confirm Roster Rules:
   A. If there is more than one race and the last race is Indian, it has an "e" instead of a comma (,) before the last race. If the last one is not Indian, it has a "y" instead of a comma.

B. If the military is blank for people out of age range, there is a "y" in the front of the Hispanic string.

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

VERIFY ROSTER DATA [IF CONFIRM ROSTER = YES]

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

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

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

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

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

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

Yes [**ANOTHER ELIGIBLE MEMBER**]

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

ANOTHER ELIGIBLE MEMBER [IF INELIGIBLE NE BLANK]

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

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

No [**START SELECTION**]

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

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

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

HOUSEHOLD ROSTER

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

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

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

RESPONDENT SELECTION [START SELECTION = YES]

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

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

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

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

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2005 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.

ACTIONS MENU [SELECT CASE, CASE ID, ACTIONS]
Items on the Actions Menu are case specific. First a case is selected on the screen, then the action from the Actions Menu is selected.

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

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

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

[**STUDY INTRODUCTION** - *FOR DETAILS, SEE SECTIONS 1-4*]

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

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

[**RECORD OF CALLS** – *FOR DETAILS SEE SECTION 6*]

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

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

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

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

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

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

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

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

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

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

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

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

HOUSEHOLD ROSTER [IF RESPONDENT SELECTION = ROSTER]

> Rel *(Relationship)*
> SR *(Y for Screening Respondent)*
> A *(Age)*
> G *(Gender: M, F, R)*
> H *(Hispanic: Y, N, U, R)*
> R *(Race: W, B, I, P, A, O)*
> M *(Military: Y, N, U, R)*
> E *(Eligibility: E, I)*
>
> Done [**SELECT CASE**]
> Sels [**RESPONDENT SELECTION**]

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

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

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

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

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

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

PLACE CASE ON HOLD [SELECT CASE, TAP CASEID, ACTIONS,
                              PLACE CASE ON HOLD]
*This menu option toggles between "Place Case On Hold" and "Take Case Off
Hold," depending on the on-hold status of the case. When a case is on hold, data
for that case are not transmitted. This allows for troubleshooting prior to
transmission, when necessary.*

[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
> Access Data
> Reconcile Missed DUs
> Reload Training Cases
> Erase Training Cases
> Reset iPAQ
> Utilities

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

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

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

> 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 <u>No</u>, **SELECT CASE**. IF <u>Yes</u>, **PT&E DATA**.

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

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

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

> Done [CHECKS FOR COMPLETE DATA ENTRY, **ANOTHER**

PT&E: 'DO YOU HAVE ANOTHER PT&E SUMMARY RECORD TO ENTER?" IF <u>No</u>, **PTE SUMMARY**. IF Yes, **PT&E DATA** FOR NEW ENTRY.

<u>Cancel</u> [**CANCEL ENTRY**: "ARE YOU SURE YOU WANT TO CANCEL THE ENTRY OF THIS RECORD?" IF <u>Yes</u>, PTE SUMMARY. IF <u>No</u>, **PT&E DATA**.

<u>Clear</u> [**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:

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

ADD [**PT&E DATA**]

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

[IF LINE SELECTED: **PT&E DATA**.]

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

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

TRANSMITTED PT&E [IF NO TRANSMITTED PT&E RECORDS, **NO RECORD:** "THERE IS

CURRENTLY NO TRANSMITTED PTE RECORDS TO VIEW." 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]

ACCESS DATA [SELECT CASE, ADMIN, ACCESS DATA]

[**ACCESS DATA** – *FOR DETAILS SEE SECTION 9*]

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

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

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

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

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

TAP ON A LINE TO SELECT SEGMENT

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

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

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

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

IS THE ADDITIONAL UNIT REPORTED EARLIER

(Missed DU Street Address)

ALREADY ON THE HANDWRITTEN LIST OF DWELLING UNITS?

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

<u>Yes</u> (UNIT NOT ADDED) [IF ANOTHER MISSED DU, **NEXT MISSED DU:** "PLEASE ANSWER THE FOLLOWING QUESTIONS TO RECONCILE THE NEXT MISSED DU."

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

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?

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

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

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

MDU-ADDRESS VERIFICATION

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

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

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

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

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

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

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

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

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

RESET IPAQ [SELECT CASE, ADMIN, RESET IPAQ]

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

UTILITIES [ON SELECT CASE SCREEN TAP ADMIN, UTILITIES]

    DATABASE UTILITIES

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

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

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

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

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

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

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

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

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

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

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

By Case ID *(Alphanumerical order by CaseID)*
By Street *(Alphanumerical order by street name 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, 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, Other)*
DUID: *(CaseID for Interview-A, Interview-B 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, Other)*
> DUID: *(CaseID for Interview-A, Interview-B 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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2005 NSDUH Screening Application Specifications
Section 6
Record of Calls

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

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

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

TAP ANY LINE TO DISPLAY ITS COMMENTS

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

FUNCTIONS MENU [RECORD OF CALLS, FUNCTIONS]

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

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

<u>Commit</u> [SAVES DATA, **RECORD OF CALLS**]
         [*IF 57, 58, 77, 78,* **REFUSAL REPORT** *-FOR DETAILS SEE SECTION 7*]
<u>Cancel</u> [**ARE YOU SURE?**: "ARE YOU SURE YOU WANT TO CANCEL THIS CALL RECORD?" <u>Yes</u>, **SELECT CASE**, <u>No</u>, **INT. CALL RECORD-A OR B**]

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2005 NSDUH Screening Application Specifications
Section 7
Screening and Interview Refusal

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

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

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

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

REASON FOR REFUSAL (CHECK ONLY ONE)

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

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

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

COMMENTS:

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

Screening and Interview Refusal Functions on ROC

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

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

REASON FOR REFUSAL (CHECK ONLY ONE)

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

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

2. View Refusal and Unable to Contact letter data:

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

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

Done [**RECORD OF CALLS**]

2005 NSDUH Screening Application Specifications
Section 8
Verification

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

VERIFICATION [IF SCREENING RESULT CODE = 10, 13, 18, 22, OR 26]

[IF RESPONDENT SELECTION = 'NONE' FOR BOTH A AND B INTERVIEW, DONE]

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

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

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

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

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

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2005 NSDUH Screening Application Specifications
Section 9
Access Data

Document Format:
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- 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

ACCESS DATA [SELECT CASE, ADMIN, ACCESS DATA]
All cases without transmitted Access Data entry are displayed.

CHAR:
1. Military Base
2. Student Housing
3. Reservation
4. Other GQU (shelter/etc.)
5. Senior Housing/Assisted Living
6. Other House/Single Unit
7. Other Apt/Condo, 2-9 units
8. Other Apt/Condo, 10-49 units
9. Other Apt/Condo, 50+ units
10. Empty Lot

TYPE:
1. None
2. Guard/Door Person/Staff/Manager
3. Intercom/Buzzer, no units labeled
4. Intercom/Buzzer, w/unit labels
5. Phys Barrier (lock/gate/dog/etc.)
6. Other

CaseID *(Case ID)*
Street Address *(Street Address)*
C *(Characteristic)*
T *(Type)*
S *(Screening Result Code)*

Commit [**ACCESS DATA** WITH ALL ENTRIES SAVED]
[IF FI ATTEMPTS TO ENTER ACCESS DATA FOR A CASE WITH SCREENING RESULT CODE 00: **CASE CONFIRMATION:** YOU ARE TRYING TO ENTER ACCESS DATA ON A CASE THAT HAS NEVER BEEN WORKED. ARE YOU SURE THIS IS THE RIGHT CASE? IF Yes,

ENTRY IS REGISTERED AND DISPLAYED ON SCREEN AND FI CAN
ENTER REMAINING ACCESS DATA FOR THE CASE. IF No, THE ENTRY
IS NOT REGISTERED AND THE FI CAN SELECT THE CORRECT LINE
AND BEGIN ENTERING DATA.]

Clear   [**ACCESS DATA** WITH ENTRY CLEARED]

View   [**ACCESS DATA** WITH SELECTED VIEW]
[IF ACCESS DATA ENTERED AND NOT YET COMMITTED, THEN VIEW:
VIEW CHANGE: CHANGING THE VIEW WILL ERASE ANY UN-
COMMITTED DATA YOU HAVE ENTERED, DO YOU REALLY WANT TO
PROCEED?" IF Yes, UNCOMMITTED DATA CLEARED AND VIEW
CHANGED. IF No, ACCESS DATA TO COMMIT DATA ENTRY.]

Exit   [IF ALL ENTRIES SAVED, **SELECT CASE**]
[IF ALL ENTRIES NOT SAVED, **EXIT CONFIRMATION**: "ARE YOU
SURE YOU WANT TO EXIT WITHOUT SAVING THE CHANGES YOU
HAVE MADE THIS TIME?" IF No, **ACCESS DATA**. IF Yes, **SELECT
CASE** WITH ENTRIES NOT SAVED.]

VIEW [ACCESS DATA, VIEW]

*View is a case management feature that allows FI to either view all cases without
complete Access Data transmitted to RTI or view the list of cases the FI has visited, but
not yet transmitted complete Access Data to RTI.*

All *(All screening cases that do not have complete Access Data transmitted to RTI)*
Visited *(All screening cases that have any pending or final Screening Result code
entered and for which complete Access Data has not been transmitted to RTI)*

2005 NSDUH Screening Application Specifications
Section 10
Reliability Study Pre-test

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

The Reliability Study Pre-test Screening Application program will follow all 2005 NSDUH specifications except for those noted in this section.

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

A "Reliability Study" check box on the Set Name and ID screen, when checked, will activate the Reliability Study Pre-test screening application functions on the iPAQ as well as allow the FI to view Reliability Study Training Cases and actual Reliability Study Pre-test cases.

Government ID: *(Government ID issued to iPAQ)*
FIID: *(RTI FI ID Number)*
Name: *(FI Name to be used on Study Introduction screen)*
Reliability Study: *(Checkbox to activate Reliability Study Pre-test functions)*

Done **[SELECT CASE]**

[WHEN OPENING THE SCREENING PROGRAM (**NSDUH SCREENER-PASSWORD**, PASSWORD ENTRY), IF THERE IS A NON-TRAINING (ACTUAL) RELIABILITY STUDY PRE-TEST CASE ON THE IPAQ, AND THE RELIABILITY STUDY CHECK BOX IS NOT CHECKED, **RELIABILITY STUDY:** "PLEASE GO TO THE 'SET NAME AND ID' FUNCTION ON THE 'ADMIN' MENU TO TURN ON THE RELIABILITY STUDY OPTION. IF YOU THINK THIS IS A MISTAKE, PLEASE CONTACT YOUR FS."]

DATABASE UTILITIES [SELECT CASE, ADMIN, UTILITIES]

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

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

SELECT CASE

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

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

Two segments of Reliability Study Pre-test cases, consisting of eight cases each, are added to the Select Case screen.

ACTIONS MENU [SELECT CASE, CASE ID, ACTIONS]
"*Activate Re-interview Case" added to the Actions menu.*

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

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

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

ACTIVIATE RE-INTERVIEW CASE [SELECT CASE, CASE ID, ACTIONS, ACTIVATE RE-INTERVIEW CASE]
To activate the re-interview case in the iPAQ, the FI enters the code 70 for the regular case, exits ROC to the Select Case Screen and keeping the case selected on the Select Case Screen, FI taps Actions, then Activate Re-Interview Case.

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

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

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

Cancel [**SELECT CASE**]

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

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

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

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

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

RE-INT. WINDOW: *(In green text, 5-day date after code 70 date for initial interview)* **-** *(15-day date after code 70 date for initial interview, except when there are 14 or less days left in the field period, then use the 'end of field period' date as the '15 day' fill. End of field period dates: phase 1 (qtr 1): 2/28/05; phase 2 (qtr 2): 6/30/05. If the code 70 initial interview date is outside of the field period time perimeters, window of time = N/A.)*

COMMENTS: *(text entry)*

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

DATE: (*Date ROC event entered*)

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

Commit [SAVES DATA, **RECORD OF CALLS**]
       [*IF 57, 58, 77, 78,* **REFUSAL REPORT**]
       [IF FIRST RE-INTERIVEW RESULT CODE ENTRY AND RESULT
       CODE = 77 OR 78, COMMIT, DO NOT DISPLAY MAIN STUDY
       MESSAGE TO "TRY AT LEAST ONE MORE TIME BEFORE
       ASSIGNING THIS FINAL CODE."]
       [IF FIRST RE-INTERVIEW RESULT CODE ENTRY AND RESULT
       CODE = 71 OR 72, **RELIABILITY CODE ERROR:** "SELECT A
       PENDING RESULT CODE AND DISCUSS THE CASE WITH YOUR
       FS BEFORE ASSIGNING A FINAL CODE." OK. **INT. CALL
       RECORD – A**]

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

RECORD OF CALLS [SELECT CASE, RE-INTERVIEW CASE ID, ACTIONS,
       GO TO RECORD OF CALLS] OR [RESPONDENT SELECTION, ROC]
       The ROCs screen for re-interview cases includes the re-interview time window.
       There is not an option to view refusal letters since we will not be sending refusal
       letters for re-interview case.

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

       TAP ANY LINE TO DISPLAY ITS COMMENTS

       RE-INT. WINDOW: *(In green text, 5-day date after code 70 date for initial
       interview)* - *(15-day date after code 70 date for initial interview, except when
       there are 14 or less days left in the field period, then use the 'end of field period'
       date as the '15 day' fill. End of field period dates: phase 1 (qtr 1): 2/28/05;
       phase 2 (qtr 2): 6/30/05. If the code 70 initial interview date is outside of the
       field period time perimeters, window of time = N/A.*

       Comments: *(Comments entered, if any)*

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

FUNCTIONS MENU [RECORD OF CALLS, FUNCTIONS]

    Add [**INT. CALL RECORD - A**]
    Edit [IF ROC EVENT SELECTED, **INTERVIEW 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, DELETES EVENT, **RECORD OF
        CALLS**]
        [IF TRANSMITTED, **RECORD TRANSMITTED**: "THIS ROC
        RECORD HAS BEEN TRANSMITTED. 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 screening and re-interview ROC event comments
    for an individual case. FI will need to access the initial interview ROC
    to view initial interview comments.*

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

      Done [**RECORD OF CALLS**]

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

    Done [**RECORD OF CALLS**]

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

  RE-INT REFUSAL REPORT

    CHECK ALL THAT APPLY

    R will be unavailable for 5-15 day window

    $50 incentive is too low

    First interview was too personal

    First interview was too long

No time to do a second interview

Some other reason

Done [IF "Some other reason," **COMMENTS**, OTHERWISE **RECORD OF CALLS**]

Comments [RE-INTERVIEW REFUSAL COMMENTS]

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

VIEW SELECTIONS/ROSTER [SELECT CASE, RE-INTERVIEW CASEID, ACTIONS, VIEW SELECTIONS/ROSTER]
        Re-interview Respondent Selection screen for HU:

Interview A

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

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

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

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

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

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

Interview A

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

QuestID: *(7-digit Re-interview Questionnaire ID)*
Name: *(First Name)*

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

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

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

ADD MISSED DU [SELECT CASE, ACTIONS, ADD MISSED DU OR MISSED DUs = YES]
The Reliability Study Pre-test is utilizing an independent sample from the main study so all of the Added DUs in the Reliability Study Pre-test segments are designated Reliability Study Pre-test cases and generate a re-interview if selected for an initial interview.

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

Pending Cases [All Screening and Interview cases with Result Codes 00-09, 50-59]
Pending Screenings [All Screening cases with Result Codes 00-09]
Group Quarters Units [All GQU cases]
All Cases [All cases]
Final Screenings [Screening cases with Result Codes 10-32]
Final Interviews [Interview cases with Result Codes 70-79]
Added DUs [All added DUs]
Reliability Cases [All screening and interview level cases in Reliability sample, including unactivated, pending, and final Reliability Cases]
Re-Interviews [All activated re-interviews]
On Hold Cases [All cases on hold]

HELP SCREEN ON STUDY INTRODUCTION AND IDENTIFY SR SCREENS
[STUDY INTRODUCTION, ? OR IDENTIFY SR, ?]

The text will be the same on the Help screens for these two screens for Main NSDUH and Reliability Study Pre-test, but the OMB numbers and expiration dates displayed will be specific to the project designated by the case.

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