

2004 NATIONAL SURVEY ON DRUG USE AND HEALTH

SCREENING APPLICATION SPECIFICATIONS

Contract No. 283-03-9028
RTI Project No. 8726

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:
RTI International

August 26, 2004

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2004 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 parentheses (uppercase/lowercase black text to be read, red uppercase 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**]

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

No [**OCCUPANCY**]

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

APT/CONDO [**OCCUPANCY**]

MISSED DU ADDRESS [IF MISSED DUs = YES]

RECORD STREET ADDRESS OR DESCRIPTION OF UNIT

**STREET
NUMBER:**

**STREET
NAME:**

Update [**OCCUPANCY**]

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

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

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

Yes [**TOTAL SDU MEMBERS**]

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

TOTAL SDU MEMBERS [IF OCCUPANCY= YES]

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

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

[IF 1 TOTAL SDU MEMBERS = 1, **ONLY HOUSEHOLD MEMBER: "CONFIRM RESPONSE: IS THERE ONLY 1 PERSON IN THIS HOUSEHOLD? IF No, TOTAL SDU MEMBERS. IF Yes, 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]

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

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

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

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

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

CONTINUE 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 \geq 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.'**

CONTINUE ARROW **[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)*.)

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]

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

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

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

No **[START SELECTION]**

START SELECTION [IF ANOTHER ELIGIBLE MEMBER NE BLANK]

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

Yes [**RESPONDENT SELECTION**]

No [**HOUSEHOLD ROSTER**]

HOUSEHOLD ROSTER

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*)

2004 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 parentheses (uppercase/lowercase black text to be read, red uppercase 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 No, **MEMBERS 12 OR OLDER**. IF Yes AND UNIT TYPE = ROOMS **ROSTER # 1 AGE**. IF Yes AND TRANSIENT = NO, **ROSTER: IS THIS SCREENING RESPONDENT THE ONE ELIGIBLE RESIDENT OF THE DU?** IF Yes, **ROSTER #1 AGE** USING 'YOUR' FILL. IF No, **ROSTER #1 AGE** USING 'THIS PERSON' FILL.]

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

Please tell me your age on your last birthday.

ENTER AGE [ROSTER #1 NAME]

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

What is your first name?

ENTER FIRST NAME [ROSTER #1 GENDER]

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

ASK ONLY IF NOT OBVIOUS

Is this person male or female?

Male

Female

[**ROSTER #1 HISPANIC**]

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

Are you of Hispanic, Latino or Spanish origin?

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

Yes

No

[ROSTER #1 RACE]

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

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

(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?

Yes [IF MEMBERS 12 OR OLDER \geq 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 \geq 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.

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 [**NAME**]

NAME [IF AGE NE BLANK]

What is this person's first name?

ENTER FIRST NAME [**GENDER**]

GENDER [IF NAME NE BLANK]

ASK ONLY IF NOT OBVIOUS

Is this person male or female?

Male

Female

Refused

[**HISPANIC**]

HISPANIC [IF GENDER NE BLANK]

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

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

Yes

No

Unknown

Refused

[**RACE**]

RACE [IF HISPANIC NE BLANK]

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

(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**]

2004 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 parentheses (uppercase/lowercase black text to be read, red uppercase 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**]
[IF MISSED DU: **CANNOT
ADD UNIT "YOU CANNOT
ADD A MISSED DU FROM
A DU THAT HAS BEEN ADDED"
MISSED DUs**]

No [**OCCUPANCY**]

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

APT/CONDO [**OCCUPANCY**]

MISSED DU ADDRESS [IF MISSED DUs = YES]

RECORD STREET ADDRESS OR DESCRIPTION OF UNIT

**STREET
NUMBER:**

**STREET
NAME:**

Update [**OCCUPANCY**]

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

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

(¿Vivió /¿Vivirá) usted o alguna otra persona en esta vivienda la mayor parte del tiempo 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 parentesco/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 \geq 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.

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 [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?

Husband

Wife

Son (includes step)

Daughter (includes step)

Son-in-law/Daughter-in-law

Brother (includes step)

Sister (includes step)

Brother-in-law/Sister-in-law

Parent/Guardian (incl. Step)

Parent-in-law (incl. Step)

Aunt/Uncle

Nephew/Niece

Grandparent

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

[GENDER]

GENDER [IF RELATION NE BLANK]

ASK ONLY IF NOT OBVIOUS

¿Es esta persona hombre o mujer?

Male
Female
Refused

[HISPANIC]

HISPANIC [IF GENDER NE BLANK]

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

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

Yes
No
Unknown
Refused

[RACE]

RACE [IF HISPANIC NE BLANK]

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

(CHECK ALL THAT APPLY)

White

Black or African American

American Indian or Alaska Native

Native Hawaiian/other Pacific Islander

Asian

Other

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 intercambio / 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 / otra 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 parentescas/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 [AGE FOR NEXT HH MEMBER, OTHERWISE VERIFY ROSTER DATA]
No [AGE]

VERIFY ROSTER DATA [IF CONFIRM ROSTER = YES]

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

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

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

CONTINUE ARROW [INELIGIBLE FOR QUARTER]

INELIGIBLE FOR QUARTER [IF VERIFY ROSTER DATA = CONTINUE]

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

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

Yes [**ANOTHER ELIGIBLE MEMBER**]

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

ANOTHER ELIGIBLE MEMBER [IF INELIGIBLE NE BLANK]

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

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

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

No [**START SELECTION**]

START SELECTION [IF ANOTHER ELIGIBLE MEMBER NE BLANK]

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

Yes [**RESPONDENT SELECTION**]

No [**HOUSEHOLD ROSTER**]

2004 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 parentheses (uppercase/lowercase black text to be read, red uppercase 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] *(Incluyéndose a sí mismo)*, ¿cuántas personas *(vivieron/vivirán)* en este cuarto la mayor parte del tiempo entre los meses de *(CURRENT QUARTER)*?

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

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

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

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

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

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

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

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

Por favor dígame su edad en su último cumpleaños.

ENTER AGE [ROSTER #1 NAME]

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

¿Cuál es su nombre (*sin apellido*)?

ENTER FIRST NAME [ROSTER #1 GENDER]

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

ASK ONLY IF NOT OBVIOUS

¿Es esta persona hombre o mujer?

Male

Female

[ROSTER #1 HISPANIC]

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

¿Es usted de origen hispano, latino o español?

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

Yes

No

[ROSTER #1 RACE]

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

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

(CHECK ALL THAT APPLY)

White

Black or African American

American Indian or Alaska Native

Native Hawaiian/other Pacific Islander

Asian

Other

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

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

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

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 \geq 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 \geq 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)*

2004 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 parentheses (uppercase/lowercase black text to be read, red uppercase 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.**]

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
Controlled Access
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 No, **SELECT CASE.** IF Yes, **PT&E DATA.**

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

PT&E WEEK: *(Payroll week beginning date)*

QUARTER: 1 2, 3, 4 *(Current quarter selected as default)*

FS *(Drop-down list of FS names who have hired FI)*

TASK *(Drop-down list of possible task numbers)*

HRS: *(.25-99.99)*

NOTES: *(Text entry field)*

MILES: *(1-999)*

EXP: *(.01-1500)*

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

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

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

Clear [**PT&E DATA** WITH ENTRY CLEARED.]

PTE SUMMARY

WEEK (*First date of work week*)

Q (*Quarter: 1, 2, 3, 4*)

FS (*FS Name*)

TSK (*Task number*)

HRS (*Hours*)

MI (*Miles*)

EXP (*Expenses*)

FSID (*FS ID*)

Notes (*Notes*)

TAP ON A LINE TO SELECT IT AND VIEW ITS NOTES

WEEK: **QUARTER:**

FS:

TASK:

HRS: **NOTES:**

EXP:

Done [**SELECT CASE**]

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

ADD [**PT&E DATA**]

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

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

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

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

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

"THERE IS CURRENTLY NO TRANSMITTED PTE RECORDS TO VIEW." OK, **PTE SUMMARY**.

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

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

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

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

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

WEEK (*First date of work week*)

Q (*Quarter: 1, 2, 3, 4*)

FS (*FS Name*)

TSK (*Task number*)

HRS (*Hours*)

MI (*Miles*)

EXP (*Expenses*)

FSID (*FS ID*)

Notes (*Notes*)

TAP ON A LINE TO SELECT IT AND VIEW ITS NOTES

WEEK: **QUARTER:**

FS:

TASK:

HRS: **NOTES:**

EXP:

Done [SELECT CASE]

Functions [ADD, EDIT, DELETE, UN-TRANSMITTED PT&E]

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

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

CONTROLLED ACCESS [SELECT CASE, ADMIN, CONTROLLED ACCESS]

[CONTROLLED ACCESS – 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." OK, **SELECT CASE**.]

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

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

SEGMENT (*SEGID*)

STREET ADDRESS (*MISSED DU STREET ADDRESS*)

TAP ON A LINE TO SELECT SEGMENT

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

Exit [**SELECT CASE**]

MDU-SEGMENT KIT CHECK [SEGMENTS AND MISSED DUs = RECONCILE AND RECONCILIATION 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.)

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

MDU-GEOGRAPHIC INTERVAL

[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, **VISUAL BASIC**: "THE ADDED DU HAS BEEN SUCCESSFULLY 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 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.

REMOVE ALL CASES: **USE WITH EXTREME CAUTION!!!** This function will remove ALL cases, and their associated data from your

handheld device. This function should only be used as directed by your field supervisor and RTI.

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

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

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

Exit [SELECT CASE]

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**]

2004 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 parentheses (uppercase/lowercase black text to be read, red uppercase 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)

Commit [IF CODE = 32, **INTERVIEW EVENT:** "REMEMBER TO ENTER CALL
RECORDS FOR INTERVIEWS A AND B." OK, **RECORD OF CALLS.**]
[IF CODE = 31, **INTERVIEW EVENT:** "REMEMBER TO ENTER
INTERVIEW CALL RECORD FOR INTERVIEW A." OK, **RECORD OF
CALLS**]
[IF CODE = 10, 13, 18, 26, OR 30, **VERIFICATION**]
[IF 07 OR 17, **REFUSAL REPORT -FOR DETAILS SEE SECTION 7**]

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

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

RESULT: (50-59, 70-79)

COMMENTS: (text entry)

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

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

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

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

2004 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 parentheses (uppercase/lowercase black text to be read, red uppercase 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 REFUSAL, RECORD OF CALLS] Comments [REFUSAL COMMENTS]

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 TRANSMISSION) SAVES REASON FOR REFUSAL, THEN RECORD OF CALLS] Comments [REFUSAL COMMENTS]

2. View Refusal and Unable to Contact letter data:

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

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

Done [RECORD OF CALLS]

2004 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 parentheses (uppercase/lowercase black text to be read, red uppercase 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**]

2004 NSDUH Screening Application Specifications

Section 9

Controlled Access

Document Format:

- Screen names bolded
- Screen/question/instructional text designated by black and red text and non-italicized text in parentheses (uppercase/lowercase black text to be read, red uppercase 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

CONTROLLED ACCESS [SELECT CASE, ADMIN, CONTROLLED ACCESS]

All cases without transmitted Controlled 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

- TYPE:**
1. None
 2. Guard/Doorman/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*)

Commit [**CONTROLLED ACCESS WITH ALL ENTRIES SAVED**]

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

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, **CONTROLLED ACCESS**. IF Yes, **SELECT CASE WITH ENTRIES NOT SAVED**.

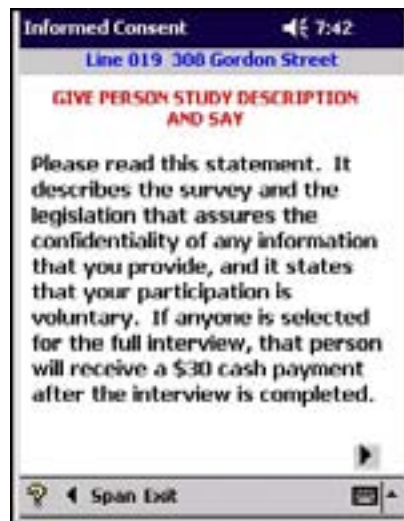
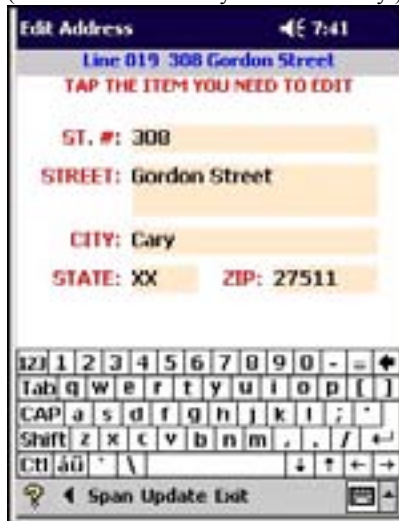
Appendix A

Two Person HU Screening





(Edit address used only when necessary.)



Total SDU Members ⏪ 7:43
Line 019 300 Gordon Street

(Including yourself), how many people in this household lived here for most of the time during the months of January, February and March? (Do not include anyone who lived at school or somewhere else for most of the time during the months of January, February and March.)

ANSWER:

123	1	2	3	4	5	6	7	8	9	0	=	↔
Tab	q	w	e	r	t	y	u	i	o	p		
CAP	a	s	d	f	g	h	j	k	l	;	'	
Shift	z	x	c	v	b	n	m	,	.	/	←	→
Ctl	Alt	'	\								↓	↑

Span Exit

Members 12 or Older ⏪ 7:44
Line 019 300 Gordon Street

Of these 2 people, how many are now age 12 or older?

ANSWER:

123	1	2	3	4	5	6	7	8	9	0	=	↔
Tab	q	w	e	r	t	y	u	i	o	p		
CAP	a	s	d	f	g	h	j	k	l	;	'	
Shift	z	x	c	v	b	n	m	,	.	/	←	→
Ctl	Alt	'	\								↓	↑

Span Exit

Roster Intro ⏪ 7:44
Line 019 300 Gordon Street

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.

Span Exit

Householder Age ⏪ 7:45
Line 019 300 Gordon Street

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.

AGE:

123	1	2	3	4	5	6	7	8	9	0	=	↔
Tab	q	w	e	r	t	y	u	i	o	p		
CAP	a	s	d	f	g	h	j	k	l	;	'	
Shift	z	x	c	v	b	n	m	,	.	/	←	→
Ctl	Alt	'	\								↓	↑

Span Exit

Householder Age ⏪ 7:45
Line 019 300 Gordon Street

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

Screening Respondent?

IS THIS 54 YEAR OLD PERSON THE SCREENING RESPONDENT?

123	1	2	3	4	5	6	7	8	9	0	=	↔
Tab	q	w	e	r	t	y	u	i	o	p		
CAP	a	s	d	f	g	h	j	k	l	;	'	
Shift	z	x	c	v	b	n	m	,	.	/	←	→
Ctl	Alt	'	\								↓	↑

Span Exit

Householder Gender ⏪ 7:46
Line 019 300 Gordon Street

ASK ONLY IF NOT OBVIOUS

Is this person male or female?

GENDER: Male Female

Span Exit

Householder Hispanic ⏪ 7:46
Line 019 308 Gordon Street

Is he of Hispanic, Latino or Spanish origin?

(That is, do any of these groups describe his 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?)

HISPANIC: Yes
 No

Span Exit

Householder Race ⏪ 7:47
Line 019 308 Gordon Street

Is he White, Black or African American, American Indian or Alaska Native, Native Hawaiian or other Pacific Islander, or Asian?

Race

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

(CHECK ALL THAT APPLY)

Span Exit

Householder Military ⏪ 7:47
Line 019 308 Gordon Street

Is he currently on active duty in the military?

MILITARY: Yes Unknown
 No Refused

Span Exit

Householder Military ⏪ 7:48
Line 019 308 Gordon Street

Confirm Roster

Is [Name] in the household?
I have listed a 54 year old male householder. He is White, Hispanic, and is not on active duty in the military.

Is that correct?

MILI

Span Exit

Other Members ⏪ 7:48
Line 019 308 Gordon Street

READ TO RESPONDENT:

Now I need some general information about the other person in this household who is 12 years old or older and who lived here for most of the time during the months of January, February and March.

Span

Roster #2 Age ⏪ 7:48
Line 019 308 Gordon Street

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

AGE: 53

12]	1	2	3	4	5	6	7	8	9	0	-	=	⬅
Tab	q	w	e	r	t	y	u	i	o	p	[]	
CAP	a	s	d	f	g	h	j	k	l	;	'		
Shift	z	x	c	v	b	n	m	,	.	/	←	→	
Ctrl	Alt	⌘	⌘	⌘	⌘	⌘	⌘	⌘	⌘	⌘	⌘	⌘	

Span Cancel Exit

Roster #2 Age 7:49
Line 019 300 Gordon Street

Screening Respondent?

IS THIS 53 YEAR OLD PERSON THE SCREENING RESPONDENT?

Yes No

123 1 2 3 4 5 6 7 8 9 0 = +
Tab q w e r t y u i o p | |
CAP a s d f g h j k l ; *
Shift z x c v b n m , . / +
Ctrl 0 1 2 3 4 5 6 7 8 9 0 = +

Span Cancel Exit

Roster #2 Relation 7:49
Line 019 300 Gordon Street

How are you related to the householder?

RELATION:

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

Span Cancel Exit

(Prefills based on relationship, as appropriate.)

Roster #2 Gender 7:50
Line 019 300 Gordon Street

ASK ONLY IF NOT OBVIOUS

Is this person male or female?

GENDER: Male
 Female Refused

Span Cancel Exit

Roster #2 Hispanic 7:50
Line 019 300 Gordon Street

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?)

HISPANIC: Yes Unknown
 No Refused

Span Cancel Exit

Roster #2 Race 7:50
Line 019 300 Gordon Street

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

Race:

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

(CHECK ALL THAT APPLY)

Unknown Refused

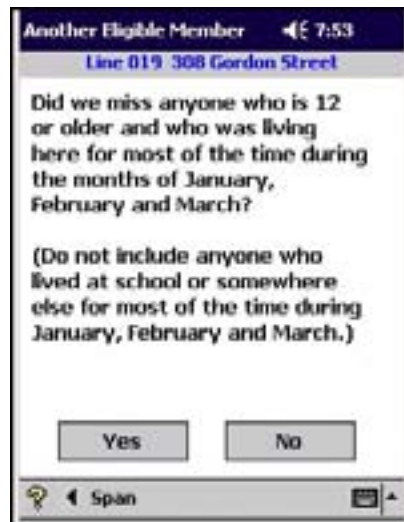
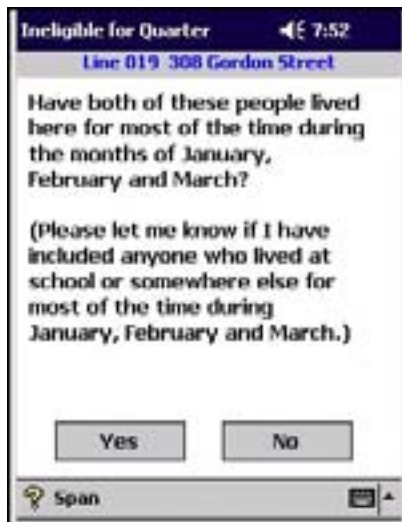
Span Cancel Exit

Roster #2 Military 7:51
Line 019 300 Gordon Street

Are you currently on active duty in the military?

MILITARY: Yes Unknown
 No Refused

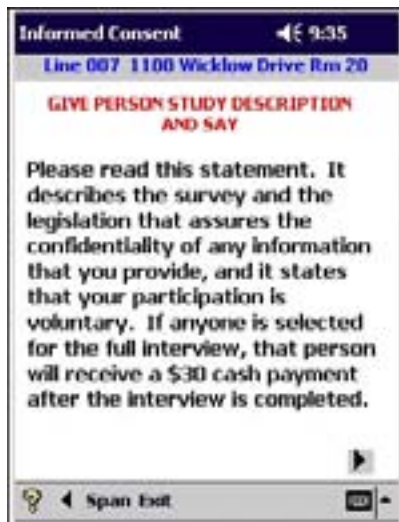
Span Cancel Exit



Appendix B

Non-transient GQU Screening





Members 12 or Older 9:38
Line 007 1100 Wicklow Drive Rm 20

Of these 2 people, how many are now age 12 or older?

ANSWER:

123	1	2	3	4	5	6	7	8	9	0	=	←
Tab	q	w	e	r	t	y	u	i	o	p	[]
CAP	a	s	d	f	g	h	j	k	l	;	'	
Shift	z	x	c	v	b	n	m	,	.	/	←	→
Ctrl	Alt	Space	↓	↑	←	→						

Span Exit

Roster #1 Age 9:42
Line 007 1100 Wicklow Drive Rm 20

Please tell me your age on your last birthday.

AGE:

123	1	2	3	4	5	6	7	8	9	0	=	←
Tab	q	w	e	r	t	y	u	i	o	p	[]
CAP	a	s	d	f	g	h	j	k	l	;	'	
Shift	z	x	c	v	b	n	m	,	.	/	←	→
Ctrl	Alt	Space	↓	↑	←	→						

Span Exit

Roster #1 Name 9:45
Line 007 1100 Wicklow Drive Rm 20

What is your first name?

FIRST NAME:

123	1	2	3	4	5	6	7	8	9	0	=	←
Tab	q	w	e	r	t	y	u	i	o	p	[]
CAP	a	s	d	f	g	h	j	k	l	;	'	
Shift	z	x	c	v	b	n	m	,	.	/	←	→
Ctrl	Alt	Space	↓	↑	←	→						

Span Exit

Roster #1 Gender 9:47
Line 007 1100 Wicklow Drive Rm 20

ASK ONLY IF NOT OBVIOUS

Is this person male or female?

GENDER: Male
 Female

123	1	2	3	4	5	6	7	8	9	0	=	←
Tab	q	w	e	r	t	y	u	i	o	p	[]
CAP	a	s	d	f	g	h	j	k	l	;	'	
Shift	z	x	c	v	b	n	m	,	.	/	←	→
Ctrl	Alt	Space	↓	↑	←	→						

Span Exit

Roster #1 Hispanic 9:47
Line 007 1100 Wicklow Drive Rm 20

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?)

HISPANIC: Yes
 No

123	1	2	3	4	5	6	7	8	9	0	=	←
Tab	q	w	e	r	t	y	u	i	o	p	[]
CAP	a	s	d	f	g	h	j	k	l	;	'	
Shift	z	x	c	v	b	n	m	,	.	/	←	→
Ctrl	Alt	Space	↓	↑	←	→						

Span Exit

Roster #1 Race 9:48
Line 007 1100 Wicklow Drive Rm 20

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

Race:

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

(CHECK ALL THAT APPLY)

123	1	2	3	4	5	6	7	8	9	0	=	←
Tab	q	w	e	r	t	y	u	i	o	p	[]
CAP	a	s	d	f	g	h	j	k	l	;	'	
Shift	z	x	c	v	b	n	m	,	.	/	←	→
Ctrl	Alt	Space	↓	↑	←	→						

Span Exit

Roster #1 Military 9:49
Line 007 1100 Wicklow Drive Rm 20

Are you currently on active duty in the military?

MILITARY: Yes Unknown
 No Refused

Span Exit

Roster #1 Military 9:49
Line 007 1100 Wicklow Drive Rm 20

Confirm Roster

I have listed a 20 year old male resident. He is Asian, not Hispanic, and is not on active duty in the military.

Is that correct?

MILI

Span Exit

Other Members 9:50
Line 007 1100 Wicklow Drive Rm 20

READ TO RESPONDENT:

Now I need some general information about the other person who is 12 years old or older and who lived in this room for most of the time during the months of January, February and March.

Span

Roster #2 Age 9:52
Line 007 1100 Wicklow Drive Rm 20

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

AGE: 19

123	1	2	3	4	5	6	7	8	9	0	=	+
Tab	q	w	e	r	t	y	u	i	o	p	[]
CAP	a	s	d	f	g	h	j	k	l	:	'	
Shift	z	x	c	v	b	n	m	,	.	/	<	>
Ctl	Alt	'	\									

Span Cancel Exit

Roster #2 Name 9:56
Line 007 1100 Wicklow Drive Rm 20

What is this person's first name?

FIRST NAME:

123	1	2	3	4	5	6	7	8	9	0	=	+
Tab	q	w	e	r	t	y	u	i	o	p	[]
CAP	a	s	d	f	g	h	j	k	l	:	'	
Shift	z	x	c	v	b	n	m	,	.	/	<	>
Ctl	Alt	'	\									

Span Cancel Exit

Roster #2 Gender 9:57
Line 007 1100 Wicklow Drive Rm 20

ASK ONLY IF NOT OBVIOUS

Is this person male or female?

GENDER: Male
 Female Refused

Span Cancel Exit

Roster #2 Hispanic 9:57
Line 007 1100 Wicklow Drive Rm 20

Is he of Hispanic, Latino or Spanish origin?

(That is, do any of these groups describe his 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?)

HISPANIC: Yes Unknown
 No Refused

Span Cancel Exit

Roster #2 Race 9:58
Line 007 1100 Wicklow Drive Rm 20

Is he White, Black or African American, American Indian or Alaska Native, Native Hawaiian or other Pacific Islander, or Asian?

Race

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

(CHECK ALL THAT APPLY)

Unknown Refused

Span Cancel Exit

Roster #2 Military 9:50
Line 007 1100 Wicklow Drive Rm 20

Is he currently on active duty in the military?

MILITARY: Yes Unknown
 No Refused

Span Cancel Exit

Roster #2 Military 9:50
Line 007 1100 Wicklow Drive Rm 20

Confirm Roster

Is [Name] in the room? I have listed a 19 year old male resident. He is White, not Hispanic, and is not on active duty in the military.

Is that correct?

Yes No

Span Cancel Exit

Verify Roster Data 9:59
Line 007 1100 Wicklow Drive Rm 20

Name	SR	A	G	H	R	M	E
John	Y	20	M	N	A	N	E
Mike		19	M	N	W	N	E

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.'

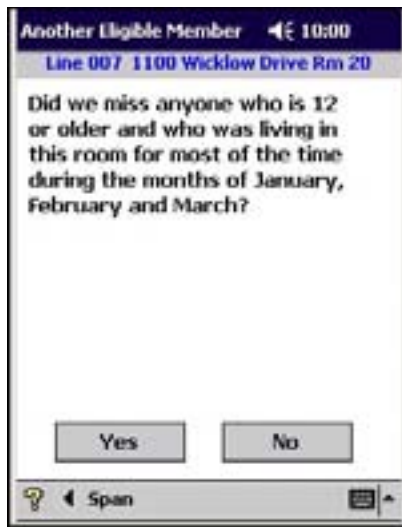
Functions Span Exit

Ineligible for Quarter 9:59
Line 007 1100 Wicklow Drive Rm 20

Have both of these people lived in this room for most of the time during the months of January, February and March?

Yes No

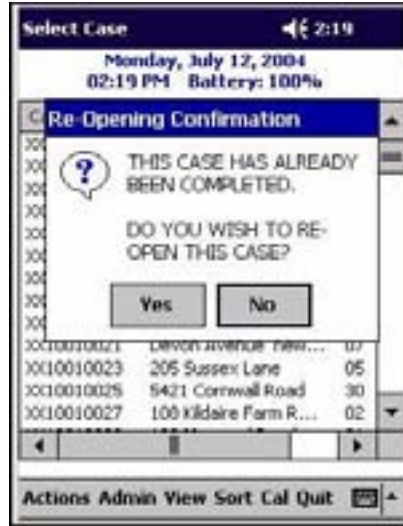
Span



Appendix C

Select Case Screen Options





Respondent Selection ⏪ 2:15

XX10010007 5410 Cornwall Road Apt 2A

Interview A

Roster #: 3 Mode: NSDUH Interview
 QuestID: 9998023
 Relation: Daughter (includes step)
 Age: 14 Sex: F
 Race: B Hispanic: N

Interview B

Roster #: None Mode:
 QuestID:
 Relation:
 Age: Sex:
 Race: Hispanic:

Done Roster ROC

Household Roster ⏪ 2:16

Line 007 5410 Cornwall Road Apt 2A

Rel	SR	A	G	H	R
Householder	Y	58	F	N	B
Husband		59	M	N	B
Daughter (includes step)		14	F	N	B

Done Sets

Select Case ⏪ 2:17

Monday, July 12, 2004
 02:17 PM Battery: 100%

Case ID	Street Address	S
XX10010007	5410 Cornwall Road...	31
XX10010008	5410 Cornwall Road...	03
XX10010010	5410 Cornwall Road...	30
XX10010013	110 Pond Street	10
XX10010015	300 Gordon Street	32
XX10010017	304 Gordon Street	01
XX10010019	308 Gordon Street	01
XX10010021	Dennis Avenue, Cary, NC	07

Re-Open Case 05
 Go To Record Of Calls ad 30
 View Selections/Roster R... 02
 Edit Address d... 01
 Add Missed DU
 Place Case On Hold

Actions Admin View Sort Col Quit

Edit Address ⏪ 2:17

Line 007 5410 Cornwall Road Apt 2A

TAP THE ITEM YOU NEED TO EDIT

ST. #: 5410
 STREET: Cornwall Road Apt 2A
 CITY: Cary
 STATE: XX ZIP: 27511

123 1 2 3 4 5 6 7 8 9 0 - = ⏪
 Tab | q w e r t y u i o p []
 CAP a s d f g h j k l ; ' |
 Shift z x c v b n m , . / +
 Ctrl áü * \ ⏩ ⏪ ⏴ ⏵

Span Update Exit

Select Case ⏪ 2:20

300 Gordon Street
 Cary, XX 27511

Case ID	Street Address	S
XX10010002	102 Kildare Farm R...	01
XX10010005	5410 Cornwall Road...	30
XX10010007	5410 Cornwall Road...	31
XX10010008	5410 Cornwall Road...	03
XX10010010	5410 Cornwall Road...	30
XX10010013	110 Pond Street	10
XX10010015	300 Gordon Street	32
XX10010017	304 Gordon Street	01

Re-Open Case t 01
 Go To Record Of Calls ew... 07
 View Selections/Roster ad 30
 Edit Address R... 02
 Add Missed DU
 Place Case On Hold

Actions Admin View Sort Col Quit

Missed DU Address ⏪ 2:21

Link: 015 300 Gordon Street

RECORD STREET ADDRESS OR
 DESCRIPTION OF UNIT:

STREET
 NUMBER: 302-B
 STREET
 NAME: Gordon Street

123 1 2 3 4 5 6 7 8 9 0 - = ⏪
 Tab | q w e r t y u i o p []
 CAP a s d f g h j k l ; ' |
 Shift z x c v b n m , . / +
 Ctrl áü * \ ⏩ ⏪ ⏴ ⏵

Update Cancel Exit





PT&E Data 2:29

PT&E WEEK: 7/11/04-7/17/04

QUARTER: 1 2 3 4

FS:

TASK: 161 2004 Main Study S/I

HRS: NOTES:

MILES:

EXP:

123 1 2 3 4 5 6 7 8 9 0 - =

Tab q w e r t y u i o p []

CAP a s d f g h j k l ; ' "

Shift z x c v b n m , . / +

Ctrl áú * \ + - =

Done Cancel Clear

PT&E Data 2:29

PT&E WEEK: 7/11/04-7/17/04

QUARTER: 1 2 3 4

FS: Glatt(421)

TASK: 161 2004 Main Study S/I

HRS: 23.50 NOTES:

MILES: 78

EXP: 0

123 1 2 3 4 5 6 7 8 9 0 - =

Tab q w e r t y u i o p []

CAP a s d f g h j k l ; ' "

Shift z x c v b n m , . / +

Ctrl áú * \ + - =

Done Cancel Clear

PT&E Data 2:30

PT&E WEEK: 7/11/04-7/17/04

QUARTER: 1 2 3 4

Another PT&E

DO YOU HAVE ANOTHER PT&E SUMMARY RECORD TO ENTER?

Yes No

123 1 2 3 4 5 6 7 8 9 0 - =

Tab q w e r t y u i o p []

CAP a s d f g h j k l ; ' "

Shift z x c v b n m , . / +

Ctrl áú * \ + - =

Done Cancel Clear

PTE Summary 2:30

WEEK	Q	FS	TSK	HRS	ME	EXP	F
7/11/04	3	Glatt	161	23.5	78	0	4

TAP ON A LINE TO SELECT IT AND VIEW ITS NOTES

WEEK: QUARTER:

FS:

TASK:

HRS:

MILES:

EXP:

Done Functions

PTE Summary 2:31

WEEK	Q	FS	TSK	HRS	ME	EXP	F
7/11/04	3	Glatt	161	23.5	78	0	4

TAP ON A LINE TO SELECT IT AND VIEW ITS NOTES

WEEK: QUARTER:

FS:

TASK: Add Edit Delete Transmitted PT&E

HRS:

MILES:

EXP:

Done Functions

Select Case 2:31

Monday, July 12, 2004
02:31 PM Battery: 100%

Case ID	Street Address	S
XX10010005	5410 Cornwall Road...	30
XX10010007	5410 Cornwall Road...	31
XX10010008	5410 Cornwall Road...	03
XX10010010	5410 Cornwall Road...	30

- Set Name and ID
- Enter PT&E Data
- View Transmitted PT&E Data
- Controlled Access
- Reconcile Missed DUs
- Reload Training Cases
- Erase Training Cases
- Reset IPAQ
- Utilities

Actions Admin View Sort Cal Quit

PTE Summary ← 2:32

WEEK	Q	FS	TSK	HRS	MI	EXP
6/27/04	2	Glatt	161	30	32	4.56
7/4/04	3	Glatt	161	25	58	56.45

TAP ON A LINE TO SELECT IT AND VIEW ITS NOTES

WEEK: 6/27/04 QUARTER: 2
 FS: Glatt
 TASK: 161
 HRS: 30
 MILES: 32 NOTES:
 EXP: 4.56

Done Functions

PTE Summary ← 2:33

WEEK	Q	FS	TSK	HRS	MI	EXP
6/27/04	2	Glatt	161	30	32	4.56
7/4/04	3	Glatt	161	25	58	56.45

TAP ON A LINE TO SELECT IT AND VIEW ITS NOTES

WEEK: QUARTER:
 FS:
 TASK:
 HRS:
 MILES:
 EXP:

Done Functions

Select Case ← 6:52

Tuesday, July 06, 2004
06:51 PM Battery: 100%

Case ID	Street Address	S
XX10010002	102 Kildaire Farm R...	30
XX10010005	5410 Cornwall Road...	01
XX10010007	5410 Cornwall Road...	30
XX10010008	5410 Cornwall Road...	10

- Set Name and ID
- Enter PT&E Data
- View Transmitted PT&E Data
- Controlled Access**
- Reconcile Missed DUs
- Reload Training Cases
- Erase Training Cases
- Reset IPAQ
- Utilities

Actions Admin View Sort Cal Quit

Controlled Access ← 6:56

102 Kildaire Farm Road
Cary, XX 27511 (XX10010002)

CHAR: 5. Other House/Single Unit
 TYPE: 1. None

Case ID	Street Address	C	T
XX10010002	102 Kildaire Far...	6	1
XX10010005	5410 Cornwall ...		
XX10010007	5410 Cornwall ...		
XX10010008	5410 Cornwall ...		
XX10010010	5410 Cornwall ...		
XX10010013	110 Pond Street		
XX10010015	300 Gordon Str...		
XX10010017	304 Gordon Str...		
XX10010019	308 Gordon Str...		
XX10010021	Devon Avenue ...		

Commit Clear Exit

Select Case ← 2:33

Monday, July 12, 2004
02:33 PM Battery: 100%

Case ID	Street Address	S
XX10010005	5410 Cornwall Road...	30
XX10010007	5410 Cornwall Road...	31
XX10010008	5410 Cornwall Road...	03
XX10010010	5410 Cornwall Road...	30

- Set Name and ID
- Enter PT&E Data
- View Transmitted PT&E Data
- Controlled Access
- Reconcile Missed DUs**
- Reload Training Cases
- Erase Training Cases
- Reset IPAQ
- Utilities

Actions Admin View Sort Cal Quit

Segments And Missed DUs ← 2:35

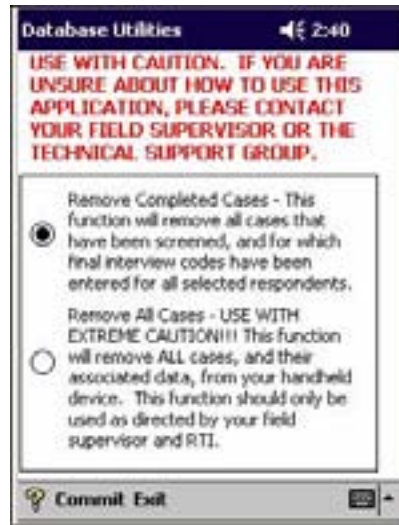
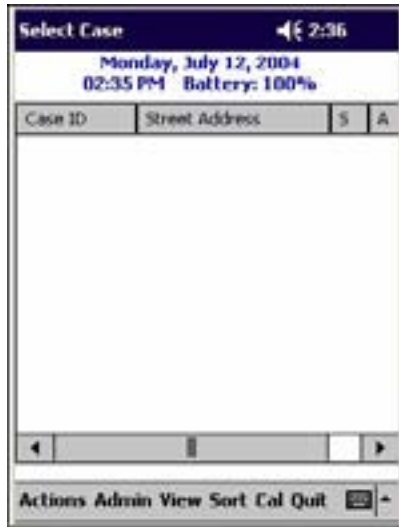
SEGMENT	STREET ADDRESS
XX1001	302-a Gordon Street
XX1001	302-b Gordon Street
YY1001	111 Nelson Street

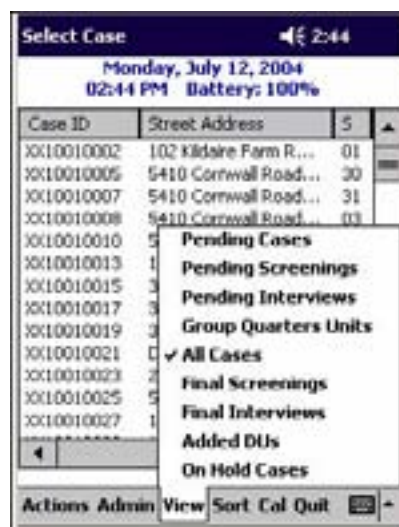
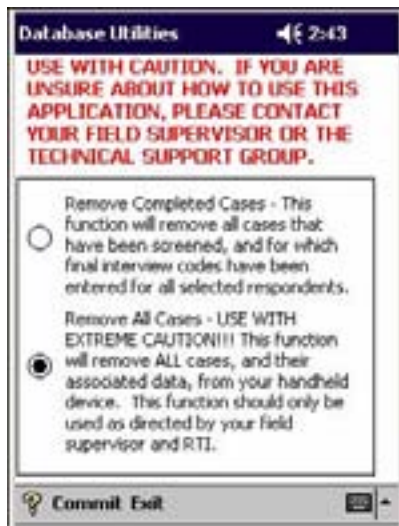
TAP ON A LINE TO SELECT SEGMENT

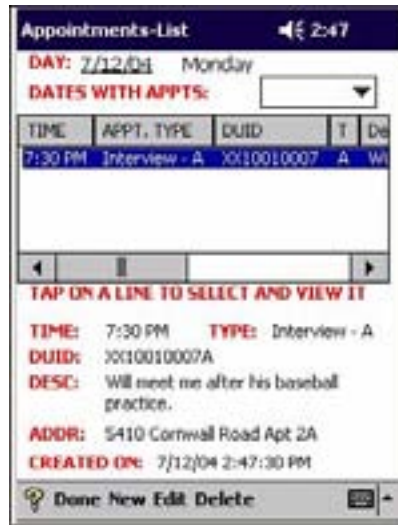
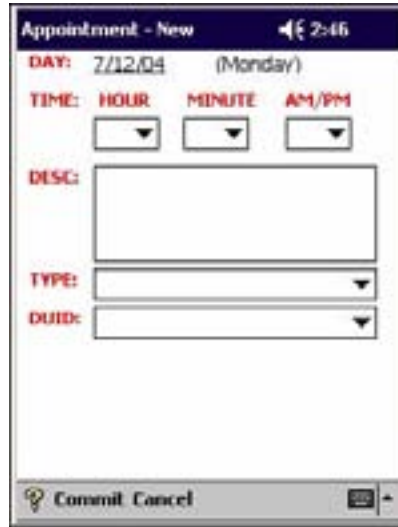
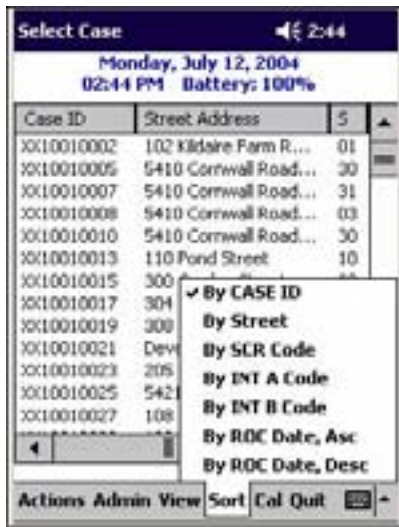
Reconcile Exit







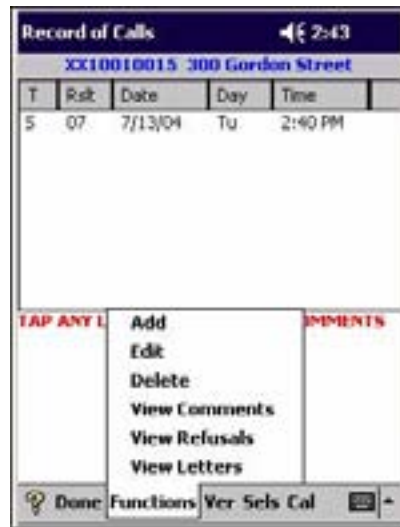




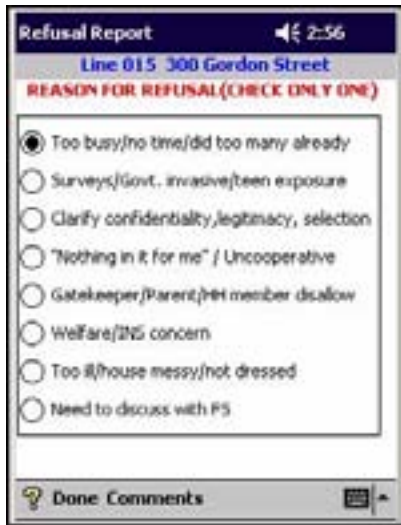
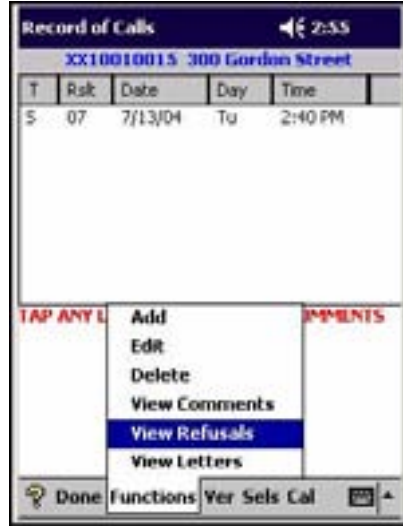


Appendix D

Record of Calls







Record of Calls 2:58

XX10010015 300 Gordon Street

T	Rsk	Date	Day	Time
S	07	7/13/04	Tu	2:40 PM

No Verification Information

THERE IS NO VERIFICATION INFORMATION ON FILE.

TAP ANY LINE TO DISPLAY ITS COMMENTS

Done Functions Ver Sels Cal

Verification 2:59

Line 017 304 Gordon Street

FIRST NAME: Joe

Refused Not Available

PHONE: (555)789-6534

Home Work

Refused Not Available

NOTES TO VERIFICATION CALLER:

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

Done Clear Span

Record of Calls 3:02

XX10010019 308 Gordon Street

T	Rsk	Date	Day	Time
B	52	7/13/04	Tu	3:02 PM
A	52	7/13/04	Tu	3:01 PM
S	32	7/13/04	Tu	3:01 PM

TAP ANY LINE TO DISPLAY ITS COMMENTS

Done Functions Ver Sels Cal

Respondent Selection 3:02

XX10010019 308 Gordon Street

Interview A

Roster #: 3 Mode: NSDUH Interview
 QuestID: 9998078
 Relation: Son (includes step)
 Age: 14 Sex: M
 Race: W Hispanic: N

Interview B

Roster #: 4 Mode: NSDUH Interview
 QuestID: 9998924
 Relation: Daughter (includes step)
 Age: 12 Sex: F
 Race: W Hispanic: N

Done Roster ROC

Record of Calls 3:09

XX10010033 202 Shirley Drive

T	Rsk	Date	Day	Time
B	52	7/13/04	Tu	3:08 PM
A	50	7/13/04	Tu	3:07 PM
S	32	7/13/04	Tu	3:07 PM

TAP ANY LINE TO DISPLAY ITS COMMENTS

Done Functions Ver Sels Cal

Appointments-List 3:10

DAY: 7/16/04 Friday

DATES WITH APPTS:

TIME	APPT. TYPE	DUID	T	DH
3:00 PM	Interview - A	XX10010033	A	ap

TAP ON A LINE TO SELECT AND VIEW IT

TIME: 3:00 PM **TYPE:** Interview - A
DUID: XX10010033A
DESC: apt w/ 15 yr old, mom home too
ADDR: 202 Shirley Drive
CREATED ON: 7/13/04 3:09:18 PM

Done New Edit Delete

Screening Call Record 3:11
XX10010023 205 Sussex Lane

RESULT:

COMMENTS:

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

DATE: 7/13/04 DAY: Tue

HOUR: 3 MINUTE: 11 AM/PM: PM

Time: : :

Commit Cancel

Screening Call Record 3:13
XX10010023 205 Sussex Lane

RESULT: 31 One person selected

COMMENTS:

Interview Event ok

i REMEMBER TO ENTER A CALL RECORD FOR INTERVIEW A.

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

DATE: 7/13/04 DAY: Tue

HOUR: 3 MINUTE: 13 AM/PM: PM

Time: : :

Commit Cancel

Screening Call Record 3:15
XX10010027 108 Kildaire Farm Road

RESULT: 32 Two person selected

COMMENTS:

Interview Event ok

i REMEMBER TO ENTER CALL RECORDS FOR INTERVIEWS A AND B.

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

DATE: 7/13/04 DAY: Tue

HOUR: 3 MINUTE: 15 AM/PM: PM

Time: : :

Commit Cancel

Verification 3:17
Line 029 100 Maynard Road Apt A DPX L

FIRST NAME:

Refused Not Available

PHONE: () -

Home Work

Refused Not Available

NOTES TO VERIFICATION CALLER:

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

Done Clear Span

Refusal Report 3:18
Line 039 212 Shirley Drive

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/rel member disallow

Welfare/2NS concern

Too ill/house messy/not dressed

Need to discuss with FS

Done Comments

Screening Call Record 3:19
XX10010025 5421 Cornwall Road

RESULT:

CONFIRM: **Are you sure?**

ARE YOU SURE YOU WANT TO CANCEL THIS CALL RECORD?

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

DATE: 7/13/04 DAY: Tue

HOUR: 3 MINUTE: 19 AM/PM: PM

Time: : :

Commit Cancel

Int. Call Record - A 3:21
 XX10010019 308 Gordon Street

RESULT: [dropdown]

COMMENTS:

[text area]

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

DATE: 7/13/04 DAY: Tue

Time: HOUR: 3 MINUTE: 21 AM/PM: PM

Commit Cancel

Int. Call Record - A 3:21
 XX10010019 308 Gordon Street

RESULT: [dropdown]

COMMENTS:

PENDING INTERVIEW CODES

- 50 Appointment for int
- 51 No one at HU
- 52 R unavail, call back
- 53 P Breakoff
- 54 P Phys/mentally incomp
- 55 P Lang bar - Spanish
- 56 P Lang bar - other
- 57 P Refusal
- 58 P Parental refusal
- 59 P Other - specify

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

DATE: [dropdown]

Time: [dropdown] [dropdown] [dropdown]

FINAL INTERVIEW CODES

- 70 Interview complete

Commit Cancel

Refusal Report 3:22
 Line 019A 308 Gordon Street

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/rel member disallow
- Welfare/BS concern
- Too ill/house messy/not dressed
- Need to discuss with PS

Done Comments

Appendix E

Screening and Interview Refusals

Refusal Report 1:10

Line 025 5421 Cornwall Road

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

Done Comments

Refusal Comments 1:11

Line 025 5421 Cornwall Road

COMMENTS:

123 1 2 3 4 5 6 7 8 9 0 - = +

Tab q w e r t y u i o p []

CAP a s d f g h j k l ; ' ,

Shift z x c v b n m , . / + ↵

Ctrl áü ¨ \ _ + - = +

Done

Screening Call Record 1:13

XX10010027 108 Kildaire Farm Road

RESULT: 17 F refusal

COMMENTS:

Result Code Error ok

TRY AT LEAST ONE MORE TIME BEFORE ASSIGNING THIS FINAL CODE.

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

DATE: 6/30/04 DAY: Wed

HOUR MINUTE AM/PM

Time: 1 12 PM

Commit Cancel

Int. Call Record - A 1:17

XX10010002 102 Kildaire Farm Road

RESULT: 77 F Refusal

COMMENTS:

Result Code Error ok

TRY AT LEAST ONE MORE TIME BEFORE ASSIGNING THIS FINAL CODE.

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

DATE: 6/30/04 DAY: Wed

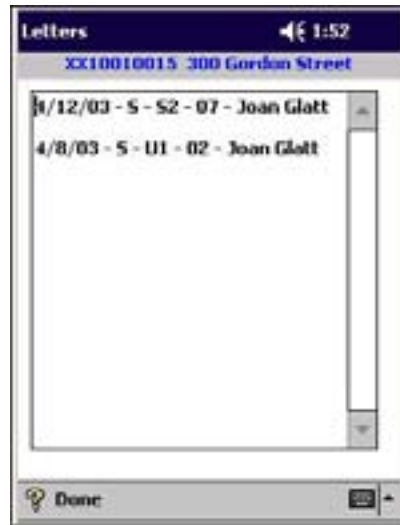
HOUR MINUTE AM/PM

Time: 1 17 PM

Commit Cancel



(View Letters available only if refusal letter sent.)



Appendix F

Verification

Verification 6:36

Line 013 110 Pond Street

FIRST NAME:

Refused Not Available

PHONE: () -

Home Work

Refused Not Available

NOTES TO VERIFICATION CALLER:

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

Done Clear Span

Appendix G

Controlled Access

