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Appendix III through X

Plan and Operation of Cycle 6 of the National Survey of Family Growth

Vital and Health Statistics
Series 1, Number 42
August 2005

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
Centers for Disease Control and Prevention
National Center for Health Statistics

Appendix III. Generic Advance Letters; Generic Persuasion Letters; Informed Consent/Assent Forms

DEPARTMENT OF HEALTH & HUMAN SERVICES

Public Health Service
Centers for Disease Control
and Prevention

National Center for Health Statistics
6525 Belcrest Road, Room 1140
Hyattsville, Maryland 20782

From the Director of the National Center for Health Statistics

My agency, part of the Department of Health and Human Services, needs your help.

We are carrying out an important research study called the National Survey of Family Growth, which gathers information on schooling, work, marriage and divorce, having and raising children, and medical care. We are asking a scientifically chosen sample of Americans to participate in a short interview to be conducted by the highly respected University of Michigan Survey Research Center.

In a few days, a female interviewer on the staff of the University of Michigan, specially trained for this survey, will visit your home to see if you or someone in your household is eligible for the survey. Her visit will take only about 5 minutes, and any adult in the home can answer.

If someone in your household is chosen to take part in the study, the interviewer will explain in more detail what the study is about and answer any questions you or the selected person may have about the study. She will ask the selected person for an interview that will take 60-80 minutes.

Your help in this study is very important and completely voluntary. Your interviewer will arrange the interview whenever it is convenient for you. Interviewers work 7 days a week, including evenings. Also, if someone in your household is selected for the study and is able to take part, that person will receive $40 as a token of our appreciation.

Please be absolutely assured that the facts you provide will be kept strictly confidential, as required by Federal law (Section 308(d) of the Public Health Service Act (42 USC 242M) and the Privacy Act of 1974 (5 USC 552a)). The information you provide will be grouped with information from other people in the survey, and reported as percentages, totals, and averages. No individual person or family will ever be identified. You may skip any of the questions you wish.

If you have any questions about the study, please refer to the enclosed brochure, ask your interviewer, visit the survey's web site at: http://www.cdc.gov/nchs/nsfg.htm, or call Dr. Joyce Abma or Dr. William Mosher (Toll-Free) at: 1-866-227-8347. If you have questions about your rights as a respondent, you may call the Institutional Review Board at: 1-800-223-8118. To contact your interviewer, please call Chris Moore (Toll-Free) at: 1-866-764-5454, anytime Monday - Thursday 9am-9pm, Friday 9am-5pm, or Saturday 12pm-4pm (EST). On behalf of the National Center for Health Statistics, I thank you for your help with this important study.

Sincerely,

Edward J. Sondik, Ph.D.
Director, National Center for Health Statistics
http://www.cdc.gov/nchs

NSFG2100

DEPARTMENT OF HEALTH & HUMAN SERVICES

Public Health Service
Centers for Disease Control
and Prevention

National Center for Health Statistics
6525 Belcrest Road, Room 1140
Hyattsville, Maryland 20782

Estimado Señor/Estimada Señora,

NECESITAMOS SU AYUDA para un estudio especial, la Encuesta Nacional de Crecimiento Familiar del Centro Nacional para Estadísticas de la Salud, una agencia del Departamento de Salud y Servicios Humanos de los Estados Unidos. En este estudio, entrevistadoras especialmente entrenadas visitarán a una muestra nacional de hogares para hacer preguntas acerca de educación, trabajo, matrimonios y divorcios, vida familiar, experiencias sexuales, embarazos y atención médica. La información se utiliza para programas que proporcionan servicios de salud y educación sobre salud para hombres, mujeres y familias en los Estados Unidos.

Nos estamos dirigiendo a usted porque su dirección resultó seleccionada por métodos científicos para ser parte de este estudio. Para hacer las entrevistas, hemos escogido al Centro de Encuestas de la Universidad de Michigan, una institución muy respetada que se dedica a la investigación y educación. Dentro de unos días, una entrevistadora de la Universidad de Michigan visitará su hogar para determinar si hay alguna persona elegible para la encuesta. Eso tomará solamente unos 5 minutos. Uno de los miembros del hogar que sea elegible puede resultar seleccionado para la entrevista que tomará entre 60 y 80 minutos. Su ayuda en este estudio es completamente voluntaria pero es muy importante, en parte porque cada persona entrevistada representa a unas 6,000 personas más. Sabemos que hoy en día la gente está muy ocupada; por eso su entrevistadora fijará la fecha y el horario de la entrevista de acuerdo a lo que le resulte conveniente a la persona seleccionada. Además, el miembro de su hogar que sea seleccionado recibirá $40 como muestra de nuestro agradecimiento por su participación en el estudio.

Los datos que usted nos dé se mantendrán de manera estrictamente confidencial, como lo exige la ley (Sección 308(d) del Código de los Estados Unidos, 42 USC 242M and 5 USC 552a). La información que usted nos proporcione se agrupará con la que obtengamos de otros participantes en la encuesta, y se publicará en porcentajes, totales y promedios. No se identificará a ninguna persona ni familia. La información que usted nos dé en esta encuesta no se dará a conocer a otras agencias del gobierno de ninguna manera que permita identificarlo(la) a usted. Para la mayoría de las personas, la entrevista es interesante y placentera, pero si hay alguna pregunta que a usted le resulte delicada, puede dejarla sin contestar. Su decisión de participar o no participar en el estudio no afectará ningún beneficio que usted reciba, ni ahora ni en el futuro.

En el folleto adjunto encontrará más información. Si tiene alguna pregunta sobre el estudio, puede hacérsela a su entrevistadora, o visitar la página de la encuesta en Internet en http://www.cdc.gov/nchs/nsfg.htm, o llamar a la Dra. Gladys Martínez (ella habla español) al teléfono gratuito 1-866-227-8347. Si tiene alguna pregunta sobre sus derechos como participante en una encuesta, puede llamar al Comité de Revisión Institucional al teléfono gratuito 1-800-223-8118. El Comité de Revisión Institucional es un comité de revisión independiente en el Centro Nacional para Estadísticas de la Salud, que protege los intereses de las personas que participan en estudios. Si necesita cambiar la cita de su entrevista, por favor llame a nuestro número de teléfono gratuito, 1-800-706-2100, del Instituto de Investigación Social de la Universidad de Michigan. El Centro Nacional para Estadísticas de la Salud de los Estados Unidos le agradece su asistencia con este importante estudio.

Le saluda atentamente,

Edward J. Sondik, Ph.D.
Director, Centro Nacional
para Estadísticas de la Salud
http://www.cdc.gov/nchs

DEPARTMENT OF HEALTH & HUMAN SERVICES

Public Health Service
Centers for Disease Control
and Prevention

National Center for Health Statistics
6525 Belcrest Road, Room 1140
Hyattsville, Maryland 20782

From the Director of the National Center for Health Statistics

You have been chosen to participate in an important study called the National Survey of Family Growth, which is being done by the U.S. National Center for Health Statistics, a part of the United States Department of Health and Human Services. In this study, female interviewers, specially trained for this study, will visit a national sample of households to ask questions about schooling, work, marriage and divorce, sexual experience, pregnancy, and medical care. The information is used for programs that provide health services and health education for American men and women.

The highly respected University of Michigan Survey Research Center will carry out the interviews. An interviewer from the Survey Research Center will visit you to request an interview of 60-80 minutes. Your help in this study is completely voluntary, but it is very important, in part because each person interviewed represents thousands of others. Your interviewer will arrange to do the interview whenever it is most convenient for you. Interviewers work 7 days a week, including evenings. Also, for your help in being part of this study, you will receive $40 as a token of appreciation.

The facts you provide will be kept strictly confidential, as required by Federal law (Section 308(d) of the Public Health Service Act (42 USC 242M) and the Privacy Act of 1974 (5 USC 552a)). The information collected is reported as percentages, totals, and averages. No individual person or family is identified. For most people, the interview is interesting and enjoyable, but if you find any of the questions to be sensitive for you, you can skip them. Agreeing or refusing to be in the study has no effect at all on any benefits you get, either now or in the future.

You can find out more about the study in the enclosed brochure, or by asking your interviewer, or visiting the survey web site: http://www.cdc.gov/nchs/nsfg.htm. Or you may call Dr. Joyce Abma or Dr. William Mosher (Toll-Free) at: 1-866-227-8347. If you have questions about your rights as a respondent, you may call the Institutional Review Board at: 1-800-223-8118. The IRB is an independent board that protects the interests of people who take part in studies. If you need to re-schedule your interview, please call Chris Moore at the University of Michigan (Toll-Free) at 1-866-764-5454, Monday - Thursday 9am-9pm, Friday 9am-5pm, or Saturday 12pm-4pm (EST). The U.S. National Center for Health Statistics thanks you for your help with this important study.

Sincerely,

Edward J. Sondik, Ph.D.
Director, National Center for Health Statistics
http://www.cdc.gov/nchs

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Public Health Service
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Estimado Señor/Estimada Señora,

Nos estamos dirigiendo a usted para pedirle que participe en un estudio especial: la Encuesta Nacional de Crecimiento Familiar del Centro Nacional para Estadísticas de la Salud, que es una agencia del Departamento de Salud y Servicios Humanos de los Estados Unidos. Su dirección resultó seleccionada al azar, por métodos científicos, para ser parte de este estudio, junto con muchos otros hogares en los Estados Unidos. En este estudio, entrevistadoras especialmente entrenadas visitarán los hogares que salieron seleccionados en todo el país, para hacer preguntas acerca de educación, trabajo, matrimonios y divorcios, vida familiar, experiencias sexuales, embarazos y atención médica. La información se utiliza para programas que proporcionan servicios de salud y educación sobre salud para hombres, mujeres y familias en los Estados Unidos.

Para hacer las entrevistas, hemos escogido al Centro de Encuestas de la Universidad de Michigan, una institución muy respetada que se dedica a la investigación y educación. Una entrevistadora de la Universidad de Michigan lo(la) visitará para invitarlo(a) a participar en una entrevista que dura entre 60 y 80 minutos. Su ayuda en este estudio es completamente voluntaria pero es muy importante, en parte porque cada persona entrevistada representa a otras 6,000 personas. Sabemos que hoy en día la gente está muy ocupada; por eso su entrevistadora se pondrá de acuerdo con usted para tener la entrevista cuando a usted le resulte conveniente. Además, usted recibirá $40 como muestra de nuestro agradecimiento por su participación en el estudio.

La información que usted nos dé se mantendrá de manera estrictamente confidencial, como lo exige la ley (Sección 308(d) del Código de los Estados Unidos, 42 USC 242M y 5 USC 552a). La información obtenida se publicará en porcentajes, totales y promedios. No se identificará a ninguna persona ni familia. La información que usted nos dé en esta encuesta no se dará a conocer a otras agencias del gobierno de ninguna manera que permita identificarlo(la) a usted. Para la mayoría de las personas, la entrevista es interesante y placentera, pero algunas de las preguntas pueden ser delicadas para algunos participantes. Puede decidir no responder a cualquiera de las preguntas que usted quiera, por cualquier motivo. Si decide no participar en el estudio, no perderá ningún beneficio que esté recibiendo ahora.

En el folleto adjunto encontrará más información. Si tiene alguna pregunta sobre el estudio, puede hacérsela a su entrevistadora o llamar a la Dra. Gladys Martínez (ella habla español) al teléfono gratuito 1-866-227-8347. Si tiene alguna pregunta sobre sus derechos como participante en una encuesta, puede llamar al Director(a) del Comité de Revisión Institucional al teléfono gratuito 1-800-223-8118. El Comité de Revisión Institucional es un comité independiente en el Centro Nacional para Estadísticas de la Salud, que protege los intereses de las personas que participan en estudios. Si necesita cambiar la cita de su entrevista, por favor llame a nuestro número de teléfono gratuito, 1-800-706-2100, del Instituto de Investigación Social (Institute for Social Research) de la Universidad de Michigan. El Centro Nacional para Estadísticas de la Salud de los Estados Unidos le agradece su asistencia con este importante estudio.

Le saluda atentamente,

Edward J. Sondik, Ph.D.
Director, Centro Nacional
para Estadísticas de la Salud
http://www.cdc.gov/nchs

DEPARTMENT OF HEALTH & HUMAN SERVICES

Public Health Service
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and Prevention

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We are carrying out an important research study called the National Survey of Family Growth, which gathers information on schooling, work, marriage and divorce, having and raising children, and medical care. We are asking a scientifically chosen sample of Americans to talk to an interviewer from the highly respected University of Michigan Survey Research Center.

In a few days, a female interviewer on the staff of the University of Michigan, specially trained for this survey, will visit your home to see if you or someone in your household is eligible for the survey. Her visit will take only about 5 minutes, and any adult in the home can answer. For your consideration of our request for your help, we have enclosed $5 as a token of our appreciation. It is yours to keep. If you would like to have an interviewer visit you sooner, please call the University of Michigan (Toll-Free) at: 1-866-764-5454, to set up an appointment.

If someone in your household is chosen to take part in the study, the interviewer will explain in more detail what the study is about and answer any questions you or the selected person may have about the study. She will ask the selected person for an interview that will take 60-80 minutes.

Your help in this study is very important and completely voluntary. Your interviewer will arrange the interview whenever it is convenient for you. Interviewers work 7 days a week, including evenings. Also, if someone in your household is selected for the study and is able to take part, that person will receive $40 as a token of our appreciation.

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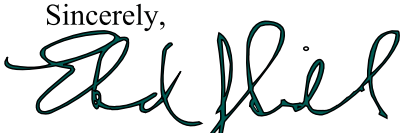
Sincerely,



Edward J. Sondik, Ph.D., Director
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DEPARTMENT OF HEALTH & HUMAN SERVICES

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Nos estamos dirigiendo a usted porque su dirección resultó seleccionada por métodos científicos para ser parte de este estudio. Para hacer las entrevistas, hemos escogido al Centro de Encuestas de la Universidad de Michigan, una institución muy respetada que se dedica a la investigación y educación. Dentro de unos días, una entrevistadora de la Universidad de Michigan visitará a su hogar para determinar si hay alguna persona elegible para la encuesta. Esto tomará solamente unos 5 minutos y cualquiera de las personas adultas que viven en el hogar puede contestar. Por la consideración de su ayuda por nuestra petición, hemos adjuntado $5 como muestra de nuestro agradecimiento. Esto es para Ud. de todas formas. Si a Ud. le gustaría una visita de la entrevistadora más pronto, lláme por favor a La Universidad de Michigan (Gratuito) a: 1-866-764-5454, para hacer una cita el día y la hora de su preferencia. Si alguien en su hogar está seleccionado para participar en el estudio, la entrevistadora explicará a esa persona más detalles sobre el estudio y podrá contestar cualquier pregunta que esa persona tenga. La entrevistadora le pedira a la persona seleccionada por una entrevista que durara entre 60-80 minutos. Su ayuda en este estudio es completamente voluntaria pero es muy importante, en parte porque cada persona entrevistada representa a unas 6,000 personas más. Sabemos que hoy en día la gente está muy ocupada; por eso su entrevistadora fijará la fecha y el horario de la entrevista de acuerdo a lo que le resulte conveniente a la persona seleccionada. Además, el miembro de su hogar que sea seleccionado recibirá $40 como muestra de nuestro agradecimiento por su participación en el estudio.

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Le saluda atentamente,

Edward J. Sondik, Ph.D.
Director, Centro Nacional
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DEPARTMENT OF HEALTH & HUMAN SERVICES

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The highly respected University of Michigan Survey Research Center will carry out the interviews. We are asking your help to find a convenient time for you to talk with our interviewer. Interviewers work 7 days a week, including evenings. Please help us by calling our toll-free number, 1-866-764-5454, to set up an appointment.

Your help in this study is completely voluntary, but it is very important, in part because each person interviewed represents thousands of others. For considering our request for your help, we are enclosing $40 with this letter, as a token of our appreciation.

The facts you provide will be kept strictly confidential, as required by Federal law (Section 308(d) of the Public Health Service Act (42 USC 242M) and the Privacy Act of 1974 (5 USC 552a)). The information collected is reported as percentages, totals, and averages. No individual person or family is identified. For most people, the interview is interesting and enjoyable, but if you find any of the questions to be sensitive for you, you can skip them. Agreeing or refusing to be in the study has no effect at all on any benefits you get, either now or in the future. The interview will take about 60-80 minutes.

You can find out more about the study in the enclosed brochure, or by asking your interviewer, or visiting the survey web site: http://www.cdc.gov/nchs/nsfg.htm. Or you may call Dr. Joyce Abma or Dr. William Mosher (Toll-Free) at: 1-866-227-8347. If you have questions about your rights as a respondent, you may call the Institutional Review Board at: 1-800-223-8118. The IRB is an independent board that protects the interests of people who take part in studies. The U.S. National Center for Health Statistics thanks you for your help with this important study.

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Nos estamos dirigiendo a usted para pedirle que participe en un estudio especial: la Encuesta Nacional de Crecimiento Familiar del Centro Nacional para Estadísticas de la Salud, que es una agencia del Departamento de Salud y Servicios Humanos de los Estados Unidos. Su dirección resultó seleccionada al azar, por métodos científicos, para ser parte de este estudio, junto con muchos otros hogares en los Estados Unidos. En este estudio, entrevistadoras especialmente entrenadas visitarán los hogares que salieron seleccionados en todo el país, para hacer preguntas acerca de educación, trabajo, matrimonios y divorcios, vida familiar, experiencias sexuales, embarazos y atención médica. La información se utiliza para programas que proporcionan servicios de salud y educación sobre salud para hombres, mujeres y familias en los Estados Unidos.

Para hacer las entrevistas, hemos escogido al Centro de Encuestas de la Universidad de Michigan, una institución muy respetada que se dedica a la investigación y educación. Le pedimos que nos deje saber cuando es el mejor momento para que nuestra entrevistadora hable con usted. Nuestras entrevistadoras trabajan los siete días de la semana, incluyendo las noches. Ellas pueden acomodarse a su horario. Tenga la bondad de ayudarnos mediante su llamada a nuestro número de teléfono gratuito, 1-800-706-2100, para hacer una cita.

Su ayuda en este estudio es completamente voluntaria pero es muy importante, en parte porque cada persona entrevistada representa a otras 6,000 personas. Estamos incluyendo $40, como una muestra de nuestro agradecimiento por considerar su participación en esta encuesta.

La información que usted nos dé se mantendrá de manera estrictamente confidencial, como lo exige la ley (Sección 308(d) del Código de los Estados Unidos, 42 USC 242M y 5 USC 552a). La información obtenida se publicará en porcentajes, totales y promedios. No se identificará a ninguna persona ni familia. La información que usted nos dé en esta encuesta no se dará a conocer a otras agencias del gobierno de ninguna manera que permita identificarlo(la) a usted. Para la mayoría de las personas, la entrevista es interesante y placentera, pero algunas de las preguntas pueden ser delicadas para algunos participantes. Puede decidir no responder a cualquiera de las preguntas que usted quiera, por cualquier motivo. Si decide no participar en el estudio, no perderá ningún beneficio que esté recibiendo ahora.

En el folleto incluido encontrará más información. Si tiene alguna pregunta sobre el estudio, puede hacérsela a su entrevistadora o llamar a la Dra. Gladys Martínez (ella habla español) al teléfono gratuito 1-866-227-8347. Si tiene alguna pregunta sobre sus derechos como participante en una encuesta, puede llamar al Director(a) del Comité de Revisión Institucional al teléfono gratuito 1-800-223-8118. El Comité de Revisión Institucional es un comité independiente en el Centro Nacional para Estadísticas de la Salud, que protege los intereses de las personas que participan en estudios. Si necesita cambiar la cita de su entrevista, por favor llame a nuestro número de teléfono gratuito, 1-800-706-2100, del Instituto de Investigación Social (Institute for Social Research) de la Universidad de Michigan. El Centro Nacional para Estadísticas de la Salud de los Estados Unidos le agradece su asistencia con este importante estudio.

Le saluda atentamente,

EdwardJ. Sondik, Ph.D.
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DEPARTMENT OF HEALTH & HUMAN SERVICES

Public Health Service
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and Prevention

National Center for Health Statistics
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ADULT'S PERMISSION FOR INTERVIEW

The interview is part of the National Survey of Family Growth, conducted for the U.S. Department of Health and Human Services, by the University of Michigan. The survey includes questions on schooling, work, marriage and divorce, family life, sexual experience, pregnancy, and medical care. The information will be used for programs providing health education and health care in the U.S. The interviewer will only ask questions that relate to your own experience. The interview lasts an average of 60-80 minutes.

You will be part of a scientifically selected sample of people, and represent over 6,000 others across the country. Your participation is very important and will help the study results to be accurate for all people like yourself in the United States. For your help in being part of this study, you will receive a $40 token of appreciation.

By law, the information each person gives is strictly confidential, and is used only for statistical research. To protect the confidentiality of your answers, it is important to do the interview in a private setting.

Agreeing or refusing to be in the survey has no effect at all on any benefits you get now or in the future. For most people, the survey is interesting and enjoyable, but if you find any of the questions to be sensitive for you, you don't have to answer them, and you may stop at any time. If you have questions about your rights as a respondent, you may call the Chair of the Institutional Review Board at: 1-800-223-8118. The Institutional Review Board is an independent review board at the National Center for Health Statistics that protects the interests of people who take part in studies. If you have other questions about the survey, you may call Dr. William Mosher or Dr. Joyce Abma (Toll-Free) at NCHS at: 1-866-227-8347.

Thank you again for being part of our survey.

_____ __ __ __ __ __ __ __ __ - __
Respondent's Name (PLEASE PRINT) Sample ID

_____ ___ / ___ / _____
Respondent's Signature Date

_____ ___ / ___ / _____
Interviewer's Signature Date

The respondent has read the letter about NSFG or I have read the letter to the respondent. The respondent has given oral permission to be interviewed, but refuses to sign the consent form.

_____ ___ / ___ / _____
Interviewer's Signature Date

DEPARTMENT OF HEALTH & HUMAN SERVICES

Public Health Service
Centers for Disease Control
and Prevention

National Center for Health Statistics
6525 Belcrest Road, Room 1140
Hyattsville, Maryland 20782

PARENT'S/GUARDIAN'S PERMISSION FOR INTERVIEW

The interview is part of the National Survey of Family Growth, conducted for the U.S. Department of Health and Human Services by the University of Michigan. The survey includes questions on schooling, work, marriage and divorce, family life, sexual experience, pregnancy, and medical care. The information will be used for programs providing health education and health care in the U.S. The interviewer will only ask questions that relate to your son or daughter's own experience. The interview lasts an average of 60 minutes for teenagers.

Your son or daughter will be part of a scientifically selected sample of young people that will represent the 20 million teenagers in the United States. His or her participation is very important and will help the study results to be accurate for all teenagers.

By law, the information each person gives is strictly confidential, and is used only for statistical research. To protect the confidentiality of your answers, it is important to do the interview in private.

Giving your permission does not mean that your son or daughter has to do the interview. Your consent just means that we have your permission to ask him or her for the interview. Your son or daughter is free to decide to do the interview or not. Agreeing or refusing to do the interview has no effect at all on any benefits you or your teenager get now. For most people, the survey is interesting and enjoyable, but if he or she finds any question to be sensitive, he or she doesn't have to answer, and may stop at any time. If you have questions about your son or daughter's rights as a respondent, you may call the Institutional Review Board, or IRB, at: 1-800-223-8118. The IRB is an independent review board at the National Center for Health Statistics that protects the interests of people who take part in studies. If you have other questions about the survey, you may call Dr. William Mosher or Dr. Joyce Abma (Toll-Free) at NCHS at: 1-866-227-8347.

You may ask my son or daughter if he or she wants to take part in the survey.

_____
Parent's Name (PLEASE PRINT)

_____ ___ / ___ / _____
Parent's/Guardian's Signature Date

_____ __ __ __ __ __ __ __ __ - __
Son or Daughter's Name (PLEASE PRINT) Sample ID

DEPARTMENT OF HEALTH & HUMAN SERVICES

Public Health Service
Centers for Disease Control and Prevention

National Center for Health Statistics
6525 Belcrest Road, Room 1140
Hyattsville, Maryland 20782

["Respondent Not at Home" letter]

Dear <>,

We lead the National Survey of Family Growth, an important study being conducted by the University of Michigan's Survey Research Center on behalf of the National Center for Health Statistics (NCHS). Our interviewer has attempted to reach you on a number of occasions, but has been unable to find anyone at home. We are requesting your help in finding a good time to contact you and set up an appointment for an interview.

Our interviewers for the National Survey of Family Growth are employees of the University of Michigan's Survey Research Center and can be identified by their University of Michigan picture identification badges. By participating in this study, you help provide the country with valuable information on schooling and work, health, and having and raising children. These results are used by the U.S. Public Health Service to improve health and education programs for men, women and children living in America. Your participation in this study will make a direct contribution to decisions on how federal funds will be spent.

Please be assured that your answers and identity will remain confidential. Your confidentiality is protected by Federal law (Section 308(d) of the Public Health Service Act (42 USC 242M) and the Privacy Act of 1974 (5USC 522a)). You may also refuse to answer any questions in the interview.

Although the participation of any single person may not seem very important in a large study such as this one, each person interviewed actually represents thousands of other people in the U.S. population. Not including you would mean not including those people you represent. Because of the importance of the National Survey of Family Growth (NSFG), we are making this additional effort to seek your help.

Our interviewers work 7 days a week, including evenings, and will be happy to arrange a time that is most convenient for you. If you would like to suggest a good time for your interviewer to reach you, or if you have any questions about the NSFG, please call our toll-free number, 1-866-764-5454, anytime Monday - Thursday 9am-9pm, Friday 9am-5pm, or Saturday 12pm-4pm (EST). For more information about the study, you may also visit the NSFG website at: **www.cdc.gov/nchs/nsfg.htm**.

Thank you in advance for your cooperation. Your help will allow us to complete this research, which is designed to represent and benefit so many others like yourself.

Sincerely,

Dr. William D. Mosher
Project Officer
National Center for Health Statistics

Sincerely,

Dr. Robert M. Groves
Director, Survey Research Center
University of Michigan

DEPARTMENT OF HEALTH & HUMAN SERVICES

Public Health Service
Centers for Disease Control
and Prevention

National Center for Health Statistics
6525 Belcrest Road, Room 1140
Hyattsville, Maryland 20782

MINOR'S PERMISSION FOR INTERVIEW (AGE 15-17)

Your parent or guardian says that you may take part in a special research study called The National Survey of Family Growth (NSFG). The NSFG is being done by the University of Michigan for the U.S. Department of Health and Human Services. The attached brochure has more facts about the NSFG. The survey has questions on schooling, work, marriage and divorce, family life, sexual experience, pregnancy, and medical care. The information will be used for programs providing health education and health care for teens and adults in the U.S. The interviewer will only ask questions that apply to you. The interview lasts an average of 60 minutes.

You will be part of a sample that will represent the 20 million teenagers in the United States. Your help is very important to us because each teenager who takes part represents an average of 6,000 other teens in the U.S. For your help in being part of this study, you will receive a $40 token of appreciation.

By law, the information each person gives is strictly confidential, and is used only for statistical research. To protect the privacy of your answers, it is important to do the interview in private.

If you agree to be in the study, you may choose not to answer any question for any reason, and you may stop at any time. If you choose not to be in the survey, you will not lose any benefits you get now. For most people, the survey is interesting and enjoyable. Some of the questions in the interview may be sensitive for some people. If you have questions about your rights as a respondent, you may call the Institutional Review Board, or IRB, at: 1-800-223-8118. The IRB is an independent review board at the National Center for Health Statistics that protects the interests of people who take part in studies. If you have other questions about the survey, you may visit the survey's web site at: **http://www.cdc.gov/nchs/nsfg.htm**, or you may call Dr. William Mosher or Dr. Joyce Abma at NCHS (Toll-Free) at: **1-866-227-8347**. If you agree to take part, please sign this paper.

Thank you again for being part of our survey!

You have answered my questions. I agree to take part in the survey.

_____	__ __ __ __ __ __ __ __ - __
Respondent's Name (PLEASE PRINT)	Sample ID
_____	___ / ___ / _____
Respondent's Signature	Date
_____	___ / ___ / _____
Interviewer's Signature	Date

Appendix IV. Contact Scripts

NSFG Screener Introduction

I am *(NAME)* from the University of Michigan. Here is my identification card. We are conducting the National Survey of Family Growth for the National Center for Health Statistics, which is part of the US Department of Health and Human Services.

This letter explains all about this survey. You may remember receiving this letter and a brochure in the mail recently. Please take some time to read this important information.

{ IF NECESSARY, YOU MAY READ THE LETTER TO THE HOUSEHOLD MEMBER.}

Do you have any questions about anything (you have read/I have read to you) about the National Survey of Family Growth?

I have a few questions that tell us whether anyone living here can take part in our study. These questions take about 5 minutes. I have to ask these questions only of an adult member of the household. Are you 18 or over?

*{IF PERSON IS **NOT AGE 18 OR OLDER**}*
May I please speak to someone in the household who is age 18 or older?

*{IF **NO ADULTS LIVE IN THE HOUSEHOLD**, ASK:}*
Are you married? *(IF NO:)* Are you legally emancipated?

*{IF **NO**, ATTEMPT TO SCHEDULE ANOTHER VISIT WHEN AN ADULT WILL BE HOME}*

*{IF **YES**, CONTINUE WITH INTRODUCTION ON THIS CARD}*

This interview is completely voluntary and confidential. If there is any question that you do not wish to answer, please let me know and we can move on to the next question.

May I ask you these questions now?

*IF **YES**, CONTINUE WITH THE SCREENER ON THE COMPUTER.*

*IF **NO**, ATTEMPT TO SCHEDULE AN APPOINTMENT FOR ANOTHER TIME.*

AGE PROBES--If the informant is unable or unwilling to provide an exact age, use the following probes. Code the informant's best guess, if they cannot narrow it down further use the codes to the right of the probe.

between 15 and 44 years (eligible for study)

25 years or older	35	under 20 years old	18
between 20 and 24 years	22	under 18 years old	16

Card Used To Greet Spanish-Speaking NSFG Informants

1. English: "Hello. Excuse me, sir/madam, but do you speak Spanish?"

Spanish: "Hóla. Perdón, señor/señora, ¿usted habla español?"

Phonetic: “O-lah. Pear-doh-n, see-nee-or/see-nee-ora, oo-stead ah-blah es-pah-nee-ole?”

---

2. English: “Yes.” “No.”

Spanish: "Sí" "No"

Phonetic: “See.” “No.”

---

3. English: "Does anyone in the household speak English?"

Spanish: "¿Alguna persona en la casa habla inglés?"

Phonetic: “All-goo-nah per-so-nah in lah kah-sah ah-blah in-glays?”

---

4. English: "May I speak with that person?"

Spanish: “¿Puedo hablar con esa persona?”

Phonetic: “Pway-doh ah-blar cone essa per-so-nah?”

---

5. *(Give the person a pad of paper and say:)*

English: "Please write down here at what time I can find this person at home.

If I can call by phone, please write down the telephone number here: _____."

Spanish: "Por favor, anote a qué hora puedo encontrar a esa persona en casa. Si puedo llamar por teléfono, por favor anote el número de teléfono aquí: ____."

Phonetic: “Pour fah-four, ah-note-ay ah kay or-ah pway-doh in-cone-trar ah essa per-so-nah in kah-sah. See pway-doh yah-marr pour tele-phono pour fah-four ah-note-ay L new-mer-o day tele-phono ah-key.”

Appendix V. Authorization Letter

DEPARTMENT OF HEALTH & HUMAN SERVICES

Public Health Service
Centers for Disease Control
and Prevention

National Center for Health Statistics
6525 Belcrest Road, Room 1140
Hyattsville, Maryland 20782

To Whom it May Concern:

This letter shows that [INTERVIEWER NAME] has been authorized to work as a field interviewer on a major research project, the National Survey of Family Growth (NSFG), sponsored by the United States Department of Health and Human Services. This survey is designed to provide information on such issues as schooling, work, marriage and divorce, having and raising children, and medical care.

About 19,000 people will be selected at random to participate in this study.

The interviewers working on this study have been hired and trained for this project by the University of Michigan's Survey Research Center, a non-profit educational and research institution, located in Ann Arbor, Michigan. The University of Michigan is under contract (Contract # 200-2000-07001) to the U.S. Department of Health and Human Services to collect the data for the survey.

If you would like more proof that [INTERVIEWER NAME] is a legitimate interviewer working for the University of Michigan on this study, please contact Chris Moore at the Survey Research Center (1-866-764-5454 - toll-free) Monday -Thursday 9am-9pm, Friday 9am-5pm, and Saturday 12pm-4pm, EST, or Dr. Joyce Abma or Dr. William Mosher, at the National Center for Health Statistics (1-866-227-8347 - toll-free), during business hours Monday through Friday.

For additional information about the National Survey of Family Growth, please visit our website at www.cdc.gov/nchs/nsfg.htm.

Thank you in advance for your cooperation.

Sincerely yours,

Edward J. Sondik, Ph.D.
Director, National Center for Health Statistics

DEPARTMENT OF HEALTH & HUMAN SERVICES

Public Health Service
Centers for Disease Control
and Prevention

National Center for Health Statistics
6525 Belcrest Road, Room 1140
Hyattsville, Maryland 20782

De mi mayor consideración:

El propósito de esta carta es informar que [INTERVIEWER NAME] ha sido autorizada para trabajar como entrevistadora en un importante estudio, la Encuesta Nacional de Crecimiento Familiar (NSFG, por sus iniciales en inglés), patrocinada por el Departamento de Salud y Servicios Humanos de los Estados Unidos. Esta encuesta tendrá preguntas acerca de educación, trabajo, matrimonios y divorcios, vida familiar, experiencias sexuales, embarazos y atención médica.

Aproximadamente 19,000 personas serán seleccionadas al azar para participar en este estudio.

Las entrevistadoras que trabajan en este estudio han sido empleadas y entrenadas para este proyecto por el Centro de Encuestas de la Universidad de Michigan, una institución educativa y de investigación sin fines de lucro, ubicada en Ann Arbor, Michigan. La Universidad de Michigan tiene un contrato (Contrato # 200-2000-07001) con el Departamento de Salud y Servicios Humanos de los Estados Unidos para hacer esta encuesta.

Si desea más pruebas de que [INTERVIEWER NAME] es una entrevistadora legítima que trabaja para la Universidad de Michigan en este estudio, por favor póngase en contacto con el Centro de Encuestas de la Universidad de Michigan (al teléfono gratuito 1-800-706-2100) Lunes-Jueves 9am-9pm, Viernes 9am-5pm, y Sábados 12pm-4pm, EST, o la Dra. Gladys Martínez (ella habla español), en el Centro Nacional para Estadísticas de la Salud (al teléfono gratuito 1-866-227-8347).

Para más información acerca de la Encuesta Nacional de Crecimiento Familiar, por favor visite nuestra página en Internet (www.cdc.gov/nchs/nsfg/htm).

Desde ya le agradecemos su cooperación.

Le saluda atentamente,

Edward J. Sondik, Ph.D.
Director, Centro Nacional
para Estadísticas de la Salud

WHERE DO I GET MORE INFORMATION?

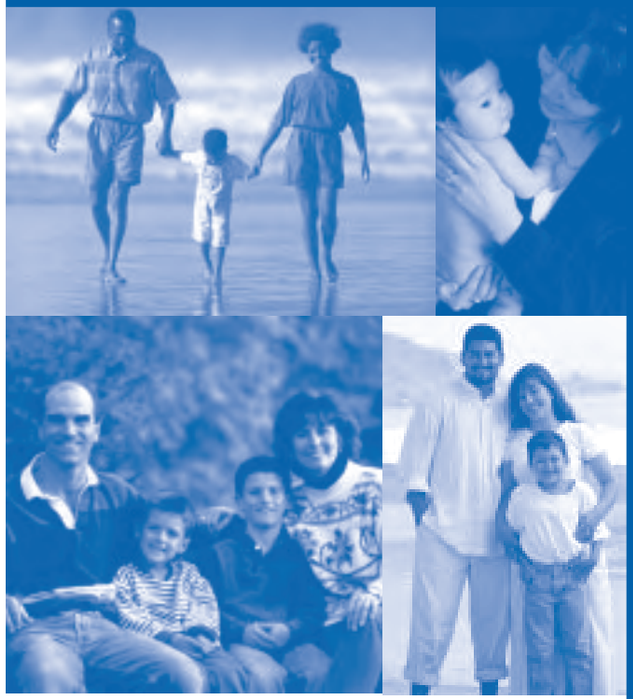
If you have questions about the study, please ask your interviewer, or visit the survey's Web site (http://www.cdc.gov/nchs/nsfg.htm), or call Dr. Bill Mosher or Dr. Joyce Abma (toll-free) at NCHS at 1-866-227-8347.

If you need to re-schedule an interview, please call Chris Moore at the University of Michigan, (toll-free) at 1-866-764-5454.

If you have questions about your rights as a respondent, you may call the Institutional Review Board at 1-800-223-8118. The IRB is an independent review board at NCHS that protects the interests of people who take part in studies.

CDC™
SAFER HEALTHIER PEOPLE

Questions & Answers About The National Survey of Family Growth (NSFG)



CDC™
U.S. DEPARTMENT OF HEALTH & HUMAN SERVICES
CENTERS FOR DISEASE CONTROL AND PREVENTION
NATIONAL CENTER FOR HEALTH STATISTICS

A Research Study for the
National Center for Health Statistics
Conducted by The University of Michigan

"The best health decisions are based on the best health information."

"CDC's National Survey of Family Growth provides accurate and reliable information on critical health issues to ensure that policies and programs address the needs of all Americans. The survey provides important health information on family life that can be used to help people live healthier lives. The National Survey of Family Growth is an essential component of the nation's health information system."

"I urge you to take part in this survey to help improve the nation's health."

Dr. Jeffrey Koplan
Director
Centers for Disease Control and Prevention

Your household has been chosen to take part in the NATIONAL SURVEY OF FAMILY GROWTH, an important research study of men, women and families. In this brochure, we answer some of the most common questions people ask us about the study.

WHAT IS THE NATIONAL SURVEY OF FAMILY GROWTH?

The National Survey of Family Growth provides an accurate statistical picture of trends in family life, marriage and divorce, contraception, sexual experience, pregnancy, infertility, and men's and women's health. This information is used to plan better health services and educational programs for men, women and families.

The U.S. Department of Health and Human Services uses the survey results to carry out its responsibilities for the health of the nation. The survey is authorized by a federal law, Section 306(b) 1 (h) of the Public Health Service Act (42 USC 242), which asks us to collect "statistics on family formation, growth, and dissolution."

The survey provides accurate national statistics on critical issues like:

- People making choices about school, work and having a family
- Women looking for a safe and effective way to space their children
- The health care that men and women get, including family planning and reproductive health
- Child care services used by working parents
- The usefulness of programs aimed at helping families and children

WHO IS DOING THE NATIONAL SURVEY OF FAMILY GROWTH?

The National Center for Health Statistics (NCHS), which is part of the U.S. Department of Health and Human Services (DHHS), conducts the survey for DHHS. You can find out more about NCHS at our Web site at: *http://www.cdc.gov/nchs*. NCHS has chosen the University of Michigan, one of the largest public research universities in the United States, to carry out the interviews. A professional female interviewer from the University of Michigan's Survey Research Center will come to your home and find out if you are eligible for the study. The interviewer who comes to your home will be carrying a University of Michigan identification badge with her picture on it and a Letter of Authorization from the U.S. Department of Health and Human Services. If you are eligible for the study, she will ask you questions and type your answers into a laptop computer. Near the end of the interview, you will get to answer some questions privately by entering answers into the computer yourself.

HOW WAS I CHOSEN?

We do not know who lives at your house or what your name is. We take a sample of households from all across the United States. When your interviewer arrives, she will find out if there is someone in your household whom we need to include in our study.

WHY SHOULD I PARTICIPATE? WHY NOT INTERVIEW ACROSS THE STREET?

We cannot talk to all of the millions of men and women in this country — that would cost too much and take too long. So we scientifically select a "sample" of households, and we choose one person from some of those households to be in the survey. Each person interviewed for this study represents thousands of others. Scientific sampling methods do not allow us to substitute another address for those originally chosen, so we cannot use another address in place of yours.

ARE THESE INTERVIEWS JUST FOR FAMILIES, OR THOSE WITH CHILDREN?

No. If you have never had children, or live alone, your responses are just as important to the study as anyone else's. You will be asked only those questions that apply to you. For example, we need information from those without children or families to obtain accurate information about topics such as:

- The number of people who are choosing not to have children or to have them later in life
- How long marriages and other relationships last
- How often divorced fathers see their children
- The need for infertility services

WILL MY ANSWERS BE KEPT CONFIDENTIAL?

Yes. Federal law protects the confidentiality of all the information you provide (Section 308(d) of the Public Health Service Act (42 USC 242M) and the Privacy Act of 1974 (5 USC 552a)).

Each member of the research staff working on this survey has signed a legally binding pledge and taken training to learn how to keep confidential all the information provided by participants. The answers you give will be combined with answers from many other people, and reported as percentages, totals, and averages. No individual man, woman or family is identified. You can find out more about what we do to keep our survey data confidential at: *http://www.cdc.gov/nchs/about/policy/confiden.htm*.

DO I HAVE TO ANSWER THE QUESTIONS?

Your participation in the survey is completely voluntary. For most people, the interview is interesting and enjoyable, but if you find any of the questions to be sensitive for you, you don't have to answer them, and you may withdraw from the interview at any time. You will only be asked questions that apply to you. Agreeing or refusing to be in the study has no effect at all on any benefits you receive, either now or in the future.

HOW LONG WILL IT TAKE?

The average interview takes about 60-80 minutes for most adults. Interviews for teenagers average 60 minutes. A few interviews take a little less or a little more time. We will do the interview at a time when it is most convenient for you. Also, for your help in being part of this study, you will receive $40 as a token of our appreciation.

WHO IS THE UNIVERSITY OF MICHIGAN?

The University of Michigan, founded in 1817, was one of the first public universities in the United States. Today, the University is one of the largest research universities in the world. This study is only one of many important studies the University's Survey Research Center does on families, health, retirement and other important issues.

■ Other safeguards for your privacy:

- Any item that could indirectly reveal who you are is removed. Of course, names and addresses are taken off everything we give out. But we do not stop there: No small geographic areas are shown, and incomes, occupations and dates of events are grouped in broad categories so that, even if several pieces of information are pieced together, identification would still be impossible.
- NCHS withholds even statistical totals if they might identify someone.
- Special security measures block outside contact with any confidential information stored in NCHS computers.
- We also take the necessary measures to prevent unauthorized entry into the computers.
- No authority can obtain identifiable data from NCHS without your permission. This means your data are not available to the police, the military, or any branch of any Government — for any reason.

Your answers are also protected from the Freedom of Information Act as well as court subpoenas.

For further information:
NCHS provides statistical data from all of its surveys in printed reports, CD-ROM's, and through our Web site.

For further information and to access NCHS products, visit the NCHS home page:

www.cdc.gov/nchs

or contact:

Data Dissemination Branch
6525 Belcrest Road, Room 1064
Hyattsville, MD. 20782
Telephone: 301-458-4636

For specific questions about how NCHS protects the information you provide, contact:

Alvan O. Zarate, Ph.D.
Confidentiality Officer, NCHS
6525 Belcrest Road, Room 1170
Hyattsville, MD 20782

Telephone: 301-458-4601
e-mail: Azarate@cdc.gov
or visit: http://www.cdc.gov/nchs/about/policy/confiden.htm

NATIONAL SURVEY OF FAMILY GROWTH

How the National Survey of Family Growth Keeps Your Information Strictly Confidential

U.S. Department of Health & Human Services
Centers for Disease Control and Prevention
National Center for Health Statistics

A Research Study for the
National Center for Health Statistics
Conducted by The University of Michigan

Protecting the public's privacy… no idle pledge

There's safety in numbers, especially our numbers!

■ **The law...**
Information collected in the National Survey of Family Growth (NSFG) is used only for statistical purposes. No information that could identify you can be released to anyone — including the President, Congress, or any court — without your consent.

■ **The affidavit...**
Anyone working on the NSFG **must** sign an affidavit — a legal document making them subject to the Privacy Act, the Public Health Service Act and other laws. Anyone working on the study who violates these laws can be fined up to $5,000, lose their job or go to jail.

■ **The record...**
Since its very first survey in 1957, the National Center for Health Statistics (NCHS) has maintained a perfect record in protecting the privacy of individuals and businesses participating in its surveys.

■ **A message from the Director of NCHS:**
This agency is well known for the quality of information it provides to the public, to policy-makers and to researchers. Collecting high-quality information isn't possible unless we can promise that the information you give us is confidential, and unless we can back up that promise. We can.

The principles of privacy and confidentiality are firmly grounded in Federal laws, including the Privacy Act, the Public Health Service Act, and Title 18 of the United States Code. All NCHS employees must sign a pledge making them legally liable and subject to all punishments in these laws.

Those working for NCHS — including our contractor for this study, the University of Michigan's Institute for Social Research — must also strictly observe special practices for the careful treatment of confidential information. These practices are meant to insure that the privacy of our respondents is fully respected.

We have, therefore, a number of very important reasons for observing strict confidentiality: It is essential to obtaining high-quality, accurate statistics; it is the right thing to do; and it is required by law.

Edward J. Sondik, Ph.D.

■ **NCHS and NSFG:**
The National Survey of Family Growth (NSFG) is a major source of national statistics on such critical topics as US fertility trends, marriage and divorce, infertility, contraceptive use and parenting. An important goal of the NSFG is to provide accurate statistical data to guide programs that provide health services and health education to men and women of childbearing age. NSFG data are used by academic researchers, government agencies, journalists, physicians and the public. Data are typically summarized in national estimates of the population of reproductive age, and are presented in reports published by the National Center for Health Statistics (NCHS), the nation's major source of reliable data on health.

N S
F G

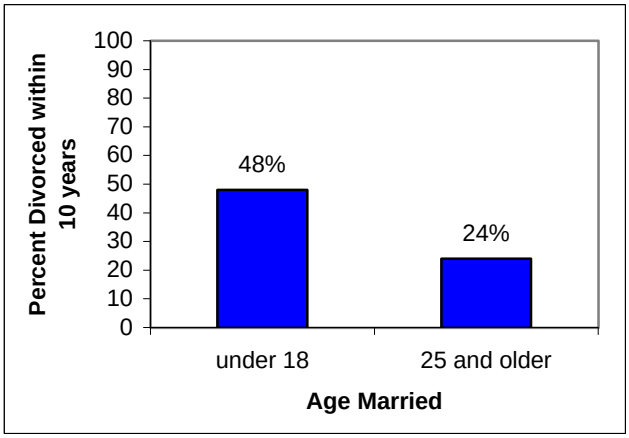
Family Facts

from the National Survey of Family Growth

The National Survey of Family Growth (NSFG) collects data on such topics as pregnancy, adoption, contraceptive use and effectiveness, and infertility. In 1995, it was praised as "the most comprehensive ... information since 1988 about what is going on in our country regarding decisions about reproductive health issues" by Dr. Felicia Stewart of the University of California at San Francisco. Below are some examples of actual data collected by the study the last time it was conducted, in 1995.

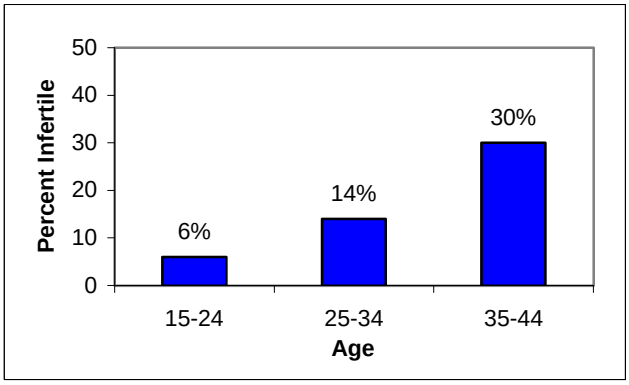
Divorce

Women who get married before they turn 18 are twice as likely to get divorced within 10 years as women who don't get married until after they turn 25.



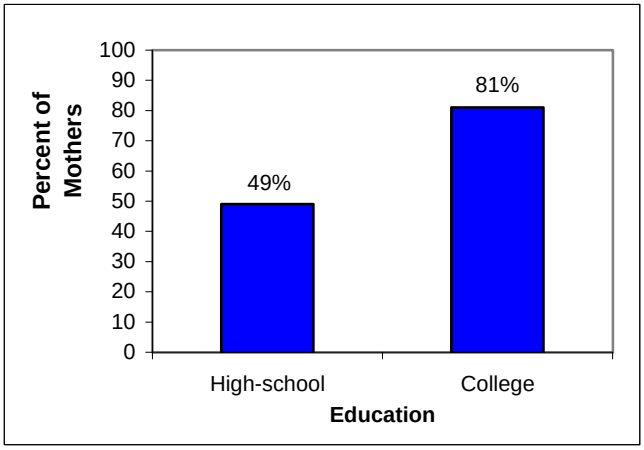
Infertility

Among childless married women, 30% of those age 35 or older are infertile, compared to 6% of those age 24 or younger.



Breastfeeding

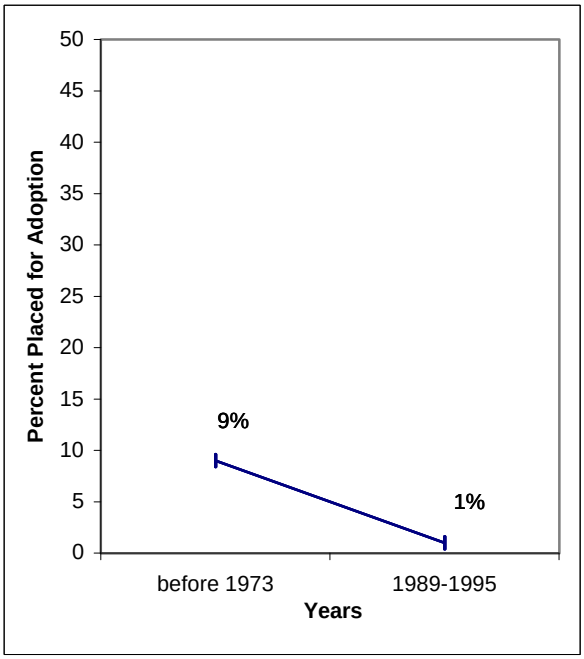
About half of women who have received a high school education breastfeed their children. The number jumps to 81% among college educated mothers.



NSFG2390

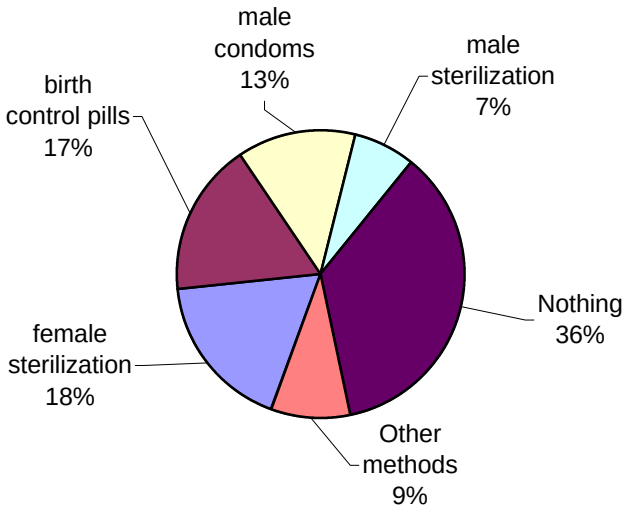
Adoption

Only 1% of babies born to unwed mothers between 1989 and 1995 were placed for adoption, compared with 9% of babies born to unwed mothers before 1973.



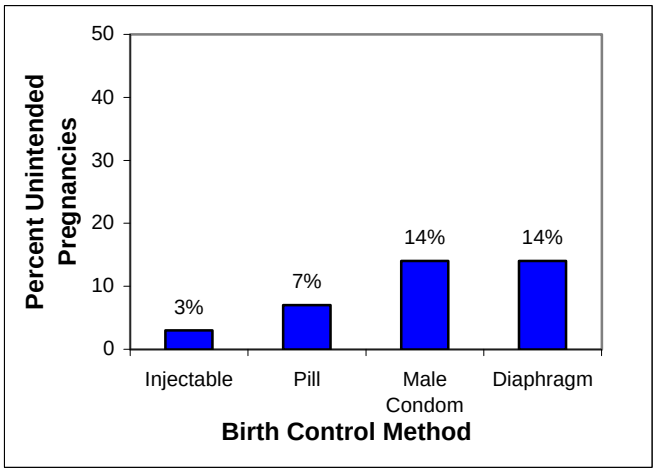
Contraception

About 2/3 of women of childbearing age in 1995 were using some method of birth control. The most popular methods were female sterilization, birth control pills, and male condoms.



Unintended pregnancies

In their first year using the pill, 7% of women had an unintended pregnancy, compared with 14% of those using the condom and 14% of those using diaphragms.



NSFG2390

Appendix IX. Life History Calendar

The National Survey of Family Growth: Female Life History Calendar

		1971	1972	1973	1974	1975	1976	1977	1978	1979	1980	1981	1982	1983	1984	1985	1986	1987	1988	1989	1990	1991	1992	1993	1994	1995	1996	1997	1998	1999
AGE																														
																													Ja Fe Ma Ap My Jn Jl Au Sp Oc Nv Dc	Ja Fe Ma Ap My Jn Jl Au Sp Oc
IMPORTANT EVENTS																														
EDUCATION (High School, College, Other Schooling)																														
PREGNANCIES AND BIRTHS																														
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NSFG2190

Appendix X. Interviewer Training Agenda

INTERVIEWER TRAINING AGENGA - NSFG
St. Louis (airport) Hilton
June 10-19

DAY 1		
Time	**Session Number**	**Session Topic**
4:00–8:00		Registration for On-staff Interviewers

DAY 1 – New Staff Only		
Time	**Session Number**	**Session Topic**
8:00	G1	Daily Introductions
	G2	Question Reading
	G3	Clarification
	G4	Probing
	G5	Feedback
		BREAK
	G6	Video: Introductions (to a Respondent)
	G7	Introductions (to a Respondent)
12:00–1:00		LUNCH
	G8	Round Robin Mock Interview
		BREAK
	G9	Time and Expense Journal
5:30	G10	Putting it all Together Wrap-Up

DAY 2		
Time	**Session Number**	**Session Topic**
8:00	T1	Welcome and Introductions Review of the Training Agenda NCHS Study Overview (Detailed)
	T2	NCHS Confidentiality Video
	T3	Mock Interview Demonstration
		BREAK
	T4	Hardware Introduction Setting up Your Machine Windows Introduction/Review
	T5	Blaise Questionnaire
12:00–1:15		LUNCH: Speakers from NCHS and ISR
	T6	SurveyTrak Overview
	T7	SurveyTrak Updating
		BREAK
	T8	Introducing NSFG to Informants and Respondents
	T9	The NSFG Screener
5:30	T10	Wrap-up

DAY 3		
Time	**Session Number**	**Session Topic**
8:00	T11	Announcements/Goals for Today
	T12	Mock Interview with the Screener
	T13	Sampling and Updating
	T14	NSFG Informed Consent and Token Procedures
		BREAK
	T15	Mocks on Participating and Completing Consent Forms
	T16	MOCK IW – Mini NSFG Questionnaire
12:30–1:30		LUNCH
	T17	Female Questionnaire Overview Probing in NSFG
	T18	Aids to Female Instrument
	T19	Female Questionnaire Walk-through – up to Audio Computer-Assisted Self-Interview (Mock #1)
		BREAK
	T19	Female Questionnaire Walk-through – up to Audio Computer-Assisted Self-Interview (Mock #1)
5:30	T20	Wrap-up

DAY 4		
Time	**Session Number**	**Session Topic**
8:00	T21	Announcements/Goals for Today
	T22	Female Questionnaire Walk-through Debriefing Female – Audio Computer-Assisted Self-Interview
	T23	Interview Observation Form
	T24	Completing the Case
		BREAK
	T25	Male Questionnaire Overview Aids to the Male Instrument
	T26	Male Questionnaire Walk-through – with Audio Computer-Assisted Self-Interview and Case Wrap-up (Mock #1)
12:00–1:00		LUNCH
	T26	Male Questionnaire Walk-through (Mock #1)
		BREAK
	T27	Male Questionnaire Debriefing
	T28	Unusual Interviewing Circumstances
5:30	T29	Wrap-up

DAY 5		
Time	**Session Number**	**Session Topic**
8:00	T30	Announcements – Review of Previous Day's Questions
	T31	SurveyTrak Communicates OVERVIEW
	T32	SurveyTrak Updates
		BREAK
	T33	SurveyTrak Utilities and Recording Other Information in SurveyTrak
	T34	Reporting Costs
12:15–1:15		LUNCH
	T35	Female Questionnaire Mock #2
		BREAK
	T35	Female Questionnaire Mock #2
	T36	Female Questionnaire Mock #2 Debriefing
4:45	T37	Wrap-up

DAY 5 – Reception		
Time	**Session Number**	**Session Topic**
6:00–6:30		Reception/Gathering
6:30–7:30		Dinner
7:30–8:00		Project Summary

DAY 6		
Time	**Session Number**	**Session Topic**
8:00	T38	Announcements/Goals for Today
	T39	Planning and Scheduling
		BREAK
	41	Male Questionnaire Mock #2
12:00–1:00		LUNCH
	T41	Male Questionnaire Mock #2
	T43	Male Questionnaire Mock #2 Debriefing
		BREAK
	T44	iPASS and Outlook
5:30	T45	Wrap-up

DAY 7		
Time	**Session Number**	**Session Topic**
8:00	T46	Agenda Review
	T47	Addressing Concerns of the Respondent/Informant – A Workshop
12:00–1:00		LUNCH
	T48	Diversity and Sensitivity
	T49	Putting it all Back in Place
	T50	SurveyTrak Communications Review
		BREAK
	T51	Help Desk and Troubleshooting
	T52	Administrative Matters
	T53	Meet with Your Team Leader/RFM
5:30	T54	Wrap-up/Good Bye

DAY 8 (Certification Session)

New Employees to Be Certified
One-on-One for Production Interviewing

Experienced Staff Certified On-Site
or Post-training by Telephone

Time	**Session Number**	**Session Topic**
8:00	T55	Certification Interviews
		BREAK
10:30	T56	Certification Interviews
1:00		Leave for the Airport

DAY 8 (Billingual Interviewer Training Session)		
Time	**Session Number**	**Session Topic**
8:00	B1	Overview of the Spanish Language Training Session
	B2	Spanish Language Protocols Screener Review
		BREAK
	B3	Female Instrument Mock Interview – Spanish Language Application
12:30	B4	Wrap-up

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