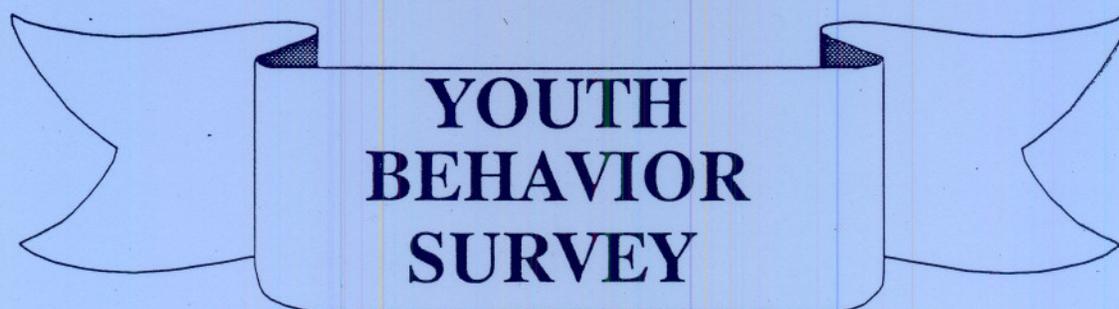


YBS-100
(01/92)



**YOUTH
BEHAVIOR
SURVEY**

Field Representative's Manual

U.S. DEPARTMENT OF COMMERCE
BUREAU OF THE CENSUS

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CHAPTER 1. DESCRIPTION OF THE SURVEY

A. PURPOSE

The Youth Behavior Survey, or YBS, is one piece of a larger system of research, The Youth Risk Behavior Surveillance System, that was developed to monitor the major risk behaviors of American youth. The first of these data collection efforts began with a school-based survey that has been administered to thousands of high school students in grades 9 through 12 over the past several years.

The YBS will cover segments of the youth population not included in the school-based survey. For example, high school drop-outs, high school graduates, and college students will be included in the YBS.

The YBS will be administered as a followback to the 1992 National Health Interview Survey (HIS). This survey is being conducted for the National Center for Health Statistics (NCHS) which is a part of the Centers for Disease Control (CDC).

The Youth Behavior Survey will provide crucial information to researchers, policy makers, and legislators about the range of risk behaviors that youth in the United States are exposed to as they grow up. This information will be used to develop effective health promotion programs directed toward the nation's young people. The survey includes questions on the following topics:

- ★ diet and nutrition
- ★ smoking
- ★ drinking
- ★ exercise
- ★ use of illegal drugs
- ★ fights and weapons
- ★ driving after drinking
- ★ wearing seatbelts
- ★ motorcycle ridership
- ★ sexual behaviors which may increase the risk of contracting a sexually transmitted disease

Only youth 14 years of age and older will be asked questions about sexual behaviors.

B. AUTHORITY

The YBS is authorized by Title 42, United States Code, Section 242k.

C. SAMPLE DESIGN

The sample for the Youth Behavior Survey is selected from the families which are interviewed for the 1992 Health Interview Survey (HIS). Each HIS family which has one or more persons age 12 - 21 will be included in the YBS. One or more of the 12 - 21 year olds in the family will be selected for the YBS and interviewed by you approximately two to three months after the family participates in the HIS.

The regional office HIS staff will transcribe information from the HIS questionnaires that will be useful to the YBS FR to locate, contact and interview the YBS sample youth(s) to a YBS-1 Control Card. The regional office staff will also complete the selection of the sample youth(s).

D. THE HEALTH INTERVIEW SURVEY (HIS)

As mentioned above, the Health Interview Survey is the source of the sample for the Youth Behavior Survey. Below is a description of the topics covered in the HIS interview, so you will be familiar with the type of interview the family has already completed.

The Health Interview Survey (HIS) is a nationwide survey conducted by the Bureau of the Census for the National Center for Health Statistics (NCHS). The purpose of the HIS is to obtain information about the amount and distribution of illness, its effects in terms of disability and chronic impairments, and the kind of health services people receive.

The basic core HIS interview asks family members about visits to doctors, hospital stays within the past year, whether they are limited or restricted in their normal activities or ability to work because of health conditions, detailed questions on their health conditions, and basic demographic information such as education, marital status and income. The 1992 HIS supplement questionnaire includes questions on immunizations, cancer screening knowledge and practice, smoking, aids knowledge and attitudes, and a detailed income section.

The HIS core questionnaire collects information on every civilian member of the family, while the supplement questionnaire concentrates mostly on one sample person. The time to complete the core questionnaire ranges from 20 minutes to over an hour, depending on the number of family members and the health conditions reported. The supplement questionnaire time ranges from 30 minutes to one hour.

E. CONFIDENTIALITY

1. What is Confidentiality?

The term "confidentiality" refers to the guarantee that is made to individuals who provide survey information regarding disclosure of that information to others, as well as the uses of that information.

The specific guarantee of confidentiality can vary by survey. This part of the manual explains the guarantee of confidentiality given to respondents in the Youth Behavior Survey (YBS), and what you should do to maintain this guarantee. Your 11-55, Administrative Handbook, also contains information on nondisclosure policies, violations of confidentiality, and ways to prevent careless disclosure. When you were appointed as a Field Representative, you signed an affidavit to protect the confidentiality of the survey information you collect. You are also required to sign a semiannual certification of compliance with the Census Bureau's nondisclosure policy.

2. The Guarantee of Confidentiality

The U.S. Public Health Service provides the guarantee of confidentiality for the Youth Behavior Survey. This guarantee is contained in the "Notice" statement printed on the cover of the YBS-2 Answer Booklet and on page 1 of the YBS-1 Control Card:

"Information contained on this form which would permit identification of any individual or establishment has been collected with a guarantee that it will be held in strict confidence, will be used only for purposes stated for this study, and will not be disclosed or released to others without the consent of the individual or the establishment in accordance with section 308(d) of the Public Health Service Act (42 USC 242m)."

A similar statement is also made on the YBS-20 and YBS-30 advance letters to fulfill the requirements of the Privacy Act of 1974.

3. Authorized Persons

The agreement between the Bureau of the Census and the sponsor regarding the confidentiality of the data collected in the HIS briefly states that the sponsor's employees (including contractors and grantees) may not disclose the data in a form permitting identification of any individual or establishment, and may not use the data for law enforcement, regulatory, or any other purposes that are inconsistent with the stated purpose(s) of the survey. The sponsor is responsible for enforcing the conditions of the agreement and may authorize non-Census employees to observe interviewing or review completed questionnaires. These persons will have the same restrictions and penalties as you regarding the treatment of confidential data. Anyone who is not a Bureau of the Census employee or properly authorized by this Title 15 survey sponsor to view confidential data is referred to as an "UNAUTHORIZED PERSON."

4. Penalties for Disclosing Confidential Information

Unauthorized disclosure of individual information collected in the Youth Behavior survey is punishable by a fine of up to \$1,000, or imprisonment up to 1 year, or both (18 USC 1905). Deliberate falsification, by an employee, of any information in this survey is punishable by a fine up to \$10,000, or imprisonment up to 5 years, or both (18 USC 10001).

5. How to Maintain Confidentiality

- a. When No One is Home at the Sample Youth's Address: You may ask a neighbor, apartment manager, or someone else living nearby when they expect someone to be home. When requesting this information, do not mention the Youth Behavior Survey by name and do not attempt to describe the survey. To gain cooperation, you may say:

"I am _____ from the United States Bureau of the Census. Here is my identification (show ID). I am conducting a survey for the National Center for Health Statistics, which is part of the U.S. Public Health Service, and I would like to know when (sample youth's name or the parent's name) will be at home." (or something similar)

- b. When Discussing Your Job With Family, Friends, Others: You must not reveal any information which you obtained during an interview or identify any persons who participated in the survey to unauthorized persons in conversation or by allowing them to look at completed answer booklets or control cards.
- c. When "Storing" Completed Answer Booklets: If it becomes necessary to leave completed Answer Booklets or control cards around your home, motel room, or other nonsecure place when you will not be there, and you cannot securely store them, put them "out-of-sight" so that unauthorized persons will not be tempted to look at them.

6. Subpoena of Records

In the event of a record collected in the Youth Behavior Survey being subpoenaed, any Census Bureau employee upon whom such subpoena is served will communicate with the Director of the Bureau of the Census through the regional office. Action to satisfy such subpoena will be taken only as authorized by Public Health Service Regulations, section 1.108 of title 42, U.S.C.

F. THE PRIVACY ACT

The Privacy Act, passed by Congress in 1974, insures that personal information collected by Federal agencies is maintained in a manner which prevents intrusions upon individual privacy.

This act requires that when Federal agencies request information from an individual the following be provided to that individual:

- The authority under which the information is being collected and whether compliance is mandatory or voluntary.
- The principle purpose or purposes for which the information is intended to be used.
- The effects on the respondent, if any, for not providing all or any part of the requested information.

For the YBS, this information is contained in the YBS-20 and YBS-30 advance letters. However, all respondents or parents/guardians may not have received these letters. During your contact with the sample youth(s) and/or the parents/guardians, you must ask whether the letter was received. If a letter was not received, give the youth or parent/guardian another copy of the appropriate letter if this is a personal visit, or if this is a telephone call, offer an explanation of the YBS in your own words, but similar to the following:

"The Bureau of the Census is conducting the Youth Behavior Survey for the National Center for Health Statistics, which is part of the U.S. Public Health Service. The purpose of the survey is to collect information about the beliefs and practices of the nation's youth regarding various health issues so effective health programs can be developed for the nation's youth.

This survey is voluntary and is authorized by the Public Health Service Act (Title 42, United States Code, Section 242k). Although there are no penalties for failing to reply, each unanswered question substantially lessens the accuracy of the final data. All answers are strictly confidential and the identity of individuals will not be disclosed by either the Bureau of the Census or the Public Health Service without written approval."

CHAPTER 2. THE YBS FORMS AND FIELD REPRESENTATIVE ASSIGNMENTS

A. DESCRIPTION OF FORMS

1. YBS-1 Control Card - This form contains information which was transcribed from the HIS-1 questionnaire for the family eligible for the YBS. It lists the entire family composition, demographic information for each family member, the address and telephone number for the family, a name, address and telephone number of a contact person and identifies the sample youth(s). There is space to enter a new address and/or telephone number if the family has moved and space to record calls and visits made to the family.
2. YBS-2 Answer Booklet - The sample youth will mark his/her answers to the survey questions in this booklet. The booklet contains only the answer boxes for each question. There are no questions printed in this form.
3. YBS-2(SP) Spanish Answer Booklet - This is a Spanish version of the YBS-2 Answer Booklet.
4. YBS Informational Brochure (lime green) - This brochure informs the YBS family of what the survey is all about, how long the interview will take, when the survey will be conducted and who will see the respondent's answers.
5. YBS Spanish Informational Brochure (neon yellow) - This is a Spanish version of the brochure described in item 4.
6. YBS-20 and YBS-20(SP) Youth Advance Letter - This letter informs the sample youth of what the survey is all about and that a Census field representative will be contacting them shortly. One side of the letter is printed in English and the other side is in Spanish. It should be mailed to the youth prior to the beginning of the interviewing wave or given to the youth during a personal visit if he/she did not receive one in the mail or would like another copy.
7. YBS-30 and YBS-30(SP) Parent/Guardian Advance Letter - This letter informs the parent or guardian of the youth what the survey is about and that a Census field representative will be contacting the family to interview one or more of the family members aged 12 - 21. One side of the letter is printed in English and the other side is in Spanish. It should be mailed to the parent/guardian prior to the beginning of the interviewing wave or given to the parent/guardian during a personal visit if they did not receive one in the mail or would like another copy.
8. YBS-50 and YBS-50(SP) Thank-You Letter - This letter is given to the sample youth at the conclusion of the interview to thank him/her for participating in the survey. One side of the letter is in English and the other side is in Spanish.

9. Permission Form (12 and 13 year old) - This 2-part NCR (No Carbon Required) form explains the purpose of the survey and is used to obtain a parent or guardians permission to interview a sample youth who is 12 or 13 years old. Use the sample youth's **CURRENT** age to determine which permission form to use. The second copy of the English version is blue and the second copy of the Spanish version is yellow.
10. Permission Form (14 - 17 year old) - This 2-part NCR (No Carbon Required) form explains the purpose of the survey and is used to obtain a parent or guardians permission to interview a sample youth who is 14 - 17 years old. Use the sample youth's **CURRENT** age to determine which permission form to use. This form mentions that the youth will be asked questions about sexual behaviors, while the form for 12 and 13 year olds does not include this topic. The second copy of the English version is green and the second copy of the Spanish version is pink.
11. Question Booklet (green) - This booklet lists all the questions asked during the YBS interview; however, the questions are in a different order than on the cassette tape. There are no answer categories in this booklet. This booklet is to be shown to anyone in the YBS family who inquires about what type of questions the youth is being asked. Do not let a parent/guardian keep the Question Booklet. Tell the parent/guardian that you do not have enough copies of the booklet to give them away.
12. Spanish Question Booklet (buff) - This is a Spanish version of the Question Booklet.
13. Field Representative's Booklet (blue) - This booklet provides you with a copy of the full questionnaire, including the instructions given to respondents at the beginning of the cassette tape, all questions, and the full answer categories. You may refer to this if the youth has any questions during the interview. This booklet is for **YOUR USE ONLY** and is not to be shown to any respondents or to anyone else in the YBS family.
14. YBS-100 Field Representative's Manual - This manual.
15. YBS-101 Census Field Representative Workbook - This is part of the initial training self-study which all field representatives must complete before beginning work on the YBS.
16. YBS Census FR Training Video - This video tape is part of the initial training self-study which all field representatives must view before beginning work on the YBS.

17. Audio Cassette Tapes - There are four audio cassette tapes on which the interview questions have been recorded. On each tape, the questions are each asked two times. The interview has been recorded on both sides of the tape, so the tape does not have to be rewound everytime it is used. Just turn the tape over to the other side for the next time the tape is to be used. The tapes are labelled as follows: Female-English, Female-Spanish, Male-English, Male-Spanish. A female respondent should be given one of the female tapes and a male respondent should be given one of the male tapes.
18. YBS-102 Refresher Self-Study - This is a self-study which FRs who have worked the previous YBS wave must complete before beginning interviewing in the current wave.
19. "Census Confidential" Envelopes - These are brown envelopes with the words "Census Confidential" printed in red in the middle of both sides of the envelope. The youth will place his/her answer booklet in this envelope after completing the interview.
20. Field Representative's Observation Form - This form is used to record how cooperative the parent/guardian and youth are, to record the type of physical setting in which the interview takes place, and to record any questions the youth had during the interview. One form must be completed for each interviewed youth.
21. Letter Size Envelopes - Envelopes with the regional office return address to be used to mail the advance letters.
22. Cassette Tape Players - You will have two cassette tape players with headphones for use in conducting the YBS interviews.
23. Batteries - Your regional office will supply you with AA batteries to be used in the cassette tape players. Periodically check the batteries in your cassette type players to determine if they should be replaced. If the voice on the tape sounds slower than usual, change the batteries. The cassette tapes can be damaged if they are played with weak batteries.
24. Earphone pads - After each interview, you must replace the earphone pads on the headset.
25. Briefcase or bag - You are authorized to purchase a briefcase or bag to carry your YBS materials. The maximum dollar amount you may spend is \$20. You should purchase a briefcase or bag that best meets your needs, and claim the expense on your payroll. Your supervisor is aware of this and will approve the charge.
26. Large Envelopes - Envelopes with the regional office address preprinted to use to return your completed work to the RO.

B. ASSIGNMENTS

1. Schedule - The YBS will be conducted in six waves. A new wave will begin every two months. Each wave will consist of a four-week interview period.

Wave 1 : March 30, 1992 - April 24, 1992

Wave 2: June 1, 1992 - June 26, 1992

Wave 3: August 3, 1992 - August 28, 1992

Wave 4: October 5, 1992 - October 30, 1992

Wave 5: December 7, 1992 - December 31, 1992

Wave 6: February 1, 1993 - February 26, 1993

Qtr/Week - Qtr/Week

1/2 - 1/8

1/9 - 1/13
2/1 - 2/4

2/5 - 2/13

3/1 - 3/8

4/10 - 4/13

4/11 - 4/15

4/10 - 4/13

2. Materials - You should have the following materials for each YBS assignment. (Note: You will receive one cassette tape player, one female English tape, and one male English tape with your self-study.)

- A partially filled YBS-1 Control Card for each family in your assignment
- 2 Blank YBS-1 Control Cards
- 1 YBS-2 Answer Booklet for each sample youth in your assignment
- 2 Additional YBS-2 Answer Booklets
- 3 YBS-2(SP) Spanish Answer Booklets
- 2 YBS-20/YBS-20(SP) Youth advance letters for each sample youth
- 2 YBS-30/YBS-30(SP) Parent/guardian advance letters for each family in your assignment
- 1 YBS-50/YBS-50(SP) Thank-you letter for each sample youth
- 2 Additional YBS-50/YBS-50(SP) Thank-you letters
- 1 English Permission Form (12-13 yr. old) for each sample youth
- 1 English Permission Form (14-17 yr. old) for each sample youth
- 3 Spanish Permission Forms (12-13 yr. old)
- 3 Spanish Permission Forms (14-17 yr. old)
- 2 English Youth Behavior Survey Brochures for each sample youth
- 3 Spanish Youth Behavior Survey Brochures
- 1 "Census Confidential" envelope for each sample youth
- 2 Additional "Census Confidential" envelopes
- 2 Letter size envelopes with the RO return address for each sample youth
- 5 Additional letter size envelopes with the RO return address
- 1 Field Representative's Observation form for each sample youth
- 2 Additional Field Representative's Observation forms
- 1 English Question Booklet
- 1 Spanish Question Booklet
- 2 Cassette tape players with headphones
- 1 Set of replacement earphone pads for each sample youth

- 2 Female English cassette tapes
- 1 Female Spanish cassette tape
- 2 Male English cassette tapes
- 1 Male Spanish cassette tape
- 10 AA Batteries for the cassette tape players
- A sufficient supply of large envelopes with the regional office address preprinted to mail your completed assignments to the regional office

3. Preparing and Organizing Your Assignment - Field Representatives who worked on the pretest of the Youth Behavior Survey found it helpful to make "packets" of the materials needed for each interview. Prior to conducting any YBS interviews, group the forms necessary for each sample youth and prepare and mail the advance letters.

- a. Letters - When you receive your assignment, you must address and mail advance letters to the sample youth(s) and the parents of the sample youths, if applicable.

Prepare the YBS-20/YBS-20(SP) youth advance letter as follows:

- 1.) Write the sample youth's first and last name after the salutation, "Dear". If item 9. on the YBS-1 control card indicates that the HIS interview was conducted in Spanish or in both English and Spanish, write the sample youth's name on both sides of the letter. If the HIS interview was conducted in English or another language, write the sample youth's name only on the English side of the letter.
- 2.) If you wish, you may write a personal note on the letter, perhaps giving the youth your name or indicating approximately when you will be contacting the youth.
- 3.) Address a letter size envelope with the sample youth's name and address. If there is more than one sample youth in the family, do not combine the letters for each youth in the same envelope. Send a separate letter and envelope to each sample youth.
- 4.) Insert the letter and a YBS informational brochure into the envelope and mail it approximately one week before the interviewing wave begins. If the HIS interview was conducted in Spanish only, include a Spanish version of the brochure. Otherwise, send an English version of the brochure.

Prepare the YBS-30/YBS-30(SP) parent/guardian letter as follows:

- 1.) If there is a parent of the sample youth listed in the family composition (items 16 and 17 on the control card), send a YBS-30/YBS-30(SP) letter to the parent, regardless of the sample youth's age. If there is more than one sample youth in

the family and all youths have the same parents, only one letter needs to be sent.

2.) Write the parent(s) name after the salutation, "Dear". If item 9. on the YBS-1 control card indicates that the HIS interview was conducted in Spanish or in both English and Spanish, write the parents' name on both sides of the letter. If the HIS interview was conducted in English or another language, write the parents' name only on the English side of the letter.

3.) If you wish, you may write a personal note on the letter, perhaps giving the parents' your name or indicating approximately when you will be contacting the family.

4.) Address a letter size envelope with the parents' name and address. Do not insert the parent's letter into the same envelope that is used for the sample youth.

5.) Insert the letter and a YBS informational brochure into the envelope and mail it approximately one week before the interviewing wave begins. If the HIS interview was conducted in Spanish only, include a Spanish version of the brochure. Otherwise, send an English version of the brochure.

- b. Prepare "Packets" of Forms - For each YBS sample youth you will need the forms listed below. (Prepare English versions of the forms unless there is a definite indication on the control card that the interview must be conducted in Spanish.)
- 1 Permission form for the appropriate age group (you will not need a permission form for sample youths who are 18 years of age or older.) Use the appropriate permission form based on the sample youth's CURRENT age. Enter the parents' or guardians' (if known) name and the sample youth's name on the lines provided. If there is no parent listed in the family composition, you may have to leave this line blank until you determine who is the youth's guardian. Sign your name on the line labeled: "Parent/guardian permission obtained by." Enter the PSU, Segment, Serial Number from item 4 on the control card and your FR code on the lines provided.
 - 1 Answer Booklet - write the control number for the sample youth on the back cover page of the answer booklet. Transcribe the sample, control number and family number from items 3 - 5 on the YBS-1 control card. Transcribe the person number of the sample youth from item 16 on the control card.
 - 1 "Census Confidential" envelope - write the sample, PSU, segment, serial number, family number, and person number (from items 1 - 4 on the back cover page of the answer booklet) on the lower right corner of the front of the envelope.

1 Field Representative's Observation form - You may prefill items 2 - 4 on this form.

1 YBS-50/YBS-50(SP) Thank-you letter

Clip together all of the forms listed above (or place them in the "Census Confidential" envelope), so they will be easily accessible during the interview. You should also have extra copies of the advance letters and the brochures available for each interview.

If at the time of the interview you find that the respondent prefers to use the Spanish Answer Booklet, be sure to write the control number on the back of the booklet before the sample youth begins the interview. The sample youth will be placing the booklet in the envelope and sealing the envelope, so you will not have an opportunity to enter the control number on the booklet after the interview is completed. If you have previously prepared an English version Answer Booklet for this sample youth, remember to destroy it. Do not send both versions to the regional office.

C. MAILING COMPLETED WORK TO THE REGIONAL OFFICE

For each YBS family you must return the completed materials listed below to the regional office. Do not return the materials until you have completed the interviews for all sample youth in the family.

- YBS-1 control card
- 1 YBS-2 or YBS-2(SP) Answer Booklet for each sample youth in the family. (except for sample youth who have moved and are no longer assigned to you) Leave the Answer Booklets in the "Census Confidential" envelopes. If the sample youth is a noninterview, you must still send a YBS-2 to the regional office. Write on the cover of the YBS-2 the reason for the noninterview. Also, be sure the control information is entered on the back cover of the YBS-2.
- 1 Permission form for each sample youth (if applicable)
- 1 Field Representative's Observation form for each interviewed sample youth

Mail your completed YBS work to the regional office as soon as you complete all the interviews for a family. Do not hold your completed work until the end of the wave.

After you have completed your assignment for a wave, call your regional office supervisor to inquire if you are scheduled to work the next YBS wave. If you will work the next wave, keep the cassette tape players, batteries, earphone pads and cassette tapes to use for the next wave. Mail all extra (blank) YBS forms back to the regional office. This includes advance letters, answer booklets, question booklets, FR booklet, etc. You will receive a new supply of forms with your next assignment.

You may keep your YBS-100 FR Manual and the briefcase or bag you purchased for your materials for use in another wave.

If you will not be working the next YBS wave, mail all YBS forms (except your YBS-100 FR Manual and your carrying bag), the tape players, the cassette tapes, earphone pads and batteries back to the regional office. Remove the batteries from the cassette tape players before mailing them back to the RO. If the batteries are left in the tape players, the batteries may leak and damage the tape players.

D. PAYROLL

Charge time worked on the Youth Behavior Survey to the following project and operation codes.

Project code: 7247

Operation codes:

80 Initial Training
83 Interviewing
86 Refresher training

CHAPTER 3. TRAINING

A. INITIAL TRAINING

The first wave you have a Youth Behavior Survey (YBS) assignment, you must complete an initial training self-study. The initial training self-study consists of viewing a video tape and completing exercises in a workbook. You should receive the following materials with the initial self-study:

- YBS Census Field Representative's Training Video
- YBS-101 Census Field Representative Workbook
- 1 YBS-1 Control Card
- 1 YBS-2 Answer Booklet
- 1 YBS Informational Brochure
- 1 YBS-20/YBS-20(SP) Youth Advance Letter
- 1 YBS-30/YBS-30(SP) Parent/Guardian Advance Letter
- 1 YBS-50/YBS-50(SP) Thank-you letter
- 1 YBS Permission form for 12 - 13 year old
- 1 YBS Permission form for 14 - 17 year old
- 1 Question Booklet
- 1 Field Representative's Booklet
- 1 Female English Audio Cassette Tape
- 1 Male English Audio Cassette Tape
- 1 "Census Confidential" Envelope
- 1 Field Representative's Observation Form
- 1 Cassette Tape Player
- 2 AA Batteries
- 1 YBS-100 Field Representative's Manual

The YBS-101 Census FR Workbook contains all the instructions you will need to complete the initial self-study. If you do not have a video tape player, try to view the tape at a friends' or relatives' home, or contact your local library. Most libraries have video tape players for use by their patrons. The video lasts approximately 50 minutes and you are instructed to stop the tape and complete a few short workbook exercises while viewing the video. If you cannot obtain the use of a video tape player anywhere, contact your regional office for further instructions.

B. REFRESHER TRAINING

If you work in consecutive waves of the Youth Behavior Survey, you must complete the YBS-102 Refresher Self Study prior to beginning interviewing in the second (or third, fourth, etc.) wave in which you work.

If you do not work in consecutive YBS waves, that is, there is one or more waves in between the waves you actually do work, you must complete the Initial Training Self Study again before working on the YBS for the upcoming wave.

CHAPTER 4. INTERVIEWING PROCEDURES

A. WHO TO INTERVIEW

You must interview the youth(s) designated as the sample youth(s) on the YBS-1 control card. You cannot interview a proxy respondent or substitute another youth in the family.

The sample youths are indicated on the YBS-1 control card by an "X" marked in the "SY" column in items 26. and 27. The example below shows a family with two sample youth. There is one out-of-school sample youth (Karen) and one in-school sample youth (Amy).

RT 67	3-4	5	6-12	13-14	15	16	17-18	19	20	21-22	
Line No.	Person No.	18. Family Composition (1, p.2 & 51) <i>Enter the FULL name of each family member, first name first. List them in the same order as on the HIS-1.</i>	17. Relationship to reference person <i>(2, p.2 & 51)</i>	18. Date of birth <i>(3, p.2 & 51)</i>	19. Age <i>(p.2 & 51)</i>	20. Sex <i>(p.2 & 51)</i>	21. Hispanic origin <i>(4f, p.2 & 51) Enter Code or Leave Blank</i>	22. Highest grade attended <i>(2a, p.42 & 43)</i>	23. Finished that grade <i>(2b, p.42 & 43)</i>	24. Currently enrolled <i>1 - Going to school 2 - On vacation 3 - Not in school (2c, p.42 & 43)</i>	25. Race <i>(3a & 3b, p.42 & 43) Enter one code, if 15, 16 specify</i>
1	1	Howard R. Kane	Reference Person	06-06-50	41	1 M 2 F		C-6+	1 Y 2 N	1 2 3	9
2	2	Jane M. —	Wife	09-25-48	43	1 M 2 F		C-2	1 Y 2 N	1 2 3	9
3	3	Amy S. —	Daughter	02-05-71	21	1 M 2 F		C-3	1 Y 2 N	1 2 3	9
4	4	Dana L. —	Daughter	11-11-74	17	1 M 2 F		H-11	1 Y 2 N	1 2 3	9
5	5	Mark D. —	Son	12-11-76	15	1 M 2 F		H-9	1 Y 2 N	1 2 3	9
6	6	Alice C. Marsh	Sister-in-law	07-04-52	39	1 M 2 F		C-1	1 Y 2 N	1 2 3	9
7	7	Karen S. —	Niece	04-11-73	18	1 M 2 F		H-12	1 Y 2 N	1 2 3	9
8	8	Paul C. —	Nephew	02-07-75	17	1 M 2 F		H-10	1 Y 2 N	1 2 3	9

LIST A. OUT OF SCHOOL YOUTH LIST (Age 12-21)						LIST B. IN SCHOOL YOUTH LIST (Age 12-21)						
26. Are there any nondesignated out-of-school youth in this family? <input checked="" type="checkbox"/> Yes (List by age, oldest to youngest) <input type="checkbox"/> No (27)						27. Are there any nondesignated in school youth in this family? <input checked="" type="checkbox"/> Yes (List by age, oldest to youngest) <input type="checkbox"/> No (28)						
RT 68	3-4	5-6	7	8	9	RT 68	3-4	5-6	7	8	9	
	Person No.	Age	Name	Consent required	SY List No.	Person number of parent (L3, p.46)		Person No.	Age	Name	Consent required	SY List No.
1	7	18	Karen	1 Y 2 N	1	6		3	21	Amy	1 Y 2 N	1
2				1 Y 2 N	1			4	17	Dana	1 Y 2 N	2
3				1 Y 2 N	1			8	17	Paul	1 Y 2 N	2
4				1 Y 2 N	1			5	15	Mark	1 Y 2 N	2
5				1 Y 2 N	1						1 Y 2 N	2
6				1 Y 2 N	1						1 Y 2 N	2

RT 69	FROM LIST A	Number	3	FROM LIST B	Number	4
28a.	Total number of out of school youth in this family		3	b.	Total number of in school youth in this family	4

29. FINAL STATUS			
LIST A - First selected or only, Out of School Youth	8-7	LIST A - Second Selected Out of School Youth	8-10
<input type="checkbox"/> No Out of School Youth	SY Person No.	<input type="checkbox"/> No Second Selected Out of School Youth	SY Person No.
INTERVIEW		INTERVIEW	
1 <input type="checkbox"/> Complete interview		1 <input type="checkbox"/> Complete interview	
2 <input type="checkbox"/> Partial interview		2 <input type="checkbox"/> Partial interview	
NONINTERVIEW		NONINTERVIEW	
1 <input type="checkbox"/> Refusal by Out of School Youth (Explain in notes)		1 <input type="checkbox"/> Refusal by Out of School Youth (Explain in notes)	
2 <input type="checkbox"/> Refusal by parent/guardian (Explain in notes)		2 <input type="checkbox"/> Refusal by parent/guardian (Explain in notes)	
3 <input type="checkbox"/> SY temporarily absent		3 <input type="checkbox"/> SY temporarily absent	
4 <input type="checkbox"/> SY mentally or physically incapable		4 <input type="checkbox"/> SY mentally or physically incapable	
5 <input type="checkbox"/> Other (Explain in notes)		5 <input type="checkbox"/> Other (Explain in notes)	

Sample Youth Designation

There can be a maximum of three sample youths in one family. In List A, the Out-of-School List, there can be up to two youth designated as sample youth. In List B, the In-School List, there will be at most one youth designated as a sample youth. The regional office will select the sample youth(s) and place an "X" in the SY column for the youth(s) selected. Call your regional office if the sample youths are not designated.

We are selecting more out-of-school sample youth because these youth are not represented in the Centers for Disease Control school-based survey.

When you receive your assignment, check each control card to determine how many sample youths there are in each family.

B. THE YBS-1 CONTROL CARD

The YBS-1 Control Card contains information transcribed from the HIS-1 questionnaire for families who participated in the 1992 HIS and for which there are one or more persons aged 12 - 21 in the family. There will be one control card per eligible family.

1. Prefilled Items - Most of the items on the control card will already be filled when you receive your YBS assignment. The items which should be prefilled on the control card include:
 1. Card of Cards
 - 2.- 5. The R.O., sample, control number and family number
 - 7a.- b. The family's exact address and a mailing address (if applicable). If no exact address is available, there will be a sheet and line number for the unit entered. This will be used to reference the unit on the listing sheet. By referring to the listing sheet and attached segment map, you should have no problem locating the unit.
 - 7d. Special place name, sample unit number and type code (if applicable).
 8. The telephone number for the family
 9. The language in which the HIS interview was conducted
 - 11a.-b. The date and time the HIS interview was conducted
 12. The best time to contact the household
 13. The name, address and telephone number of a contact person for the family
 14. The person number(s) of the family respondent(s)
 - 16.-17. The full name of each family member and relationship to the reference person
 - 18.-25. Date of birth, age, sex, Hispanic origin, highest grade attended in school, current enrollment status, and race of each family member
 - 26.-28. Lists in which the sample person(s) are designated

NOTE: The entries in items 17-25 represent the situation at the time the Health Interview Survey (HIS) interview was conducted. Do not update these items for changes in age (had a birthday), enrollment status (returned to school), etc.

2. Blank Items - Listed below are the items on the YBS-1 Control Card which you will complete:

6a. Enter your field representative code

6b. Mark the box for "original" if this is the original control card for this family.

Mark the box for "duplicate" if you must prepare a new control card.

A new control card must be prepared for cases in which one or two sample persons move away from the address listed in item 7a. to an address which is located in another FR's assignment area or in another regional office's jurisdiction and one or two sample youths remain at the address listed in item 7a. A new card must be prepared for each different address to which the youth move.

The FR (or regional office) receiving the case must prepare the new control card. For example, your regional office may call you with information about a sample youth who has moved into your assignment area. You will have to prepare a new control card for this youth.

When preparing a new control card, record all the information from the original control card to the new control card and mark the "duplicate" box in item 6b. on the new control card. Enter the new address in item 7c. of the new control card.

When you discover a sample youth has moved out of your assignment area, call your regional office to report the new address for the sample youth. Your regional office will contact the FR (or other regional office) who covers the area to which the sample youth has moved.

If a sample youth moves to an address within your normal assignment area, you do not have to prepare a new control card. Make a note of the new address in item 7c or in the notes section of the control card. Conduct an interview with the youth at the new address.

7c. Enter the new address for persons/families who have moved

10. Enter the new telephone number if the number in item 8 is not correct.

15. Record each telephone contact and personal visit to the family and to the sample youth(s). Enter the month and day of the call/visit, circle "T" for telephone calls and "P" for personal visits, record the beginning and ending time of the contact and circle "a.m." or "p.m." as appropriate, and enter the outcome of the contact.
29. You must make an entry to indicate the final status for each sample youth in each of the three sections for item 29 of the YBS-1 Control Card regardless of the number of sample youth selected from the family. In addition, you must enter the Sample Youth person number in the box to the right of the interview/noninterview status classification for each sample youth. Obtain the sample youth person number from the person number column in item 26 or 27 as appropriate. Leave the sample youth person number blank if you mark the "No.....Youth" box.

In the example below, assume Karen completed the entire YBS interview, and that Amy was temporarily absent for the entire interview period. Item 29 would be completed as follows for this family:

LIST A. OUT OF SCHOOL YOUTH LIST (Age 12-21)										LIST B. IN SCHOOL YOUTH LIST (Age 12-21)											
26. Are there any nondelisted out-of-school youth in this family? <input checked="" type="checkbox"/> Yes (List by age, oldest to youngest) <input type="checkbox"/> No (27)										27. Are there any nondelisted in school youth in this family? <input checked="" type="checkbox"/> Yes (List by age, oldest to youngest) <input type="checkbox"/> No (28)											
RT 06	3-4	5-6	Name	7	8	9	10-11			RT 06	3-4	5-6	Name	7	8	9	10-11				
	Person No.	Age		Consent required	SY	List No.	Person number of parent (L3, p 46)				Person No.	Age		Consent required	SY	List No.	Person number of parent (L3, p 46)				
1	7	18	Karen	1 Y	2 <input checked="" type="checkbox"/>	1	6	☐ None in HH			1	3	21	Amy	1 Y	2 <input checked="" type="checkbox"/>	1	1	☐ None in HH		
2				1 Y	2 N	1		☐ None in HH			2	4	17	Dana	1 <input checked="" type="checkbox"/>	2 N	1	1	☐ None in HH		
3				1 Y	2 N	1		☐ None in HH			3	8	17	Paul	1 <input checked="" type="checkbox"/>	2 N	1	6	☐ None in HH		
4				1 Y	2 N	1		☐ None in HH			4	5	15	Mark	1 <input checked="" type="checkbox"/>	2 N	1	1	☐ None in HH		
5				1 Y	2 N	1		☐ None in HH			5				1 Y	2 N	1	2	☐ None in HH		
6				1 Y	2 N	1		☐ None in HH			6				1 Y	2 N	1	2	☐ None in HH		
FROM LIST A										FROM LIST B											
28a. Total number of out of school youth in this family										28b. Total number of in school youth in this family											
1										4											
29. FINAL STATUS																					
List A - First selected or only, Out of School Youth					List A - Second Selected Out of School Youth					List B - In School Youth											
<input type="checkbox"/> No Out of School Youth					<input checked="" type="checkbox"/> No Second Selected Out of School Youth					<input type="checkbox"/> No In School Youth											
INTERVIEW					INTERVIEW					INTERVIEW											
1 <input checked="" type="checkbox"/> Complete interview					1 <input type="checkbox"/> Complete interview					1 <input type="checkbox"/> Complete interview											
2 <input type="checkbox"/> Partial interview					2 <input type="checkbox"/> Partial interview					2 <input type="checkbox"/> Partial interview											
NONINTERVIEW					NONINTERVIEW					NONINTERVIEW											
3 <input type="checkbox"/> Refusal by Out of School Youth (Explain in notes)					3 <input type="checkbox"/> Refusal by Out of School Youth (Explain in notes)					3 <input type="checkbox"/> Refusal by In School Youth (Explain in notes)											
4 <input type="checkbox"/> Refusal by parent/guardian (Explain in notes)					4 <input type="checkbox"/> Refusal by parent/guardian (Explain in notes)					4 <input type="checkbox"/> Refusal by parent/guardian (Explain in notes)											
5 <input type="checkbox"/> SY temporarily absent					5 <input type="checkbox"/> SY temporarily absent					5 <input checked="" type="checkbox"/> SY temporarily absent											
6 <input type="checkbox"/> SY mentally or physically incapable					6 <input type="checkbox"/> SY mentally or physically incapable					6 <input type="checkbox"/> SY mentally or physically incapable											
7 <input type="checkbox"/> Other (Explain in notes)					7 <input type="checkbox"/> Other (Explain in notes)					7 <input type="checkbox"/> Other (Explain in notes)											
7															3						

Enter Sample Youth Person Numbers
and the Final Status for each youth

Mark the final status of the interview for each sample youth. If a sample youth has moved and he/she is no longer included in your assignment, do not mark a box in item 29. for that youth. Enter a note such as "moved-not in my assignment" in the final status area for these youths.

List A - First selected or only, Out of School Youth

- a. No Out of School Youth - Mark this box if there were no sample youths selected in List A.
- b. Complete Interview - Mark this box if the youth completes the entire interview. DO NOT open the "confidential" envelope to determine whether or not the youth completed the interview. If the youth appeared to have completed the entire interview during your personal visit (the taped interview lasts about 25-30 minutes) mark the "Complete Interview" category.
- c. Partial Interview - If the youth stopped listening to the tape before he/she completed the interview, or gave you some other indication during your personal visit that they did not complete the interview, mark the "partial interview" box. Sample youth who are 12 or 13 years old are told on the cassette taped interview to stop at question number 77. If youth aged 12 and 13 tell you they did not complete the entire interview, probe to determine through which question they completed the interview. If they completed the interview through item 77, classify it as a complete interview. Youth 14 years of age and older complete a few additional questions (items 78-86) about sexual behaviors.
- d. Refusal by Out of School Youth - If the out of school sample youth refuses to complete any of the interview, mark this box.
- e. Refusal by parent/guardian - If the parent or guardian of the out of school youth refuses to allow you to interview the youth, mark this box.
- f. SY temporarily absent - If the sample youth is temporarily away and will not return before the end of the interviewing period and you cannot obtain an address or telephone number for where the youth is staying temporarily, mark this box.
- g. SY mentally or physically incapable - If the sample youth is mentally or physically incapable of completing the interview, mark this box.
- h. Other - If an interview cannot be obtained for the sample youth for reasons other than those listed above, mark this box. Explain the situation in the notes section of the control card or on an INTERCOMM.

List A - Second Selected Out of School Youth

- a. No Second Selected Out of School Youth - If there is no second out of school sample youth selected, mark this box.
- b. All the other final status categories are the same as those listed above in b. - h.

List B - In School Youth

- a. No In School Youth - If there was no in-school youth selected, mark this box.
- b. All the other final status categories are the same as those listed above in b. - h.

C. OBTAINING PARENTAL/GUARDIAN CONSENT

You must obtain a parent's or guardian's consent to interview a sample youth who is age 12 - 17, if there is a parent/guardian living with the sample youth. Youth ages 18 to 21 are considered adults and the permission of their parent(s) or guardian(s) does not need to be obtained prior to their YBS interview.

You may obtain consent from a parent or guardian over the telephone or during a personal visit. For each sample youth aged 12 - 17, complete a parent/guardian permission form. Use the permission form applicable to the sample youths CURRENT age. (The age listed on the YBS-1 control card is each family members' age at the time of the HIS interview.)

There are four different permission forms. There is an English and Spanish version of the form for 12 and 13 year olds and there is an English and Spanish version of the form for 14 through 17 year olds. The only difference in the forms is that the one for 14-17 year olds mentions that the youth will be asked questions about sexual behavior, sexually transmitted disease and pregnancy. Be sure to use the correct form based on the sample person's **CURRENT** age.

Prepare the permission forms when you are making the "packets" of forms for each sample youth (see Chapter 2, section B.3.b. of this manual.) Complete each permission form as follows:

- enter the name of the parent/guardian
- enter the name of the sample youth
- sign your name on the line labeled: "Parent/Guardian permission obtained by"
- enter the control number
- enter your FR code

If the parent/guardian wishes to sign the permission form, allow them to do so near the line on which you wrote their name.

The permission form explains for whom the YBS is being conducted, the purpose of the survey, and the authority under which the data are collected. When obtaining the parent's/guardian's permission, read the form verbatim or explain the survey in your own words to the parent/guardian.

When you make a personal visit to the household, give the parent/guardian the top (white) copy of the permission form. You will return the second copy of the permission form to your regional office with your completed assignment.

If you obtain the parent's/guardian's permission over the telephone, make an appointment to visit the household to conduct the interview during this same telephone call. Try to arrange a time when both a parent or guardian and the sample youth(s) will be home.

1. Overcoming Objections

When a parent/guardian says they do not want their son or daughter to participate in the YBS, stress the following points in your efforts to gain cooperation:

- ◆ Explain that since the YBS is a sample survey, it is important that we complete interviews for as many sample youths as possible in order to assure the completeness and accuracy of the final results. Each sample youth represents hundreds of other young people like themselves in this country.
- ◆ Explain that the data gathered in this survey will be used to study the health behaviors of young people and to develop effective health promotion programs for youth.
- ◆ If this is a telephone call, read some of the survey questions to the parent/guardian. During a personal visit, show the parent/guardian a copy of the Question Booklet.
- ◆ The confidentiality of the survey data is provided by Title 42, United States Code and the Privacy Act -- explain that the primary purpose of the Privacy Act is to serve as a further safeguard to the confidentiality of information supplied by respondents. Assure the parent/guardian that no identifiable information will be released to others without expressed written consent.

2. Refusal Conversion Rules for Parents/Guardians

- a.) If a parent/guardian refuses to let you interview their son or daughter even after you have tried to convince them with the points listed above in C.1., call your regional office to explain the situation and for further instructions. They may have you make further attempts at conversion, or they may assign the case to another FR or to an SFR.
- b.) **DO NOT** attempt to interview a youth age 12 - 17 without obtaining a parent's or guardian's permission if such a person is living in that household. Permission is not required if the youth is living "on his/her own."

D. CONDUCTING THE INTERVIEW

All YBS interviews must be conducted by personal visit. No telephone interviews are allowed.

Follow the procedures listed below for each YBS interview:

1. Ask the sample youth if he/she received the letter. If the youth did not receive the letter, give him/her a copy of the letter and allow him/her time to read it, if necessary. Also give the youth a copy of the YBS brochure.
2. Answer any questions the youth may have about the survey.
3. Try to arrange a setting where the youth can complete the interview in maximum privacy. Tell the parents/guardians or other household members present that the youth will need a place to complete the interview where he/she will not be interrupted or disturbed so he/she can be comfortable and concentrate on the interview. Avoid using the word "privacy" because research has shown that parents/guardians become suspicious and distrustful when this term is used.
4. Explain to the youth how to mark the Answer Booklet. Tell the youth to place an "X" in the box preceding the answer which they select. Remind them to mark only one answer per question.
5. Instruct the youth how to operate the tape player. Be sure the correct tape is in the tape player, that is, the correct sex and the correct language. Male sample persons should listen to a "male" tape and female sample persons should listen to a "female" tape.

Also, be sure the tape is at the beginning of the tape. Remember that the interview is recorded on both sides of the tape, so you just have to turn the tape over, you do not have to rewind the tape each time it is used.

Periodically listen to a tape yourself to check if the batteries are wearing down. If the voice on the tape sounds slower than normal, replace the batteries in the tape player. It could damage the tape if it is played with inadequate batteries.

6. Tell the sample youth that they can stop the tape at any time if they need time to think, or they want to ask you a question. Also, remind them that they can rewind the tape if they want to hear a question again.
7. Encourage the youth to take their time with the interview and stress the importance of answering truthfully and accurately.
8. Give the sample youth the "Census Confidential" envelope. Explain to the youth that he/she should place the Answer Booklet into the envelope and seal the envelope when they are finished with the interview.
9. Complete the Field Representative's Observation Form while the youth is completing the interview. Also, try to keep family members from distracting the respondent.
10. Mark the Final Status of the Interview for each youth and enter the appropriate person numbers in Item 29. on the YBS-1 Control Card.

Appendix 1 of this manual provides a checklist of major activities for conducting a YBS interview.

E. THE FIELD REPRESENTATIVES OBSERVATION FORM

You must complete a Field Representative's Observation form for each interviewed sample youth. If you are unable to complete the form while you are in the household with the sample youth, complete the form after you leave the sample youth.

The items on the FR Observation Form are self explanatory. Provide as much detail as possible for questions which ask you to "specify". If you have any questions about the FR Observation Form, call your supervisor.

F. QUESTIONS THE YOUTH MAY ASK

Youth who complete the YBS interview may have very specific questions on the topics covered in the interview, or may ask you to define certain terms. Do not try to provide a detailed explanation of any of the questions or terms in the interview. Use the suggested responses listed below, or something similar, for questions the youth may ask.

Question: *Is a moped a motorcycle?*

Suggested Response: If you think a moped is a motorcycle, then you should include it in your answer.

Question: *What's a fight?*

Suggested Response: A fight is whatever you think it is.

Question: *Is a pocketknife a weapon?*

Suggested Response: If you think a pocketknife is a weapon, then you should include it in your answer.

Question: *What's withdrawal?*

Suggested Response: There are many terms used in this questionnaire that may be unfamiliar to you. Do the best you can in answering the questions and skip over any terms you might not understand.

Question: *Is dancing at parties considered exercise?*

Suggested Response: If you think that dancing at parties is exercise, then you should include it in your answer.

Question: *Does just trying a cigarette and then throwing it away count as smoking?*

Suggested Response: Yes, even having a few puffs off someone else's cigarette means that you've tried smoking.

Question: *What does regular smoking mean?*

Suggested Response: Having at least one cigarette a day every day for 30 days.

Question: *Does having just a taste of alcohol count as a drink?*

Suggested Response: No.

Question: *Does having wine in church count as a drink?*

Suggested Response: No, don't include having a few sips for religious purposes.

G. LOCATING RESPONDENTS WHO HAVE MOVED

Since the YBS is a sample person survey, instead of a household survey, sample youth who move from the address entered in item 7a. of the control card must be followed to their new address. You must make every effort possible to try to locate a sample person who has moved.

1. Call Directory Assistance - Call directory assistance or use local telephone directories to obtain a new telephone number for the family or for the sample person.
2. Contact the Post Office - Contact the post office which services the address listed in item 7a. of the control card to obtain any change of address information they may have for the sample person or the family.

NOTE: The U.S. Postal Service Administrative Support Manual, Section 353.323 authorizes the Post Office to provide Census Bureau employees with any information necessary to locate the sample youth.

3. Visit the address listed in item 7a. of the control card. - Inquire of the persons currently living at the address and of neighbors in the area if they know where the sample person moved or if they have a new telephone number for the sample person or for other members of the sample person's family.
4. Telephone or visit the contact person - Call or make a personal visit to the contact person listed in item 13. of the YBS-1 control card. The contact person information was obtained during the HIS. At that time, we asked the HIS respondent to identify a friend or relative who would be able to help us contact the respondent if he or she moved. Therefore, the contact person should be able to give you an address or telephone number for the family or for the sample person, or they may be able to tell you the name/address/telephone number of someone who could provide you with information about the sample person or the family.

5. Polk Directories, Criss-Cross Directories - Use local area directories, criss-cross directories, Polk directories, or other similar sources to obtain a new address or telephone number for the sample person or the family.
6. Local Schools, Youth Organizations - Contact local schools or youth organizations in the area to obtain a new address or telephone number for the sample youth or the family.
7. Public Utilities, Public Assistance Programs - In some areas of the country, you may be able to obtain change of address information from public utilities, welfare offices, or public assistance programs. The amount of cooperation from these types of offices varies from location to location.

Remember; however, that in your inquiries you may NOT mention that you want to contact the sample youth to conduct the Youth Behavior Survey. You may only say that you wish to contact him/her for an important survey being conducted by the Bureau of the Census.

H. NONINTERVIEWS

1. Refusals - If a youth refuses to participate in the YBS, stress the following points in your efforts to gain their cooperation:
 - ◆ Explain that since the YBS is a sample survey, it is important that we complete interviews for as many sample youths as possible in order to assure the completeness and accuracy of the final results. Each sample youth represents hundreds of other young people like themselves in this country.
 - ◆ Explain that the data gathered in this survey will be used to study the health behaviors of young people and to develop effective health promotion programs for youth.
 - ◆ If this is a telephone call, read some of the survey questions to the youth. During a personal visit, show the youth a copy of the Question Booklet.
 - ◆ Explain to the youth that no one will hear the survey questions because he/she will be listening to the interview through headphones.
 - ◆ Explain to the youth that no one will see his/her answers to the questions, not even you. He/she will place the answer booklet in an envelope after completing the interview.

If the youth still refuses, even after you have tried to convince them with the points listed above, call your regional office to explain the situation and for further instructions. They may have you make further

attempts at conversion, they may assign the case to another FR or to an SFR, or they may accept the case as a refusal.

If your regional office assigns the case to someone else or accepts the case as a refusal, document the reasons why the youth refused on an INTERCOMM. Attach the INTERCOMM to the appropriate YBS-1 control card.

2. Youth is Temporarily Absent - If the sample youth is temporarily away from his/her residence, inquire about his/her return.
 - a. If the youth is expected to return before your closeout date, hold the case and conduct the interview upon his/her return.
 - b. If the youth is not expected to return before closeout, determine the temporary address and telephone number and the best time to contact him/her there. If the youth is staying within your normal assignment area, conduct the interview at the youth's temporary address. If the youth is staying out of your normal assignment area, report the address and telephone number to your regional office so that they may assign the case to another field representative or transfer the case to another region.
3. No One Home/Unable to Contact
 - a. If no one is home at the sample youth's address when you call or visit, call or visit at different times of the day or evening.
 - b. If no one is home when you visit the address, inquire with neighbors, landlords, etc., to determine whether the sample youth lives at that address and, if so, when he/she is most likely to be home. Plan callbacks accordingly.
 - c. If you are unable to find the respondent home after repeated attempts, contact your supervisor for instructions.
4. Youth Mentally or Physically Incapable - Mark box 6 in item 29 of the control card for youths who are mentally or physically incapable of completing the interview.
5. Youth is Institutionalized - If you determine that the sample youth is institutionalized and not expected to be released before closeout, contact your supervisor for instructions.

DO NOT return any cases to your regional office as noninterviews until you have discussed the situation with your supervisor.

Checklist for Conducting a YBS Interview

1. About 5-7 days before you telephone the family, mail advance letters to the parents and the sample youths.
2. If possible, contact the family by telephone. The following are important points to cover in the telephone contact:
 - Confirm that you have reached the right family
 - Confirm that you are speaking to a parent or guardian of the youth
 - Mention the parent/guardian advance (introductory) letter
 - Fully explain the survey
 - Obtain verbal parental permission for minors, age 12-17 (this can also be done during the first visit)
 - Arrange an appointment to conduct the interview
3. Prior to your visit, check to make sure you have all of the necessary materials to conduct a YBS interview.
 - Packet of forms
 - Batteries in the cassette player work and extra batteries are available if needed
 - Copies of the tapes both male and female, and English and Spanish versions of each sex
4. During your visit you may want to use some of the suggestions given below to ensure the respondent has enough privacy to answer the YBS questions:
 - Try to arrange a setting where the youth can complete the interview in maximum privacy
 - Avoid using the word "privacy" when talking to parents
 - Instead, ask for a place where the youth can "concentrate on the questions" or a "quiet place where he won't be interrupted"

5. Explain the survey to the youth, emphasizing the importance of answering truthfully and accurately while you are gaining his/her cooperation.
 - Show the respondent the confidentiality envelope and how it will be sealed.
 - Explain that no one, including yourself, will be able to see his/her answers.
 - Take time to impress the respondent with the importance of answering the questions accurately.

6. Finally, there are important points to keep in mind while the youth is answering the survey questions:
 - Avoid eye contact with the respondent. This might make him/her think you are trying to read his/her answers.
 - Complete the Field Representative Observation Form.
 - Keep family members from distracting the respondent.
 - Use the Field Representative Booklet to answer respondents' questions. Never show this booklet to parents or respondents.