NNSD Protocol
Revised 05/20/2005

Description of Interviews

The NNSD, an acronym for Nature and Nurture in Social Demography, is a series of scaling questions read aloud to subjects to measure psycho-social demographics over time. Topics include academics, achievement motivation, adult parent-child relationships, sibling relationships, religion, union formation (romantic relationships, sexual behavior, friendships, and children), neighborhood demographics, and general/integrating questions.

The ACE component, an acronym for the Active Construction of Experience, is a series of mostly open-ended questions which purports to measure how involved subjects are in shaping their own life experiences. Topics, which are to be asked in a conversational manner, include academics, family relationships, work experiences, romantic relationships, friendships, religion (ACE3 only), and areas of a general nature. The ACE 2 and 3 are intended as follow-up interviews to gather information on events that happened in the past year since the last ACE interview.

The SR, or senior component, is only given to subjects who are either graduating high school or are at an equivalent age, and looks at immediate and long-term plans they have after graduating from high school.

The NNSD Parent interview (NNSD4PAR) is given to both CAP parents of subjects who should be given the NNSD4. The interview is similar to other NNSDs in that it asks similar question, seeking to discover the parents' perspectives on these questions.

Log-on Procedure

1) Enter telnet using epsilon, by logging on as yourself with your password.
2) Type "cd ~corley/NNSD" at the prompt. Enter. For second, third, etc. NNSDs, Add the year following NNSD (e.g. "NNSD2").
3) Type "NNSD" for NNSD basic, "NNSDSR" for Senior Interview, "NNSDACE1" for ACE 1, "NNSDACE2" for ACE 2, and "NNSDACE3" for ACE 3. Enter. For second, third, etc. NNSDs, insert that year NNSD followed by the year (e.g. "NNSD2ACE3"). For the Parent interview, type "NNSD4PAR".
4) Proceed with interview. Type "exit" to log-out.
5) If you are unable to log on because you are told the "file already exists" after entering the FAD number, refer to "Creating a Dummy ID When a File Already Exits" section of this manual.

General Administration

1) If subjects have two FAD#s, enter the non-900 FAD# (BFADNUM) for the subjects' ID.
2) Interviews should be administered with a minimum of nine months since the last interview, yet closest to the subject's birthday. Subjects may be tested in the month prior to their birth month if the last interview was not within the last nine months.
3) "Time of Interview" should be in military time at the subject's location.
4) Full CAP probands and siblings should report on their CAP parents for all NNSD questions. Half-siblings should report on the people that they consider their parents.
6) Record –77 for "don't know" responses and –99 for missing data (deceased parent, etc.), unless otherwise noted. Never provide a "don't know" option; use only if the subject cannot make a choice.
7) Record years as four digits (e.g. 1999).
8) Unborn children are not recorded as children (make note of a pregnancy and date expected on tester sheet).
9) Step-brothers and sisters asked about in the sibling part of the interview should be assigned a code in which the first of the five digit numbers should be 8, the second should be 0, the third a numerical sequence for step-sibs (e.g. 1 for the first step brother, 2 for the second, etc.), and the fourth and fifth either 53 for a step-brother or 54 for a step-sister.
10) Have paper copies of the interviews nearby in the event that the computer crashes, so that data can be written on the paper copy and later entered on the computer (see Adding New Data).
11) If the tester sheet shows that we have not received their standardized test scores

(SAT, ACT, etc.), ask them what their scores were, record them, and ask them to mail us a copy.

12) Testers can only interview their same gender subjects on NNSD1 through NNSD4 interviews. Testers can interview either gender on NNSD5 and subsequent interviews.

ACE Administration

1) ACE interviews are administered to longitudinal subjects only.
2) ACE1 interviews are given to subjects as their first ACE interview, before they reach age 21 (with a target age of 19 years old). ACE2 interviews are given to subjects who are 20 years old and received an ACE1 interview at age 19. ACE3 interviews are given to subjects who are 21 years or older.
3) Ask questions in a conversational manner, and not as though you were reading a list of choices. At times, however, it may be necessary to give subjects a list of choices when there is no other way to get accurate data.
4) During the ACE1 and 2 interviews, fill out an ACE Information sheet, located in the library, and file with the completed Family Constellation in the fire-proof cabinets.
5) When doing ACE2 or ACE 3 interviews, pull the previous year ACE Information sheet from the fire-proof filing cabinet along with the Family Constellation sheet and refer to it during the interview.
6) If subject have not been given an ACE1 interview and are 20 years old (or not been given an ACE2 and are 21) they should be given the ACE2 interview (or ACE3). In cases like these where there is no ACE Information sheet to refer to, testers must ask subjects what the data should have been last year at the time when the interview should have been done (it is not written in the interview itself). For example, testers should ask "who would you say were you two closest friends last year at this time" before proceeding to ask them who their two closest friends are this year.
7) Subjects should report on the people that they consider their parents for any ACE question inquiring about parents (which are under the ACE headings).

Senior Interview

1) Interview subjects in April and May only (March through August in unusual cases), with those with September through April birthdays first.
2) Senior Interviews are only given as a first year NNSD.

NNSD4 Interview

1) Everyone who was received a NNSD3 the previous year should receive a NNSD4 in the current year (probands, longitudinal sibs, non-longitudinal sibs, 900# subjects).
2) Test subjects as soon as possible before they reach 27 years and 9 months of age (since subjects older than that will be given a NNSD5 interview).
3) Do not tape record, as identifying information is given in the interview.

NNSD5 and NNSD5 with CADD

1) Subjects who are assigned a NNSD5 who also get the CADD are those who are at least 25 yrs and 9 mo old as of the month you are testing them (were born in 1979 and earlier), AND their last CADD test was more than 48 months ago. You may have tester sheets which were given to you when the subject was younger than 26, and have since turned 26 and thus aged into the category in which you should give them a CADD test. If there is a date next to the CADD field, make sure it is a real (ie test was done) date and not a dummy date. Dummy dates will not have a tester number next to it (tester numbers may only be a one-digit number since they may have been cut off the computer screen when entered).
2) For subjects needing a NNSD5 with CADD interview, first administer the NNSD5, and then at a later date the computer DIS and CIDI-SAM interviews with the Lyons interview. Do not tape record the CADD portion of the interview. Mail all necessary NNSD materials and an ASDD2 questionnaire.
3) Payment for a NNSD5 interview (without a CADD) is $25 (20 on NNSD and 5 on CADD3 grants). Payment for a NNSD5 with CADD is $65 (20 on NNSD and 45 on CADD3 grants). If a subject doesn't send back the ASDD2 Questionnaire for a NNSD5 with a CADD, reduce the payment by $15 (deducted form the CADD money).
4) If a subject has more than one child, ask about how the subject feels in general for all his or her children for the Caldwell interview. If one of the children is of school age or is a special needs child, ask about the non-school age or non-special needs child. If the subject has only one child, ask about that child regardless of the child's age or circumstance.
5) For all Caldwell questions do not read the response set to the subject. Instead, ask the question and record appropriately based on the subject's response, probing as necessary.
6) Testers can test both same and opposite gender subjects.

NNSDS Interview

1) The NNSDS interview is given to the spouses, significant others, past significant others, and biological co-parents of subjects who have received the NNSD6 interview.
2) Significant other interviewees must be currently involved in a romantic relationship with the CAP subject, and have been involved with him or her for at least one month.
3) Past significant other interviewees must have been romantically involved with the CAP subject for at least one year.
4) Interviews with the CAP subject's spouse/partner/past partner requires the "Participant Informed Consent Form B Current or Former Partner" form. To contact the partner or past partner, the "Informed Consent to Contact Partner" form should be used.
5) The "Informed Consent to Contact Partner" form should never be mailed to CAP subjects, unless the NNSD_S will be given to his or her current spouse. In all other situations, it should be read to the CAP subject (usually at the end of the NNSD6).

NNSD Parent Interview

1) When interviewing parents, ask about all the children subjects that we have NNSD data for, or will have NNSD data for. Generally, this will include all subject siblings (including half-sibs) between the ages of 16 and 33 (for the year 2002; this will adjust for each year). This does not include step-sibs since we do not interview them. Do not interview children born after September 1987 (adjust after year 2004).
2) Interview step-parents only if the CAP parent died or the child subject had no contact with the CAP parent before age 12, and the child subject had a step-parent by age 12.
3) Payment for each parent is $20.
4) Parents may be tape recorded on the same audio tape, such that both parent IDs and dates are written on the tape and cover.
5) Dates next to parents are not to be used as target dates, since parents can be tested at any time (yet preferably within a few months after receiving the tester sheet).

Family Constellation Interview

1) Use contact codes 4, 5, and 6 for parents, sibs, and spouses only.
2) If subjects lived with non-relatives and significant others for less than a year, they may be grouped together on the relationship description line, noting the number of people in that group. For example, if a subject lived with three male roommates for 5 months, they should be recorded as "roommates (3) male".
3) When doing the family constellation interview for NNSD2-on, refer to the computer print out (located in notebooks in a fire-proof cabinet) from the previous NNSD, not the hand-written sheets.
4) For the NNSD2, review and update all of the years' info. At the end of the interview enter the entire family constellation, and record your tester number and date next to the old tester number and date on the paper copy.
5) For NNSD3-on, ask only about the last year and the present one, unless data is missing for other years, and follow the entry instructions to only add last two years. If the subject had two female roommates coded 0192 and 0292, but had only lived with the second roommate (0292) for the past two years, she will still have the 0292 code.
6) If in reviewing old FC data a mistake is found, make the change in the FC editor (cd ~corley/NNSD2.EDITFC). Some non-CAP relatives have old FC codes. Re-ask the subject the person's relationship, and update the relationship code in the NNSD2 as well as in the NNSD editor.
7) Enter the relationship first, and then the name of the person on the relationship line ("Mother Meg", "Father Bill", etc.).
8) Record a 6 (other contact, e.g. rare visits, phone calls, letters) for first degree relatives (parents, step-parents, siblings, half-siblings, step-siblings, spouses, and children) with whom the subject has had no contact.
9) For ex-spouses, record the contact for the first and second year after the divorce.
10) If a significant other becomes a spouse, record the person on two different lines since that person held two different relationships to the subject. For example, record "Jim boyfriend   0162" on the first line, and "Jim husband 0160" on the second line.

11) If a person has a CAP ID, use that as the relationship code (e.g. brother code 35613 becomes 0013). If a person does not have a CAP ID (e.g. step siblings), create a code that relates that person to the person being interviewed.

Tape Recording

A. Consent Tape
   1) If no signed consent form has been received by the date of the test, interviewers must record a reading of the long consent form to the subject, with the subject stating his/her name and the date with verbal consent, and the interviewer stating his/her name as a witness. This consent should be read from the current consent forms available in the library.
   2) When obtaining telephone consent, you must log the consent on the tape cover and on your tester sheet in the consent field. On the tape cover, for example, tester 32's first tape would be labeled 032-01, with the subjects' names written, in order, on the cover with the date the consent was obtained, where the first subject is 01, the second 02, and so forth. The subjects' FAD# should not be included on any part of the tape or cover. For the 15th subject, that tester would write on the tester sheet "Verbal consent 032-01-15". The binder of the tape jacket should also be labeled "NNSD Consent tape 032-01" (or as appropriate) followed by the first and last dates of consent.
   3) Record consent readings only on side A of the tape.
   4) Full tapes should be filed in the fire-proof filing cabinet below the NNSD Family Constellation folders.

B. Interview Tape
   1) Tape recordings of the interview should be made for back-up purposes and analysis for all versions on the NNSD, except the NNSD4 (non-ACE) and the CADD (DIS, CIDI-SAM, and Lyons). Tape record the NNSD4ACEs.
   2) Before the interview, record the subject's FAD#, type of NNSD (and ACE), date, and tester number on the tape. Rewind the tape and listen to the header to make sure that you can hear the dial tone on the tape to ensure that the recording is going through the phone and not just into the tape recorder microphone.
   3) Turn the tape off at the DRC/CADD (substance use) questions (even though the interview may not direct you to do so).
   4) Following the interview, rewind the tape, and label the tape and the cover binder with the subject's FAD#, type of NNSD (and ACE), date, and tester number in this order. If both sides were used, write "both sides" on the tape cover.
   5) After you have completed ten interviews (may be less than ten tapes if parent interviews are put on the same tape), bring those tapes to the person who is double checking them (currently Dan). File the remaining tapes not being double checked, by date, in room 128, with ACE interviews filed separate from others.
   6) Two same family parents may be recorded on the same audio tape, recording both parent IDs and dates on the tape and cover.

Mailing

1) NNSD (year one) and NNSDSR mailings should include a personalized cover letter, NNSD consent form, a "received payment" form, and a return envelope. All other NNSDs should also include a Short Screening consent form. Those NNSDs given with the CADD interview also need the CADD consent form, with the correct payment amount written in the blank on the consent form. Mail packets several weeks in advance of subjects' birth-months, so consent forms will arrive before test date.
2) NNSDACE1 and 2 mailings should include the above as well as a "CAP/ADL Questionnaire" with the type of ACE (1 or 2) written in the upper right corner. Write $40 as the amount in the consent form.
3) NNSD5 with CADD mailings should include all NNSD materials and an ASDD2 questionnaire.
4) On the return envelope, write the Project number on the upper left hand corner, and your name in the space between the "Business Reply Mail" box and the university address. On the outgoing envelope, put your name in the upper left hand corner above the university address.
5) Record postage for both NNSDs and NNSDACEs under the SD account when mailing packets.
6) The "Informed Consent to Contact Partner" form should never be mailed to CAP subjects, unless the NNSD_S will be given to his or her current spouse. In all other situations, it should be read to the CAP subject (usually at the end of the NNSD6).
7) Before mailing the paper consent form to the subject, circle the appropriate PI's name and project at the top, write in the payment amount and highlight the spaces for initials, signatures, dates and ages.

Subject Payment

1) Payment amounts are:

NNSDSR	$20 total	$20 on NNSD
NNSD1	$20 total	$20 on NNSD
NNSD2	$25 total	$20 on NNSD, $5 on CADD3
NNSD3	$25 total	$20 on NNSD, $5 on CADD3
NNSD4	$10 total	$5 on NNSD, $5 on CADD3
NNSD5	$25 total	$20 on NNSD, $5 on CADD3
NNSD5 w/ CADD	$65 total	$20 on NNSD, $45 on CADD3 *
NNSD6	$25 total	$20 on NNSD, $5 on CADD3
NNSD_S	$20 total	$20 on NNSD
NNSD1-3ACE1-3	$40 total	$35 on NNSD, $5 on CADD3
NNSD4ACE1-3	$25 total	$20 on NNSD, $5 on CADD3

*If a subject doesn't send back the ASDD2 Questionnaire for a NNSD5 with a CADD, reduce the payment by $15 (deducted form the CADD money).

1) Upon receiving a subject's consent form and the "received payment" form (and CAP/ADL Questionnaire for ACE1 and 2s), and following the interview, return the "received payment form" to Corinne.
2) Enclose the payment check Corinne gives you in a thank you card, and mail to the interviewee.

Editing Interview

1) Enter telnet (alpha or delta) by logging on as yourself with your password.
2) Type "cd ~corley/NNSD" (or "…NNSD2", etc. as appropriate) at the prompt. Enter.
3) Type "NNSD" for NNSD basic, "NNSDSR" for Senior Interview, "NNSDACE1" for ACE 1, "NNSDACE2" for ACE 2, and "NNSDACE3" for ACE 3. Enter.
4) Enter FADNUM ID for file to be edited.
5) Answer "No" to the question about opening a new file.
6) Answer "No" to the question about adding new data.
7) Answer "Yes" to the question about editing the data.
8) Edit data by following on screen instructions.

Adding New Data (except for Family Constellation data)

1) Enter telnet (alpha or delta) by logging on as yourself with your password.
2) Type "cd ~corley/NNSD" (or "…NNSD2", etc. as appropriate) at the prompt. Enter.
3) Type "NNSD" for NNSD basic, "NNSDSR" for Senior Interview, "NNSDACE1" for ACE 1, "NNSDACE2" for ACE 2, and "NNSDACE3" for ACE 3. Enter.
4) Enter FADNUM ID for file to be edited.
5) Answer "No" to the question about opening a new file.
6) Answer "Yes" to the question about adding new data.
7) Type question ID for data to be entered (e.g. ROMA5B). Exit program in normal manner.

Editing/Adding Family Constellation Data (see Family Constellation)

1) Enter telnet (alpha or delta) by logging on as yourself with your password.
2) Type "cd ~corley/NNSD" at the prompt. Enter. For year two, type "cd ~corley/NNSD2". Enter.
3) Type "EDITFC". Enter. For year two, type "EDIT2FC". Enter.
4) Follow on screen instructions.

Viewing Interview On-Screen (no data)

1) Enter telnet (alpha or delta) by logging on as yourself with your password.
2) Type "cd ~corley/NNSD" (or "cd ~corley/NNSD2", etc.) at the prompt. Enter.
3) Type "view NNSD.dat" (or "view NNSD2.dat'" etc.) at the prompt. Enter.

Viewing Interview with Data

1) Enter telnet (alpha or delta) by logging on as yourself with your password.
2) Type "cd ~corley/NNSD" (or "cd ~corley/NNSD2", etc.) at the prompt. Enter.
3) Type "view (FAD#).NNSD2" (or as appropriate). Enter.

Printing Interview (no data)

1) Enter telnet (alpha or delta) by logging on as yourself with your password.
2) Type "cd ~corley/NNSD" (or "cd ~corley/NNSD2", etc.) at the prompt. Enter.
3) For NNSD (basic version 1) type "lasr NNSD.dat". Enter. For NNSD2 (basic
    version 2) type "lasr NNSD2.dat". Enter. For all other versions type "lasr
    NNSDACE2.print" (or appropriate version name). Enter.
4) Copy will print to the main IBG printer.

Printing Interview with Data

1) Enter telnet (alpha or delta) by logging on as yourself with your password.
2) Type "cd ~corley/NNSD" (or "cd ~corley/NNSD2", etc.) at the prompt. Enter.
4) Type "lasr (FAD#).NNSD2" (or as appropriate). Use " print" in place of "lasr" to
    print horizontally.
5) Copy will print to the main IBG printer.

Subject Refusal and Withdrawal

1) If a subject refuses to do the interview, mention to the subject the importance of his or
    her ongoing participation in the project, but refrain from coercion, which includes
    offering more money to do the interview. Ask the subject his or her reason for refusal,
    and record it on the tester sheet along with the date. Also, ask the subject if we may
    contact them the following year.
2) If a subject wishes to discontinue participation in the study, again ask and record the
    reason, and tell the subject that the Project Coordinator will be contacting him or her.
3) Place refused and withdrawn subjects' tester sheets in the Annie's desk along with
    completed sheets.

Questions about Contacting Birth Parents

If subjects ask how to contact their birth parents/relatives, tell them to contact their
adoption agency. However, if they are living at home, tell them to first talk to their
adopting parents with whom they are living. We cannot give any information to subjects
concerning their adoption, even if authorized by the adopting parents (in many cases the
information is not available).

Tester Sheets

1) Prior to the interview, read the tester sheet thoroughly to ensure you are giving the correct interview, any special considerations under comments are attended to, and that any missing information (scholastic test scores, contact information, e-mail addresses, etc.) can be obtained.
2) If "00" is in the space where tester numbers are normally recorded following a completed NNSD, give that subject a NNSD, not a NNSD2, or whatever interview was missing from the previous year. The "00" indicates the subject refused last year and still needs the missed test.
3) If a tester sheet is blank where tester numbers are normally recorded next to the date (indicating that it was either not done or refused), and if you did not have the subject from last year's NNSD, ask Annie who has the subject from the previous year...she'll fix you up.
4) Record all relevant changes or additions on the tester sheets and highlight them to be added to next year's tester sheets, including dates for parents' and subjects' divorce, new child info, deaths, contact with birth parents, ACT and SAT scores, etc.

Consent Forms

1) Consent must be obtained before administering any interview, with either a signed form in your possession or a tape-recorded consent by the subject. Paper consent forms should be dated on or before the date of the interview with the subjects signature, date and age fields all completed by the subject. Verbal consent must be dated on or before the interview date.
2) Consent must be obtained from the CAP subject to contact his or her spouse/partner/past partner before contacting that person for the NNSD_S interview.
3) The NNSD (year one) and the NNSDSR require only the NNSD consent form. All other NNSDs (with the exception of the NNSDACEs) require both the NNSD and the CAP Short Screening consent forms. NNSDACE interviews require both the NNSD and Questionnaire consent and the CAP Short Screening consent. Parent interviews require the Parent consent form only. Interviews with the CAP subject's spouse/partner/past partner requires the "Participant Informed Consent Form B Current or Former Partner" form. To contact the partner or past partner, the "Informed Consent to Contact Partner" form should be used. Interviews done in combination with the CADD phone DIS also require that consent in addition to the others. The consent forms are located in the library with other NNSD paperwork. Circle the correct type of interview that will be given (long or short) on the NNSD consent.
4) When you obtain a written consent form: (not required if verbal consent was recorded but nonetheless useful) Write the subject's first and last name (with original last name/family name if needed) down the top right hand side on the front of the consent, fill in the Consent Date field on the tester sheet, and staple the consent to the tester sheet. Keep these materials in your personal folder in the locked file cabinets until you actually do the interview.
5) When you obtain telephone consent: If no signed consent form has been received by the date of the test, interviewers must record a reading of the long consent form to the

subject, with the subject stating his/her name and the date with verbal consent, and the interviewer stating his/her name as a witness. This consent should be read from the current consent forms available in the library. You must log the consent on the tape cover and on your tester sheet in the Tape Log field. On the tape cover, for example, tester 139's first tape would be labeled 139-01, with the subjects' names and consent dates written, in order on the cover, where the first subject is 01, the second 02, and so forth. The subjects' ID# should not be included on any part of the tape or cover. For the 15th subject, that tester would write on the tester sheet "Verbal consent 139-01-15". The binder of the tape jacket should read "Consent Tape 139-01" (or as appropriate) followed by the first and last dates of consent

6) Once the interview is completed, file the tester sheet and consent form (when available) in the appropriate "NNSD Completed Tests and Consents", "CADD Twin Telephone Completed Tests and Consents", or "LA Completed Tests and Consents" hanging folder in the "Tester Sheet" drawer of the locked filing cabinets in Room #117 within 24 hours. You should have written either the date of the written consent form or the verbal consent tape location in the proper format on your tester sheet.

7) The lead tester will then check each consent form or verbal consent field for errors. If something is missing, the lead tester will return the tester sheet and consent to you. You will be expected to correct any errors within one week. If everything is correct, the tester sheet will be placed in the appropriate file in Annie's office.

8) Subsequent to the test, if you are waiting for return mailed materials, keep a photo copy of the tester sheet in your personal file in the locked cabinets, update that sheet with the written consent if it is returned, and follow the procedure stated above for written consents.

9) If you receive a consent form with a date later than the interview and verbal consent was given, write "verbal consent obtained on (date)".

10) Obtaining a written consent form is not necessary if verbal consent is given.

11) Only record on side A of the consent tape.

12) Break the plastic tabs on completed consent tapes to prevent further recordings.

ACE Questionnaire Entry

Enter completed ACE Questionnaires on the Gateway 2000 computer only located in the data entry room. A list of these entry procedures also appears on the top of the computer. If a subject has a 900XX FAD number (BFADNUM) record it in the "comments" field during entry. After entry, file the questionnaires in the back of the subjects' file (create a new folder if none exits for ACEs) located in room 108.

To Enter New Data
1)   At C:/ prompt, type "capkids" to enter SPSS system.
2) Press "F2".
3) Press "F2" (Get File).
4) Press "Enter" (SPSS/PC).
5) Type "CAPKADL" (File to Get), press "Enter", press space bar.
6) Press "Shift" and "F5" simultaneously.
7) Press "F6".
8) Write "ACE1" or "ACE2" in the Comments section.

<u>To Exit</u>
1) Press "Shift" and "F2" simultaneously.
2) Press "F3" (Save Files).
3) Press "Enter".
4) Press "Enter".
5) Press "Enter" (Save in Compressed Mode? No.)
6) Press space bar and turn computer off after it is done saving files.

Deleting Files

Subject files can be deleted if they contain no data (header only set up prior to the interview and subject no-shows) or mock data for training or interview testing/evaluation purposes.

1) Type "cd ~corley/NNSD" (or "…NNSD2", etc. depending on version to be deleted). Enter.
2) Type "del (FAD#).NNSD" (or "…NNSD2", etc. depending on version to be deleted). Enter.
3) Double check the FAD#, and type "y" if correct to delete file.

Testing Targets and Weekly Reports

1) Testers working 100% (40 hour per week) on the NNSD project are expected to complete 14 interviews per week. Those working 75% (30 hours per week) are expected to complete 10 interviews per week. Testers working 50% (20 hour per week) are expected to complete 7 interviews per week   These targets are based on the assumption that each interview takes approximately three hours to do the interview and all accompanying preparation and paperwork.
2) Targets should be adjusted by the tester to reflect sick and vacation leave.
3) Subjects who refuse to do the interview should be counted as in the number of interviews completed.
4) Weekly progress reports should be emailed to the NNSD manager soon after the end of the testing week (Saturday through Friday), and should include the number of NNSDs completed, the number of CADDs completed, the number of refusals, the number of interviews scheduled, the target number (number of interviews that is expected of the tester), and the percentage of interviews completed.

Creating a Dummy ID When a File Already Exits

1) Dummy IDs should be used in cases in which a file already exists for subjects that you still need to interview, and don't want to delete until the data can be verified as being in the wrong NNSD category.
2) Create a number beginning with 89XXX, rather than 80XXX (80XXX numbers should be used only for practice interviews). To further identify the subject, use the last three digits of the person's ID following the 89 number. Immediately following the interview, follow the steps for Changing FAD Numbers in Data Files

Changing FAD Numbers in Data Files

!) To change a data file from one FAD# to another, such as changing 89531 to 34531 within an interview, first enter into the correct NNSD interview type (such as NNSD6).

2) Type "mv 89531.NNSD6 34531.NNSD6". The data file will now be renamed 34531.