

STATE OF IDAHO
DEPARTMENT OF HEALTH AND WELFARE

REQUEST FOR PROPOSAL
HRFP0704
Sicomm.net RFP01910

IDAHO ADULT TOBACCO SURVEY

Issue Date 02-28-07

TABLE OF CONTENTS

	<u>Page</u>
I. INVITATION TO PROPOSE	2
II. INSTRUCTIONS FOR SUBMISSION OF PROPOSALS	4
III. TERMS OF PROCUREMENT PROCESS	5
IV. PROPOSAL FORMAT	6
V. SCOPE OF WORK.....	8
VI. COST PROPOSAL.....	10
VII. PROPOSAL REVIEW AND EVALUATION	10
VIII. GENERAL TERMS AND CONDITIONS.....	11
APPENDIX A--SCOPE OF WORK.....	12
APPENDIX B--PERFORMANCE METRICS.....	13
APPENDIX C--COST PROPOSAL AND BILLING PROCEDURE.....	14
APPENDIX D--REPORTS	15
ATTACHMENT 1 MANDATORY SUBMISSION REQUIREMENTS	16
ATTACHMENT 2 DISPOSITION CODES, CALLING RULES, AND RESPONSE RATE	17
ATTACHMENT 3 DATA LAYOUT FOR SAMPLE RECORDS.....	30
ATTACHMENT 4 DATA LAYOUT FOR FILE OF COMPLETES AND INCOMPLETES.....	33
ATTACHMENT 5 DATA LAYOUT FOR FILE OF CALL ATTEMPTS.....	74
ATTACHMENT 6 DATA LAYOUT FOR VERBATIM FILE	75
ATTACHMENT 7 DATA LAYOUT FOR INTERVIEWER FILE.....	76

I. INVITATION TO PROPOSE

Request for Proposal Date: 02-28-07

Project Title: IDAHO ADULT TOBACCO SURVEY

Project Description: Develop and conduct a comprehensive and detailed state-based adult tobacco survey (ATS) based on a set of recommended questions and methodological guidelines.

RFP Lead: Joseph Pollard
Title: Bureau of Community & Environmental Health
Address: Idaho Department of Health & Welfare
450 W. State Street, 6th Floor
Boise, ID 83720-0036
Phone #: (208) 332-7302
Fax #: (208) 334-6573
e-mail: pollardj@dhw.idaho.gov

Deadline to receive questions from Proposer regarding RFP: 03-09-07

Deadline for responses to Proposers: 03-16-07

RFP Closing time and date: 4:00 p.m. Mountain Time, 03-30-07

Proposal Opening time and date: 4:05 p.m. Mountain Time, 03-30-07

Date of Notice of Intent to Award: Approximately, 04-06-07

Signing of Contract: Approximately, 04-13-07

Term of Contract: 04-16-07 to 04-15-09
Upon mutual agreement, the contract may be extended and amended. The total contract term, including all extensions and amendments, may not exceed four (4) years. At the time of extension, if any, the cost may be renegotiated provided any such change in the cost shall not exceed the change in the Consumer Price Index for the West as published by the U.S. Department of Labor for the previous one year period.

A. Potential Proposers shall submit any questions to the RFP Lead by close of business on the date noted above. Written questions may be mailed or submitted via e-mail or FAX to the address or number listed above. Official answers to all questions will be posted to the State Purchasing System by close of business on the date noted above.

- B. All Proposers, authorized representatives and the general public are invited, at their own expense, to be present at the opening of bids, which will take place at the address and time noted above. Only the Business/Scope of Work proposals will be opened. Only the names of the Proposers will be announced and no other information will be made public until after a notice of intent to award is given.
- C. The Business/Scope of Work proposal will be evaluated first as either “pass” or “fail,” based on the mandatory submission requirements in Attachment 1. The Proposer shall identify on Attachment 1 where each item is addressed in the proposal, in the column “Proposal Page #.” All proposals meeting the requirements will continue in the evaluation process outlined in Section VII.
- D. Oral presentations will not be conducted.
- E. The Cost Proposal will only be evaluated for Proposers who receive one of the three highest raw scores in the evaluation of the Business/Scope of Work proposal.
- F. The State may accept a Proposer’s initial proposal by award of a contract with or without discussion to clarify proposals that are reasonably capable of receiving an award. Discussions may explore Proposers’ understanding of requirements, qualifications, ability to perform the work successfully, and compensation. Discussions may result in non-material changes to the RFP or proposals. The State may also ask for best and final offers from Proposers whose proposals are reasonably capable of receiving an award, or negotiate with the apparently successful Proposer. During any of these processes, the content of competing proposals will not be disclosed.
 - 1. If discussions result in a need for material change to the RFP or to proposals, the State will issue written requests for best and final offers, specifying the information to which each Proposer is requested to respond. The request will specify the place, time and date for receiving the written offers. If a Proposer does not submit a notice of withdrawal or a timely best and final offer, the Proposer’s prior proposal will be considered its best and final offer. If necessary, the State may issue a subsequent request for best and final offers. Best and final offers will then be re-evaluated.
 - 2. The State may convene a negotiating team and negotiate with the apparently successful Proposer if negotiation is in the best interest of the State. If a negotiated proposal is acceptable to both parties, a contract may be awarded. If the parties are unable to agree, the State may terminate the negotiations in writing and negotiate with the next ranked Proposer.
- G. Proposers will be notified of the result of the procurement process.
- H. Background Information:

The Behavioral Risk Factor Surveillance System (BRFSS) survey is a broad-based survey that provides some state-level data on adult tobacco use. The BRFSS survey contains required questions to determine cigarette smoking prevalence and optional questions on cigarette smoking initiation and cessation, exposure to second-hand smoke, and use of other tobacco products. The survey does not include enough tobacco-related questions to provide detailed information on the full range of tobacco control topics, such as program effectiveness or public knowledge, attitudes, and behavior with respect to tobacco use.

There is a need for a comprehensive and detailed state-based adult tobacco survey that is responsive to the needs of individual states and produces high-quality data that are comparable among states. To meet this need, the Centers for Disease Control and Preventions (CDC), Office on Smoking and Health (OSH) has developed recommended questions and methodological guidelines for state adult tobacco surveys (ATS), hereby incorporated into this document as attachments 2 through 7 by reference, in their entirety. States may add questions specific to their concerns and programs and field the survey at times of their own choosing. The purpose of the RFP is to obtain proposals from qualified vendors for the development of and conduct an Idaho-specific smoking behavior health survey.

The attachments associated with this RFP are intended to provide guidelines for the way in which data are to be collected and maintained in accordance to the guidelines established by CDC/OSH.

II. INSTRUCTIONS FOR SUBMISSION OF PROPOSALS

- A. Any qualified vendor may submit a proposal. Per Idaho Code, Section 67-5730, all vendors are qualified unless disqualified. Those Proposers presently on the General Service Administration's (GSA) "list of parties excluded from federal procurement and nonprocurement programs" may be disqualified. Vendor information is available on the Internet at: <http://epls.arnet.gov>
- B. Proposals must demonstrate that Proposers have the ability to complete the described functions of this contract. State agencies are not required to, but are encouraged to bid.
- C. In order to be considered for award, sealed proposal must be provided at the place specified, no later than the date and time specified in the RFP.
- D. The proposal shall be submitted under the same cover at the same time, in two (2) distinct sections: Business/Scope of Work Proposal and a Cost Proposal. The proposals shall be addressed to the RFP Lead and clearly marked "CONTRACT PROPOSAL – HRF0704 Idaho Adult Tobacco Survey" and marked "Confidential."
 - 1. Each proposal shall be submitted in one (1) original and five (5) copies of the Business/Scope of Work Proposal and (1) original of the Cost Proposal and Billing Procedures.
 - 2. The Business/Scope of Work proposal must be sealed, identified "Business and Scope of Work Portion of Proposal - HRF0704 Idaho Adult Tobacco Survey" and marked "Confidential."
 - 3. The Cost Proposal must be sealed, identified "Cost Portion of Proposal – HRF0704 Idaho Adult Tobacco Survey" and marked "Confidential."
- E. Proof of workers compensations, professional liability, and at least \$500,000 comprehensive general liability insurance coverage is required. The Proposer shall provide a Certificate of Insurance from a licensed insurance carrier prior to execution of the contract. The State reserves the right to have the original certificate provided upon request. If the original document is requested, a contract will not be signed until it is received.

- F. No verbal proposals or modifications will be considered. Any Proposer may modify a proposal in writing over the signature of the Proposer prior to the bid closing time.
- G. A proposal received at the office designated in this RFP after the bid closing time will not be accepted unless the Department determines that late receipt was due solely to mishandling by the Department after its arrival.
- H. All costs incurred in the preparation and submission of a proposal responding to this RFP, including Proposer's travel expenses to attend the proposal opening and presentation or negotiation sessions, shall be the sole responsibility of Proposers and shall not be reimbursed by the Department.
- I. An appeal by a vendor of a bid specification, a nonresponsiveness determination, or the award of a bid are governed by Idaho Code Section 67-5733 and must be filed in accordance with that section, which can be found on the Internet at <http://www2.state.id.us/adm/purchasing>.

III. TERMS OF PROCUREMENT PROCESS

- A. Proposers must adhere to all requirements of this RFP to be responsive. The Director reserves the right to waive any nonmaterial variation that does not violate the overall purpose of the RFP, frustrate the competitive bidding process, or afford any Proposer an advantage not otherwise available to all Proposers.
- B. Proposals should be submitted on the most favorable terms from both a price and technical standpoint which Proposers can propose. The Department reserves the right to accept parts of proposals or reject any and all proposals received, without financial obligation, if the Director determines it to be in the best interest of the State to do so.
- C. The Department reserves the right to cancel an award if, in its sole discretion, any interest disclosed from any source could give the appearance of a conflict or cause speculation as to the objectivity of the program to be developed by the contractor. The Department's determination regarding any questions of conflict of interest shall be final.
- D. All data provided by the Department in relation to this RFP represents the best and most accurate information available at the time of RFP preparation. Should any data later be discovered to be inaccurate, such inaccuracy shall not constitute a basis for contract rejection by a Proposer or contract amendment.
- E. All proposal material submitted becomes the property of the State of Idaho, Department of Health and Welfare, and shall not be returned to Proposer. Proposals and supporting documentation may be available for public inspection upon written request following the announcement of a contract award, except for information specifically labeled on each separate page as a "trade secret" under the Idaho Public Records Act, Idaho Code Section 9-340D(1).
- F. The proposal submitted by the successful Proposer shall be incorporated into and become part of the resulting contract. The Department shall have the right to use all concepts contained in any proposal and this right shall not affect the solicitation or rejection of the proposal.

IV. PROPOSAL FORMAT

- A. These instructions prescribe the format that proposals must follow. They are designed to ensure a complete submission of information necessary for an equitable analysis and evaluation of submitted proposals. There is no intent to limit the content of proposals. The proposal of the successful Proposer shall be appended to and incorporated in the General Terms and Conditions. The General Terms and Conditions should be reviewed carefully by each prospective Proposer since compliance with those terms and conditions is mandatory.
- B. The business and Scope of Work Section shall include the transmittal letter on official letterhead of the Proposer, with name, mailing address, telephone number, and FAX number of the Proposer's authorized agent readily evident. The letter shall identify all material and enclosures being forwarded collectively as the response to this RFP. The transmittal letter must be signed by an individual authorized to commit the Proposer to the work proposed. In addition, the transmittal letter must include:
1. Identification of the Proposer's corporate or other legal entity.
 2. A statement indicating acceptance of and willingness to comply with the requirements of the RFP and attachments and the terms and conditions of the Department's General Terms and Conditions and the Customer Service requirement.
 3. A statement of compliance with affirmative action and equal employment regulations.
 4. If the RFP is amended, a reference to all RFP amendments to confirm that Proposer is aware of such amendments.
 5. A statement that the bid was arrived at independently without collusion, consultation, communication, or agreement with any other Proposer as to any matter concerning pricing.
 6. A statement that Proposer has not employed any company or person other than a bona fide employee working solely for the Proposer or a company regularly employed as its marketing agent, to solicit or secure this contract, and that it has not paid or agreed to pay any company or person, other than a bona fide employee working solely for the contractor or a company regularly employed by the contractor as its marketing agent, any fee, commission, percentage, brokerage fee, gifts or any other consideration contingent upon or resulting from the award of this contract. The Proposer shall affirm its understanding and agreement that for breach or violation of this warranty, the Department shall have the right to annul the contract without liability or, in its discretion, to deduct from the contract price the amount of any such fee, commission, percentage, brokerage fee, gifts or contingencies.
 7. A statement naming the firms and/or staff responsible for writing the proposal.
 8. A statement that Proposer is not currently suspended, debarred or otherwise excluded from federal procurement and nonprocurement programs.
 9. A statement affirming the bid will be firm and binding for ninety (90) days from the RFP opening date.

10. Identify each page of the proposal that contains a "Trade Secret" per section III.E. above. Only those pages identified here will be considered for non-release if requested in a Freedom of information Request. All other pages of the proposal may be released without review for Trade Secret content.
 11. A statement, by submitting its Proposal, that the Proposer warrants that any contract resulting from this Solicitation is subject to Executive Order 2006-40 (http://gov.idaho.gov/mediacenter/execorders/eo06/eo_2006-40.html); it does not knowingly hire or engage any illegal aliens or persons not authorized to work in the United States; it takes steps to verify that it does not hire or engage any illegal aliens or persons not authorized to work in the United States; and that any misrepresentation in this regard or any employment of persons not authorized to work in the United States constitutes a material breach and shall be cause for termination of its contract.
- C. Cover Page: This should identify the RFP, including the Department's name and the bid number, and the Proposer's name and address, phone number and name of contact person.
- D. Table of Contents: This must adequately identify the contents of each section, and page numbers of major subsections.
- E. Executive Summary: The executive summary must provide a condensed overview of the contents of the Business/Scope of Work proposal submitted by the Proposer, which shows an understanding of the services to be performed.
- F. Business Background and Experience:
1. Experience and References: Proposers must provide a minimum of three (3) professional references for projects performed for government entities or private businesses for which services similar to those required herein (in the past three years) with contact name, phone number and address of a person who can verify reference inquiries. These references must be within the continental United States. The proposer shall provide a project description associated with each of the references listed in this Section. The project description shall include the scope of the project and indicate personnel requirements. The description shall specify the role in the project of each individual identified. The proposer should describe experience conducting random-digit dialed telephone surveys with calling rules and sample management requirements similar to the survey.
 2. Business Information. Information must include:
 - a. List of corporate officers or principals
 - b. Number of employees, identified by employee classification or type of work assignment
 3. Financial Statements: Proposers must provide evidence of financial stability and capability to fund all contractor costs associated with this project throughout the term of the contract. The Proposer shall provide financial documentation that demonstrates the Proposer's financial integrity.
- G. Organization and Staffing: The Proposer shall describe qualifications for successfully completing the requirements of the RFP. The following are required:

1. Organization Chart: The Proposer shall provide a detailed organization chart showing all positions that will be involved in the work of carrying out the ensuing contract.
2. Qualifications of Personnel: A statement of qualifications is required for all current employees who will be managing or delivering services under the contract. For positions that are not filled, a description of job qualifications is required. Include a resume of the research director and project manager which summarizes his or her training and experience.
3. Subcontractors: The Proposer shall describe the extent to which subcontractors will be used to comply with contract requirements. Provide qualification statements for all subcontractors anticipated to be involved under the contract.

V. SCOPE OF WORK

Use this proposal outline as part of your response to the RFP, and identify it as Appendix A – Scope of Work. V.A. General Requirements is informational only. Please start your response with V.B.

For each of the following, the proposal should address methodologies to be used, pertinent time lines, personnel and other pertinent information in order to implement the Scope of Work successfully to achieve full compliance with all tasks and deliverables.

The Proposer shall identify any information or resources needed from the Department in order to perform any of the work. Responses for each section should indicate the ability to meet CDC and Department-specified guidelines. These guidelines include, but are not limited to, sampling, questionnaire programming, survey administration, data editing, delivery of completes in prescribed format, and the correction of any errors flagged by the Department, or CDC. These surveys are stand-alone surveys. No other questions, comments, or addenda may be added to them without the express written consent of the Department.

- A** **General Requirements** (The following requirements in V.A. are mandatory and do not require a response from the proposer.)
- 1 The Contractor shall comply with the rules, regulations and policies as outlined by the Department of Health and Welfare, Bureau of Community and Environmental Health.
 - 2 The Contractor shall complete a minimum of 3,000 surveys by the deadline submitted in the Project Plan (SOW V.D.).
 - 3 The Contractor shall interview adults age 18 and over as per screening questions (see Attachment 4).
 - 4 The Contractor shall communicate with the Idaho Tobacco Prevention and Control Program (TPCP) and the CDC concerning the administration, operation, and status of the survey to ensure data are properly addressed.
 - 5 The Department will negotiate with the Contractor, within two (2) weeks of the contract award, which questions will be included in the adult tobacco survey (ATS) questionnaire.
 - 6 The Department will provide the Contractor the Adult Tobacco Survey questionnaire and data file layouts.
- B** **Idaho Adult Tobacco Survey** Proposer shall:
- 1 Describe how their sampling method will conform to ATS standards which are established by the Department.
 - 2 Describe how they will manage the data sample.

- 3 Describe the facilities to be used to conduct the survey.
 - 4 Describe the Computer Assisted Telephone Interviewing (CATI) system they will use.
 - a System shall include skip patterns and prompts.
- C Interviews** Proposer shall describe how they will:
- 1 Provide interviewer feedback.
 - 2 Address internal follow-up regarding respondent complaints received by the Department.
 - 3 Respond to the Idaho Adult Tobacco Project Director regarding survey administration, operation, and/or data status in a timely manner.
- D Project Plan** Proposer shall:
- 1 Develop and submit a comprehensive “draft” project plan which will result in completion of the required outcomes. The project plan shall include, but not be limited to, all required tasks and deliverables as specified herein.
 - a A “final” project plan shall be submitted within agreed upon time frame to the Department for review and approval prior to contract execution.
- E Quality Control** Proposer shall describe:
- 1 The measures to be used to ensure project integrity including, but not limited to:
 - a Survey instrument planning
 - b Interviewer training
 - c Interviewer monitoring and verification
 - d Survey pretest
 - e Data editing
 - f Interviewing time frame
 - g Call attempts/scheduling
 - h Confidentiality
- F Communication** Proposer shall describe:
- 1 Their plan to communicate with the Idaho TPCP that addresses any issues which are essential for quality of data, monitoring of the contract and planning.
- G Reports/Records/Documentation**
- 1 The Contractor shall provide reports as outlined in the Reports Section (Appendix D).
- H Faith-based Organization** If Proposer is a faith-based organization describe how it will:
- 1 (a) segregate contract funds in a separate account; (b) serve all participants without regard to religion, religious belief, refusal to hold a religious belief, or refusal to actively participate in a religious practice; (c) ensure that Department- referred clients’ participation in religious activities, including worship, scripture study, prayer or proselytization, is only on a voluntary basis; (d) notify participants of the religious nature of the organization, their right to be served without religious discrimination, their right not to take part in inherently religious activities, their right to request an alternative provider and the process for doing so; (e) how the organization will ensure that contract funds are not expended on inherently religious activities, and (f) comply with applicable terms of 42 CFR Parts 54 and 54a, and 45 CFR 260 and 1050.
- I Quality Assurance**

- 1 The Contractor shall provide a quality assurance plan that documents the processes to be used in assuring professional and high quality delivery of the services provided in all requirements of the contract.

J Transition Plan Proposer shall describe how they will:

- 1 Transition services to another contractor or to the Department if unable to carry out the scope of work.

VI. COST PROPOSAL

- A. The Proposer shall use the format established in Appendix C as your response to the cost proposal of this RFP, and identify it as Appendix C - Cost Proposal and Billing Procedure. This format is mandatory for purposes of evaluating the proposal and awarding a contract.
- B. The Proposer shall provide a fully-loaded rate which shall include all operating and personnel expenses, such as: overhead, salaries, profit, supplies, travel and quality improvement.
- C. Proposed rates shall be justified using the cost analysis matrix contained in Appendix C.

CONTRACTORS ARE NOT ALLOWED TO DIRECT BILL EXPENSES OR TO RECEIVE ADVANCE PAYMENTS FOR SERVICES NOT RENDERED.

VII. PROPOSAL REVIEW AND EVALUATION

- A. The objective of the State in soliciting and evaluating proposals is to ensure the selection of a firm or individual that will produce the best possible results for the funds expended.
- B. A Proposal Evaluation Committee consisting of up to 5 individuals shall evaluate the proposals submitted. The criteria described below shall be used by the Committee member to evaluate and score the proposals for the purpose of ranking them in relative position based on how fully each proposal meets the requirements of this RFP. Particular emphasis will be placed on the Proposer's understanding of the RFP, quality of staff, and the description of how the activities will be performed. The Committee shall then meet as a group, compare evaluations, and correct any obvious errors.
- C. All proposals shall be evaluated first to ensure that they meet the Mandatory Submission Requirements of the RFP as addressed in Attachment 1. All proposals that fail to address all of the requirements of this RFP, in the judgment of the Department, shall be deemed non-responsive and shall receive no further consideration.
- D. The Department reserves the right to contact, and evaluate information from any known reference who may have pertinent information concerning the Proposer's ability to perform these services.
- E. The scores for the technical proposal section shall be normalized as follows: The proposal with the highest overall total technical score will receive a score of 600. Other proposals will be assigned a portion of the maximum score using the formula: $600 \times \frac{\text{technical proposal being evaluated}}{\text{highest technical proposal}}$.

- F. The scores for the cost proposal section shall be normalized as follows: The cost evaluation will be based on the total cost bid for required services as itemized in Appendix C. The proposal with the lowest overall total cost bid will receive a score of 400. Other proposals will be assigned a portion of the maximum score using the formula: $400 \times \frac{\text{lowest cost proposal}}{\text{cost proposal being evaluated}}$.

EVALUATION CRITERIA

Experience, Reference, Business Info	100 points
Financial Statements	75 points
Organization and Staffing	60 points
Scope of Work	365 points
Cost	400 points
Total Points	1000 points

VIII. GENERAL TERMS AND CONDITIONS

- A. The proposal submitted in response to the RFP of the successful Proposer and any negotiated changes shall be appended to and incorporated in the General Terms and Conditions of the contract.
- B. The contract, in its incorporated composite form, represents the entire agreement between the contractor and Department and supersedes all prior negotiations, representations, understandings or agreements, either written or oral.

APPENDIX A

Scope of Work

(The contractor's proposal will be included in the contract as Appendix A – Scope of Work)

APPENDIX B

Performance Metrics

- Metric Description:** (SOW V.A.2.) Idaho Adult Tobacco Survey: The Contractor shall complete a minimum of 3,000 surveys by the deadline submitted in the Project Plan.
Required Level of Expectation: 100% of surveys completed (with a minimum of 2,700 surveys with a final dispensation code of 110).
Method of Monitoring: Review of weekly progress reports.
Strategy for Correcting Non-Compliance: If data collection timeline (addressed in Project Plan) is not met (addressed in Project Plan), 2% of total contract amount for each month or portion of a month that the collection goal is not met will be deducted from the funds withheld from previous payments, to a maximum of 30% of the contract amount.
Deduction Type: Percent
Deduction Amount: 2% to 30%

APPENDIX C

Cost Proposal and Billing Procedure

Part 1: Cost Proposal:

The contract resulting from this RFP shall be a FIXED COST TERM contract. The Department shall pay up to the total amount proposed for services actually satisfactorily delivered under the contract.

Provide all of the services requested in Section V (Scope of Work) for a lump sum FIXED COST of \$_____

Part 2: Billing Procedure:

Upon awarding the contract, the Department and the Contractor will negotiate the method of billing for services rendered. The Contractor will invoice the Idaho Tobacco Prevention and Control Program based on the timeline of task completion that is included in the approved project plan (see Section V, Scope of Work). The Idaho Tobacco Prevention and Control Program reserves the right to hold back 10% of the individual invoice amounts (up to 30% of total contract amount) until approval of the final report and data set have occurred.

Payments will only be issued upon receipt of deliverables (including reports) as outlined in the project plan approved by the Idaho TPCP.

Once negotiated, the Contractor shall provide billing for services rendered, itemizing the services and associated rates for the year 2007 ATS to:

Joseph Pollard
Bureau of Community and Environmental Health
Department of Health and Welfare
450 W. State St., 6th floor
P.O. Box 83720
Boise, ID 83720-0036

APPENDIX D

Reports

Report Description: Weekly Progress Report -- Report should include, but not be limited to, number of surveys completed and a narrative of any issues that arose (i.e. complaints about the survey, complaints about the surveyor, etc.).

Report Format: Electronic

Report Due: End of business day each Thursday once survey fielding has begun until final report and dataset are delivered to and approved by the Department.

Report Description: Final Report -- As mutually agreed upon between the Contractor and the Department.

Report Format: Electronic

Report Due: Based on project timeline.

Report Description: Final Data File

Report Format: Electronic

Report Due: Based on project timeline.

ATTACHMENT 1
MANDATORY SUBMISSION REQUIREMENTS
PROPOSER PASS/FAIL CHECKLIST

RFP Ref. #	DESCRIPTION	Proposal Page # (Proposer completes)	Y	N
II A	Qualified Vendor			
II C	Proposal submitted before bid closing time			
II D 1 to II D 3	Technical and Cost section, in separate envelopes and properly labeled			
IV B	Transmittal letter received with proper letterhead and company information and signed by an authorized official			
IV B 2	Positive written statement of willingness to comply with RFP and General Terms and Conditions			
IV B 3	Compliance with affirmative action and EEO regulations			
IV B 4	Reference to all RFP amendments (if applicable)			
IV B 5	Certification that bid was arrived at independently			
IV B 6	Certification of not having employed an agent to secure contract			
IV B 7	Statement of who prepared proposal			
IV B 8	Certification that vendor is not currently suspended, debarred or otherwise excluded from federal procurement			
IV B 9	Bid warranty			
IV B 10	Trade Secret			
IV B 11	Illegal Aliens			
	License (if required)			
	Bonding (if required)			

By checking the website: <http://epls.arnet.gov> I hereby certify that the proposer has met the above requirements and is not currently debarred by the Federal Government.

Date: _____

(Signature of state employee verifying the mandatory requirements have been met)

ATTACHMENT 2 DISPOSITION CODES, CALLING RULES, AND RESPONSE RATE

I. Introduction

This appendix presents a minimum set of final and interim disposition codes for use with state ATS surveys and their corresponding calling rules. The codes are based on recommended final disposition codes from The American Association for Public Opinion Research (AAPOR).¹ AAPOR's recommended final disposition codes are the latest and most successful effort to standardize final disposition codes and the outcome rates calculated from them.² AAPOR's recommended codes were modified slightly to achieve four major goals: (1) to accurately calculate response and other outcome rates, (2) to identify where nonresponse takes place in order to best design strategies to improve response rates, (3) to help assess the quality of sample management, and (4) to facilitate sample management.

States may use more detailed interim and final disposition codes in the course of data collection as long as the interim disposition codes used are subsets of those listed below and the interim and final disposition codes sent to OSH are those listed below. States may also treat the calling rules as minimal standards and adopt more strenuous efforts to complete interviews.

Section II describes the process for assigning final disposition codes that require taking into account the outcomes from more than one attempt. Section III presents the definitions of and calling rules for final disposition codes. Section IV presents the definitions of and calling rules for interim disposition codes. Section V describes the rules for assigning particular final disposition codes from specific patterns of interim disposition codes. Finally, Section VI presents a formula for calculating response rates from the disposition codes.

II. The Process for Assigning Final Disposition Codes From Interim Disposition Codes

When telephone interviews were mostly conducted with paper and pencil and there were only a small number of final disposition codes, it was reasonable to expect the interviewer to be aware of the call attempt history of each piece of sample and to assign a final disposition accordingly. With the adoption of CATI packages and advances in their capabilities, a different model is now more appropriate. In the newer model, the CATI package is programmed to ask the interviewer a series of questions to determine what happened on the last attempt. If the outcome of the last attempt indicates that a final disposition code is appropriate, it is immediately assigned by the CATI package. If the outcome of the last attempt does not indicate that a final disposition code is appropriate, the CATI package then reviews all the interim disposition codes for that telephone number to determine if a final disposition code is appropriate. For example, if a respondent (non-irately) refuses to continue, the CATI package determines from interviewer responses to a series of questions that the last disposition is a refusal. It then looks to see if the refusal is a second refusal and, if so, at what point during the interview process the refusal was made. If the refusal is a second refusal, then the CATI package assigns the appropriate final disposition code and retires the number. This process is run after each attempt. **The assignment of final disposition codes should follow this process.**

¹ The American Association for Public Opinion Research. 2000. *Standard Definitions: Final Dispositions of Case Codes and Outcome Rates for Surveys*. Ann Arbor, Michigan: AAPOR.

² "Outcome rates" are any rates calculated from a set of final disposition codes. AAPOR identifies four common types of outcome rates: response, cooperation, refusal, and contact. Each type contains several variants.

There are at least three advantages to such a process: (1) The interviewer does not need to remember a large number of interim and final disposition codes in order to assign disposition codes. (2) The interviewer responds to questions only about what happened on the last call attempt. Thus, the interviewer does not need to be aware of the call attempt history of a number to assign a final disposition code. (Of course, the interviewer may still need to be aware of the call attempt history of a number in order to try to complete an interview.) (3) Human errors in the assignment of final disposition codes based on interim disposition codes are eliminated (assuming correct programming). The disadvantages are that it requires more programming than the older approach and that not all CATI packages may be capable of implementing the newer approach..

The interim disposition codes are the minimal set implied by the final disposition codes and two additional codes—Null attempt and Requires supervisor attention—that are useful for operational purposes.

III. Definitions of Calling Occasions

Final disposition codes should be assigned to telephone numbers which have not already received a final disposition only after (a) at least 5 calling occasions (each consisting of no more than 3 attempts at least one hour apart) for a minimum total of 15 call attempts, and (b) the 15 or more call attempts consist of at least 3 weekday calls, 3 weeknight calls, and 3 weekend calls. A weekday call is a call between the hours of midnight and 5 pm, Monday through Friday. A weeknight call is a call between the hours of 5 pm and midnight, Monday through Friday. A weekend call is a call between the hours of midnight Friday and midnight Sunday. Each day segment constitutes a separate calling occasion. In particular, the Saturday and Sunday of a weekend constitute two separate calling occasions.

IV. Final Disposition Codes

Interview

110 Complete

Definition: Selected respondent meets the criteria for a partial complete and has completed the interview through the last question.

Calling rules: Give final disposition upon completion of interview.

120 Partial Complete

Definition: Gender and three or more questions from among age, multiple race, Hispanic origin, marital status, education, employment status, and “Do you have more than one telephone number in your household?” have been answered with a response other than Don’t know/Not sure (7, 77, or 777) or Refused (9, 99, or 999).

Calling rules: Make a second attempt to fully complete the interview after first refusal or termination. Give final disposition if second attempt to fully complete the interview is unsuccessful. Give final disposition on the fifteenth or subsequent call attempt even if there is only one occurrence of a refusal or termination.

Note: A partial complete counts as a completed interview.

Non-Interview, Household With Eligible Respondent

- 210 Termination within questionnaire
Definition: A hang-up or termination after the first question in the core has been asked and it or a subsequent question has received a response other than Don't know/Not sure or Refused. The selected respondent has not answered enough questions for the interview to qualify as a 120 Partial complete.
Calling rules: Give final disposition after second refusal or termination or when a first-time refusal or termination will not be called a second time because of an irate respondent. Give final disposition on the fifteenth or subsequent call attempt even if there is only one occurrence of a refusal or termination.
- 220 Refusal after respondent selection
Definition: A hang-up or termination after respondent selection but before respondent has given a response other than Don't know/Not sure or Refused to one or more questions in the core. The refusals can come from any adult in the household and the initial refusal could have come before respondent selection. An automated message to not call the number again that is not in response specifically to that call attempt does not count as a refusal. Such an outcome should receive an answering machine or technological barrier interim code.
Calling rules: Give final disposition after second refusal or when a first-time refusal will not be called a second time because of an irate respondent. On the fifteenth or subsequent call attempt, give final disposition even if there is only one occurrence of a refusal.
- 230 Selected respondent never reached or was reached but did not begin interview during interviewing period
Definition: Selected respondent was never spoken to or was spoken to and asked to be called again later one or more times. Includes cases where the selected respondent was away from residence for part of the interviewing period.
Calling rules: Give final disposition only after (a) at least 5 calling occasions (each consisting of no more than 3 attempts at least one hour apart) for a minimum total of 15 call attempts, and (b) the 15 or more call attempts consist of at least 3 weekday calls, 3 weeknight calls, and 3 weekend calls.
- 240 Selected respondent away from residence during the entire interviewing period
Definition: Selected respondent is expected to be away from residence during the entire interviewing period, for example, because of travel or a hospital stay.
Calling rules: Give final disposition when informed of absence.
- 250 Language problem after respondent selection
Definition: After respondent selection, the selected or another respondent does not speak English or another language for which an interviewer and translated questionnaire are available well enough to be interviewed.
Calling rules: Give final disposition (1) the first time a selected respondent is contacted or is described by someone else as not speaking English or another language for which an interviewer and translated questionnaire are available well enough to be interviewed or (2) the second time a respondent who does not speak English well enough to answer the screening questions is contacted and there is not a translated questionnaire and interviewer available for the respective language. If the first occurrence is on the fifteenth or subsequent call attempt, give final disposition.
- 260 Selected respondent physically or mentally unable to complete an interview during the

entire interviewing period

Definition: After respondent selection, the selected or another respondent has a physical or mental condition that prevents the completion of an interview and that condition is expected to last through the entire interviewing period. This includes a temporary condition, such as bereavement, that will last beyond the interviewing period. (For conditions not expected to last through the entire interviewing period, schedule an appointment and keep trying.)

Calling rules: Give final disposition (1) the first time a selected respondent is contacted or is described by someone else as physically or mentally unable to complete an interview during the entire interviewing period or (2) the second time a respondent who is physically or mentally impaired is contacted. If the first occurrence is on the fifteenth or subsequent call attempt, give final disposition.

270 Hang up or termination after number of adults recorded but before respondent selection

Definition: Respondent hangs up or terminates call attempt after answering the number of adults question but before answering the number of men and number of women questions. **This differs from 280 in that the respondent explicitly refuses.**

Calling rules: Give final disposition after second hang-up or termination or when a first-time hang-up or termination will not be called a second time because of an irate respondent. If the first occurrence is on the fifteenth or subsequent call attempt, give final disposition.

280 Household contact after number of adults recorded but before respondent selection

Definition: Respondent answered the number of adults question and asked to be called again later one or more times but the number of men and number of women were never determined. On the surface, this is a postponement that was never re-started but may be an implicit refusal. **This differs from 270 in that the respondent never explicitly refuses.**

Calling rules: Give final disposition only after (a) at least 5 calling occasions (each consisting of no more than 3 attempts at least one hour apart) for a minimum total of 15 call attempts, and (b) the 15 or more call attempts consist of at least 3 weekday calls, 3 weeknight calls, and 3 weekend calls.

Non-Interview, Eligibility Undetermined

305 Household members away from residence during entire interviewing period

Definition: A house sitter, house cleaner, or other non-member of a household states that all of the household members will be away from the residence during the entire interviewing period.

Calling rules: Give final disposition when informed.

310 Hang-up or termination, housing unit, unknown if eligible respondent

Definition: A respondent hangs-up or terminates a call attempt before answering the number of adults question. This differs from 315 in that the respondent explicitly refuses.

Calling rules: Give final disposition after second hang-up or termination or when a first-time hang-up or termination will not be called a second time because of an irate respondent. If the first occurrence is on the fifteenth or subsequent call attempt, give final disposition.

315 Household contact, eligibility undetermined

Definition: A respondent verified that the telephone number reaches a private residence

and asked to be called again later one or more times but the number of adults in the household was never determined. On the surface, this is a postponement that was never re-started but may be an implicit refusal. This differs from 310 in that the respondent never explicitly refuses.

Calling rules: Give final disposition only after (a) at least 5 calling occasions (each consisting of no more than 3 attempts at least one hour apart) for a minimum total of 15 call attempts, and (b) the 15 or more call attempts consist of at least 3 weekday calls, 3 weeknight calls, and 3 weekend calls.

320 Language problem before respondent selection

Definition: A respondent who does not speak English or another language for which an interviewer and translated questionnaire are available well enough to answer the screening questions answers the telephone twice before respondent selection. Give final disposition even if other respondents who do not present a language problem have answered the telephone.

Calling rules: Give final disposition after second contact with a respondent who does not speak English well enough to answer the screening questions and there is not a translated questionnaire and interviewer available for the respective language. If the first occurrence is on the fifteenth or subsequent call attempt, give final disposition.

325 Physical or mental impairment before respondent selection

Definition: A respondent whose physical or mental impairment prevents him or her from completing the screening questions answers the phone twice before respondent selection. Give final disposition even if other respondents without a physical or mental impairment have answered the telephone.

Calling rules: Give final disposition after second contact with a physically or mentally impaired respondent. If the first occurrence is on the fifteenth or subsequent call attempt, give final disposition.

330 Hang-up or termination, unknown if private residence

Definition: A respondent hangs-up or terminates a call attempt before confirming that the telephone number rings to a private residence.

Calling rules: Give final disposition after second hang-up or termination or when a first-time hang-up or termination will not be called a second time because of an irate respondent. If the first occurrence is on the fifteenth or subsequent call attempt, give final disposition.

332 Contact, unknown if private residence

Definition: A respondent did not verify that the telephone number reaches a private residence but asked to be called again later one or more times. On the surface, this is a postponement that was never re-started but may be an implicit refusal. This differs from 330 in that the respondent never explicitly refuses.

Calling rules: Give final disposition only after (a) at least 5 calling occasions (each consisting of no more than 3 attempts at least one hour apart) for a minimum total of 15 call attempts, and (b) the 15 or more call attempts consist of at least 3 weekday calls, 3 weeknight calls, and 3 weekend calls.

335 Telephone answering device, message confirms private residential status

Definition: One or more call attempts reached an answering machine but no person was ever spoken to. The message confirms that the telephone number reaches a private residence by using the words, "home," "house," "family," "residence" or a family name.

Calling rules: Give final disposition only after (a) at least 5 calling occasions (each

consisting of no more than 3 attempts at least one hour apart) for a minimum total of 15 call attempts, and (b) the 15 or more call attempts consist of at least 3 weekday calls, 3 weeknight calls, and 3 weekend calls.

- 340 Telecommunication technological barrier, message confirms private residential status
Definition: One or more call attempts reached a call blocking message, a message asking the caller to identify himself or herself, or other automated message, but no person was ever spoken to. A message confirms that the telephone number reaches a private residence by using the words, "home," "house," "family," "residence" or a family name.
Calling rules: Give final disposition only after (a) at least 5 calling occasions (each consisting of no more than 3 attempts at least one hour apart) for a minimum total of 15 call attempts, and (b) the 15 or more call attempts consist of at least 3 weekday calls, 3 weeknight calls, and 3 weekend calls.
- 345 Telephone answering device, not sure if private residence
Definition: One or more call attempts reached an answering machine but no person was ever spoken to. The message leaves open the possibility that the telephone number is reaching a private residence but it does not explicitly state so.
Calling rules: Give final disposition only after (a) at least 5 calling occasions (each consisting of no more than 3 attempts at least one hour apart) for a minimum total of 15 call attempts, and (b) the 15 or more call attempts consist of at least 3 weekday calls, 3 weeknight calls, and 3 weekend calls.
- 350 Telecommunication technological barrier, not sure if private residence
Definition: One or more call attempts reached a call blocking message, a message asking the caller to identify himself or herself, or other automated response, but no person was ever spoken to. There is no message or a message leaves open the possibility that the telephone number is reaching a private residence but it does not explicitly state so.
Calling rules: Give final disposition only after (a) at least 5 calling occasions (each consisting of no more than 3 attempts at least one hour apart) for a minimum total of 15 call attempts, and (b) the 15 or more call attempts consist of at least 3 weekday calls, 3 weeknight calls, and 3 weekend calls.
- 355 Telephone number has changed status from household or possible household to non-working during the interviewing period
Definition: On the second or subsequent call attempt, a telephone number is responding with a message indicating that the telephone number called is a non-working number or has been changed and there is at least one previous interim disposition of 505, 510, 515, 520, 525, 530, 535, or 540. (If a "number changed" recording is encountered the first time that a telephone number is called, that number should received a final disposition of 450 Non-working/disconnected number.)
Calling rules: Give final disposition when notified.
- 360 No answer
Definition: Among telephone numbers which no person or device ever answered, half or more of the call attempts resulted in a normal telephone ring that no one answered.
Calling rules: Give final disposition only after (a) at least 5 calling occasions (each consisting of no more than 3 attempts at least one hour apart) for a minimum total of 15 call attempts, and (b) the 15 or more call attempts consist of at least 3 weekday calls, 3 weeknight calls, and 3 weekend calls.

- 365 **Busy**
Definition: Among telephone numbers which no person or device ever answered, more than half of the call attempts resulted in a normal busy signal.
Calling rules: Give final disposition only after (a) at least 5 calling occasions (each consisting of no more than 3 attempts at least 10 minutes apart) for a minimum total of 15 call attempts, and (b) the 15 or more call attempts consist of at least 3 weekday calls, 3 weeknight calls, and 3 weekend calls. If possible, contact the telephone company repair service to verify the number is in service.
- 371 A listed number that was never called, although it should have been called.
Definition: A telephone number from a released replicate which was coded in the sample record as a number to be called was never called during the survey field period.
Calling rules: Give final disposition during post-data-collection processing.
- 372 A not-listed one plus block number that was never called, although it should have been called.
Definition: A telephone number from a released replicate which was coded in the sample record as a number to be called was never called during the survey field period.
Calling rules: Give final disposition during post-data-collection processing.

Not Eligible

- 405 **Out-of-state**
Definition: The telephone number rings out-of-state.
Calling rules: Give final disposition when informed. This code should take priority over other possible final disposition codes.
- 410 **Household, no eligible respondent**
Definition: For surveys with no household level screening: No one 18 years of age or older uses the telephone. To be assigned when no one in the household is 18 years of age or older or the telephone number is used by a teen under the age of 18 and the parents do not use that phone. For surveys with household level screening, can also mean: Otherwise eligible respondent was screened out.
Calling rules: Give final disposition when informed.
- 420 **Not a private residence**
Definition: The person answering the phone or an answering machine identifies the telephone number as a business, an institution (government office, educational facility, dormitory, nursing home, hospital, prison), a group home (fraternity or sorority, half-way house, shelter), a timeshare or vacation home at which no one is living for 30 days or more at the time of contact, Efax service, a pager, a cellular phone, or a dedicated fax/data/modem line that s/he answered to identify as such.
Calling rules: Give final disposition when informed.
- 430 **Dedicated fax/data/modem line with no human contact**
Definition: A telephone number used only as a fax, data, or modem line.
Calling rules: Give final disposition only after (a) at least 2 calling occasions (each consisting of no more than 3 attempts at least one hour apart) for a minimum total of 6 call attempts with at least one interim disposition code of 560 Fax/modem/data and all other disposition codes are 550 No answer, 555 Busy, 565 Fast busy, 570 Possible non-

working number, or 575 Circuit busy. (Attempts receiving interim disposition codes of 580 Null attempt or 585 Requires supervisor attention should not count as call attempts for this purpose.)

435 Cellular Telephone

Definition: The telephone number rings to a cell phone.

Callback Rules: Give final disposition when informed. This code should be assigned upon notification by the respondent that the conversation is taking place on a cellular or mobile phone. This disposition will take priority over other possible final disposition codes.

440 Fast busy

Definition: A telephone number with at least one disposition of 565 Fast busy and all other dispositions are 550 No answer, 555 Busy, 570 Possible non-working number, or 575 Circuit busy. (Attempts receiving interim disposition codes of 580 Null attempt or 585 Requires supervisor attention should not count as call attempts for this purpose.)

Calling rules: Give final disposition only after (a) at least 2 calling occasions (each consisting of no more than 3 attempts at least one hour apart) for a minimum total of 6 call attempts with at least one interim disposition code of 565 Fast busy and all other disposition codes are 550 No answer, 555 Busy, 570 Possible non-working number, or 575 Circuit busy. (Attempts receiving interim disposition codes of 580 Null attempt or 585 Requires supervisor attention should not count as call attempts for this purpose.)

450 Non-working/disconnected number

Definition: Usually recognized by a tritone, a recording indicating that the telephone number is non-working, a number that consistently rings to an incorrect number, or a number that cannot be verified by a respondent. If a 450 is assigned on a second or subsequent attempt, the CATI system or a post-data collection program should check to see if there is at least one previous interim disposition of 505, 510, 515, 520, 525, 530, 535, or 540. If there is, then the record should receive a final disposition of 355 Telephone number has changed status from household or possible household to non-working during the interviewing period. If the current status of the telephone number is in doubt, give an interim disposition of 570 Possible non-working number or call operator or repair service. After at least 15 call attempts, assign if all dispositions are 545 Phone number temporarily out of service, 570 Possible non-working number, or 575 Circuit busy. (Attempts receiving interim disposition codes of 580 Null attempt or 585 Requires supervisor attention should not count as call attempts for this purpose.)

Calling rules: Give final disposition when the above criteria are met. If 15 call attempts are required, give final disposition only after (a) at least 5 calling occasions (each consisting of no more than 3 attempts at least one hour apart) for a minimum total of 15 call attempts, and (b) the 15 or more call attempts consist of at least 3 weekday calls, 3 weeknight calls, and 3 weekend calls.

IV. Interim Disposition Codes

505 Refusal: hang-up or termination

Definition: Respondent hangs up or refuses to continue the interview at any time during the call attempt from immediately after pick-up to any time before answering the last survey question.

Calling rules: Give interim disposition when this situation occurs. Schedule callback for as long as practical up to two weeks after initial refusal.

- 510 Appointment
Definition: Respondent asks for a callback at some other time or a child answers the phone and does not get an adult to speak to the interviewer.
Calling rules: Schedule a callback for an appropriate time.
- 515 Language problem
Definition: A respondent other than one known to be the selected respondent does not speak English or another language for which an interviewer and translated questionnaire are available well enough to respond appropriately.
Calling rules: Give interim disposition when this situation occurs. Call back after an interval of at least one day.
- 520 Physical or mental impairment
Definition: A respondent other than one known to be the selected respondent cannot respond appropriately because of a mental or physical impairment.
Calling rules: Give interim disposition when this situation occurs. Call back after an interval of at least one day.
- 525 Answering machine, message confirms residential status
Definition: An answering machine gives a message confirming that the telephone number rings to a private residence by using the words, "home," "house," "family," "residence" or a family name in the message.
Calling rules: Give interim disposition when this situation occurs. Call back after an interval of at least one hour.
- 530 Technological barrier other than answering machine, message confirms residential status
Definition: A device other than an answering machine gives a message confirming that the telephone number rings to a private residence by using the words, "home," "house," "family," "residence" or a family name in the message.
Calling rules: Give interim disposition when this situation occurs. Call back after an interval of at least one hour.
- 535 Answering machine, not sure if private residence
Definition: An answering machine gives a message that leaves open the possibility that the telephone number is reaching a private residence.
Calling rules: Give interim disposition when this situation occurs. Call back after an interval of at least one hour.
- 540 Technological barrier other than answering machine, not sure if private residence
Definition: A device other than an answering machine gives a message that leaves open the possibility that the telephone number is reaching a private residence.
Calling rules: Give interim disposition when this situation occurs. Call back after an interval of at least one hour.
- 545 Phone number temporarily out of service
Definition: A recorded message states that the telephone number is temporarily out of service
Calling rules: Give interim disposition when this situation occurs. Call back after an interval of at least one day.
- 550 No answer

Definition: A normal telephone ring that no one answers.

Calling rules: Give interim disposition when this situation occurs. Call back after an interval of at least one hour.

555 Busy

Definition: A normal busy signal.

Calling rules: Give interim disposition when this situation occurs. Call back after an interval of at least ten minutes.

560 Fax/data/modem

Definition: An electronic screeching sound.

Calling rules: Give interim disposition when this situation occurs. Call back after an interval of at least one hour.

565 Fast busy

Definition: A faster than normal busy signal.

Calling rules: Give interim disposition when this situation occurs. Call back after an interval of at least one hour.

570 Possible non-working number

Definition: A noise or other response that may indicate a non-working number.

Calling rules: Phone telephone company immediately or give interim disposition when this situation occurs and call back after an interval of at least one hour.

575 Circuit busy

Definition: A recorded message states that "All circuits are busy."

Calling rules: Give interim disposition when this situation occurs. Call back after an interval of at least one hour.

580 Null attempt

Definition: The number came up on an interviewer's screen but is not attempted.

Calling rules: Give interim disposition when this situation occurs. The supervisor should delete the call attempt information on a null attempt before the telephone number is attempted again. Do not count as one of the up to fifteen attempts. Call back as appropriate.

585 Requires supervisor attention

Definition: An interviewer encounters an unusual situation that requires intervention by a supervisor.

Calling rules: Give interim disposition when this situation occurs. The supervisor should replace the 585 interim disposition code with an appropriate interim or final disposition code before the telephone number is attempted again. Call back as appropriate.

V. Assignment of Final Disposition Based on Interim Dispositions

In the process described earlier, after each call attempt where the interviewer has assigned an interim disposition code, the CATI package reviews all the interim disposition codes that the telephone number has received and, if appropriate, assigns a final disposition code to that telephone number. The table below shows the appropriate final disposition that should be assigned in such cases. States or their survey organizations should contact The Office on Smoking and Health about cases not covered by the table below.

States should ensure that every record whose last disposition in its call attempt history is an interim disposition is assigned a final disposition according to the following rules. **The rules below are hierarchical. The first rule should be applied first to all records with a last, interim disposition code, then the second rule to the remaining records, etc.**

A final disposition code of 450 Non-working/disconnected number may need to be converted to a final code of 355 Telephone number has changed status from household or possible household to non-working during the interviewing period. State survey organizations should configure their CATI systems to make the change or they should make the change during their post-data collection processing.

When an interviewer assigns a final disposition code of 450 Non-working/disconnected number on a second or subsequent call attempt, the previous disposition codes should be reviewed. If at least one previous code is 505, 510, 515, 520, 525, 530, 535, or 540, then the final disposition code should be changed to 355 Telephone number has changed status from household or possible household to non-working during the interviewing period. This situation is included in the table below even though it involves changing a final (as opposed to interim) disposition code.

If There Is/Are	Assign Indicated Final Disposition Code If
Two interim dispositions or one interim disposition on or after a fifteenth call attempt of 505 Refusal: hang-up or termination	The questions answered meet the definition for a 120 Partial complete
Two interim dispositions or one interim disposition on or after a fifteenth call attempt of 505 Refusal: hang-up or termination	The questions answered meet the definition for a 210 Termination within questionnaire
Two interim dispositions or one interim disposition on or after a fifteenth call attempt of 505 Refusal: hang-up or termination	The questions answered meet the definition for a 220 Refusal after respondent selection
Two interim dispositions or one interim disposition on or after a fifteenth call attempt of 505 Refusal: hang-up or termination	The questions answered meet the definition for a 270 Hang up or termination after number of adults taken but before respondent selection
Two interim dispositions or one interim disposition on or after a fifteenth call attempt of 505 Refusal: hang-up or termination	The questions answered meet the definition for a 310 Hang-up or termination, housing unit, unknown if eligible respondent
Two interim dispositions or one interim disposition on or after a fifteenth call attempt of 505 Refusal: hang-up or termination	The questions answered meet the definition for a 330 Hang-up or termination, unknown if private residence
At least one disposition of 510 Appointment	The questions answered meet the definition and calling rules for a 230 Selected respondent never contacted or was reached but did not begin interview during interviewing period

If There Is/Are	Assign Indicated Final Disposition Code If
At least one disposition of 510 Appointment	The questions answered meet the definition and calling rules for a 280 Household contact after number of adults taken but before respondent selection
At least one disposition of 510 Appointment	The questions answered meet the definition and calling rules for a 315 Household contact, eligibility undetermined
At least one disposition of 510 Appointment	The questions answered meet the definition and calling rules for a 332 Contact, unknown if private residence
Two interim dispositions or one interim disposition on or after a fifteenth call attempt of 515 Language problem	(No further conditions. Assign final disposition of 320 Language problem before respondent selection.)
Two interim dispositions or one interim disposition on or after a fifteenth call attempt of 520 Physical or mental impairment	(No further conditions. Assign final disposition of 325 Physical or mental impairment before respondent selection.)
At least one disposition of 525 Answering machine, message confirms residential status	The call history meets the definition and calling rules for a 335 Telephone answering device, message confirms residential status
At least one disposition of 530 Technological barrier other than answering machine, message confirms residential status	The call history meets the definition and calling rules for a 340 Telecommunication technological barrier
At least one disposition of 535 Answering machine, not sure if private residence	The call history meets the definition and calling rules for a 345 Telephone answering device, not sure if private residence
At least one disposition of 540 Technological barrier other than answering machine, not sure if private residence	The call history meets the definition and calling rules for a 350 Telecommunication technological barrier, not sure if private residence
A last disposition of 450 Non-working/disconnected number and at least one previous disposition of 505, 510, 515, 520, 525, 530, 535, or 540 (See the two paragraphs preceding this table.)	The call history meets the definition and calling rules for a 355 Telephone number has changed status from possible household to non-working during the interviewing period
At least one disposition of 560 Fax/data/modem and all other dispositions, not counting 580 Null attempt or 585 Requires supervisor attention, are 550 No answer, 555 Busy, 565 Fast busy, 570 Possible non-working number, or 575 Circuit busy	The call history meets the definition and calling rules for a 430 Dedicated fax/data/modem line
At least one disposition of 565 Fast busy and all other dispositions, not counting 580 Null attempt or 585 Requires supervisor attention, are 550 No answer, 555 Busy, 570 Possible non-working number, or 575 Circuit busy.	The call history meets the definition and calling rules for a 440 Fast busy
At least one disposition of 550 No answer	The call history meets the definition and calling rules for a 360 No answer

If There Is/Are	Assign Indicated Final Disposition Code If
At least one disposition of 555 Busy	The call history meets the definition and calling rules for a 365 Busy
At least fifteen call attempts with all dispositions, not counting 580 Null attempt or 585 Requires supervisor attention, 545 Phone number temporarily out of service, 570 Possible non-working number, or 575 Circuit busy	The call history meets the definition and calling rules for a 450 Non-working/disconnected number

VI. Calculation of Response Rates

The recommended State ATS disposition codes follow the organization of the AAPOR recommended disposition codes. Four major types of disposition codes are identified: complete or partially complete interviews (110 and 120 in the recommended ATS numeric scheme), eligible records with which no interview was conducted (210 to 280), records whose eligibility was not determined (305 to 372), and ineligible records (405 to 450).

A response rate is an outcome rate defined as the number of completes divided by the number of eligible units in the sample. RDD telephone surveys contain significant numbers of records whose eligibility is, strictly speaking, undetermined. Thus, calculated response rates from telephone surveys are always estimates of the “true” response rate and the calculated response rate depends significantly on how many of the records with undetermined eligibility are deemed households.

One of the goals in defining disposition codes was to differentiate between records that have a large probability of ringing to eligible households and records that have a small probability of ringing to eligible households. Among the recommended State ATS disposition codes, codes 305 to 355 and 371 are considered to be assigned to records with large probabilities of ringing to eligible households; codes 360, 365, and 372 are considered to be assigned to records with small probabilities of ringing to eligible households. Thus, the recommended formula for calculating a response rate is:

$$\frac{110+120}{110+120+210+220+230+240+250+260+270+280+305+310+315+320+325+330+332+335+340+345+350+355+371}$$

This formula corresponds to AAPOR’s RR4 (Response Rate Four), with all of the records assigned disposition codes 305 to 355 and 371 considered households and all of the records assigned disposition codes 360, 365, and 372 considered non-households.

It is likely that some of the records assigned disposition codes 305 to 355 and 371 are not households and that some of the records assigned disposition codes 360, 365, and 372 are households. There is, however, no easy way to accurately estimate percentages of households for each disposition code. In addition, accurate estimates of the numbers of households assigned to each disposition codes are unlikely to make an appreciable difference on the calculated response rate.

ATTACHMENT 3
DATA LAYOUT FOR SAMPLE RECORDS

Field Name	Size	Position	Format/Values/Explanation
Phone Number	22	1-22	9,1-NNN-NNN-NNNNv20NN1
Area Code (areacodes)	3	5-7	NNN=Area Code
Prefix (prefixs)	3	9-11	NNN=Prefix
Geographic or Racial/Ethnic Stratum (geostrs)	2	23-24	States with no geographic or racial/ethnic strata=01 in each record. Others according to provided information.
Density Stratum (denstrs)	1	25	1=Listed number 2=Not listed one-plus block 9=Not applicable (Territories and jurisdictions).
Sequence Number (seqno)	10	26-35	A unique 10-digit number for a state for a year with year in the first four digits. For example: 2005000001.
Number of Records Selected from Stratum (nrecsel)	6	36-41	Number of telephone numbers (eligible sampling units) selected from stratum.
Number of Records in Stratum (nrecstrs)	9	42-50	Number of telephone numbers in the stratum from which sample was selected.
Precalling [Genesys-ID Plus] Status (precalls)	1	51	1=To be called 3=Non-working number 4=Cell phone, identified by dialer 5=Business phone 6=Cell phone, identified by interviewer
Sample Month (smonths)	2	52-53	1-12=The month for which the sample was drawn
Replicate Number (repro)	5	52-56	The first two digits, 01-12, represent months, the last three digits a sequential number starting with 001 each month.
Replicate Depth (repdepth)	2	57-58	01-50=A sequential number in each replicate.
State FIPS Code (statefipss)	2	59-60	NN=FIPS code of assigned state.
FIPS Code of Assigned County (asgcntys)	3	61-63	NNN=FIPS code of assigned county. Blank=Territories and jurisdictions.
County FIPS Code of Listed Number (listcntys)	3	64-66	For listed numbers, FIPS code of the county in which number is located. For not listed numbers=999 Blank=Territories and jurisdictions.
Number of Listed Household Numbers in Prefix in Assigned County (nohhcty)	4	67-70	Number of listed household numbers in prefix that are in assigned county. Blank=Territories and jurisdictions.
NXX Type (nxxttype)	2	71-72	As found in Telcordia data: 00,50,51,52,54.
Block Size (blksize)	3	73-75	000-100=Number of listed households in hundred block Blank=Territories and jurisdictions.
Number of Listed Households in Prefix (lsthpre)	5	76-80	From Master matrix. As described on page 21 of "Methodology." Blank=Territories and jurisdictions.

Field Name	Size	Position	Format/Values/Explanation
Estimated Total Households in Prefix (tothpre)	5	81-85	From Master matrix. As described on page 21 of "Methodology." Blank=Territories and jurisdictions.
Metropolitan Statistical Area Code (msacode)	5	86-90	99999=Not in an MSA. Blank=Territories and jurisdictions.
Metropolitan Status Code (mscode)	1	91	1=In the center city of an MSA 2=Outside the center city of an MSA but inside the county containing the center city 3=Inside a suburban county of the MSA 4=In an MSA that has no center city 5=Not in an MSA Blank=Territories and jurisdictions.
Central Office Location (centoff)	30	92-121	(Character)
V&H Coordinate (vnhcoord)	10	122-131	(Character)
Date Sample Generated (datesmp)	10	132-141	mm/dd/yyyy
Pre-screening Process Used (prescren)	1	142	1=ID, 2=ID Plus.
Date Sample Pre-screened (datescrn)	10	143-152	mm/dd/yyyy
Release Date of Active Prefix Database (phnrldat)	10	153-162	mm/dd/yyyy
Release Date of Listed Phone Number Database (lstrldat)	10	163-172	mm/dd/yyyy Blank=Territories and jurisdictions.
CLEC Number (clec)	1	173	1=Yes 2=No Blank=Territories and jurisdictions.
On DMA (Direct Marketing Association) List (ncldma)	1	174	1=Yes 2=No Blank=Territories and jurisdictions.
On State Telemarketing List (nclstate)	1	175	1=Yes 2=No Blank=Territories and jurisdictions.
Primary or Secondary Phone (prisecph)	1	176	1=Yes 2=No Blank=Territories and jurisdictions.
Listed in Telephone Directory (dirlst)	1	177	1=Yes 2=No Blank=Territories and jurisdictions.
Secondary Screening Flags (secflags)	1	178	0=Residential/Undetermined 1=Fax/Modem 2=Incomplete Call 3=Privacy Manager 4 = Cellular – PRO-T-S 6 = Cellular – Interviewer 9=Non-Working/Business
Indication of Address Matching (addmatch)	1	179	1=Matched 2=Not matched

Field Name	Size	Position	Format/Values/Explanation
Path variable used to help identify which questionnaire is used when there are dual questionnaires. (path)	1	180	0 = Default Genesys value

Note: Files will be sorted by stratum, replicate, and depth. The order of numbers within a replicate will be randomized before assignment of depth numbers. All numeric fields are right aligned and padded with leading zeros. All character fields are left aligned with trailing blanks.

ATTACHMENT 4
DATA LAYOUT FOR FILE OF COMPLETES AND INCOMPLETES

Question or Field Name and Variable Name (In Parentheses)	Starting Column	Size	Format/Values/Explanation (Variables are numeric unless "Character" is indicated.)			
<p>Frequently used variable naming conventions:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%; vertical-align: top;"> <u>Beginning of name</u> hcw=Health care worker qmed=Quit medication shs=Second hand smoke slt=Smokeless tobacco smok=Smoke y=Young adult </td> <td style="width: 33%; vertical-align: top;"> <u>Middle of name</u> ge=Greater than or equal to gt=Greater than le=Less than or equal to lt=Less than </td> <td style="width: 33%; vertical-align: top;"> <u>End of name</u> opn=Opinion question clc=Calculated variable <u>Any part of name</u> no, nos=Number, number </td> </tr> </table>				<u>Beginning of name</u> hcw=Health care worker qmed=Quit medication shs=Second hand smoke slt=Smokeless tobacco smok=Smoke y=Young adult	<u>Middle of name</u> ge=Greater than or equal to gt=Greater than le=Less than or equal to lt=Less than	<u>End of name</u> opn=Opinion question clc=Calculated variable <u>Any part of name</u> no, nos=Number, number
<u>Beginning of name</u> hcw=Health care worker qmed=Quit medication shs=Second hand smoke slt=Smokeless tobacco smok=Smoke y=Young adult	<u>Middle of name</u> ge=Greater than or equal to gt=Greater than le=Less than or equal to lt=Less than	<u>End of name</u> opn=Opinion question clc=Calculated variable <u>Any part of name</u> no, nos=Number, number				
State FIPS Code (statefips) (Columns 59-60 in sample file)	1	2	NN=State FIPS Code			
Geographic or Racial/Ethnic Stratum (geostr) (Columns 23-24 in sample file)	3	2	States with no geographic or racial/ethnic strata=1 on each record			
Density Stratum (denstr) (Column 25 in sample file)	5	1	1=Listed number 2=Not a listed number			
Number of Records in Stratum (nrecstr) (Columns 42-50 in sample file)	6	9	Number of telephone numbers in the stratum from which sample was selected.			
Assigned County FIPS Code (asgcnty) (Columns 61-63 in sample file)	15	3	NNN=FIPS code of assigned county (To preserve confidentiality, blank in ASCII public use file and deleted from SAS public use file.)			
County FIPS Code of Listed Number (listcnty) (Columns 64-66 in sample file)	18	3	NNN=FIPS code of the county in which number is located (listed numbers only) 999=Not listed number Blank=Territory or jurisdiction (To preserve confidentiality, blank in ASCII public use file and deleted from SAS public use file.)			
Precall Status (precall) (Column 51 in sample file)	21	1	1=To be called 3=Non-working number 4=Cell phone, identified by dialer 5=Business phone 6=Cell phone, identified by interviewer			
Area Code (areacode) (Columns 5-7 in sample file)	22	3	NNN=Area code (To preserve confidentiality, blank in ASCII public use file and deleted from SAS public use file.)			

Question or Field Name and Variable Name (In Parentheses)	Starting Column	Size	Format/Values/Explanation (Variables are numeric unless "Character" is indicated.)
Prefix (prefix) (Columns 9-11 in sample file)	25	3	NNN=Prefix (To preserve confidentiality, blank in ASCII public use file and deleted from SAS public use file.)
Sequence Number (seqno) (Columns 26-35 in sample file)	28	10	A unique 10-digit number for a survey with year in the first four digits.
Replicate Number (repno) (Columns 52-56 in sample file)	38	5	The first two digits, 01-12, represent months, the last three digits a sequential number starting with 001 each month.
Replicate Depth (repdepth) (Columns 57-58 in sample file)	43	2	A sequential number from 1-50 in each replicate.
Final Disposition Code (dispcode)	45	3	110-450
Date of Final Disposition (disptimec) (disptaten)	48	8	Mmddyyyy. (Month and day padded with leading zeros in ASCII file. Day should equal 00 for records with no attempts. Character and numeric variables.)
Month of Final Disposition (dispmnth)	48	2	01-12 (Pad month with leading zeros.)
Day of Final Disposition (dispday)	50	2	01-31 (Pad day with leading zeros.)
Year of Final Disposition (dispyear)	52	4	20NN
Interviewer ID (intvid)	56	3	Unique three character or digit code for each interviewer. There should be a one-to-one mapping between interviewers and interviewer id's.
Number of Attempts (noatmpts)	59	2	1-99 (99=99+)
Questionnaire Version (qstver)	61	1	1-9
Reserved for future use	62	6	Leave blank
Screening Questions			
HELLO, I'm calling for the <u>(health department)</u> . My name is <u>(name)</u> . We're gathering information on the health of <u>(state)</u> residents. Your phone number has been chosen randomly, and I'd like to ask some questions about health and tobacco.			
Answer S1a for all records where a person answers the phone on at least one attempt. (Records for which S1a is not missing should define all respondents for the screening questions. If S1a is missing for a record, all subsequent variables should be missing for that record.)			

Question or Field Name and Variable Name (In Parentheses)	Starting Column	Size	Format/Values/Explanation (Variables are numeric unless "Character" is indicated.)
S1a. Completed introduction? (intro1)	68	1	1=Yes → Skip to S2 2=No
Answer S1b if S1a [intro1]=2			
S1b. Number of sentences completed in introduction (0-3). (intro2)	69	1	0-3=Number of sentences completed → Assign disposition code 7=Don't know/Not sure
Ask S2 of all respondents			
S2. Is this <u>(phone number)</u> ? (telnocorr)	70	1	1=Yes 2=No (Read: Thank you very much, but I seem to have dialed the wrong number. It's possible that your number may be called at a later time.) → Assign disposition code 7=Don't know/Not sure (Ask to speak to someone else) 9=Refused (Including hang-up)
Ask S3 if S1a [intro1]=1 and S2 [telnocorr]=1			
S3. Is this a private residence? (privres)	71	1	1=Yes 2=No (Read: Thank you very much, but we are only interviewing private residences.) → Assign disposition code 7=Don't know/Not sure (Ask to speak to someone else) 9=Refused (Including hang-up) → Assign disposition code
Ask S4 if S1a [intro1]=1, S2 [telnocorr]=1, and S3 [privres]=1			
S4. I need to randomly select one adult who lives in your household to be interviewed. How many members of your household, including yourself, are 18 years of age or older? (noadult)	72	2	1-76=Number of adults 18 years or older → If >1, skip to S9 77=Don't know/Not sure (Ask to speak to someone else) 99=Refused (Including hang-up) → Assign disposition code
Ask S5 if S1a [intro1]=1, S2 [telnocorr]=1, S3 [privres]=1, and S4 [noadult]=1			
S5. Are you the adult? (areyouadult)	74	1	1=Yes (Read: Then you are the person I need to speak with.) 2=No → Skip to S7 7=Don't know/Not sure (Ask to speak to someone else) 9=Refused (Including hang-up) → Assign disposition code

Question or Field Name and Variable Name (In Parentheses)	Starting Column	Size	Format/Values/Explanation (Variables are numeric unless "Character" is indicated.)
Ask or answer S6 if S1a [intro1]=1, S2 [telnocorr]=1, S3 [privres]=1, S4 [noadult]=1, and S5 [areyouadult]=1			
Ask only if necessary: S6. Are you male or female? (areyoumf)	75	1	1=Male → Skip to S14 [CATI programmer: Enter 1 for S9 and 0 for S10] 2=Female → Skip to S14 [CATI programmer: Enter 0 for S9 and 1 for S10] 7=Don't know/Not sure → Assign disposition code 9=Refused (Including hang-up) → Assign disposition code
Ask S7 if S1a [intro1]=1, S2 [telnocorr]=1, S3 [privres]=1, S4 [noadult]=1, and S5 [areyouadult]=2			
S7. Is the adult a man or a woman? (isadultmw)	76	1	1=A man [CATI programmer: Enter 1 for S9 and 0 for S10] 2=A woman [CATI programmer: Enter 0 for S9 and 1 for S10] 7=Don't know/Not sure (Ask to speak to someone else) 9=Refused (Including hang-up) → Assign disposition code
Ask S8 if S1a [intro1]=1, S2 [telnocorr]=1, S3 [privres]=1, S4 [noadult]=1, S5 [areyouadult]=2, and S7 [isadultmw]=1,2			
S8. May I speak with [fill in him/her from previous question]? (speakadult)	77	1	1=Yes → Skip to S13 2=No (Try to schedule an appointment) 7=Don't know/Not sure (Ask to speak to someone else) 9=Refused (Including hang-up) → Assign disposition code
Ask S9 if S1a [intro1]=1, S2 [telnocorr]=1, S3 [privres]=1, and S4 [noadult]=2-76			
S9. How many of these adults are men? (nomen)	78	2	00-76=Number of men 18 years or older 77=Don't know/Not sure (Ask to speak to someone else) 99=Refused (Including hang-up) → Assign disposition code (This variable should indicate the number of men in the household even if the household contains only 1 adult.)

Question or Field Name and Variable Name (In Parentheses)	Starting Column	Size	Format/Values/Explanation (Variables are numeric unless "Character" is indicated.)
Ask S10 if S1a [intro1]=1, S2 [telnocorr]=1, S3 [privres]=1, S4 [noadult]=2-76, and S9 [nomen]=0-76			
S10. How many are women? (nowomen)	80	2	00-76=Number of women 18 years or older 77=Don't know/Not sure (Ask to speak to someone else) 99=Refused (Including hang-up) → Assign disposition code (This variable should indicate the number of women in the household even if the household contains only 1 adult.)
Ask S11 if S1a [intro1]=1, S2 [telnocorr]=1, S3 [privres]=1, S4 [noadult]=2-76, S9 [nomen]=0-76, and S10 [nowomen]=0-76			
S11. The person in your household that I need to speak with is the (State age rank and gender of selected respondent). (If necessary: May I speak with [him/her]?) (selresp)	82	3	[CATI Programmer: Enter code for selected respondent.] 101=Oldest male 102=Second oldest male 103=Third oldest male ... 199=Ninety-ninth oldest male 201=Oldest female 202=Second oldest female 203=Third oldest female ... 299=Ninety-ninth oldest female
Answer S12 if S1a [intro1]=1, S2 [telnocorr]=1, S3 [privres]=1, S4 [noadult]=2-76, S9 [nomen]=0-76, and S10 [nowomen]=0-76			
Do not read: S12. Is the selected respondent on the phone? (selrespphone)	85	1	1=Yes (Read: Then you are the person I need to speak with) → Skip to S14) 2=No 7=Don't know/Not sure (Ask to speak to someone else) 9=Refused (Including hang-up) → Assign disposition code
S13. HELLO, I'm calling for the (health department) . My name is (name) . We're gathering information on the health of (state) residents. Your phone number has been chosen randomly, and I'd like to ask some questions about health and tobacco.			
Answer S13a if S1a [intro1]=1, S2 [telnocorr]=1, S3 [privres]=1, and ((S4 [noadult]=1, S5 [areyouadult]=2, S7 [isadultmw]=12, and S8 [speakadult]=1) or (S4 [noadult]=2-76, S9 [nomen]=0-76, S10 [nowomen]=0-76, and S12 [selrespphone]=2))			
S13a. Completed introduction? (selrespintro1)	86	1	1=Yes → Skip to S14a 2=No

Question or Field Name and Variable Name (In Parentheses)	Starting Column	Size	Format/Values/Explanation (Variables are numeric unless "Character" is indicated.)
Answer S13b if S1a [intro1]=1, S2 [telnocorr]=1, S3 [privres]=1, ((S4 [noadult]=1, S5 [areyouadult]=2, S7 [isadultmw]=12, and S8 [speakadult]=1) or (S4 [noadult]=2-76, S9 [nomen]=0-76, S10 [nowomen]=0-76, and S12 [selrespphone]=2)), and S13a [selrespintro2]=2			
S13b. Number of sentences completed in introduction (0-3). (selrespintro2)	87	1	0-3=Number of sentences completed → Assign disposition code 7=Don't know/Not sure
S14. Confidentiality statement: I won't ask for your name, address, or other personal information that can identify you. You don't have to answer any question you don't want to, and you can end the interview at any time. The interview takes only about ___ minutes and any information you give me will be confidential. If you have any questions about this survey, I will provide a telephone number for you to call to get more information.			
Answer S14a if (S1a [intro1]=1, S2 [telnocorr]=1 and S3 [privres]=1) and (S4 [noadult]=1 and ((S5 [areyouadult]=1 and S6 [areyoumf]=1,2) or (S5 [areyouadult]=2, S7 [isadultmw]=1,2, S8 [speakadult]=1, and S13a [selrespintro2]=1)) or ((S4 [noadult]=2-76, S9 [nomen]=0-76, and S10 [nowomen]=0-76) and (S12 [selrespphone]=1 or (S12 [selrespphone]=2 and S13a [selrespintro2]=1))))			
S14a. Completed confidentiality statement? (confidential1)	88	1	1=Yes → Skip to Q1 2=No
Answer S14b if (S1a [intro1]=1, S2 [telnocorr]=1 and S3 [privres]=1), (S4 [noadult]=1 and ((S5 [areyouadult]=1 and S6 [areyoumf]=1,2) or (S5 [areyouadult]=2, S7 [isadultmw]=1,2, S8 [speakadult]=1, and S13a [selrespintro2]=1)) or ((S4 [noadult]=2-76, S9 [nomen]=0-76, and S10 [nowomen]=0-76) and (S12 [selrespphone]=1 or (S12 [selrespphone]=2 and S13a [selrespintro2]=1))))), and S14a [confidential1]=2			
S14b. Number of sentences completed in confidentiality statement (0-3). (confidential2)	89	1	0-3=Number of sentences completed → Assign disposition code 7=Don't know/Not sure
Reserved for future use	90	11	Leave blank
CORE QUESTIONS			
SECTION 1: GENERAL HEALTH			
Ask Q1 if S14a=1. (Records for which Q1 is not missing should define all respondents for the health and tobacco questions. If Q1 is missing for a record, all subsequent variables should be missing for that record.)			
Q1. Would you say that in general your health is: (genhealth)	101	1	1 = Excellent 2 = Very good 3 = Good 4 = Fair 5 = Poor 7 = Don't know/Not sure 9 = Refused

Question or Field Name and Variable Name (In Parentheses)	Starting Column	Size	Format/Values/Explanation (Variables are numeric unless "Character" is indicated.)
SECTION 2: TOBACCO USE			
Ask Q2 of all respondents			
Q2. Have you smoked at least 100 cigarettes in your entire life? (smok100)	102	1	1 = Yes 2 = No →Skip to Q14 7 = Don't know/Not sure →Skip to Q14 9 = Refused →Skip to Q14
Ask Q3 if Q2 [smok100]=1			
Q3. Do you now smoke cigarettes every day, some days, or not at all? (smoknow)	103	1	1 = Every day 2 = Some days →Skip to Q5 3 = Not at all →Skip to Q8 9 = Refused →Skip to Q14
Ask Q4 if Q2 [smok100]=1 and Q3 [smoknow]=1			
Q4. On the average, about how many cigarettes a day do you now smoke? (smokperday)	104	3	1-180=Number of cigarettes → Skip to Q7 666=Less than one cigarette a day → Skip to Q7 777=Don't know/Not sure → Skip to Q7 999=Refused → Skip to Q7
Ask Q5 if Q2 [smok100]=1 and Q3 [smoknow]=2			
Q5. During the past 30 days, on how many days did you smoke cigarettes? (smokdays30)	107	2	0-30=Number of Days [If Q5 =0 →Skip to Q7] 77=Don't know/Not sure → Skip to Q7 99=Refused → Skip to Q7
Ask Q6 if Q2 [smok100]=1, Q3 [smoknow]=2, and Q5=1-30			
Q6. On the average, on days when you smoked during the past 30 days, about how many cigarettes did you smoke a day? (smoksomeday)	109	3	1-180=Number of cigarettes 666=Less than one cigarette a day 777=Don't know/Not sure 999=Refused
Ask Q7 if Q2 [smok100]=1 and Q3 [smoknow]=1,2			
Q7. How soon after you wake up do you have your first cigarette? (smokwake)	112	1	1=Within 5 minutes → Skip to Q9 2=6-30 minutes → Skip to Q9 3=31-60 minutes → Skip to Q9 4=After 60 minutes → Skip to Q9 7=Don't know/Not sure → Skip to Q9 9=Refused → Skip to Q9

Question or Field Name and Variable Name (In Parentheses)	Starting Column	Size	Format/Values/Explanation (Variables are numeric unless "Character" is indicated.)
Ask Q8 if Q2 [smok100]=1 and Q3 [smoknow]=3			
Q8. About how long has it been since you last smoked cigarettes regularly? (smoklast)	113	2	1=Within the past month (\leq 1 month ago) 2=Within the past 3 months ($>$ 1 month but \leq 3 months ago) 3=Within the past 6 months ($>$ 3 months but \leq 6 months ago) 4=Within the past year ($>$ 6 months but \leq 1 year ago) 5=Within the past 5 years ($>$ 1 year but \leq 5 years ago) [If Q8 = 1 - 5: \rightarrow Skip to Q10] 6=Within the past 10 years ($>$ 5 years but \leq 10 years ago) 7=Over 10 years ago 77=Don't know/Not sure 99=Refused [If Q8 = 6 - 99: \rightarrow Skip to Q14]
SECTION 3: CESSATION			
QUIT ATTEMPTS			
Ask Q9 if Q2 [smok100]=1 or Q3 [smoknow]=1,2			
Q9. During the past 12 months, have you stopped smoking for one day or longer because you were trying to quit smoking? (quitatt)	115	1	1=Yes 2=No \rightarrow Skip to Q12 7=Don't know/Not sure \rightarrow Skip to Q12 9=Refused \rightarrow Skip to Q12
Methods Of Quitting			
Ask Q10 if (Q2 [smok100]=1, Q3 [smoknow]=1,2, and Q9=1) or (Q2 [smok100]=1, Q3 [smoknow]=3, and Q8 [smoklast]=1-5)			
Q10. [FORMER CIGARETTE SMOKERS:] When you quit smoking,... [CURRENT CIGARETTE SMOKERS:] The last time you tried to quit smoking,... did you use the nicotine patch, nicotine gum, or any other medication to help you quit? (quitmed)	116	1	1=Yes 2=No 7=Don't know/Not sure 9=Refused

Question or Field Name and Variable Name (In Parentheses)	Starting Column	Size	Format/Values/Explanation (Variables are numeric unless "Character" is indicated.)
Ask Q11 if (Q2 [smok100]=1, Q3 [smoknow]=1,2, and Q9=1) or (Q2 [smok100]=1, Q3 [smoknow]=3, and Q8 [smoklast]=1-5)			
Q11. [FORMER CIGARETTE SMOKERS:]: When you quit smoking,... [CURRENT CIGARETTE SMOKERS:] The last time you tried to quit smoking,... did you use any other assistance such as classes or counseling? (quitasst)	117	1	1=Yes 2=No 7=Don't know/Not sure 9=Refused
Stages of Change for Quitting			
Ask Q12 if Q2 [smok100]=1 and Q3 [smoknow]=1,2			
Q12. Are you seriously considering stopping smoking within the next six months? (quit6mo)	118	1	1=Yes 2=No → Skip to Q14 7=Don't know/Not sure → Skip to Q14 9=Refused → Skip to Q14
Ask Q13 if Q2 [smok100]=1 and Q3 [smoknow]=1,2			
Q13. Are you planning to stop smoking within the next 30 days? (quit30day)	119	1	1=Yes 2=No 7=Don't know/Not sure 9=Refused
Physician and Health Professional Advice			
Ask Q14 of all respondents			
Q14. In the past 12 months, have you seen a doctor, nurse, or other health professional to get any kind of care for yourself? (hcwcare)	120	1	1=Yes 2=No → Skip to Q18 7=Don't know/Not sure → Skip to Q18 9=Refused → Skip to Q18
Ask Q15 if Q2 [smok100]=1, Q3 [smoknow]=1,2, and Q14 [hcwcare]=1			
Q15. During the past 12 months, did any doctor, nurse, or other health professional advise you to not smoke? (hcwadvice)	121	1	1=Yes → Skip to Q17 2=No 7=Don't know/Not sure → Skip to Q18 9=Refused → Skip to Q18

Question or Field Name and Variable Name (In Parentheses)	Starting Column	Size	Format/Values/Explanation (Variables are numeric unless "Character" is indicated.)
Ask Q16 if (Q2 [smok100]=2,7,9 or Q3 [smoknow]=3 or (Q2 [smok100]=1, Q3 [smoknow]=1,2, and Q15 [hcwadvise]=2)) and Q14 [hcwcare]=1			
Q16. During the past 12 months, did any doctor, nurse, or other health professional ask if you smoke? (hcwask)	122	1	1=Yes → Skip to Q18 2=No → Skip to Q 18 7=Don't know/Not sure → Skip to Q18 9=Refused → Skip to Q18
Ask Q17 if Q2 [smok100]=1, Q3 [smoknow]=1,2, Q14 [hcwcare], and Q15 [hcwadvise]=1			
Q17. In the past 12 months, when a doctor, nurse, or other health professional advised you to quit smoking, did they also do any of the following?			
Q17a. Prescribe or recommend a patch, nicotine gum, nasal spray, an inhaler, or pills such as Zyban? (hcwmed)	123	1	1=Yes 2=No 7=Don't know/Not sure 9=Refused
Q17b. Suggest that you set a specific date to stop smoking? (hcwsetdate)	124	1	1=Yes 2=No 7=Don't know/Not sure 9=Refused
Q17c. Suggest that you use a smoking cessation class, program, quit line or counseling? (hcwsugasst)	125	1	1=Yes 2=No 7=Don't know/Not sure 9=Refused
Q17d. Provide you with booklets, videos, or other materials to help you quit smoking on your own? (hcwmaterials)	126	1	1=Yes 2=No 7=Don't know/Not sure 9=Refused
SECTION 4: SECOND-HAND SMOKE			
Ask Q18 if S4 [noadult]=2-76			
Q18. Not including yourself, how many of the adults who live in your household smoke cigarettes, cigars or pipes? (othsmoker)	127	2	0-76=Number of adults 77=Don't know/Not sure 99=Refused
Ask Q19 of all respondents			
Q19. During the past 7 days, that is, since [DATEFILL], on how many days did anyone smoke cigarettes, cigars, or pipes anywhere inside your home? (smokhome7d)	129	2	0-7=Number of days 77=Don't know/Not sure 99=Refused

Question or Field Name and Variable Name (In Parentheses)	Starting Column	Size	Format/Values/Explanation (Variables are numeric unless "Character" is indicated.)
Ask Q20 of all respondents			
Q20. Which statement best describes the rules about smoking inside your home? Do not include decks, garages, or porches. (homerules)	131	1	1=Smoking is not allowed anywhere inside your home 2=Smoking is allowed in some places or at some times 3=Smoking is allowed anywhere inside the home 7=Don't know/Not sure 9=Refused
I am now going to ask you about some questions about workplace policies on smoking.			
Ask Q21 of all respondents			
Q21. My first question is about your employment status. I am going to read a list of alternatives to you. Please choose the first that applies. Are you currently... (employ)	132	2	1=A student and employed for wages part-time or full-time? 2=A student? → Skip to Q26 3=Employed for wages part-time or full-time? 4=Self-employed? 5=Out of work for more than 1 year? → Skip to Q26 6=Out of work for less than 1 year? → Skip to Q26 7=A homemaker? → Skip to Q26 8=Retired?, or → Skip to Q26 9=Unable to work? → Skip to Q26 77=Don't know → Skip to Q26 99=Refused → Skip to Q26
Ask Q22 if Q21 [employ]=1,3,4			
Q22. While working at your job, are you indoors most of the time? (workindoors)	134	1	1=Yes 2=No → Skip to Q26 7=Don't know/Not sure → Skip to Q26 9=Refused → Skip to Q26
Ask Q23 if Q21[employ]=1,3,4 and Q22 [workindoors]=1			
Q23. As far as you know, in the past seven days, that is since [DATE FILL], has anyone smoked in your work area? (worksmok)	135	1	1=Yes 2=No 7=Don't know/Not sure 9=Refused

Question or Field Name and Variable Name (In Parentheses)	Starting Column	Size	Format/Values/Explanation (Variables are numeric unless "Character" is indicated.)
Ask Q24 if Q21 [employ]=1,3,4 and Q22 [workindoors]=1			
Q24. Which of the following best describes your place of work's official smoking policy for work areas? (workpol)	136	1	1=Not allowed in any work areas 2=Allowed in some work areas 3=Allowed in all work areas, or 4=No official policy 7=Don't know/Not sure 9=Refused
Ask Q25 if Q21 [employ]=1,3,4 and Q22 [workindoors]=1			
Q25. Which of the following best describes your place of work's official smoking policy for indoor public or common areas, such as lobbies, rest rooms, and lunchrooms? (workpolpub)	137	1	1=Not allowed in any public areas 2=Allowed in some public areas 3=Allowed in all public areas, or 4=No official policy 7=Don't know/Not sure 9=Refused
Ask Q26 of all respondents			
Q26. In indoor work areas, do you think smoking should be allowed in all areas, some areas or not at all? (workindopn)	138	1	1=Allowed in all areas 2=Allowed in some areas 3=Not allowed at all 7=Don't know/Not sure 9=Refused
Exposure In A Car			
Ask Q27 of all respondents			
Q27. In the past seven days, that is since [DATE FILL], have you been in a car with someone who was smoking? (carsmok7d)	139	1	1=Yes 2=No 7=Don't know/Not sure 9=Refused
Attitudes About Clean Indoor Air Rules			
Ask Q28 of all respondents			
Q28. In the indoor dining area of restaurants, do you think that smoking should be allowed in all areas, some areas, or not allowed at all? (shsopn)	140	1	1=Allowed in all areas 2=Allowed in some areas 3=Not allowed at all 7=Don't know/Not sure 9=Refused

Question or Field Name and Variable Name (In Parentheses)	Starting Column	Size	Format/Values/Explanation (Variables are numeric unless "Character" is indicated.)
Ask Q29 of all respondents			
Q29. In indoor shopping malls, do you think that smoking should be allowed in all areas, some areas, or not allowed at all? (mallopn)	141	1	1=Allowed in all areas 2=Allowed in some areas 3=Not allowed at all 7=Don't know/Not sure 9=Refused
SECTION 5: RISK PERCEPTION AND SOCIAL INFLUENCES			
Risk Perception			
I am going to read a statement. I want you to tell me whether you strongly agree, agree, disagree, or strongly disagree with this statement.			
Ask Q30 of all respondents			
Q30. If a person has smoked a pack of tobacco cigarettes a day for more than 20 years, there is little health benefit to quitting smoking. (benquitopn)	142	1	1=Strongly agree 2=Agree 3=Disagree 4=Strongly disagree 7=Don't know/Not sure 9=Refused
Now I am going to ask about smoke from other people's cigarettes.			
Ask Q31 of all respondents			
Q31. Do you think that breathing smoke from other people's cigarettes is... (shsharmopn)	143	1	1=Very harmful to one's health 2=Somewhat harmful to one's health 3=Not very harmful to one's health 4=Not harmful at all to one's health 7=Don't know/Not sure 9=Refused
Would you say that breathing smoke from other people's cigarettes causes...			
(The order in which Q32a – Q32e are asked is randomized for each respondent. The specific order in which these questions are asked to each respondent is recorded in columns 310 – 314.)			
Ask Q32a to Q32e of all respondents			
Q32a. Lung cancer in adults (shslungca)	144	1	1=Yes 2=No 7=Don't know/Not sure 9=Refused
Q32b. Heart disease in adults (shsheart)	145	1	1=Yes 2=No 7=Don't know/Not sure 9=Refused

Question or Field Name and Variable Name (In Parentheses)	Starting Column	Size	Format/Values/Explanation (Variables are numeric unless "Character" is indicated.)
Q32c. Colon cancer in adults (shscolonca)	146	1	1=Yes 2=No 7=Don't know/Not sure 9=Refused
Q32d. Respiratory problems in children (shschild)	147	1	1=Yes 2=No 7=Don't know/Not sure 9=Refused
Q32e. Sudden infant death syndrome (shssids)	148	1	1=Yes 2=No 7=Don't know/Not sure 9=Refused
SECTION 6: CLOSING DEMOGRAPHIC ITEMS			
Ask Q33 of all respondents			
Q33. What is your age? (age)	149	2	18-99=Age in years (99=99+) 7=Don't know/Not sure 9=Refused
Ask Q34a of all respondents			
Q34a. How many children aged 17 or younger live in your household? (childle17)	151	2	0-15=Number of children (15=15+) 99=Refused
Q34b. What are the ages of the children from oldest to youngest?			
Ask Q34b1 if Q34a [childle17]=1-15			
Q34b.1. (child01age)	153	3	101-136=Age of oldest child in months 201-217= Age of oldest child in years 777=Don't know/Not sure 999=Refused If no more children, then → Skip to Q35
Ask Q34b.2 if Q34a [childle17]=2-15			
Q34b.2. (child02age)	156	3	101-136=Age of 2 nd oldest child in months 201-217= Age of 2 nd oldest child in years 777=Don't know/Not sure 999=Refused If no more children, then → Skip to Q35

Question or Field Name and Variable Name (In Parentheses)	Starting Column	Size	Format/Values/Explanation (Variables are numeric unless "Character" is indicated.)
Ask Q34b.3 if Q34a [childe17]=3-15			
Q34b.3. (child03age)	159	3	101-136=Age of 3 rd oldest child in months 201-217= Age of 3 rd oldest child in years 777=Don't know/Not sure 999=Refused If no more children, then → Skip to Q35
Ask Q34b.4 if Q34a [childe17]=4-15			
Q34b.4. (child04age)	162	3	101-136=Age of 4 th oldest child in months 201-217= Age of 4 th oldest child in years 777=Don't know/Not sure 999=Refused If no more children, then → Skip to Q35
Ask Q34b.5 if Q34a [childe17]=5-15			
Q34b.5. (child05age)	165	3	101-136=Age of 5 th oldest child in months 201-217= Age of 5 th oldest child in years 777=Don't know/Not sure 999=Refused If no more children, then → Skip to Q35
Ask Q34b.6 if Q34a [childe17]=6-15			
Q34b.6. (child06age)	168	3	101-136=Age of 6 th oldest child in months 201-217= Age of 6 th oldest child in years 777=Don't know/Not sure 999=Refused If no more children, then → Skip to Q35
Ask Q34b.7 if Q34a [childe17]=7-15			
Q34b.7. (child07age)	171	3	101-136=Age of 7 th oldest child in months 201-217= Age of 7 th oldest child in years 777=Don't know/Not sure 999=Refused If no more children, then → Skip to Q35
Ask Q34b.8 if Q34a [childe17]=8-15			
Q34b.8. (child08age)	174	3	101-136=Age of 8 th oldest child in months 201-217= Age of 8 th oldest child in years 777=Don't know/Not sure 999=Refused If no more children, then → Skip to Q35

Question or Field Name and Variable Name (In Parentheses)	Starting Column	Size	Format/Values/Explanation (Variables are numeric unless "Character" is indicated.)
Ask Q34b.9 if Q34a [childe17]=9-15			
Q34b.9. (child09age)	177	3	101-136=Age of 9 th oldest child in months 201-217= Age of 9 th oldest child in years 777=Don't know/Not sure 999=Refused If no more children, then → Skip to Q35
Ask Q34b.10 if Q34a [childe17]=10-15			
Q34b.10. (child10age)	180	3	101-136=Age of 10 th oldest child in months 201-217= Age of 10 th oldest child in years 777=Don't know/Not sure 999=Refused If no more children, then → Skip to Q35
Ask Q34b.11 if Q34a [childe17]=11-15			
Q34b.11. (child11age)	183	3	101-136=Age of 11 th oldest child in months 201-217= Age of 11 th oldest child in years 777=Don't know/Not sure 999=Refused If no more children, then → Skip to Q35
Ask Q34b.12 if Q34a [childe17]=12-15			
Q34b.12. (child12age)	186	3	101-136=Age of 12 th oldest child in months 201-217= Age of 12 th oldest child in years 777=Don't know/Not sure 999=Refused If no more children, then → Skip to Q35
Ask Q34b.13 if Q34a [childe17]=13-15			
Q34b.13. (child13age)	189	3	101-136=Age of 13 th oldest child in months 201-217= Age of 13 th oldest child in years 777=Don't know/Not sure 999=Refused If no more children, then → Skip to Q35
Ask Q34b.14 if Q34a [childe17]=14-15			
Q34b.14. (child14age)	192	3	101-136=Age of 14 th oldest child in months 201-217= Age of 14 th oldest child in years 777=Don't know/Not sure 999=Refused If no more children, then → Skip to Q35

Question or Field Name and Variable Name (In Parentheses)	Starting Column	Size	Format/Values/Explanation (Variables are numeric unless "Character" is indicated.)
Ask Q34b.15 if Q34a [childe17]=15			
Q34b.15. (child15age)	195	3	101-136=Age of 15 th oldest child in months 201-217= Age of 15 th oldest child in years 777=Don't know/Not sure 999=Refused
Ask Q35 of all respondents			
Q35. Are you Hispanic or Latino? (hispanic)	198	1	1=Yes 2=No 7=Don't know/Not sure 9=Refused
Ask Q36 of all respondents			
Q36. Which one or more of the following would you say is your race? (racemulti)	199	6	1=White 2=Black or African American 3=Asian 4=Native Hawaiian or Other Pacific Islander 5=American Indian, Alaska Native, or 6=Other [specify:] _____ 7=Don't know/Not sure 9=Refused
Ask Q37 if Q36 [racemulti]<>1-5			
Q37. Which one of these groups would you say best represents your race? (racepref)	205	1	1=White 2=Black or African American 3=Asian 4=Native Hawaiian or Other Pacific Islander 5=American Indian, Alaska Native, or 6=Other [specify:] _____ 7=Don't know/Not sure 9=Refused
Ask Q38 of all respondents			
Q38. Are you... (marital)	206	1	1=Married 2=Divorced 3=Widowed 4=Separated 5=Never married, or 6=A member of an unmarried couple 9=Refused

Question or Field Name and Variable Name (In Parentheses)	Starting Column	Size	Format/Values/Explanation (Variables are numeric unless "Character" is indicated.)
Ask Q39 of all respondents			
Q39. What is the highest level of school you completed or the highest degree you received? (educa)	207	2	1=Never attended school or only attended kindergarten 2=Grades 1 through 8 (Elementary) 3=Grades 9 through 11 (Some high school) 4=Grade 12 (High school graduate) 5=GED 6=Some college, no degree 7=AA, Technical/Vocational 8=AA, Academic 9=BA,BS (College graduate) 10=Some graduate or professional school 11=Graduate or professional degree 77=Don't know 99=Refused
Ask Q40 of all respondents			
Q40. Is your annual household income from all sources... Less than \$25,000? If No, ask (5); if Yes, ask (3) (3) Less than \$20,000 If No, code 4; if Yes, ask (2) (2) Less than \$15,000? If No, code 3; if Yes, ask (1) (1) Less than \$10,000? If No, code 2; if Yes, code 1 (5) Less than \$35,000? If No, ask (6); if Yes, code 5 (6) Less than \$50,000? If No, ask (7); if Yes, code 6 (7) Less than \$75,000? If No, code 8; if Yes, code 7 (income)	209	2	1=Less than \$10,000 2=\$10,000 to less than \$15,000 3=\$15,000 to less than \$20,000 4=\$20,000 to less than \$25,000 5=\$25,000 to less than \$35,000 6=\$35,000 to less than \$50,000 7=\$50,000 to less than \$75,000 8=\$75,000 or more 77=Don't know/Not sure 99=Refused
Ask Q41 of all respondents			
Q41. Indicate gender of respondent. (Ask only if necessary.) (gender)	211	1	1=Male 2=Female
Required for Weighting			

Question or Field Name and Variable Name (In Parentheses)	Starting Column	Size	Format/Values/Explanation (Variables are numeric unless "Character" is indicated.)
Ask Q42 of all respondents			
Q42. Do you have more than one telephone number in your household? Do not include cell phones or numbers that are only used by a computer or fax machine. (telnosgt1)	212	1	1=Yes 2=No → Skip to Closing 7=Don't know/Not sure → Skip to Closing 9=Refused → Skip to Closing
Ask Q43 if Q42 [telnosgt1]=1			
Q43. How many of these are residential numbers? (telnosres)	213	1	0-6=Number of residential telephone numbers (6=6 or more) 7=Don't know/Not sure 9=Refused
SUPPLEMENTAL QUESTIONS			
SECTION A: DEMOGRAPHIC ITEMS			
Ask QA.1 of all respondents			
QA.1. What county do you live in? (countyfips)	214	3	NNN=County FIPS code 777=Don't know/Not sure 999=Refused
Ask QA.2 of all respondents			
QA.2. Are you currently enrolled in a graduate or professional school, a 4 year college, a 2 year college, a technical or vocational school, or a GED program? (educatype)	217	2	1=Graduate or professional school 2=4 year college 3=2 year college 4=Technical or vocational school 5=GED program 6=Other 7=Not enrolled 77=Don't know 99=Refused
Ask QA.3 of all respondents			
QA.3. Do you have any kind of health care coverage, including health insurance, prepaid plans such as HMOs, or government plans such as Medicare? (healthplan)	219	1	1=Yes 2=No 7=Don't know/Not sure 9=Refused

Question or Field Name and Variable Name (In Parentheses)	Starting Column	Size	Format/Values/Explanation (Variables are numeric unless "Character" is indicated.)
Ask QA.4a if Q41 [gender]=1			
QA.4a. Do you think of yourself as... (sexpreff)	220	1	1=Heterosexual or straight (attracted to women) 2=Homosexual or gay (attracted to men) 3=Bisexual (attracted to men and women) 4=Something else 5=Not sure 7=Don't know/Not sure 9=Refused
Ask QA.4b if Q41 [gender]=2			
QA.4b. Do you think of yourself as . . . (sexpreff)	221	1	1=Heterosexual or straight (attracted to men) 2=Homosexual or lesbian (attracted to women) 3=Bisexual (attracted to men and women) 4=Something else 5=Not sure 7=Don't know/Not sure 9=Refused
The following questions are about health problems or impairments you may have.			
Ask QA.5 of all respondents			
QA.5. Are you limited in any way in any activities because of physical, mental, or emotional problems? (activlimit)	222	1	1=Yes 2=No 7=Don't know/Not sure 9=Refused
Ask QA.6 of all respondents			
QA.6. Do you now have any health problem that requires you to use special equipment, such as a cane, a wheelchair, a special bed, or a special telephone? Include occasional use or use in certain circumstances. (activequip)	223	1	1=Yes 2=No 7=Don't know/Not sure 9=Refused
SECTION B: TOBACCO USE			
Smoking Initiation in Young Adults			
Ask QB.1 if Q33 [age]=18-29 and Q2 [smok100]=2,7,9 and QB.2=1			
QB.1. During the past 30 days, on how many days did you smoke cigarettes? (ysmokdays30)	224	2	0-30=Number of days 77=Don't know/Not sure 99=Refused

Question or Field Name and Variable Name (In Parentheses)	Starting Column	Size	Format/Values/Explanation (Variables are numeric unless "Character" is indicated.)
Ask QB.2 if Q33 [age]=18-29 and Q2 [smok100]=2,7,9			
QB.2. Have you ever smoked a cigarette, even 1 or 2 puffs? (ysmokever)	226	1	1=Yes 2=No 7=Don't know/Not sure 9=Refused
Ask QB.3 if Q33 [age]=18-29 and ((Q2 [smok100]=1 and Q3 [smoknow]=1,2,3) or (Q2 [smok100]=2,7,9 and QB.2=1))			
QB.3. How old were you the first time you smoked a cigarette, even one or two puffs? (ysmokfirst)	227	2	1-29=Age 77=Don't know/Not sure 99=Refused
Ask QB.4 if Q33 [age]=18-29 and ((Q2 [smok100]=1 and Q3 [smoknow]=1,2,3) or (Q2 [smok100]=2,7,9 and QB.2=1))			
QB.4. How old were you when you first started smoking cigarettes regularly? (ysmokreg)	229	2	1-29=Age 77=Don't know/Not sure 99=Refused
Smoking Patterns			
Ask QB.5 if ((Q2 [smok100]=1 and Q3 [smoknow]=2,3) or (Q2 [smok100]=2,7,9 and QB.2=1))			
QB.5. Have you ever smoked cigarettes every day? (ysmokdaily)	231	1	1=Yes 2=No 7=Don't know/Not sure 9=Refused
Ask QB.6 if ((Q2 [smok100]=1) or (Q2 [smok100]=2,7,9 and QB.2=1))			
QB.6 Around this time last year, were you smoking cigarettes every day, some days, or not at all? (ysmoklastyr)	232	1	1=Every day 2=Some days 3=Not at all 7=Don't know/ Not sure 9=Refused
Brand Use			
The next few questions are about the cigarette brand you usually smoke now.			
Ask QB.6a if Q2 [smok100]=1 and Q3 [smoknow]=1,2			
QB.6a. Do you happen to have one of your cigarette packs handy? (packhave)	233	1	1=Yes 2=No → Skip to QB.7 9=Refused → Skip to QB.7

Question or Field Name and Variable Name (In Parentheses)	Starting Column	Size	Format/Values/Explanation (Variables are numeric unless "Character" is indicated.)
Ask QB.6b if Q2 [smok100]=1, Q3 [smoknow]=1,2, and QB.6a=1			
QB.6b. Please take a look at it. On its side, you will find a number, called a UPC code, which has vertical lines above it. Please tell me this number. The number I have is NNNNNNNNNNNN. Is that correct? (packupc)	234	12	NNNNNNNNNNNN=UPC number 99=Undetermined UPC
Ask QB.6c if Q2 [smok100]=1, Q3 [smoknow]=1,2, QB.6a=1, and QB.6b=NNNNNNNNNNNN			
QB.6c. At the end of the string of numbers there is a space and one single number. Can you tell me what that single number is? (packlastdig)	246	2	N=Single UPC digit 99=Undetermined UPC
Ask QB.7 if Q2 [smok100]=1, Q3 [smoknow]=1,2, and (QB.6a=2,9 or QB.6b=99 or QB.6c=99)			
QB.7. What brand of cigarettes do you smoke most often? (Do not read response categories, code only one) (brand)	248	2	1=Benson & Hedges 2=Camel 3=Carlton 4=Generic 5=Kent 6=Kool 7=Marlboro 8=Merit 9=More 10=Newport 11=Pal Mall 12=Salem 13=Virginia Slims 14=Winston 15=Lucky Strike 16=Other (Specify) _____ 77=Don't know/Not sure 99=Refused
Ask QB.8 if Q2 [smok100]=1 and Q3 [smoknow]=1,2			
QB.8. Do you usually smoke menthol cigarettes? (mentholcigs)	250	1	1=Yes 2=No 7=Don't know/ Not sure 9=Refused

Question or Field Name and Variable Name (In Parentheses)	Starting Column	Size	Format/Values/Explanation (Variables are numeric unless "Character" is indicated.)
Ask QB.9 if Q2 [smok100]=1 and Q3 [smoknow]=1,2			
QB.9. Do you usually smoke a discount, or generic, brand? (discount)	251	1	1=Yes 2=No 7=Don't know/Not sure 9=Refused
Ask QB.10 if Q2 [smok100]=1 and Q3 [smoknow]=1,2			
QB.10. Do you smoke regular, light, or ultra light cigarettes? (litecigs)	252	1	1=Regular 2=Light 3=Ultra light 7=Don't know/ Not sure 9=Refused
Purchase Patterns			
Ask QB8.a if Q2 [smok100]=1 and Q3 [smoknow]=1,2			
QB.8a. Do you usually buy cigarettes by the pack or the carton? (buyquant)	253	1	1=By the pack 2=By the carton → Skip to QB.8c 7=Don't know/Not sure → Skip to next section 9=Refused → Skip to next section
Ask QB8.b if Q2 [smok100]=1, Q3 [smoknow]=1,2, and QB.8a [buyquant]=1			
QB.8b. How much do you usually pay for a pack of cigarettes? (costpack)	254	4	NNNN=Amount usually paid for a pack of cigarettes (in cents, 2 implied decimals) 7777=Don't know/Not sure 9999=Refused
Ask QB8.c if Q2 [smok100]=1, Q3 [smoknow]=1,2, and QB.8a [buyquant]=2			
QB.8c. How much do you usually pay for a carton of cigarettes? (costcarton)	258	4	NNNN=Amount usually paid for a carton of cigarettes (in cents, 2 implied decimals) 7777=Don't know/Not sure 9999=Refused
In the last 12 months have you bought cigarettes...			
Ask QB.9a if Q2 [smok100]=1 and Q3 [smoknow]=1,2			
QB.9a. in a neighboring state? (buyothstate)	262	1	1=Yes 2=No 7=Don't know/Not sure 9=Refused
Ask QB.9b if Q2 [smok100]=1 and Q3 [smoknow]=1,2			
QB.9b. on an Indian reservation? (buyindres)	263	1	1=Yes 2=No 7=Don't know/Not sure 9=Refused

Question or Field Name and Variable Name (In Parentheses)	Starting Column	Size	Format/Values/Explanation (Variables are numeric unless "Character" is indicated.)
Ask QB.9c if Q2 [smok100]=1 and Q3 [smoknow]=1,2			
QB.9c. on the internet? (buynet)	264	1	1=Yes 2=No 7=Don't know/Not sure 9=Refused
OTHER TOBACCO PRODUCTS			
Smokeless Tobacco Use			
Ask QB.10a of all respondents			
QB.10a. Have you ever used or tried any smokeless tobacco products such as chewing tobacco or snuff? (sltever)	265	1	1=Yes 2=No → Skip to QB.11a 7=Don't know/Not sure → Skip to QB.11a 9=Refused
Ask QB.10b if QB.10a [sltever]=1,9			
QB.10b. Do you currently use chewing tobacco or snuff every day, some days, or not at all? (sltnow)	266	1	1=Every day 2=Some days 3=Not at all 7=Don't know/ Not sure 9=Refused
Cigar Use			
Ask QB.11a of all respondents			
QB.11a. Have you ever smoked a cigar, even one or two puffs? (cigarever)	267	1	1=Yes 2=No → Skip to QB.12a 7=Don't know/Not sure → Skip to QB.12a 9=Refused
Ask QB.11b if QB.11a [cigarever]=1,9			
QB.11b. Do you now smoke cigars every day, some days, or not at all? (cigarnow)	268	1	1=Every day 2=Some days 3=Not at all 7=Don't know/ Not sure 9=Refused
Pipe Use			
Ask QB.12a of all respondents			
QB.12a. Have you ever smoked tobacco in a pipe, even one or two puffs? (pipeever)	269	1	1=Yes 2=No → Skip to QB.13a 7=Don't know/Not sure → Skip to QB.13a 9=Refused

Question or Field Name and Variable Name (In Parentheses)	Starting Column	Size	Format/Values/Explanation (Variables are numeric unless "Character" is indicated.)
Ask QB.12b if QB.12a [pipeever]=1,9			
QB.12b. Do you now smoke a pipe every day, some days, or not at all? (pipenow)	270	1	1=Every day 2=Some days 3=Not at all 7=Don't know/ Not sure 9=Refused
Bidi Use			
Ask QB.13a of all respondents			
QB.13a. A bidi is a flavored cigarette from India. Have you ever smoked a bidi, even one or two puffs? (bidiever)	271	1	1=Yes 2=No → Skip to QB.14a 7=Don't know/Not sure → Skip to QB.14a 9=Refused
Ask QB.13b if QB.13a [bidiever]=1,9			
QB.13b. Do you now smoke bidis every day, some days, or not at all? (bidinow)	272	1	1=Every day 2=Some days 3=Not at all 7=Don't know/ Not sure 9=Refused
Kretek Use			
Ask QB.14a of all respondents			
QB.14a. Have you ever smoked kreteks or clove cigarettes, even one or two puffs? (kretekever)	273	1	1=Yes 2=No → Skip to QB.15a 7=Don't know/Not sure → Skip to QB.15a 9=Refused
Ask QB.14b if QB.14a [kretekever]=1,9			
QB.14b. Do you now smoke kreteks or clove cigarettes every day, some days, or not at all? (kreteknow)	274	1	1=Every day 2=Some days 3=Not at all 7=Don't know/ Not sure 9=Refused
New Tobacco Products			

Question or Field Name and Variable Name (In Parentheses)	Starting Column	Size	Format/Values/Explanation (Variables are numeric unless "Character" is indicated.)
Ask QB.15a of all respondents			
QB.15a. Tobacco companies have recently introduced new products that are not cigarettes but look like them. These don't burn tobacco, but just heat up, and are claimed to have fewer harmful chemicals. These have names like Accord or Eclipse. Have you ever heard of one of these products? (heatheard)	275	1	1=Yes 2=No → Skip to next section 7=Don't know/Not sure → Skip to next section 9=Refused → Skip to next section
Ask QB.15b if QB.15a [heatheard]=1			
QB.15b. Have you tried at least one of these products? (heattry)	276	1	1=Yes 2=No → Skip to next section 7=Don't know/Not sure → Skip to next section 9=Refused → Skip to next section
Ask QB.15c if QB.15a [heatheard]=1 and QB.15b [heattry]=1			
QB.15c. Now I'm going to read to you a list of these products. Please tell me which ones you have tried. Have you tried...			
QB.15c1. [Name of first product] (heatproduct1)	277	1	1=Yes 2=No 7=Don't know/Not sure 9=Refused
QB.15c2. [Name of second product] (heatproduct2)	278	1	1=Yes 2=No 7=Don't know/Not sure 9=Refused
QB.15c3. [Name of third product] (heatproduct3)	279	1	1=Yes 2=No 7=Don't know/Not sure 9=Refused
QB.15c4. [Name of fourth product] (heatproduct4)	280	1	1=Yes 2=No 7=Don't know/Not sure 9=Refused
QB.15c5. [Name of fifth product] (heatproduct5)	281	1	1=Yes 2=No 7=Don't know/Not sure 9=Refused

Question or Field Name and Variable Name (In Parentheses)	Starting Column	Size	Format/Values/Explanation (Variables are numeric unless "Character" is indicated.)
QB.15c6. [Name of sixth product] (heatproduct6)	282	1	1=Yes 2=No 7=Don't know/Not sure 9=Refused
QB.15c7. [Name of seventh product] (heatproduct7)	283	1	1=Yes 2=No 7=Don't know/Not sure 9=Refused
QB.15c8. [Name of eighth product] (heatproduct8)	284	1	1=Yes 2=No 7=Don't know/Not sure 9=Refused
QB.15c9. Some other similar product? (heatproduct9)	285	1	1=Yes (Specify _____) 2=No 7=Don't know/Not sure 9=Refused
Intention to Smoke			
Ask QB.16. if Q33 [age]=18-29 and ((Q2 [smok100]=1 and Q3 [smoknow]=3) or Q2 [smok100]=2)			
QB.16. Do you think you will smoke a cigarette anytime during the next year? (futursmok)	286	1	1=Definitely yes 2=Probably yes 3=Probably not 4=Definitely not 7=Don't know/Not sure 9=Refused
OPTIONAL SECTION C: CESSATION			
Ask QC.1 if Q2 [smok100]=1 and Q3 [smoknow]=1,2			
QC.1. Have you ever stopped smoking for a day or longer because you were trying to quit smoking? (quitever)	287	1	1=Yes 2=No 7=Don't know/Not sure 9=Refused
Interest in Quitting			
Ask QC.2 if Q2 [smok100]=1 and Q3 [smoknow]=1,2			
QC.2. Do you ever expect to quit smoking? (quitexpect)	288	1	1=Yes 2=No 7=Don't know/Not sure 9=Refused

Question or Field Name and Variable Name (In Parentheses)	Starting Column	Size	Format/Values/Explanation (Variables are numeric unless "Character" is indicated.)
Ask QC.3 if Q2 [smok100]=1 and Q3 [smoknow]=1,2			
QC.3. If you decided to give up smoking altogether, how likely do you think you would be to succeed? (quitsucceed)	289	1	1=Very likely 2=Somewhat likely 3=Somewhat unlikely 4=Very unlikely 7=Don't know/Not sure 9=Refused
Methods of Quitting			
Ask QC.4a if (Q2 [smok100]=1 and Q3 [smoknow]=1,2) or (Q2 [smok100]=1, Q3 [smoknow]=3, and Q8 [smoklast]=1-4)			
QC.4a. In the past 12 months, have you seen a dentist? (dentseen)	290	1	1=Yes → If FORMER SMOKER (Q2=1 and Q3=3), skip to next section 2=No → Skip to next section 7=Don't know/Not sure → Skip to next section 9=Refused → Skip to next section
Ask QC.4b if Q2 [smok100]=1, Q3 [smoknow]=1,2, and QC.4a [dentseen]=1			
QC.4b. In the past 12 months, did a dentist advise you to quit smoking? (dentadvise)	291	1	1=Yes 2=No 7=Don't know/Not sure 9=Refused
Ask QC.4c if (Q2 [smok100]=1 and Q3 [smoknow]=3) or Q2 [smok100]=2 or (Q2 [smok100]=1, Q3 [smoknow]=1,2, QC4a [dentseen]=1, and QC.4b [dentadvise]=2)			
QC.4c. In the past 12 months, did a dentist ask if you smoked? (dentask)	292	1	1=Yes 2=No 7=Don't know/Not sure 9=Refused
Health Care Provider Intervention			
Ask QC.5 if ((Q2 [smok100]=1, Q3 [smoknow]=1,2, and Q9=1) or (Q2 [smok100]=1, Q3 [smoknow]=3, and Q8 [smoklast]=1-5)) and Q10 [quitmed]=1			
QC.5. Did you use...			
QC.5a. nicotine gum? (qmedgum)	293	1	1=Yes 2=No 7=Don't know/Not sure 9=Refused
QC.5b. a nicotine patch? (qmedpatch)	294	1	1=Yes 2=No 7=Don't know/Not sure 9=Refused

Question or Field Name and Variable Name (In Parentheses)	Starting Column	Size	Format/Values/Explanation (Variables are numeric unless "Character" is indicated.)
QC.5c. a nicotine nasal spray? (qmedspray)	295	1	1=Yes 2=No 7=Don't know/Not sure 9=Refused
QC.5d. a nicotine lozenge? (qmedlozenge)	296	1	1=Yes 2=No 7=Don't know/Not sure 9=Refused
QC.5e. (Formerly QC.5d.) an inhaler? (qmedinhaler)	297	1	1=Yes 2=No 7=Don't know/Not sure 9=Refused
QC.5f. (formerly QC.5e.) Bupropion, Wellbutrin, or Zyban? (qmedbuprop)	298	1	1=Yes 2=No 7=Don't know/Not sure 9=Refused
QC.5g. Other? (Specify: _____) (qmedother)	299	1	1=Yes 2=No 7=Don't know/Not sure 9=Refused
Ask QC.6 if ((Q2 [smok100]=1, Q3 [smoknow]=1,2, and Q9=1) or (Q2 [smok100]=1, Q3 [smoknow]=3, and Q8 [smoklast]=1-5)) and Q11 [quitasst]=1			
QC.6. Did you use...			
QC.6a. a stop smoking clinic or class? (quitclass)	300	1	1=Yes 2=No 7=Don't know/Not sure 9=Refused
QC.6b. a telephone quit line? (quitline)	301	1	1=Yes 2=No 7=Don't know/Not sure 9=Refused
QC.6c. one-on-one counseling from a doctor or nurse? (quitcounsel)	302	1	1=Yes 2=No 7=Don't know/Not sure 9=Refused
QC.6d. self help material, books or videos? (quitselfhelp)	303	1	1=Yes 2=No 7=Don't know/Not sure 9=Refused

Question or Field Name and Variable Name (In Parentheses)	Starting Column	Size	Format/Values/Explanation (Variables are numeric unless "Character" is indicated.)
QC.6e. acupuncture? (quitacupunct)	304	1	1=Yes 2=No 7=Don't know/Not sure 9=Refused
QC.6f. hypnosis? (quithypno)	305	1	1=Yes 2=No 7=Don't know/Not sure 9=Refused
QC.6g. Did you use anything else to help you quit? (quitother)	306	1	1=Yes (Specify _____) 2=No 7=Don't know/Not sure 9=Refused
Ask QC.7 if Q2 [smok100]=1 and Q3 [smoknow]=1,2			
QC.7. Are you aware of assistance that might be available to help you quit smoking, such as telephone quitlines, local health clinic services, and ?. (asstaware)	307	1	1=Yes 2=No 7=Don't know/Not sure 9=Refused
Ask QC.8 if Q2 [smok100]=1 and Q3 [smoknow]=1,2			
QC.8. Have you ever used a nicotine skin patch, gum, inhaler, or nasal spray? (qmedever)	308	1	1=Yes → Skip to next section 2=No 7=Don't know → Skip to next section 9=Refused → Skip to next section
QC.9 has been deleted.			
Ask QC.10 if Q14 [hcwcare]=1 and Q34a [childe17]=1-15			
QC.10. During the past 12 months, did any doctor, nurse, or other health professional ask if you smoke around your children? (hcwsmokchild)	309	1	1=Yes 2=No 7=Don't know/Not sure 9=Refused
Ask QC.11 if Q21 [employ]=1,3			
QC.11. Within the past 12 months, has your employer offered any stop smoking program or any other help to employees who want to quit smoking? (empqtasst)	310	1	1=Yes 2=No 7=Don't know/Not sure 9=Refused
OPTIONAL SECTION D: ENVIRONMENTAL TOBACCO SMOKE			
Workplace Smoking			

Question or Field Name and Variable Name (In Parentheses)	Starting Column	Size	Format/Values/Explanation (Variables are numeric unless "Character" is indicated.)
Ask QD.1 if Q21 [employ]=1,3,4			
QD.1. Do more than 50 people work for you/your employer? (Number employed in entire company, not local branch or office.) (empgt50)	311	1	1=Yes 2=No 7=Don't know/Not sure 9=Refused
Ask QD.2 if Q21 [employ]=1,3,4			
QD.2. Would you prefer a stronger workplace smoking policy, a weaker workplace smoking policy, or no change in your current policy? (workpolopn)	312	1	1=Prefer stronger policy 2=Prefer weaker policy 3=Prefer no change 7=Don't know/Not sure 9=Refused
Attitudes Regarding Clean Indoor Air Policies			
Ask QD.3 of all respondents			
QD.3. In public buildings, do you think that smoking should be allowed in all areas, some areas, or not allowed at all? (pubbuildopn)	313	1	1=Allowed in all areas 2=Allowed in some areas 3=Not allowed at all 7=Don't know/Not sure 9=Refused
Ask QD.4 of all respondents			
QD.4. In bars and cocktail lounges, do you think smoking should be allowed in all areas, some areas or not at all? (baropn)	314	1	1=Allowed in all areas 2=Allowed in some areas 3=Not allowed at all 7=Don't know/Not sure 9=Refused
Ask QD.5 of all respondents			
QD.5. In day care centers, do you think that smoking should be allowed in all areas, some areas, or not allowed at all? (daycaropn)	315	1	1=Allowed in all areas 2=Allowed in some areas 3=Not allowed at all 7=Don't know/Not sure 9=Refused
Ask QD.6 of all respondents			
QD.6. In indoor sporting events and concerts, do you think that smoking should be allowed in all areas, some areas, or not allowed at all? (indeventopn)	316	1	1=Allowed in all areas 2=Allowed in some areas 3=Not allowed at all 7=Don't know/Not sure 9=Refused
Behavior Regarding Clean Indoor Air			

Question or Field Name and Variable Name (In Parentheses)	Starting Column	Size	Format/Values/Explanation (Variables are numeric unless "Character" is indicated.)
Ask QD.7 of all respondents			
QD.7. About how often do you eat out at a restaurant? Would you say: more than once per week, about once a week, about once or twice a month, less than once a month, or never? (restfreq)	317	1	1=More than once per week 2=About once a week 3=About once or twice a month 4=Less than once a month 5=Never 7=Don't know/Not sure 9=Refused
Ask QD.8 of all respondents			
QD.8. In the past year, did you <u>not go to a restaurant</u> because you knew smoking was permitted? (restsmok)	318	1	1=Yes 2=No 7=Don't know/Not sure 9=Refused
Ask QD.9 of all respondents			
QD.9. In the past year, did you <u>not go to a restaurant</u> because you knew smoking was not permitted? (restnotsmok)	319	1	1=Yes 2=No 7=Don't know/Not sure 9=Refused
Ask QD.10 of all respondents			
QD.10. Some cities and towns are considering laws that would make restaurants smokefree, that is, eliminating all tobacco smoke from restaurants. Would you support such a law in your community? (restbanopn)	320	1	1=Yes 2=No 7=Don't know/Not sure 9=Refused
Ask QD.11 of all respondents			
QD.11. If there were a total ban on smoking in restaurants, would you eat out more, less, or would it make no difference? (restbanfreq)	321	1	1=More 2=Less 3=No difference 7=Don't know/Not sure 9=Refused
Ask QD.12 of all respondents			
QD.12. If someone were smoking near you in the nonsmoking area of a restaurant, would you ask them to stop? (restaskstop)	322	1	1=Yes 2=No 7=Don't know/Not sure 9=Refused

Question or Field Name and Variable Name (In Parentheses)	Starting Column	Size	Format/Values/Explanation (Variables are numeric unless "Character" is indicated.)
Ask QD.13 of all respondents			
QD.13. In the past 12 months, have you ever asked a stranger not to smoke around you so you wouldn't have to breathe their smoke? (askstop12mo)	323	1	1=Yes 2=No 7=Don't know/Not sure 9=Refused
SECTION E: HEALTH AND SOCIAL INFLUENCES			
Ask QE.1 of all respondents			
QE.1. I'm going to read a list of medical conditions. After I read each one, I want you to tell me whether you believe smoking cigarettes is a cause of this condition.			
QE.1a. Heart attack (cigheart)	324	1	1=Yes 2=No 7=Don't know/Not sure 9=Refused
QE.1b. Colon cancer (cigcolonca)	325	1	1=Yes 2=No 7=Don't know/Not sure 9=Refused
QE.1c. Stroke (cigstroke)	326	1	1=Yes 2=No 7=Don't know/Not sure 9=Refused
QE.1d. Low-birth weight (ciglbw)	327	1	1=Yes 2=No 7=Don't know/Not sure 9=Refused
QE.1e. Lung cancer (ciglungca)	328	1	1=Yes 2=No 7=Don't know/Not sure 9=Refused
QE.1f. Impotence (cigimpotent)	329	1	1=Yes 2=No 7=Don't know/Not sure 9=Refused

Question or Field Name and Variable Name (In Parentheses)	Starting Column	Size	Format/Values/Explanation (Variables are numeric unless "Character" is indicated.)
Comorbidity			
Ask QE.2 of all respondents			
QE.2. I am going to read a list of medical conditions that many people have. After each one, please tell me if you have ever been told by a doctor or other health professional that you have that condition.			
QE.2a. Asthma, bronchitis, or emphysema (toldlung)	330	1	1=Yes 2=No 7=Don't know/Not sure 9=Refused
QE.2b. Diabetes (tolddiab)	331	1	1=Yes 2=No 7=Don't know/Not sure 9=Refused
QE.2c. Heart disease (toldheart)	332	1	1=Yes 2=No 7=Don't know/Not sure 9=Refused
Risk Perception			
I'm going to read you a series of statements. After I finish, please tell me whether you strongly agree, agree, disagree, or strongly disagree with the statement.			
Ask QE.3 of all respondents			
QE.3. Smoking is physically addictive. (rskaddictopn)	333	1	1=Strongly agree 2=Agree 3=Disagree 4=Strongly disagree 7=Don't know/Not sure 9=Refused
Ask QE.4 of all respondents			
QE.4. Smoking light cigarettes is safer than smoking regular cigarettes. (rskliteopn)	334	1	1=Strongly agree 2=Agree 3=Disagree 4=Strongly disagree 7=Don't know/Not sure 9=Refused

Question or Field Name and Variable Name (In Parentheses)	Starting Column	Size	Format/Values/Explanation (Variables are numeric unless "Character" is indicated.)
Ask QE.5 of all respondents			
QE.5. Smoking by a pregnant woman may harm the baby. (rskpregopn)	335	1	1=Strongly agree 2=Agree 3=Disagree 4=Strongly disagree 7=Don't know/Not sure 9=Refused
Social influences			
Ask QE.6 if Q33 [age]=18-29			
QE.6. How many of your friends use any tobacco products? Would you say: (friendsuse)	336	1	1=None 2=A few 3=Less than half 4=About half 5=Most or all 7=Don't know/Not sure 9=Refused
Ask QE.7 if (Q2 [smok100]=1 and Q3 [smoknow]=3) or Q2 [smok100]=2			
QE.7. People close to me would be upset if I smoked (upsetifsmok)	337	1	1=Strongly agree 2=Agree 3=Disagree 4=Strongly disagree 7=Don't know/Not sure 9=Refused
Ask QE.8. if Q2 [smok100]=1 and Q3 [smoknow]=1,2			
QE.8. People close to me are upset at my smoking. (upsetatsmok)	338	1	1=Strongly agree 2=Agree 3=Disagree 4=Strongly disagree 7=Don't know/Not sure 9=Refused
Ask QE.9 if Q2 [smok100]=1, Q3 [smoknow]=1,2, Q34a [childle17]=1-15, and (Q34b.1=205-217 or Q34b.2=205-217 or Q34b.3=205-217 or Q34b.4=205-217 or Q34b.5=205-217 or Q34b.6=205-217 or Q34b.7=205-217 or Q34b.8=205-217 or Q34b.9=205-217 or Q34b.10=205-217 or Q34b.11=205-217 or Q34b.12=205-217 or Q34b.13=205-217 or Q34b.14=205-217 or Q34b.15=205-217)			
QE.9. My children are upset about my smoking. (upsetchild)	339	1	1=Strongly agree 2=Agree 3=Disagree 4=Strongly disagree 7=Don't know/Not sure 9=Refused

Question or Field Name and Variable Name (In Parentheses)	Starting Column	Size	Format/Values/Explanation (Variables are numeric unless "Character" is indicated.)
Ask QE.10 if Q2 [smok100]=1, Q3=1,2, Q34a [childle17]=1-15, and (Q34b.1=205-217 or Q34b.2=205-217 or Q34b.3=205-217 or Q34b.4=205-217 or Q34b.5=205-217 or Q34b.6=205-217 or Q34b.7=205-217 or Q34b.8=205-217 or Q34b.9=205-217 or Q34b.10=205-217 or Q34b.11=205-217 or Q34b.12=205-217 or Q34b.13=205-217 or Q34b.14=205-217 or Q34b.15=205-217)			
QE.10. Have your children talked with you about stopping smoking? (childaskstop)	340	1	1=Yes 2=No 7=Don't know/Not sure 9=Refused
OPTIONAL SECTION F: POLICY ISSUES			
Youth issues			
Ask QF.1 of all respondents			
QF.1. How important is it that communities keep stores from selling tobacco products to teenagers? Would you say it is: (teensellopn)	341	1	1=Very important 2=Somewhat important 3=Not very important 4=Not important at all 7=Don't know/Not sure 9=Refused
Ask QF.2 of all respondents			
QF.2. (Replaces former QF.3) How strongly do you agree or disagree with the following statement: Tobacco use by adults should not be allowed on school grounds or at any school events. (schoolopn)	342	1	1=Strongly agree 2=Agree 3=Disagree 4=Strongly disagree 7=Don't know/Not sure 9=Refused
Ask QF.3 of all respondents			
QF.3. (Replaces former QF.4) How strongly do you agree or disagree with the following statement: Storeowners should be required to have a license to sell tobacco products, similar to alcohol, so that teens can't buy tobacco products. (licenseopn)	343	1	1=Strongly agree 2=Agree 3=Disagree 4=Strongly disagree 7=Don't know/Not sure 9=Refused

Question or Field Name and Variable Name (In Parentheses)	Starting Column	Size	Format/Values/Explanation (Variables are numeric unless "Character" is indicated.)
Ask QF.4 of all respondents			
QF.4. (Formerly QF.2) Over the past 12 months, did you ever buy or give someone under the age of 18 cigarettes, chewing tobacco, or any other tobacco products? (teengiveto)	344	1	1=Yes 2=No 7=Don't know/Not sure 9=Refused
Sponsorship and Marketing			
Ask QF.5 of all respondents			
QF.5. Do you think tobacco companies should be allowed to include coupons in cigarette packs that can be used to obtain promotional items that may be appealing to teenagers, such as hats, tee shirts, jackets or caps? (couponopn)	345	1	1=Yes 2=No 7=Don't know/Not sure 9=Refused
Ask QF.6 of all respondents			
QF.6. Do you think sponsorship of sporting events or concerts by tobacco companies should be allowed? (sponsoropn)	346	1	1=Yes 2=No 7=Don't know/Not sure 9=Refused
Ask QF.7 of all respondents			
QF.7. Some tobacco companies make promotional items like clothing, hats, bags, or other things with their brand on it. Do you have a piece of clothing or other item that has a tobacco brand or logo on it? (ownlogoitem)	347	1	1=Yes 2=No 7=Don't know/Not sure 9=Refused
Taxation			

Question or Field Name and Variable Name (In Parentheses)	Starting Column	Size	Format/Values/Explanation (Variables are numeric unless "Character" is indicated.)
Ask QF.8a of all respondents			
QF.8a. (Replaces former QF.8a, 8b, 8c) How much additional tax on a pack of cigarettes would you be willing to support if some or all the money raised was used to fund programs to educate children about smoking? (cigtaxopn)	348	1	1=More than two dollars a pack 2=Two dollars a pack 3=One dollar a pack 4=Fifty to ninety-nine cents a pack 5=Less than fifty cents a pack 6=No tax increase 7=Don't know/Not sure 9=Refused
SECTION G: PARENTAL INVOLVEMENT			
Screening/Eligibility			
If no children ages 5-17 (Q37), then, section ENDS here.			
Now, I want you to think of the child in your household who is nearest to the age of 10. [If children are equidistant in age (i.e., 9 and 11), select the "older"]			
Ask QG.1 if Q34a [childe17]=1-15			
QG.1. What is the age of the child nearest to age 10? (childnear10)	349	2	5-17=Age of child nearest to age 10 (If children are equidistant in age (e.g., 9 and 11), the older is selected.)
Ask QG.2 if Q34a [childe17]=1-15			
QG.2. Is that child a boy or a girl? (childgender)	351	1	1=Male 2=Female
Ask QG.3 if Q34a [childe17]=1-15			
QG.3. What is your relationship to that child? (childrel)	352	1	1=Father or stepfather 2=Mother or stepmother 3=Brother 4=Sister 5=Grandmother 6=Grandfather 7=Other relative 8=Unrelated to child
Parent-Child Communication			
During the last 6 months, how many times have you			
Ask QG.4 if Q34a [childe17]=1-15			
QG.4. Talked to your child about what he/she can or cannot do when it comes to tobacco? (childtalked)	353	1	1=Never 2=Once 3=Twice 4=Three or more times 7=Don't know/Not sure 9=Refused

Question or Field Name and Variable Name (In Parentheses)	Starting Column	Size	Format/Values/Explanation (Variables are numeric unless "Character" is indicated.)
Ask QG.5 if Q34a [childe17]=1-15			
QG.5. Told your child he/she cannot use tobacco? (childtoldnot)	354	1	1=Never 2=Once 3=Twice 4=Three or more times 7=Don't know/Not sure 9=Refused
Child's Smoking Status			
Ask QG.6 if Q34a [childe17]=1-15			
QG.6. Do you think your child smokes? (childsmok)	355	1	1=I <u>am certain</u> that my child does <u>not</u> smoke 2=I don't <u>think</u> that my child smokes 3=I <u>don't know</u> if my child smokes or not 4=I <u>suspect</u> that my child smokes 5=I <u>am certain</u> that my child smokes 9=Refused
Disapproval			
Ask QG.7 if Q34a [childe17]=1-15 and QG.1 [childnear10]=12-17			
QG.7. How much would you like it or dislike it if you found your child smoking cigarettes now? Would you... (childsmokopn)	356	1	1=Like it a lot 2=Like it some 3=Neither like it nor dislike it 4= Dislike it some 5=Dislike it a lot 7=Don't know/Not sure 9=Refused
Monitoring			
Ask QG.8 if if Q34a [childe17]=1-15 and QG.1 [childnear10]=12-17			
QG.8. Does your child have to be home by a certain time on school nights? (wkdaycurfew)	357	1	1=Yes 2=No 3=Never away from home on school nights 7=Don't know/Not sure 9=Refused
Ask QG.9 if Q34a [childe17]=1-15 and QG.1 [childnear10]=12-17			
QG.9. Does your child have to be home by a certain time on weekend nights? (wkendcurfew)	358	1	1=Yes 2=No 3=Never away from home on weekend nights 7=Don't know/Not sure 9=Refused
SECTION H: MEDIA EXPOSURE			
Media Exposure			

Question or Field Name and Variable Name (In Parentheses)	Starting Column	Size	Format/Values/Explanation (Variables are numeric unless "Character" is indicated.)
QH.1 deleted.			
Ask QH.2 of all respondents			
QH.2. During the past 7 days, how many commercials have you seen on TV about NOT smoking cigarettes? (adstv)	359	1	0=None 1=One 2=Two or three 3=Four to six 4=Seven or more 7=Don't know/Not sure 9=Refused
Ask QH.3 of all respondents			
QH.3. During the past 7 days, how many commercials have you heard on the radio about NOT smoking cigarettes? (adsradio)	360	1	0=None 1=One 2=Two or three 3=Four to six 4=Seven or more 7=Don't know/Not sure 9=Refused
Ask QH.4 of all respondents			
QH.4. During the past 7 days, how many messages have you seen on billboards about NOT smoking cigarettes? (adsbboards)	361	1	0=None 1=One 2=Two or three 3=Four to six 4=Seven or more 7=Don't know/Not sure 9=Refused
QH.5-QH.10 deleted			
Answer for all respondents			
Order in which Q32a was asked (q32aorder)	362	1	1-5
Answer for all respondents			
Order in which Q32b was asked (q32border)	363	1	1-5
Answer for all respondents			
Order in which Q32c was asked (q32corder)	364	1	1-5
Answer for all respondents			
Order in which Q32d was asked (q32dorder)	365	1	1-5

Question or Field Name and Variable Name (In Parentheses)	Starting Column	Size	Format/Values/Explanation (Variables are numeric unless "Character" is indicated.)
Answer for all respondents			
Order in which Q32e was asked (q32eorder)	366	1	1-5
Answer for all respondents			
Language in which interview was conducted (If more than one, indicate the predominantly used language) (language)	367	2	1=English 2=Spanish 3-99=Other (Must be specified in data layout sent to State and CDC)
Reserved for future use	369	31	
State-Added Tobacco Questions (stateque)	400	200	(Character, preserve leading and trailing blanks.) If needed, more than 200 columns may be used for state-added questions. If more are used, the vendor should contact the OSH staff member supplying sample records.
End-of-File Marker for Submitted Data File (eof1)	600	1	1

ATTACHMENT 5
DATA LAYOUT FOR FILE OF CALL ATTEMPTS

Field Name	Starting Column	Size	Format/Values/Explanation
Sequence Number (seqno)	1	10	A unique 10-digit number for a state for a year with year in the first four digits.
Replicate Number (repro)	11	5	The first two digits, 01-12, represent months, the last three digits a sequential number starting with 001 each month.
Replicate Depth (repdepth)	16	2	A sequential number from 01-50 in each replicate.
Attempt Number (attnumber)	18	2	
Date of Attempt (attdate)	20	8	Mmddyymm. (Month and day padded with leading zeros in ASCII file. Character and numeric variables.)
Starting Time of Attempt (starttime)	28	6	Hhmmss in 24-hour format.
Ending Time of Attempt (endtime)	34	6	Hhmmss in 24-hour format.
Interviewer ID (attintvid)	40	3	Unique three character or digit code for each interviewer. There should be a one-to-one mapping between interviewers and interviewer id's.
Disposition Code (attdispcode)	43	3	110-585
Comment (comment)	46	200	Any comments by interviewer regarding this attempt.
End of file Marker (eof)	246	1	1

ATTACHMENT 6
DATA LAYOUT FOR VERBATIM FILE

Field Name	Starting Column	Size	Format/Values/Explanation
Sequence Number (seqno)	1	10	A unique 10-digit number for a state for a year with year in the first four digits.
Replicate Number (repro)	11	5	The first two digits, 01-12, represent months, the last three digits a sequential number starting with 001 each month.
Replicate Depth (repdepth)	16	2	A sequential number from 01-50 in each replicate.
Starting Column Number in ASCII File (colno)	18	3	
Blank	21	9	
Verbatim (verbatim)	30	200	
End-of-File Marker (eof)	230	1	

ATTACHMENT 7
DATA LAYOUT FOR INTERVIEWER FILE

Field Name	Starting Column	Size	Format/Values/Explanation
Interviewer ID (intvid)	1	3	Unique three character or digit code for each interviewer. There should be a one-to-one mapping between interviewers and interviewer id's.
Human or dialer (intvtype)	4	1	1=Human 2=Dialer
Gender (intvgender)	5	1	1=Male 2=Female 9=Unknown or Not relevant
Hispanic origin (intvHisp)	6	1	1=Hispanic 2=Not Hispanic 9=Unknown or Not relevant
Race (intvrace)	7	6	1=White 2=Black or African American 3=Asian 4=Native Hawaiian or Other Pacific Islander 5=American Indian, Alaska Native 6=Other 9=Unknown or Not relevant (Indicate as many as apply)
Age at start of interviewing period (intvage)	13	2	10-99=Age 9=Unknown or Not relevant
Total interviewing experience at start of interviewing on project (intvtotexp)	15	3	101-199=Months of interviewing experience (first digit indicates month as the unit of measurement, last two digits the number of months) 201-299=Years of interviewing experience (first digit indicates year as the unit of measurement, last two digits the number of years) 999=Unknown or Not relevant
Interviewing experience with current organization at start of interviewing on project (intvorgexp)	18	3	101-199=Months of interviewing experience (first digit indicates month as the unit of measurement, last two digits the number of months) 201-299=Years of interviewing experience (first digit indicates year as the unit of measurement, last two digits the number of years) 999=Unknown or Not relevant
Specially designated refusal conversion interviewer? (intvrefuscon)	19	1	1=Yes 2=No 9=Unknown or Not relevant