



MIDUS

Midlife in the United States

A National Study of Health & Well-Being

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Field Report for MIDUS Milwaukee Refresher Oversample

University of Wisconsin Survey Center

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OVERVIEW OF PROJECT

A specific aim of the Midlife in the U.S. National Study of Health and Well-being (MIDUS) Refresher was to recruit an African American oversample to participate in a field interview and questionnaire paralleling National sample instruments. This data collection was conducted by the University of Wisconsin Survey Center for Professor Carol Ryff of the University of Wisconsin Institute on Aging. Data collection, which included the in-person interview, a self-administered questionnaire, and a cognitive telephone interview, began on July 2, 2012 and ended May 7, 2013.

For the in-person survey, a total of 508 interviews were completed. A total of 299 self-administered questionnaires (SAQs) were completed, and 202 cognitive interviews were completed. The overall response rate for the in-person interview was 47.7%. The overall SAQ response rate was 58.9%. The phone survey administration of the Telephone Assisted Cognitive Testing (TACT) had an overall response rate of 39.8%. Full discussion of the response rates for all of these portions of the MIDUS Refresher Milwaukee oversample are reported in the response rates section of the appendix. (See Appendix A)

The University of Wisconsin Survey Center

The UW Survey Center (UWSC) is a unit of the College of Letters and Science at the University of Wisconsin-Madison, and is supported by the College, the Graduate School, and revenue generated from contractual work. Professor Nora Cate Schaeffer is the Faculty Director of UWSC. John Stevenson is the Associate Director. Steve Coombs is the Field Director. Vicki Lein served as senior project director on the MIDUS Refresher project. Kerryann DiLoreto and Rae Ganci Hammers served as project directors for the Milwaukee Refresher oversample data collection. Other key UWSC staff included:

- Ben Taft, MIDUS Field Supervisor. Responsible for oversight of field staff and day-to-day field project needs.
- Kate Golen, MIDUS Milwaukee CASES 6 programmer. Responsible for instrument programming and data delivery.
- Eric White, Technology Director. General oversight of all programming and technology and programming staff
- Steve Bochte, Brendan Day, Dan Lawrence, Augie Salick, Chris Schlapper, MIDUS Milwaukee programmers. Provided additional programming and support.
- Robert Breen, Tracking/Locating Supervisor. General oversight of tracking locating operations.
- John Matoushek, Tracking / Locating Specialist.
- Rob Schultz, Garrett Wartenweiler, Joe Degnitz, Phone Room Supervisors. Responsible for hiring and training telephone interviewing and shiftleader staff. General oversight of CATI projects and staff.

- Carrie Barrett, Nick Schultz, UWSC mail room supervisors. Responsible for staffing and training of all mail room and data entry staff.
- Hilary Manley, Maria Richards, Leo Schultz, Brian Wood, MIDUS mail room coordinators. Responsible for preparing all mailings of payments, SAQ's and letters to MIDUS Milwaukee respondents.

CASES Instruments

In-person interviews were conducted using CAPI (computer-assisted personal interviewing) technology. The CAPI system used by the Survey Center for the MIDUS Milwaukee Refresher oversample was CASES 6. This system is copyrighted by the University of California-Berkeley's Computer-Assisted Survey Methods Program or CSM.

For the phone survey administration of the TACT instrument, interviews were conducted using CATI (computer-assisted telephone interviewing) technology, in CASES 4.37.

In the CASES CAPI and CATI systems, the text of the survey appears question by question on a computer screen for the interviewer to read to the respondent. Routing through the interview is based on skip logic pre-programmed into the computer. Question wording may be adapted according to answers given previously in the interview. The system allows for pre-coded questions, open-ended questions, and combinations of the two. In addition, the computer allows only valid responses; when an invalid response is entered, the computer asks the interviewer to reenter the response.

The systems also keep track of the current status of all sample and maintains an elaborate set of management records. CAPI cases are assigned to individual field interviewers for contact and follow-up. The CATI system automatically routes cases to the next available telephone interviewer for proper follow-up.

The CAPI instrument for the Milwaukee Refresher employed a sophisticated screening module and ACASI (audio-computer administered self-interviewing) technology. The screener module allowed interviewers to enter household member data into the instrument which then used programmed screening matrices to select an eligible respondent. The ACASI module allowed respondents to listen to questions read by a pre-recorded human voice via headphones and then privately record their answers using the computer keyboard. The ACASI section of the instrument facilitated the administration of sensitive questions.

BACKGROUND

The 2005 MIDUS Milwaukee oversample project was conceptualized as a pilot to address limitations of minority representation in the original MIDUS sample. The 2012

Milwaukee Refresher was an effort to bring additional African-American respondents into the MIDUS projects and to facilitate inclusion of minority respondents in the biological data collection occurring at UW-Madison. The Milwaukee oversample was stratified by age, gender, and income.

Instrument Development

The UWSC's work on the in-person interview for MIDUS Milwaukee began in February of 2012. UWSC staff met with Dr. Barry Radler and other key UW-IOA personnel to discuss the timeline and instrument. The Milwaukee Refresher CAPI instrument and Milwaukee Refresher SAQ were crafted from the 2005 MIDUS Milwaukee instruments and included updates from the 2012 National Refresher telephone instrument and SAQs, with some modifications.

The UWSC received the CAPI instrument from the IOA in Microsoft Word, and used this, along with previously programmed 2005 MIDUS Milwaukee and 2012 National Refresher instrument files to begin programming. Revisions to the CAPI instrument were made between March and April 2012; testing and debugging began at the end of April.

Some new questions included in the 2012 National Refresher also were added to the CAPI instrument; others were included in the Milwaukee SAQ:

- Recession items and one new life satisfaction item from the National Refresher telephone instrument were added to the CAPI instrument.
- New employment items from the National Refresher telephone instrument were added to the CAPI instrument. Occupation and Industry (O&I) coding items were updated to be consistent with best practices. A few questions that were included in the 2005 Milwaukee CAPI were converted to SAQ items for the 2012 data collection. O&I questions for spouse, and parents were abbreviated into one item for CAPI.
- New employment items from the National Refresher SAQ instrument were included in the Milwaukee Refresher SAQ.
- Most new finance items from the National Refresher SAQ instrument were converted for CAPI administration. A few were omitted from data collection due to respondent burden and interview length.
- The National Refresher SAQ instrument included new social networking items. All of these items were included in the Milwaukee Refresher SAQ, except for a new subset of item K11. K11 was administered as a CAPI item (consistent with the Milwaukee 2005 effort) for the Refresher.
- A new response option for a question in the discrimination module was recorded and added to ACASI.

UWSC used the 2005 MIDUS Milwaukee SAQ file, already formatted in Word, to create the final Milwaukee SAQ. PDFs were created to send to UW's DoIT Print Shop. In final form, the Milwaukee Refresher oversample CAPI instrument was two hours and forty minutes in length, and the SAQ was 44 pages.

The MIDUS Milwaukee Refresher benefited from prior development, testing, and production of the BTACT (Brief Test of Adult Cognition by Telephone) instrument for conducting National sample cognitive interviews. The BTACT instrument was not modified for conducting interviews with Milwaukee oversample respondents. As with the National sample data collection, the Milwaukee oversample cognitive data collection involved digital recording of the entire interview. Final deliverables for this effort included a dataset of responses to questions in the instrument and a set of digital wave files that could be listened to, analyzed and scored entirely on a computer at a later date by the research team at Brandeis.

Pretests: CAPI interview, Self-Administered Questionnaire

A rolling, usable pretest of the CAPI instrument was conducted with the first 52 cases completed in July 2012. Due to the limited changes to the Milwaukee Refresher CAPI instrument compared to 2005, this approach allowed for an efficient pretest that produced useable data. Only minor changes were made to the instrument after review of the pretest data.

The first 53 Milwaukee Refresher SAQs were data entered and delivered to the client for review in September 2012. No changes were made to the Milwaukee SAQ based on this review. Milwaukee Refresher oversample cases included in the CAPI pretest and SAQ pretest deliveries were flowed into the cognitive instrument. A separate pretest of the cognitive interview was completed with National Refresher sample prior to fielding any Milwaukee cases into the effort.

THE MIDUS Milwaukee Oversample

Listed Sample

UWSC consulted with Bill Buckingham at the UW-Madison Applied Population Lab (APL) to review the sample design from the 2005 Milwaukee effort and determine a design for the 2012 refresher. Like the 2005 effort, the 2012 refresher sample design was a stratified area probability sample of households in Milwaukee County. The sampling frame included census tracts in which at least 40% of the population was African American. The census blocks were also stratified by income, with roughly half coming from tracts in which the median household income was \$40k or greater, and the rest coming from tracts in which the median household income was below \$40k.

During initial meetings, APL confirmed that there were over 2,000 Census blocks available that met sampling criteria. This suggested that it would not be necessary to revisit previously-sampled blocks from 2005, thereby avoiding duplicate respondents. In April 2012, Bill Buckingham at APL created the sample frame and drew 160 blocks based on stratification criteria listed above. UWSC and APL determined that three blocks overlapped geographically with 2005 sample blocks. These were removed from the sample for a total of 157 blocks for the 2012 effort.

In late May, UWSC sent 157 census blocks to Genesys, which in turn provided delivery sequence files based on postal records for all dwellings on those blocks. 79 blocks were categorized as lower income while the remaining 78 were categorized as upper income based on Census information. Of these blocks, 30 low-income blocks and 29 upper-income blocks were designated as “reserve” to be listed and fielded only if necessary.

It was decided that UWSC would field only upper-income blocks to begin the field period as these blocks would yield participants for both the low- and upper-income strata. By fielding both low- and upper-income blocks in 2005, quotas for the low-income were met quickly while it was harder to meet quotas for the upper-income. Anticipating a similar situation in 2012, UWSC decided to field upper-income blocks first. Over the course of the production field period, 45 upper-income census blocks were listed and fielded. No lower-income census blocks were needed.

In total then, 45 of the 157 census blocks selected were listed and fielded for production. Listing of these blocks revealed 1,838 households to screen for race, age, and gender.

Screening / Sample Selection

The original goal of this project was to complete interviews with 500 African American residents. The priority was to fill the quota cells for each group. The sample was to be stratified by age, gender, and income, with 62 or 63 completed interviews in each of the eight cells. The eligible age range for the Milwaukee refresher was 25-64, unlike 2005 where eligible age was 35-85. Selection probabilities (see detail below) used age and gender of eligible household members to determine a target respondent. The original sample stratification design is presented in Table 1.

Table 1. Goal Sample Distribution by Stratum

	Median HH Income <40k		Median HH Income >=40k		Total
	Male	Female	Male	Female	
Age 25-44	62	63	63	62	250
Age 45-64	63	62	62	63	250
Total	125	125	125	125	500

UWSC attempted to screen all of the 1,838 households that were found by listing the census blocks. Of the 1,838 households fielded, 210 were eventually determined to be non-sample (vacant, not an actual housing unit, etc.) and 311 households were not screened: 67 refused to be screened, 9 households were not able to be reached, and 235 households were contacted but no screener was completed. Of the 1,317 households that were screened for eligibility by age and gender, 563 were found to be ineligible.

Thus, the overall screen-out rate was 42.7%. In other words, of the 1,317 households screened for eligibility, 57.3% were eligible by age and gender for the CAPI interview. This was a much higher percentage than in 2005 where the screen-out rate was 73.4% with only 26.6% households screening-in as eligible.

There is no definitive answer as to why there was such a difference in screen-out rate between 2005 and 2012. Possible explanations include the relative currency of the census (2010) used for pulling the blocks for the 2012 sample, and sheer "luck of the draw" of which blocks were randomly selected. Although the 2012 sampling plan was modeled very closely on the documentation provided by the sampling statistician for the 2005 round, it is possible that a better or more pure job was done in 2012.

As the field period progressed, some of the quota cells became filled. In order to focus field resources on unfilled quota cells, the selection probabilities were adjusted partway through the field period. UWSC went back to the original matrices to calculate adjustments. The new selection probabilities were loaded into version 18 of the CAPI instrument on October 19, 2012. (See Appendix B.)

A detailed breakdown of the outcomes after screening and interview attempts follows. As expected, females were more prevalent in the sample, were more likely to be at home, and were more willing to participate than men. Older respondents and upper-income young men were the most challenging to find and secure participation. The final result of screening and interviewing can be seen in Table 2 below:

Table 2. Actual Distribution of Completed Interviews by Stratum

			Median HH Income <40k		Median HH Income >=40k		Total
			Male	Female	Male	Female	
Age 25-44			66	102	57	46	271
Age 45-64			46	82	50	59	237
Total			112	184	107	105	508

Screening Matrices and Selection Probabilities

UWSC and MIDUS used the same Trodahl-Carter style screening matrices that were employed on paper for the 2005 effort to calculate selection probabilities for the 2012

refresher. The resulting selection probabilities were embedded in the screener module in the CAPI instrument. Interviewers collected race, age, and gender information for all adults aged 25-64 in the household in the screener module. The CAPI instrument then used the selection probabilities to choose which eligible person in the household should be interviewed. In effect, the selection probabilities chose participants to most efficiently fill the quota cells.

Sample Input files

Given that respondent selection happened at the door via the screener module and selection probabilities, the MIDUS Milwaukee CAPI interview employed sample input files that contained these variables:

- Case id
- Primary Address
- Secondary Address (if needed)
- City
- State
- Zip Code
- Quadrant
- Batch (fielding)
- BlockIdentifier
- MDU (missed dwelling unit) status

When screening a household the interviewer drew up the case id assigned to that address and entered screening data for each household member. Once a respondent was selected the interviewer would start the interview. It was at this point that the interviewer collected, for the first time, the respondent's full name, date of birth, and other crucial information.

TRACING

UWSC used Tracer, a program created by UWSC, to store respondent contact information for completed cases. A new record was appended to the MIDUS Tracer once a CAPI interview was completed. This program was used by UWSC Tracking and Locating staff to update contact information for respondents as needed.

A non-personalized advance letter to households was sent prior to screening. Advance letters that were returned to UWSC were not traced. For the most part, interviewers attempted to screen households very shortly after letters arrived. If an informant at a given household did not recall receiving the letter, the interviewer provided another on the spot. Likewise, point-of-contact postcards mailed to unscreened households mid-field were not traced.

Tracing was not relevant during the CAPI phase because the household was the sample unit and interviewers made multiple in-person attempts to screen the household for eligible respondents. Once eligible respondents were identified, the interviewer would follow-up in person until the interview was completed or the case was otherwise resolved.

One unique tracing effort was conducted during the CAPI phase of the MIDUS Milwaukee Refresher. It was an attempt to locate phone numbers for cases located in two apartment complexes at which the property management refused to allow interviewers to knock on doors. A total of 187 cases were traced and 107 phone numbers found. Only 3 of the cases included in this effort eventually yielded a complete CAPI interview.

During the SAQ Phase

Tracing commenced for the Milwaukee oversample when SAQ booklets that had been mailed to respondents were returned to UWSC as undeliverable. These cases were traced by UWSC's Tracking and Locating department using protocols established for the National MIDUS sample.

Tracer was then updated with new information, including address and phone number.

Tracer had the ability to add new telephone or address information while at the same time keeping a record of old information.

During the SAQ phase, the tracing department also handled cases where the incentive check for completing the booklet was returned undeliverable. The respondent was traced for new contact information so that the check could be resent.

A unique tracing effort was conducted during the SAQ phase of the MIDUS Milwaukee Refresher to contact respondents by phone whose SAQ mailings were returned to the UWSC as undeliverable. 17 cases were contacted during this effort. At the conclusion of the SAQ phase, only 10 Milwaukee oversample cases resulted in a final code of undeliverable / unable to locate.

During the Cognitive Interviewing Phase

The Milwaukee oversample cases posed some challenges when moving into the cognitive interview phase because it was the first point at which UWSC attempted to contact the respondents by telephone. Although an attempt was made to collect phone number in the CAPI instrument, a few respondents refused. It was decided that cases for which the phone number was refused would not be traced, but rather have a phone number request form mailed to their address (see Appendix C). If they returned the

form with a phone number, the case would flow to the cognitive interview. If not, the case would not move on to the cognitive interview. Cases that refused to share their phone number during the CAPI phase received a special outcome code of 1310 to indicate that they refused.

Once calling began, cases that resulted in wrong numbers, disconnected numbers, or faxes were sent to tracing for a re-trace. Cases also were sent to tracing when an informant at the number knew the respondent but claimed they no longer lived at the address, and would not provide updated contact information. If tracing could not locate a better phone number, a phone request form (see Appendix C) would be sent to the respondent's address. Cases that were called 20 times without contact were also sent to tracing, and this was done repeatedly for some cases.

FIELD PROCEDURES

Several meetings were held with IOA staff to approve UWSC's suggested field protocols. Procedures for the SAQ and Cognitive interview portions had already been vetted in-house at UWSC for the National MIDUS sample, so the Milwaukee oversample benefited from tried and true protocols. UWSC Phone Room supervisors Rob Schultz, Garrett Wartenweiler and Joe Degnitz and their staff, as well as Mail Room supervisors Carrie Barrett and Nick Schultz, and head of Tracking and Locating Bob Breen were involved during the National sample production and remained in place when the Milwaukee sample was fielded.

Most procedures and protocols were targeted to CAPI interviewer staff and the unique challenges of working remotely in the field. Staff based in-house at UWSC implemented protocols specific to MIDUS Milwaukee according to UWSC CAPI project standards.

Toll-Free Respondent Line and CAPI Interviewer Cell Phones

To maximize opportunities to make contact with respondents, a toll-free line was created specifically for the MIDUS Milwaukee Refresher oversample and answered by CAPI Field Supervisor, Benjamin Taft. A voicemail box was set up on this phone number in the event that the CAPI Supervisor was not available to answer the phone. A recorded message instructed callers to leave a message and that their call would be returned promptly. The CAPI Supervisor responded to all questions that came into the MIDUS Milwaukee phone including questions about advance letters, interviewers, follow-up mailings, and incentive checks. The toll-free number was included in advance letters sent to all MIDUS Milwaukee Refresher participants and was provided by the CAPI interviewer upon request.

During the field period, CAPI interviewers were provided with a UWSC-issued cell phone. CAPI interviewers provided their cell phone number to households and

respondents during the screening and interviewing phase. Respondents were encouraged to call interviewers directly on their cell phones if they had any questions or concerns. Interviewers reminded respondents that the toll-free line was available as well.

Advance Letters

To introduce potential respondents to the study, and to prepare households for a visit from a CAPI interviewer to screen for eligibility, advance letters were mailed to all listed addresses in a given census block. The project directors timed the mailing of letters to given blocks according to when interviewers would be ready to actually visit that block to screen households. Letters reached households approximately one week prior to receiving a visit from an interviewer. In this way, interviewers were not doing “cold-calls” to homes.

The letter itself was not personalized given that it was only after the interviewer determined eligibility and selected a respondent in the household that the full name of a respondent was determined. The letter described the MIDUS study and explained that an interviewer would be visiting their household to screen for eligibility. The backside of the letter contained an “FAQ” list to summarize key points.

Point of Contact Letter & Postcard

A point of contact letter was sent to households in two apartment complexes where the management refused to allow interviewers to knock on doors (see Appendix C). This contact method was used in conjunction with placing calls to households for which phone numbers were located.

To aid with screening effort mid-way through the field period cases that had 10 or more attempted in-person contacts received a postcard mailing (see Appendix C) reminding respondents of their importance in the project and notifying them that an interviewer would be visiting again soon. Postcards were personalized with the name and cell phone number of the interviewer assigned to their case.

Survey Protocol

Like the MIDUS Refresher National sample, the Milwaukee Refresher oversample was complicated to field due to the fact that the CAPI interview, mail survey, and cognitive phone survey were all taking place simultaneously, with different respondents at different points in the survey at all times. Some respondents went on to complete their mail survey within days of finishing the CAPI interview, while others took months to complete the mail survey. The basic protocol was as follows.

- 1). A listed household / address was sent an advance letter telling them about the MIDUS Milwaukee study and that they would receive a visit from an interviewer to screen for eligibility.
- 2). After one week, an interviewer visited the address to confirm that it was a household and to screen for eligible potential respondents. If members of the household indicated not receiving or seeing the advance letter, the CAPI interviewer provided another copy. If an eligible respondent was available to complete the interview on the spot, the survey was started.
- 3). When a completed CAPI interview was obtained, the interviewer presented the respondent with a sealed envelope containing \$50 in cash. The respondent opened the envelope in the interviewer's presence to confirm the amount and signed to acknowledge receipt of the cash.
- 4). Once the respondent received the cash incentive, the interviewer handed over a 44-page SAQ booklet, a letter explaining how to fill it out, and a business reply envelope for the respondent to send the completed survey back in.
- 5). When the respondent sent back their completed SAQ, they were mailed a check for \$20 within one week.
- 6). Approximately one week after the payment for the mail survey was sent, cases were fielded for the Cognitive telephone survey.
- 7). No additional incentives were paid for the Cognitive survey.
- 8). One week after the first SAQ survey was handed-over to the respondent, a postcard was sent to encourage the respondent to fill it out and send it back.
- 9). If a respondent did not return the SAQ given to them at the time of their CAPI interview within 3 weeks of receiving it, a second SAQ was sent, with all the same materials as the first booklet but with a shorter, more direct coverletter.
- 10). If a respondent had not returned their completed SAQ within 3 weeks of the second booklet mailing, they were sent a third full mailing.
- 11). If a respondent had not returned their completed SAQ within 4 weeks of the third mailing, they flowed to the cognitive instrument.
- 12). If the respondent had not returned their completed SAQ by the time they completed the cognitive instrument they were reminded to complete it and a fourth SAQ was sent if the respondent requested it.

Non-Response

A non-response effort was developed for households with a selected respondent who could not be contacted after 10 or more in-person contact attempts. Interviewers were asked to re-screen the household, select a different eligible respondent, and attempt to complete the CAPI interview with that person. Re-screening occurred in CASES. Interviewers were asked to give first priority to interviewing older men and second priority to interviewing younger men. This prioritization protocol was informed by 1) outcomes of the 2005 Milwaukee Oversample effort, 2) discussions with Dr. David Williams about expected outcomes of the Refresher effort, and 3) early observed outcomes of the Refresher effort.

Refusal Protocol

In consultation with the MIDUS client, UWSC developed a series of standardized refusal conversation protocols that were tailored to common types of refusals encountered in the field.

When refusals occurred at the door of an unscreened household (e.g., before the resident knew who was visiting and why, or if an informant refused on behalf of the household with little or no information about the study) interviewers continued to revisit that household. To enhance study recall and to address possible concerns about legitimacy, interviewers attempted to leave their business card and/or a goodie-bag with reluctant households. The goodie-bag contained the MIDUS Milwaukee brochure, a “Sorry I missed you...” note, and a pack of LifeSavers. If this type of refusal continued, usually with residents not coming to the door, the CAPI Supervisor would re-assign the case to a different CAPI interviewer. Some attention was paid to re-assigning the case to an interviewer of different race or gender as a way of accommodating preferences of potential respondents.

If residents of the household understood the interviewer’s connection to MIDUS and the purpose of the visit, but refused to be screened for eligibility, UWSC implemented a standard protocol to wait at least two weeks before attempting to convert. The CAPI Supervisor would re-assign the case to another interviewer for future follow-up attempts.

When a household member or respondent refused participation after being screened for eligibility, and the interviewer had determined that eligible respondents did indeed reside there, the case was set aside for the two-week “cooling-off” period and re-assigned to a different interviewer. The CAPI Supervisor used notes left in CASES by the interviewer who received the refusal to determine what interviewer characteristics might be best suited for each case. After reassignments were completed the case was sent a postcard mailing (see Appendix C) reminding respondents of their importance in the project and notifying them that an interviewer would be visiting again soon.

Postcards were personalized with the name and cell phone number of the interviewer assigned to their case.

If a re-visit attempt by a different interviewer was not successful, the case moved into a special refusal conversion effort that involved re-screening the household for another eligible respondent and attempting to complete the CAPI interview with that person. The same instrument pathing was used for refusal rescreening and non-response rescreening (as described above). Also like the non-response effort, interviewers were asked to give highest priority to selecting older men and next priority to selecting younger men when re-screening refusal cases.

Respondent Incentives

Respondent incentives were discussed in sequence in the field protocol section, but to recap, respondents received \$50 in cash after completing the CAPI interview. They were then mailed a \$20 check after UWSC received their completed SAQ. No additional incentive was included for the cognitive phone survey portion. The check mailed following the SAQ provided the MIDUS Milwaukee toll-free number so that respondents could call if they did not have the resources to actually cash the check.

In addition to the cash incentives, respondents were given a set of headphones to use during the ACASI module and to keep as thank you. The headphones came in a clear plastic case that had the MIDUS logo printed on it along with MIDUS Milwaukee Refresher toll-free phone number.

CAPI Interviewer Training

UWSC drew from an existing pool of CAPI interviewers who had worked on previous projects to fill five of the twelve interviewer slots for the MIDUS Milwaukee project. The remaining six slots were filled with new hires that had other previous interviewing experience. Three additional new hire interviewers were added to the project mid-way through the field period.

Interviewers received 40 hours of training that included basic standards and procedures, field logistics, specific MIDUS issues, and MIDUS Milwaukee instrument training. Interviewers learned how cases would be fielded, how to screen households and select respondents, how to take physical measurements for the health module of the instrument, fieldwork guidelines, and protocol for refusals. They also completed a “certification” of the main CAPI instrument during which they demonstrated mastery of basic interviewing skills and MIDUS Milwaukee Refresher protocols. Interviewers were given time to practice the interview on their own, and were instructed to complete practice cases before they began to visit actual respondents.

The main CAPI interviewer training for MIDUS Milwaukee took place at UW-Madison's Pyle Center from June 25 to June 29, 2012. Dr. Barry Radler attended a session of the training, and was helpful in motivating the interviewers and providing them with sufficient background information to help them be very convincing to MIDUS Milwaukee respondents. He talked about the previous wave of data collection, the purpose and design of the study, and the goals for the Milwaukee oversample in particular. Dr. Radler also shared information about projects 2-5 with interviewers to help them understand the full MIDUS study and how the portion they would be working on fit in.

The second CAPI interviewer training for MIDUS Milwaukee took place at UWSC's Sterling office September 24 – 27, 2012. It covered the same material as the June training.

Interviewer Observation Questions

In order to minimize burden on the respondent while hosting the interviewer in their home, interviewer observation questions were programmed into the CAPI instrument as a separate module that could be completed by the interviewer at a later time.

The interviewer observation items were the same as those asked in 2005. They contained some open-ended items where interviewers stated their observations about the respondent, the household, and the neighborhood where the household was located. While interviewers were trained to be as objective as possible when answering questions on the form, some subjective views did creep in.

Quality Control

At the beginning of the CAPI interview, respondents were asked for their consent to have the interview recorded. The audio-recordings were used only for quality control conducted by the CAPI Supervisor or a specially trained UWSC staff member fluent in CAPI interviewing protocols. QC was conducted on approximately 10% of all completed CAPI interviews. Interviewers were provided with timely feedback on their administration of the CAPI interview and their overall conduct.

Verification Interviews

UWSC employed "verification interviews" to follow-up on a random selection of at least 10% of each interviewer's completed cases. A trained specialist at UWSC called the household where an interview took place to confirm key details about the respondent, the circumstances of the completed interview, and that the respondent had been treated with utmost respect and care. These verifications ensured that protocols and procedures apart from what could be heard in the audio recordings were being followed in the field.

Re-training and Weekly Conference Calls

Interviewers were required to attend a weekly conference call with the CAPI supervisor. This provided interviewers with an opportunity to interact with project staff and colleagues as well as to debrief and stay up-to-date with protocol and procedures.

At the midpoint of the field period, UWSC organized an all-team meeting to re-train and re-focus interviewers. This 5-hour meeting took place in a conference room at the Milwaukee Public Library. The keynote speaker (via webinar) was Dr. David Williams, a MIDUS investigator, who presented some of his research on Health and the Quality of Life of African Americans. This served as a boost to interviewers to re-invigorate their commitment to the study. Interviewers were also trained on refusal conversion protocols by UWSC staff.

Cognitive Interviewer Training

During the National sample Cognitive interviewing phase, staff at the UWSC developed an extensive training regimen for telephone interviewers. By the time Milwaukee oversample cases made their way to the Cognitive interview, a solid and successful production protocol was in place.

(See the National sample field report for a detailed description of the interviewer training for Cognitive interviews.)

Data Entry Protocol and Staff Training

Data entry for the MIDUS Milwaukee SAQs began in September of 2012. The SAQ booklet was 44-pages long and contained items from the National sample telephone interview as well as the National sample SAQs. The booklet included various types of formatted question, making them more complex to enter. Following the National sample SAQ protocol, each booklet was first reviewed by an “editor” to uncover and resolve any issues that could cause data entry error. Editors were trained on how to resolve the most common problem issues, such as respondents who gave multiple answers, selected answers that fell between actual response categories, or followed skip patterns incorrectly.

Editors and data entry staff underwent 2 hours of MIDUS-specific training to make them familiar with the instrument, train them in the specific protocols set for the project, and give them an opportunity to ask questions about the data entry process. Each booklet was blind double-entered by two different data entry staff members. When a discrepancy between the first pass and the second was found by the computer, the data entry person was alerted to the difference in responses, and they then determined the correct answer (with help from an editor if needed) and then made the correction to the error, either from the first or second pass.

INTERIM AND FINAL DATA DELIVERIES

Delivery of Contact Information

The UW Institute on Aging required various information be delivered on a regular basis for respondents who had completed the initial interview, questionnaire, and cognitive interview and were therefore eligible for fielding in other MIDUS projects.

UW IOA and UWSC staff worked together to modify what is known as the “Shell” database. The Shell included respondent contact information, demographic variables, interviewer assessments, call notes, and mailing and completion dates. It provided IOA information to use in assigning completed cases to other projects. UWSC populated the Shell and delivered it to the IOA on a monthly basis.

The Shell included:

- Contact information – Names, addresses, phone numbers, and previous contact information for each respondent.
- Call notes – Interviewer record of the outcome of each call attempt, giving possible insights into how to best re-contact respondents.
- Interviewer Assessments - After both the initial interview and the cognitive interview, interviewers rated respondent cooperativeness and competency and recorded anecdotal information respondents may have shared that might help other projects’ recruitment efforts.
- Dates – Field dates were recorded. These included:
 - the CAPI interview completion date;
 - when questionnaires were mailed to respondents;
 - when questionnaires were returned completed;
 - when cases were fielded in the cognitive interview;
 - the cognitive interview completion date.

The UWSC delivered eleven installments of the Shell data for the Milwaukee African American oversample. A final comprehensive Shell delivery was made which included all cases whether or not the questionnaire or cognitive interview was completed.

The first monthly Shell delivery for the Milwaukee oversample took place in September of 2012, the last Shell delivery took place in August of 2013.

Delivery of Interim Data Files

In July of 2012, less than one month after production calling began, UWSC delivered an interim data set of the first 52 cases to complete the CAPI interview, so that IOA staff could review and be sure all variables were being asked correctly. In mid-September of 2012, interim SAQ data for the Milwaukee oversample was delivered. Cognitive interview data for the Milwaukee oversample was delivered on a weekly basis during the field period.

Barry Radler and Linzhu Tian of the IOA completed extensive data cleaning efforts in collaboration with the UWSC at that time so that all labeling was complete for the data set, and all variables that needed to be reviewed for the final data set had been identified. This finalized the protocols for final data set cleaning and delivery.

Final Data Deliveries

Final data delivery for the Milwaukee Refresher CAPI and SAQ data took place in March 2013. This delivery consisted of 508 CAPI cases and 299 SAQs. Final data delivery for Milwaukee Cog occurred in October 2013. For information on the final Milwaukee Refresher cognitive interview data, please see the National Refresher field report.

Appendix A

MIDUS MILWAUKEE REFRESHER OVERSAMPLE RESPONSE RATE REPORT

Response Rates Across Data Collection Phases

Type of Sample	Main CAPI Survey	SAQ Survey	Cognitive Survey
Milwaukee Over Sample	47.7%	58.9%	39.8%

150 respondents participated in all three phases (CAPI, SAQ, Cognitive)

145 respondents participated in CAPI and SAQ but not Cognitive

52 respondents participated in CAPI and Cognitive but not SAQ

161 respondents participated in CAPI only

Detailed Breakdown: Main CAPI Survey

Actual Completed Interviews by Stratum

			Median HH Income <40k		Median HH Income >=40k		Total
			Male	Female	Male	Female	
Age 25-44			66	102	57	46	271
Age 45-64			46	82	50	59	237
Total			112	184	107	105	508

The response rate denominator for the in-person survey reflects the total number of households (HH) screened for eligibility minus the number of those households which screened. Thus the response rate calculation for the in-person survey was:

508 (Number of completes)

1,065

[1,838 (total HH fielded) - 773 (HH screened out as ineligible or coded as nonsample) = 1,065]

The overall response rate for the main in-person interview was 47.7%.

Final Disposition Codes for MIDUS Milwaukee CAPI Phase

Interview		(1.0)	
	Complete	1.11	503
	Partial	1.20	3
	Complete, refused contact info	1.31	5
Eligible, Non-Interview		(2.0)	
	Household -level refusal	2.111	9
	Known respondent refusal	2.112	121
	Screeners refused	2.115	67
	Break-off	2.12	0
	Non-contact	2.20	0
	Unable to enter building/reach housing unit	2.23	1
	No one at residence	2.24	0
	Respondent away	2.25	100
	Other	2.30	0
	Dead	2.31	0
	Physically or mentally unable/incompetent	2.32	2
	Household -level language barrier	2.331	9
	Respondent language barrier	2.332	0
	Miscellaneous	2.35	1
Unknown eligibility, non-interview		(3.0)	
	Unknown if housing unit	3.10	0
	Not attempted or worked	3.11	0
	Unable to reach/unsafe area	3.17	9
	Unable to locate address	3.18	0
	Housing unit/Unknown if eligible respondent	3.20	0
	No Screener Completed	3.21	235
	Other	3.90	0
Not Eligible		(4.0)	
	Out of sample	4.10	12
	Not a housing unit	4.50	26
	Business, government office, other organization	4.51	2
	Institution	4.52	0
	Group quarters	4.53	4
	Vacant housing unit	4.60	166
	Seasonal/Vacation/Temporary residence	4.62	0

	Other	4.63	0
	No eligible respondent by age or race	4.70	563
	Quota filled	4.80	0
Total Cases Fielded			1,838

Final Disposition for MIDUS Milwaukee Refresher SAQ Phase

SAQ Disposition Code	SAQ Disposition Description	SAQ Survey Overall (N=508)
1100	Completed SAQ	299
2112-2113; 2360	Refusal	6
2310	Deceased	0
3300	No Good Address	10
none	No Response	193
	CASRO Response Rate	58.9%

Final Disposition for MIDUS Milwaukee Cognitive Interview Phase

Cognitive Disposition Code(s)	Cognitive Disposition Description	Cognitive Survey Overall (N=508)
1100	Completed Interview	202
2111, 2112; 2120	Refusal; Breakoff	70
1200	Partial Interview	10
2210	Unable to Interview	116
2301 - 4330	Unable to Contact	103
	Not Fielded	7
	CASRO Response Rate	39.8%

	MIDUS Milwaukee Cognitive Survey	
	All Cases Fielded	Overall Sample (N=508)
1100	Complete	202
	COMPLETE	202
1200	Partial interview	10
	PARTIAL INTERVIEW	10
2111	Refused - By I for R	41
2112	Refused - by R	23
2120	Breakoff	6
	REFUSED - HH CONFIRMED	70
2210	Respondent Never Available or Never Contacted	116
	UNABLE TO INTERVIEW	116
2301	Respondent Never Found; No Address or Number	43
2302	Respondent Never Found; Address but No Number	52
2303	Respondent Never Found; Address but Non-Published Number	1
2320	Respondent is Mentally or Physically Incapable	2
4310	Non-Working Number	1
4320	Number Disconnected	1
4330	Number Temporarily Out of Service	3
	UNABLE TO CONTACT	103
4101	Corrupt Case or Duplicate	1
	Not Fielded	6
	OTHER, NON-SAMPLE	7
	Total	508
	COMPLETES	202
	REFUSALS	70
	NON-INTERVIEW	236
	CASRO RESPONSE RATE	.3976

Appendix B

MIDUS MILWAUKEE REFRESHER OVERSAMPLE

SCREENING MATRICES AND SELECTION PROBABILITIES

The screener module in the CAPI instrument used selection probabilities to choose which eligible participant in a household should be interviewed in order to efficiently fill the quota cells. UWSC used the Trodahl-Carter style screening matrices from the 2005 Milwaukee effort to calculate the selection probabilities for the 2012 Milwaukee refresher effort. The resulting selection probabilities were whole number “weights” oldest man, youngest man, oldest woman and so on.

This selection probability “weighting” approach for the 2012 Milwaukee refresher was essentially the same approach used in the screener module for the National refresher. These weights were loaded on gender and 20-year increments of age (25-44; 45-64). For the 2012 Milwaukee refresher, the weights were calculated to select old men and young men more often. Although the National refresher uses a single digit weight value, the Milwaukee refresher required a finer-grained weight in order to maintain consistency with the multi-digit probabilities used in 2005. Thus for 2012 Milwaukee refresher three-digit weights that correspond to the x.xx probabilities derived from our matrices were loaded into the screener module.

Form 1_4 P=.12

	Number of Persons in HH			
Number of WOMEN in HH	1	2	3	4+
0	Man	Youngest Man	Youngest Man	Youngest Man
1	Woman	Woman	Woman	Woman
2		Youngest Woman	Youngest Man	Youngest Man
3			Youngest Woman	Youngest Man
4+				Youngest Woman

Form 2_4_2nd P=.29

	Number of Persons in HH			
Number of WOMEN in HH	1	2	3	4+
0	Man	Oldest Man	Oldest Man	Oldest Man
1	Woman	Woman	Youngest Man	Youngest Man
2		Oldest Woman	Man	Youngest Man
3			Oldest Woman	Man or Oldest Man
4+				Oldest Woman

Form 3_4_2nd P=.29

	Number of Persons in HH			
Number of WOMEN in HH	1	2	3	4+
0	Man	Oldest Man	Oldest Man	Oldest Man
1	Woman	Man	Oldest Man	Oldest Man
2		Oldest Woman	Youngest Man	Youngest Man
3			Oldest Woman	Youngest Man
4+				Oldest Woman

Form 4_4_2nd P=.30

	Number of Persons in HH			
Number of WOMEN in HH	1	2	3	4+
0	Man	Oldest Man	Oldest Man	Oldest Man
1	Woman	Man	Oldest Man	Oldest Man
2		Oldest Woman	Man	Oldest Man
3			Oldest Woman	Man or Oldest Man
4+				Woman

P of selection by age/gender by HH composition 1

P of Oldest man

	Number of Persons in HH			
Number of WOMEN in HH	1	2	3	4+
0	1	0.88	0.88	0.88
1	XX	0.59	0.59	0.59
2	XX	XX	0.59	0.3
3	XX	XX	XX	0.59
4+	XX	XX	XX	XX

P of youngest man

	Number of Persons in HH			
Number of WOMEN in HH	1	2	3	4+
0	1	0.12	0.12	0.12
1	XX	0.59	0.29	0.29

2	XX	XX	1	.07
3	XX	XX	XX	1
4+	XX	XX	XX	XX

P of oldest woman

	Number of Persons in HH			
Number of WOMEN in HH	1	2	3	4+
0	XX	XX	XX	XX
1	1	0.41	0.12	0.12
2	XX	0.88	0	0
3	XX	XX	0.88	0
4+	XX	XX	XX	0.88

P of youngest woman

	Number of Persons in HH			
Number of WOMEN in HH	1	2	3	4+
0	XX	XX	XX	XX
1	1	0.41	0.12	0.12
2	XX	0.12	0	0
3	XX	XX	0.12	0
4+	XX	XX	XX	0.12

On October 18, 2012, UWSC PDs reviewed the distribution across quota cells. After consulting with Barry Radler at IOA, we agreed to change the selection probabilities to favor old men more and young men slightly more. We took .12 or the equivalent of 12 whole number points from old women to give to young men. We took .65 or 65 whole number points from young women to give to old men.

P of selection by age/gender by HH composition 2

P of Oldest man

	Number of Persons in HH			
Number of WOMEN in HH	1	2	3	4+
0	1	0.88	0.88	0.88
1	XX	1	0.71	0.71
2	XX	XX	0.59	0.3
3	XX	XX	XX	0.59
4+	XX	XX	XX	XX

P of youngest man

	Number of Persons in HH			
Number of WOMEN in HH	1	2	3	4+
0	1	0.12	0.12	0.12
1	XX	0.59	0.41	0.29
2	XX	XX	1	.07
3	XX	XX	XX	1
4+	XX	XX	XX	XX

P of oldest woman

	Number of Persons in HH			
Number of WOMEN in HH	1	2	3	4+
0	XX	XX	XX	XX
1	1	0.41	0	0.12
2	XX	0.88	0	0
3	XX	XX	0.88	0
4+	XX	XX	XX	0.88

P of youngest woman

	Number of Persons in HH			
Number of WOMEN in HH	1	2	3	4+
0	XX	XX	XX	XX
1	1	0	0	0
2	XX	0.12	0	0
3	XX	XX	0.12	0
4+	XX	XX	XX	0.12

Appendix C
MIDUS MILWAUKEE REFRESHER OVERSAMPLE
LETTERS AND MATERIALS

ADVANCE LETTER FOR CAPI

Summer 2012

Current Milwaukee Resident

«street1»

«street2»

«city», «state» «zip»

Dear Current Milwaukee Resident(s),

I would like to invite you or someone in your household to participate in an important study about the lives of American adults. The study is called Midlife in the United States, a National Study of Health and Well-Being, or MIDUS. We're conducting this study with support from the National Institutes of Health. Your participation will help researchers understand the factors in the lives of American adults—working conditions, relationships, health, finances, personal outlooks, and individual choices—that best protect health and well-being in the journey from early adulthood into later life.

**As a token of appreciation for completing all the parts of the study,
eligible participants will be offered up to \$70.**

One adult in your household, between the ages of 25 and 64 is invited to participate in this study and may also have the opportunity to participate in further research sponsored by the National Institutes of Health. Along with nearly 10,000 adults nationwide who have already participated in this study, Milwaukee area residents are an important part of our ongoing research. Your participation is crucial to the success of this study.

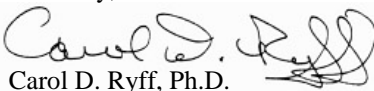
In the next few weeks, an interviewer from the University of Wisconsin Survey Center will visit your home to determine if someone from your household is eligible to participate, and conduct an interview with that person. This interview can be scheduled at your convenience or completed in more than one visit. After completing the in-person interview, the participant will be given a questionnaire to fill out and return in the mail and may be called for a brief telephone interview involving some mental activities about remembering and responding to words and numbers. You may also be offered the opportunity to participate in further research on this important topic for the National Institutes of Health.

Your participation is voluntary, and you may choose not to answer any questions that make you feel uncomfortable. We promise to never reveal personal information about you or your family — and any information you share with us will be kept strictly confidential. There are no substantial risks involved in participating. At no time will your name or identifying information be attached to survey results. If you have questions about your rights as a research participant, please call the University of Wisconsin Institutional Review Board at 608-263-2320.

If you have any questions about the study, please contact Kerryann DiLoreto at the University of Wisconsin Survey Center, at kdiloret@ssc.wisc.edu; toll-free at 1-855-255-0332, or contact Barry Radler at the University of Wisconsin Institute on Aging at bradler@wisc.edu; 608-262-2056.

We look forward to talking with you! For further details about the MIDUS survey, please see the list of frequently asked questions on the back of this letter. We encourage you to share this letter with others in your household who may be interested in participating.

Sincerely,



Carol D. Ryff, Ph.D.

Principal Investigator, MIDUS

Director, University of Wisconsin Institute on Aging
case id

FAQ (BACK OF ADVANCE LETTER)

Frequently Asked Questions about the MIDUS Study

- **Why should I participate in MIDUS?**

As a resident of the Milwaukee area, your participation is very important to the MIDUS survey. Understanding the lives of those in your community is crucial to the success of the study.

Researchers on the MIDUS project will use the information from this study to help inform policy decisions made by healthcare providers, lawmakers and government agencies, as the U.S. population in this age group continues to expand over the next 20 years. Participating in the MIDUS project is your chance to provide input in these decisions.

- **Who can participate in MIDUS?**

Only members of a small number of carefully selected households can participate. The University of Wisconsin Survey Center interviewer will determine if anyone in your household is eligible. Only one member of your household may be selected to participate. ***We cannot replace your household in our sample. This is why it is so important that we speak with you.***

- **Will I be paid to participate in MIDUS?**

After completing the in-person interview you will receive **\$50** as a token of our appreciation. When you complete and return the mail survey, you will receive another **\$20**, so you will receive a total of **\$70** for participating in MIDUS.

- **What is involved in participating in MIDUS?**

MIDUS consists of an initial survey which will be conducted by an interviewer, in-person. This interview will be about two hours long and include questions about your health, work and family life. The interview can be done at a time convenient for you and, if you wish, can be completed in more than one visit.

When the in-person interview is complete, the interviewer will give you a mail survey to fill out and return in the postage-paid envelope provided. After returning your completed mail questionnaire, you may be called again for a brief telephone interview involving some mental exercises about remembering and responding to words and numbers.

- **Can more than one person in my household participate?**

Only one adult between the ages of 25 to 64 years old from each household can participate. If there is more than one adult willing to participate, one member of the household will be randomly selected to be a MIDUS participant.

- **What will you do with the information I give you?**

The information provided will only be used for statistical analysis and will not be disclosed to any other persons or organizations in a manner that would allow you to be identified.

- **Who can I contact if I have questions about MIDUS?**

If you have any questions about the study, you can call the MIDUS toll free number at 1-855-255-0332 ext. 9907. We would be happy to talk to you about any questions you may have.

COVERLETTER for SAQ-HANDOVER (WAVE 1)

GUIDE TO THE MIDUS MILWAUKEE MAIL SURVEY

Thank you for your participation in the *MIDUS (Midlife in the US) National Study of Health and Well-being*, a survey conducted by the University of Wisconsin-Madison with support from the National Institutes of Health. Your answers will help us learn more about how black adults in Milwaukee are coping with the challenges of adult life and the factors that contribute to a healthy life.

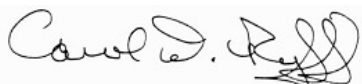
To keep the in-person interview to a reasonable length, we have enclosed a questionnaire with additional questions about your health, work, and other parts of your life. Your answers in this questionnaire are very important to the success of our research. We do ask that you fill out the survey and return it within the next few days. Take your time and answer the questions as completely as possible. You do not need to fill it out all at one time — feel free to take a break and come back to it later. You will receive a check for \$20 after completing and returning this questionnaire.

Directions on how to complete the survey questions are inside the front cover of the booklet. When you are finished, you can use the enclosed postage-paid envelope to return the questionnaire to us. You can place the survey, enclosed in the postage-paid envelope, into any outgoing mail box or have your regular postal worker take it with your other outgoing mail.

As always, your participation is voluntary and confidential and you can withdraw at any time. There are no substantial risks involved in participating. At no time will your name or identifying information be attached to survey results. If you have questions about your rights as a research participant, please call the University of Wisconsin Institutional Review Board at (608) 263-2320.

If you have any questions about the study, please contact Kerryann DiLoreto at the University of Wisconsin Survey Center, at kdiloret@ssc.wisc.edu; toll-free at 1-855-255-0332, or contact Barry Radler at the University of Wisconsin Institute on Aging at bradler@wisc.edu; (608) 262-2056.

Sincerely,



Carol D. Ryff, PhD
Principal Investigator, MIDUS
Director, University of Wisconsin Institute on Aging

SAQ REMINDER POSTCARD

Dear MIDUS Participant:

Recently, you participated in an in-person interview for the *MIDUS (Midlife in the US) National Study of Health and Well-Being*. At that time we gave you a questionnaire to fill out and return to us.

If you have already completed and sent this questionnaire back to us, thank you. Your check for \$20 should be arriving within the next few days. If not, please do so today. Your opinions and experiences are critically important to the success of the MIDUS study.

If you did not receive a copy of the questionnaire, or it got misplaced, please call the University of Wisconsin Survey Center toll free at 1-855-255-0332 to request another copy.

Thank you for your help!



Carol D. Ryff, Ph.D.
Principal Investigator, MIDUS
Director, University of Wisconsin
Institute on Aging



COVERLETTER FOR SAQ (WAVE 2)

«date»

«name_first» «name_last»
«street1»
«street2»
«city», «state» «zip»

Dear «name_first» «name_last»,

Several weeks ago, one of our interviewers left you with a written questionnaire that asked about some of the same topics as the in-person interview you completed for the *MIDUS (Midlife in the US) National Study of Health and Well-being*.

I am writing to encourage you to fill out your questionnaire and to return it as soon as you can. I have enclosed another copy of the survey, along with a postage-paid, self-addressed envelope you should use to return the questionnaire to us. If you have already returned your survey, thank you! You should be receiving a check for \$20 within the next few days.

The MIDUS study is designed to help us learn more about how adults in the U.S. are coping with the challenges of adult life and aging and the factors that contribute to a healthy adult life. You are one of only a few hundred participants in the Milwaukee area selected to help us learn more about the health and life experiences of African-American adults and your answers to this questionnaire are very important to our research.

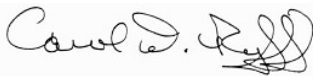
We ask that you fill out the survey and return it within the next few days. You do not need to fill out the questionnaire all at one time — feel free to take a break and come back to it later. Take your time and answer the questions as completely as possible.

This study is conducted by the University of Wisconsin-Madison with support from the National Institutes of Health. Your participation is voluntary and confidential and you can withdraw at any time. There are no substantial risks involved in participating. At no time will your name or identifying information be attached to survey results. If you have any questions about your rights as a research participant, please call the University of Wisconsin Institutional Review Board at 608-263-2320.

If you have any questions about the study, please contact Kerryann DiLoreto at the University of Wisconsin Survey Center, at kdiloret@ssc.wisc.edu; toll-free at 1-855-255-0332, or contact Barry Radler at the University of Wisconsin Institute on Aging at bradler@wisc.edu; 608-262-2056.

Thank you again for continuing to participate.

Sincerely,



Carol D. Ryff, PhD
Principal Investigator, MIDUS
Director, University of Wisconsin Institute on Aging

P9906W2-«csid»

COVERLETTER FOR SAQ (WAVE 3)

«date»

«name_first» «name_last»
«street1»
«street2»
«city», «state» «zip»

Dear «name_first» «name_last»,

Your participation in the MIDUS survey is very important to the success of this research project conducted by the University of Wisconsin-Madison. We appreciate the time you spent participating in the in-person interview recently. The information you provided us at that time will be even more useful when combined with your answers to the questionnaire portion of the survey. *As of today we have not yet received your completed written questionnaire.*

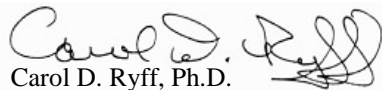
Our picture is not complete without your help. You have a unique opportunity to help us learn about the lives of black adults in Milwaukee. **We are writing now to let you know that it is not too late, and to request that you fill out and return the survey as soon as possible. We want to remind you that upon receiving your completed questionnaire, we will be mailing you a check for \$20.**

Some participants have told us they have not returned the survey because they found some questions difficult to answer. If difficulty answering a few items has caused you not to send back your survey, we want to assure you that you may skip any questions you feel uncomfortable about, and encourage you to fill out as much of the survey as you can, and return it in the enclosed envelope. We have included a questionnaire in case you have misplaced the others given to you previously.

We want to emphasize the importance of your answers to our research and urge you to complete and return the survey as quickly as possible. As always, your participation is completely voluntary, and any information you share with us will be kept strictly confidential. You can withdraw from the study at any time. There are no substantial risks in participating. At no time will your name or identifying information be attached to survey results. If you have any questions about your rights as a research participant, please call the University of Wisconsin Institutional Review Board at 608-263-2320.

You may call us toll-free at 1-855-255-0332 with any changes or updated information about how to best reach you. If you have any questions or concerns about the study, we hope you will call us and let us know. You may contact Kerryann DiLoreto at the University of Wisconsin Survey Center, at kdiloret@ssc.wisc.edu; toll-free at 1-855-255-0332, or Barry Radler at the University of Wisconsin Institute on Aging at bradler@wisc.edu; 608-262-2056. We look forward to your continued participation.

Sincerely,



Carol D. Ryff, Ph.D.

Principal Investigator, MIDUS

Director, University of Wisconsin Institute on Aging

P9906W3-«csid»

COVERLETTER FOR SAQ (WAVE 4)

«date»

«name_first» «name_last»
«street1»
«street2»
«city», «state» «zip»

Dear «name_first» «name_last»,

Your participation in the MIDUS survey is very important to the success of this research project conducted by the University of Wisconsin-Madison with support from the National Institutes of Health. We appreciate the time you spent participating in the in-person interview and recent phone survey. The information you have provided us so far will be even more useful when combined with your answers to the questionnaire portion of the survey.

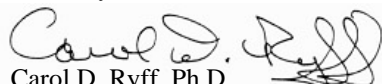
Our picture is not complete without your help. You have a unique opportunity to help us learn about the lives of black adults in Milwaukee. **We are writing now to let you know that it is not too late, and to request that you fill out and return the survey as soon as possible. We want to remind you that upon receiving your completed questionnaire, we will be mailing you a check for \$20.**

Some participants have told us they have not returned the survey because they found some questions difficult to answer. If difficulty answering a few items has caused you not to send back your survey, we want to assure you that you may skip any questions you feel uncomfortable about, and encourage you to fill out as much of the survey as you can, and return it in the enclosed envelope. We have included a questionnaire in case you have misplaced the others given to you previously.

We want to emphasize the importance of your answers to our research and urge you to complete and return the survey as quickly as possible. As always, your participation is completely voluntary, and any information you share with us will be kept strictly confidential. You can withdraw from the study at any time. There are no substantial risks in participating. At no time will your name or identifying information be attached to survey results. If you have any questions about your rights as a research participant, please call the University of Wisconsin Institutional Review Board at 608-263-2320.

You may call us toll-free at 1-855-255-0332 with any changes or updated information about how to best reach you. If you have any questions or concerns about the study, we hope you will call us and let us know. You may contact Kerryann DiLoreto at the University of Wisconsin Survey Center, at kdiloret@ssc.wisc.edu; toll-free at 1-855-255-0332, or Barry Radler at the University of Wisconsin Institute on Aging at bradler@wisc.edu; 608-262-2056. We look forward to your continued participation.

Sincerely,



Carol D. Ryff, Ph.D.

Principal Investigator, MIDUS

Director, University of Wisconsin Institute on Aging

P9906W4-«csid»

POINT OF CONTACT LETTER

«date»

«name_first» «name_last»
«street1»
«street2»
«city», «state» «zip»

MIDUS NEEDS YOUR HELP!

Dear Milwaukee Participant,

We are contracting your household to find out if someone is eligible to participate in a study about American adult life that we are conducting at the University of Wisconsin called **MIDUS (Midlife in the U.S. National Survey of Health and Well-being)**. We hope that if you know more about the work we do and the importance of this study to the African American community, you might agree to participate.

While nearly 10,000 adults nationwide have already participated, residents of the Milwaukee area are the current focus of our ongoing research.

**As a token of appreciation for completing all the parts of the study,
eligible participants will be offered up to \$70.**

MIDUS is unique because it is one of the few studies that looks at the lives of American adults—their health, working conditions, personal and family relationships, life outlooks and concerns, and many other aspects of adult life and how all of these factors affect health and well-being at midlife and beyond.

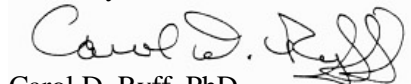
Very few studies research racial disparities in health, the main focus of our work in Milwaukee. The racial gap in health is large and persistent in the United States. Research studies like MIDUS are attempting to understand the social factors that contribute to these disparities and inform policy that can help close the gap.

MIDUS is being conducted with support from the National Institutes of Health. Participation is confidential and voluntary. You may choose not to answer any questions that make you feel uncomfortable.

Many people who have participated have told us that they find the interview interesting and enjoyable. The interview can be broken into parts if you would prefer not to do it all at one time. We would be happy to schedule an appointment for the interview at your convenience and in a place that is comfortable for you.

If you have any questions about participating in this study, please call the University of Wisconsin Survey Center toll-free at 1-855-255-0332. One of our interviewers will be contacting you within the next few weeks. We hope that you will take this last opportunity to participate in this important project.

Sincerely,



Carol D. Ryff, PhD

Principal Investigator, MIDUS

Director, University of Wisconsin Institute on Aging
case id

POINT OF CONTACT POSTCARD



Midlife in the United States
UW Survey Center
Sterling Hall
475 N Charter St, Room B607
Madison, WI 53706-1507



Hello,

In the next few weeks I'd like to stop by your home to find out if someone in your household is eligible to participate in an important study about the health of American adults.

It only takes a few minutes to find out if someone in your household is eligible.

As a token of appreciation for completing all parts of the study, an eligible participant will be offered up to

\$70

Please feel free to call us toll-free at 1-855-255-0332 to set up an appointment.

Thank you!

PHONE REQUEST FROM

We want to contact you!

We are trying to reach you for the **Midlife in the United States (MIDUS)**
National Study of Health and Well-Being to invite you
to participate in a short telephone interview.

Our records indicate you can be reached
at the following phone number and address:

Name:

«name_first» «name_last»

Address:

«street1» «street2»
«city», «state» «zip»

Phone:

(«area») - «prfx» - «sufx»
Please provide current number

You may call 1-866-271-2378
to complete the phone interview

Please review the information to the left. If
any information is missing or incorrect,
please provide corrected or additional
information in the space below.

**Please provide updated information below and return
in the postage-paid envelope provided:**

Name: _____

Address: _____
Address line 1

Address line 2

City State Zip

Phone: (____) ____ - ____

Thank you for your continuing participation in this important study.

If you have questions, please contact the University of Wisconsin Survey Center
toll-free at 1-855-255-0332, or by email at vlein@wisc.edu

VERIFICATION INTERVIEW COVERSHEET



P9907: MIDUS Milwaukee CAPI VERIFICATION INTERVIEW

University of Wisconsin Survey Center
(855)255-0332

Case ID:

BTTCB :

R First Name:

R Last Name:

R Gender: (1 = male; 2 = female)

CAPI Interviewer:

CAPI Date:

() -

Street Address

City, State ZIP

Released date

INFORMANT INFORMATION

Informant 1: DATE RECEIVED _____			Informant 2: DATE RECEIVED _____		Informant 3: DATE RECEIVED _____	
Informant Name:			Informant Name:		Informant Name:	
Notes:			Notes:		Notes:	
<i>Call</i>	<i>Date</i>	<i>Time</i>	<i>Call Results</i>	<i>Code</i>	Interviewer Initials	Re-contact Day / Time

VERIFICATION INTERVIEW FORM

MIDUS Milwaukee Study Verification Interview

Case ID: _____

Interviewer: _____

Date Interview Completed: _____

Verifier: _____

Date Verified: _____

Introduction:

Hello, my name is _____. I am calling on behalf of the University of Wisconsin Survey Center about the Mid-life in the US or MIDUS Study. Recently you might have been interviewed by a field interviewer for this study.

Do you recall being interviewed recently? (Circle one)

YES – continue

NO – go to page 3

Do you remember the interviewer's name or what they looked like? Were they a male or a female?

About how long did the interview take?

Was it a morning, afternoon, or evening interview?

Did the interviewer conduct the interview in person or over the telephone?

Were you given cash for your participation at the end of the interview?

How much cash were you given?

Were the bills crisp and new?

Were there any problems or concerns that you had with the interview or interviewer?

Was the interviewer courteous and respectful?

Did the interviewer speak clearly?

Did you have to repeat your answers frequently during the interview?

Did the interviewer have trouble hearing your answers?

(If yes), Did the interviewer have trouble hearing during the interview, or just before and after the interview – or both?

(If yes), Are you concerned that the interviewer might have entered your answers wrong in the computer? (Why?)

I need to confirm that the interviewer collected the right information – what is your date of birth?

Did the interviewer give you a mail survey to fill out and send in?

Is there anything else you would like to tell me about the interview?

Thank you very much for your time!

If no (does not recall interview): Did anyone contact you to set up an appointment for an interview?

What happened after this person contacted you – why didn't the interview take place?

(Probe as necessary:) Did the interviewer show up for the scheduled appointment? Did you not show up for the scheduled appointment?

Thank you very much for your time!