Understanding Society

IP2 ARF A

Appointments Made

Final Outcome

P2823: Understanding Society Unit,
NatCen, 101-135 Kings Road, Brentwood, Essex CM14 4LX, Telephone 01277 200 600, Fax 01277 214 117

ADDRESS LABEL	HOUSEHOLD INFORMATION
	Mode: **Advance material:** **Incentive:** **Showcard:** **Leaflet:**

ADDRESS UPDATE / NOTES

Tel number 1	
Tel number 2	
Contact name for call backs	
No telephone	2
Number refused	3

Call No.	Date DD/MM	Day of week	Call Start Time (24hr clock)	VISITS RECORD Record all visits, even if no reply. For phone calls – see separate grid on next page	*Call Status (Enter codes only)	Call End Time (24hr Clock)	Call followed by personal/ non-CAPI time (tick)
1	/		:			:	
2	/		:			:	
3	/		:			:	
4	/		:			:	
5	/		:			:	
6	/		:			:	
7	/		:			:	
8	/		:			:	
9	/		:			:	

***Call Status codes**: 1= No reply, 2 =Contact made, 3 =Appointment made, 4 = Any CAPI interviewing done, 5= Any other status

Level 3: RESPONDENT CONFIDENTIAL

TELEPHONE CONTACT:

Call No.	Date DD/MM	Day of week	Call Time 24hr clock	TELEPHONE CALLS RECORD Record all calls, even if no reply. DO NOT ENTER THESE CALLS IN THE CAPI MENU SYSTEM
1	/		:	
2	/		:	
3	/		:	
4	/		:	
5	/		:	

Tracking Interviews and Consent forms

PNo	Sex (M/F)	Age	First Name	CAPI (Y/N/NA)	Health records consent (Y/N/NA)	Education records consent (Y/N/NA)	Youth SC (Y/N/NA)

A: Contact at Issued Address

COMPLETE A.1 – A.7 BEFORE MAKING CONTACT.

A.1 Does this address have an **unkempt garden**?

Yes	1
No	2
No obvious garden	3

A.2 Based on your observation, is it likely that this address has a **car or van**?

Definitely has a car / van	1
Likely	2
Unlikely	3
Definitely does not have a car / van	4
Cannot tell from observation	8

A.3 Based on your observation, is it likely that this address contains one or more **children aged under 10** including babies?

Definitely has a child / children aged under 10	1
Likely	2
Unlikely	3
Definitely does not have a child / children aged under 10	4
Cannot tell from observation	8

A.4 Are any of the following present or within **sight** or **hearing** of the address? CODE ALL THAT APPLY

Boarded houses, abandoned buildings, demolished houses or demolished buildings	01
Trash, litter or junk in street / road	02
Heavy traffic on street / road	03
None	96

A.5 Which of these best describes the condition of residential properties in the area?

Mainly good	1
Mainly fair	2
Mainly bad	3
Mainly very bad	4
Unable to obtain information	5

A.6 How is the external condition of the address relative to other residential properties in the area?

Better	1
About the same	2
Worse	3
Unable to obtain information	4

A.7 What is the status of this household?

All eligible individuals resident	1	**Go to E.1**
No eligible individual resident	2	**Go to B.1**
Some eligible individuals resident	3	**Go to A.8**
Could not visit household	4	**Go to F.1**

A.8 Once you have completed the household grid, CAPI will calculate how many split households there are. You will need to open the appropriate number of ARF Bs.

A.9 For any eligible residential respondents record respondent queries

1	**Go to E.1**

B: Follow-up attempt 1

- **NOTE THAT THIS INFORMATION SHOULD BE COLLECTED BEFORE MAKING CONTACT.**
- **YOU SHOULD COMPLETE ALL OF THIS SECTION**
- **FOR OFFICE REFUSALS: PLEASE VISIT THE ADDRESS BUT DO NOT APPROACH OCCUPANTS.**

B.1 Has the office provided you with an updated address for the household?

Yes	1	**Go to B.5**
No	2	**Go to B.2**

B.2 You need to trace the household. Use the checklist below to record all your tracing attempts. See your project instructions for further information on tracing. CODE ALL THAT APPLY

Attempted to contact the household by phone (using all numbers)	1
Attempted to make contact with the current occupants	2
Attempted to contact the neighbours	3
Left a tracing letter with the current occupants or neighbour(s)	4
Phoned/visited a stable address	5

B.3 Were you tracing because the issued address you were trying to contact was inaccessible, you couldn't locate it, or you couldn't make contact?

Yes	1
No	2

B.4 Did you find a follow up address for the household?

Yes	1	**Go to B.5**
No	2	**Go to F.1**

B.5 RECORD ADDRESS DETAILS

Name:
Address:
Postcode:
Phone:
Mobile:
Email:

B.6 Where is the address?

Address is in my interviewing area	1	**Go to B.7**
Address is in GB but outside my interviewing area	2	**Confirm with Proj leader**
Address is in NI	3	**Go to F.1**
Address is outside UK	4	

B.7 ADDRESS DWELLING TYPE – CODE ONE ONLY:

Detached house/bungalow	01
Semi-detached house/bungalow	02
End terraced house/bungalow	03
Terraced house/bungalow	04
Purpose built flat/maisonette (under 10 dwellings)	05
Purpose built flat/maisonette (10+ dwellings)	06
Converted flat/maisonette (under 10 dwellings)	07
Converted flat/maisonette (10+ dwellings)	08
Dwelling with business premises	09
Bedsitter in multiple occupation (under 10 dwellings)	10
Bedsitter in multiple occupation (10+ dwellings)	11
Bedsitter/single occupation	12
Sheltered accommodation	13
Institution (write in)	14
Other	97

B.8 How many floors are there at the address?

WRITE IN ____

B.9 Are any of these physical barriers to entry present at the address? CODE ALL THAT APPLY

Locked common entrance	1
Locked gates	2
Security staff or gatekeeper	3
Entry phone access	4
None of these	5
Unable to obtain information	6

B.10 On what floor of the building is the address's main entrance?

CODE ONE ONLY

Basement/semi-basement	01
Ground floor/street level	02
1st floor	03
2nd floor	04
3rd floor	05
4th to 9th floor	06
10th to 19th floor	07
20th floor or higher	08
Don't know	98

B.11 Does the address have an **unkempt garden**?

Yes	1
No	2
No obvious garden	3

B.12 Based on your observation, is it likely that this address has a **car or van**?

Definitely has a car / van	1
Likely	2
Unlikely	3
Definitely does not have a car / van	4
Cannot tell from observation	8

B.13 Based on your observation, is it likely that this address contains one or more **children aged under 10** including babies?

Definitely has a child / children aged under 10	1
Likely	2
Unlikely	3
Definitely does not have a child / children aged under 10	4
Cannot tell from observation	8

B.14 Are any of the following present or within **sight** or **hearing** of the address? CODE ALL THAT APPLY

Boarded houses, abandoned buildings, demolished houses or demolished buildings	01
Trash, litter or junk in street / road	02
Heavy traffic on street / road	03
None	96

B.15 Which of these best describes the condition of residential properties in the area?

Mainly good	1
Mainly fair	2
Mainly bad	3
Mainly very bad	4
Unable to obtain information	5

B.16 How is the external condition of the address relative to other residential properties in the area?

Better	1
About the same	2
Worse	3
Unable to obtain information	4

B.17 What is the status of this household?

All eligible individuals resident	1	**Go to E.1**
No eligible individual resident	2	**Go to C.1**
Some eligible individuals resident	3	**Go to B.18**
Could not visit household	4	**Go to F.1**

B.18 Once you have completed the household grid, CAPI will calculate how many split households there are. You will need to open the appropriate number of ARF Bs.

B.19 For any eligible residential respondents record respondent queries

1	**Go to E.1**

C: Follow-up attempt 2

C.1 Has the office provided you with an updated address for the household?

Yes	1	**Go to C.5**
No	2	**Go to C.2**

C.2 You need to trace the household. Use the checklist below to record all your tracing attempts. See your project instructions for further information on tracing. CODE ALL THAT APPLY

Attempted to contact the household by phone (using all numbers)	1
Attempted to make contact with the current occupants	2
Attempted to contact the neighbours	3
Left a tracing letter with the current occupants or neighbour(s)	4
Phoned/visited a stable address	5

C.3 Were you tracing because the issued address you were trying to contact was inaccessible, you couldn't locate it, or you couldn't make contact?

Yes	1
No	2

C.4 Did you find a follow up address for the household?

Yes	1	**Go to C.5**
No	2	**Go to F.1**

C.5 RECORD ADDRESS DETAILS

Name:
Address:
Postcode:
Phone:
Mobile:
Email:

C.6 Where is the address?

Address is in my area	1	**Go to C.7**
Address is in GB but outside my interviewing area	2	**Confirm with Proj leader**
Address is in NI	3	**Go to F.1**
Address is outside UK	4	

- **NOTE THAT THIS INFORMATION SHOULD BE COLLECTED BEFORE MAKING CONTACT.**
- **YOU SHOULD COMPLETE ALL OF THIS SECTION**
- **FOR OFFICE REFUSALS: PLEASE VISIT THE ADDRESS BUT DO NOT APPROACH OCCUPANTS.**

C.7 ADDRESS DWELLING TYPE – CODE ONE ONLY:

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Semi-detached house/bungalow	02
End terraced house/bungalow	03
Terraced house/bungalow	04
Purpose built flat/maisonette (under 10 dwellings)	05
Purpose built flat/maisonette (10+ dwellings)	06
Converted flat/maisonette (under 10 dwellings)	07
Converted flat/maisonette (10+ dwellings)	08
Dwelling with business premises	09
Bedsitter in multiple occupation (under 10 dwellings)	10
Bedsitter in multiple occupation (10+ dwellings)	11
Bedsitter/single occupation	12
Sheltered accommodation	13
Institution (write in)	14
Other	97

C.8 How many floors are there at the address?

WRITE IN ____

C.9 Are any of these physical barriers to entry present at the address? CODE ALL THAT APPLY

Locked common entrance	1
Locked gates	2
Security staff or gatekeeper	3
Entry phone access	4
None of these	5
Unable to obtain information	6

C.10 On what floor of the building is the address's main entrance?

CODE ONE ONLY

Basement/semi-basement	01
Ground floor/street level	02
1st floor	03
2nd floor	04
3rd floor	05
4th to 9th floor	06
10th to 19th floor	07
20th floor or higher	08
Don't know	98

C.11 Does the address have an **unkempt garden**?

Yes	1
No	2
No obvious garden	3

C.12 Based on your observation, is it likely that this address has a **car or van**?

Definitely has a car / van	1
Likely	2
Unlikely	3
Definitely does not have a car / van	4
Cannot tell from observation	8

C.13 Based on your observation, is it likely that this address contains one or more **children aged under 10** including babies?

Definitely has a child / children aged under 10	1
Likely	2
Unlikely	3
Definitely does not have a child / children aged under 10	4
Cannot tell from observation	8

C.14 Are any of the following present or within **sight** or **hearing** of the address? CODE ALL THAT APPLY

Boarded houses, abandoned buildings, demolished houses or demolished buildings	01
Trash, litter or junk in street / road	02
Heavy traffic on street / road	03
None	96

C.15 Which of these best describes the condition of residential properties in the area?

Mainly good	1
Mainly fair	2
Mainly bad	3
Mainly very bad	4
Unable to obtain information	5

C.16 How is the external condition of the address relative to other residential properties in the area?

Better	1
About the same	2
Worse	3
Unable to obtain information	4

C.17 What is the status of this household?

All eligible individuals resident	1	**Go to E.1**
No eligible individual resident	2	**Go to D.1**
Some eligible individuals resident	3	**Go to C.18**
Could not visit household	4	**Go to F.1**

C.18 Once you have completed the household grid, CAPI will calculate how many split households there are. You will need to open the appropriate number of ARF Bs.

C.19 For any eligible residential respondents record respondent queries

1	**Go to E.1**

D: Follow-up attempt 3

- **NOTE THAT THIS INFORMATION SHOULD BE COLLECTED BEFORE MAKING CONTACT.**
- **YOU SHOULD COMPLETE ALL OF THIS SECTION**
- **FOR OFFICE REFUSALS: PLEASE VISIT THE ADDRESS BUT DO NOT APPROACH OCCUPANTS.**

D.1 Has the office provided you with an updated address for the household?

Yes	1	**Go to D.5**
No	2	**Go to D.2**

D.2 You need to trace the household. Use the checklist below to record all your tracing attempts. See your project instructions for further information on tracing.

CODE ALL THAT APPLY

Attempted to contact the household by phone (using all numbers)	1
Attempted to make contact with the current occupants	2
Attempted to contact the neighbours	3
Left a tracing letter with the current occupants or neighbour(s)	4
Phoned/visited a stable address	5

D.3 Were you tracing because the issued address you were trying to contact was inaccessible, you couldn't locate it, or you couldn't make contact?

Yes	1
No	2

D.4 Did you find a follow up address for the household?

Yes	1	**Go to D.5**
No	2	**Go to F.1**

D.5 RECORD ADDRESS DETAILS

Name:
Address:
Postcode:
Phone:
Mobile:
Email:

D.6 Where is the address?

Address is in my area	1	**Go to D.7**
Address is in GB but outside my interviewing area	2	**Confirm with Proj leader**
Address is in NI	3	**Go to F.1**
Address is outside UK	4	

D.7 ADDRESS DWELLING TYPE – CODE ONE ONLY:

Detached house/bungalow	01
Semi-detached house/bungalow	02
End terraced house/bungalow	03
Terraced house/bungalow	04
Purpose built flat/maisonette (under 10 dwellings)	05
Purpose built flat/maisonette (10+ dwellings)	06
Converted flat/maisonette (under 10 dwellings)	07
Converted flat/maisonette (10+ dwellings)	08
Dwelling with business premises	09
Bedsitter in multiple occupation (under 10 dwellings)	10
Bedsitter in multiple occupation (10+ dwellings)	11
Bedsitter/single occupation	12
Sheltered accommodation	13
Institution (write in)	14
Other	97

D.8 How many floors are there at the address?

WRITE IN

D.9 Are any of these physical barriers to entry present at the address? CODE ALL THAT APPLY

Locked common entrance	1
Locked gates	2
Security staff or gatekeeper	3
Entry phone access	4
None of these	5
Unable to obtain information	6

D.10 On what floor of the building is the address's main entrance?

CODE ONE ONLY

Basement/semi-basement	01
Ground floor/street level	02
1st floor	03
2nd floor	04
3rd floor	05
4th to 9th floor	06
10th to 19th floor	07
20th floor or higher	08
Don't know	98

D.11 Does the address have an **unkempt garden**?

Yes	1
No	2
No obvious garden	3

D.12 Based on your observation, is it likely that this address has a **car or van**?

Definitely has a car / van	1
Likely	2
Unlikely	3
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Cannot tell from observation	8

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Likely	2
Unlikely	3
Definitely does not have a child / children aged under 10	4
Cannot tell from observation	8

D.14 Are any of the following present or within **sight** or **hearing** of the address? CODE ALL THAT APPLY

Boarded houses, abandoned buildings, demolished houses or demolished buildings	01
Trash, litter or junk in street / road	02
Heavy traffic on street / road	03
None	96

D.15 Which of these best describes the condition of residential properties in the area?

Mainly good	1
Mainly fair	2
Mainly bad	3
Mainly very bad	4
Unable to obtain information	5

D.16 How is the external condition of the address relative to other residential properties in the area?

Better	1
About the same	2
Worse	3
Unable to obtain information	4

D.17 What is the status of this household?

All eligible individuals resident	1	**Go to E.1**
No eligible individual resident	2	**Go to F.1**
Some eligible individuals resident	3	**Go to D.18**
Could not visit household	4	**Go to F.1**

D.18 Once you have completed the household grid, CAPI will calculate how many split households there are. You will need to open the appropriate number of ARF Bs.

D.19 For any eligible residential respondents record respondent queries

1	**Go to E.1**

E: Eligible Households

E.1 Did the household respondent(s) query any of the following topics?

CODE ALL THAT APPLY

PURPOSE (e.g. "What's the purpose? What's all this about?")	01
INTERVIEW LENGTH (e.g. "How long will this take?")	02
PANEL DESIGN (e.g. "You'll be coming back next year?")	03
CONFIDENTIALITY (e.g. "Who's going to see the answers?")	04
INCENTIVE/PAYMENT (e.g. "What's in it for us/me?")	05
OTHER QUERY	97
NO QUERIES	96

E.2 How strongly did the respondent resist co-operation? CODE ONE ONLY

No resistance	0
Soft resistance	1
Moderate resistance	2
Firm resistance	3

F: Final Outcome

F.1 **IF TRACING BEGUN, THE HOUSEHOLD OUTCOME CODE SHOULD RELATE TO THE LAST TRACING ATTEMPT.**

IF THE HOUSEHOLD HAS SPLIT, RECORD A HOUSEHOLD OUTCOME BELOW FOR THOSE STILL LIVING AT ADDRESS. FOR THOSE ELIGIBLE INDIVIDUALS WHO HAVE LEFT THE HOUSEHOLD, OPEN APPROPRIATE NUMBER OF ARF Bs AND ATTEMPT TO FIND A FOLLOW-UP ADDRESS FOR THEM.

F.2 Productive

Completed household questionnaire and interviewed **all** eligible hhold members	**110**	**END**
Completed household questionnaire and at least one individual interview	**210**	
Completed household questionnaire but no individual interviews	**211**	

F.3 Non-contact

No contact after 6+ calls	**310**	**Go to G.2**
Contact made but not with eligible respondents	**321**	
Contact made at (selected) hhold, but not with responsible adult	**322**	

F.4 Refusal

Office refusal	**410**	**END**
Contact made but all information refused about household	**422**	**Go to G.1**
Refusal before interview	**430**	
Proxy refusal	**432**	
Refusal during interview (unproductive partial)	**440**	
Broken appointment – no recontact	**450**	**Go to G.2**

F.5 Other unproductive

OFFICE APPROVAL ONLY: Other unproductive	**590**	**Go to G.2**

F.6 Unknown eligibility (No contact)

OFFICE USE ONLY: Not issued to interviewer	**611**	**END**
OFFICE APPROVAL ONLY: Reallocated to another interviewer	**612**	**Go to G.3**
OFFICE APPROVAL ONLY: Inaccessible	**620**	
Unable to locate address	**630**	
Address found but unable to attempt address	**672**	
Certain hhold moved, no follow up address obtained	**673**	
Address is in the UK but is outside my area	**674**	
Unable to determine eligibility, no contact made	**691**	
Other unknown eligibility (verbatim reason to be keyed in Admin block)	**690**	

F.7 Deadwood/Ineligible

All respondents no longer eligible - died	**782**	**Go to G.3**
All respondents no longer eligible – live outside UK	**783**	
Other ineligible	**790**	

F.8 Unknown eligibility (Contacted)

Unable to determine eligibility, contact made	**891**	**Go to G.3**

G: Unproductive Households

G.1 What was the main reason for household refusal:

Too busy:	Looking after ill/elderly	10
	Looking after child(ren)	11
	Respondent almost never home	12
	Respondent is temporarily absent	13
	Stressful family situation	14
	Too busy (not elsewhere specified)	15
Personal reasons:	Unhappy about confidentiality	20
	Questions too personal	21
Attitudes towards survey:	Respondent does not want to be bothered	22
	Nothing ever changes	23
	Survey is too long	24
	Survey is waste of time	25
	Previous bad experience with surveys	26
Family pressure:	Other family member opposes respondent participating	30
	Someone has convinced respondent to refuse	31
	Other hhold member refuses on behalf of respondent	32
Other:	No reason given	96
	Other reason	97

_____

_____

_____

G.2 If a different interviewer called again in 2-3 weeks, how likely do you think it is that they would get an interview?

Very likely	1
Likely	2
Possible	3
Unlikely	4
Very unlikely	5
Impossible to say	6

G.3 RECORD ANY FURTHER INFORMATION ABOUT UNPRODUCTIVE OUTCOME

END

Understanding Society

IP2
ARF
B

Appointments Made

Final Outcome

P2823: Understanding Society Unit, NatCen, 101-135 Kings Road, Brentwood, Essex CM14 4LX, Telephone 01277 200 600, Fax 01277 214 117

COMPLETE FOR SPLIT HOUSEHOLDS ONLY I.E IF SOME OF THE SAMPLE MEMBERS HAVE LEFT THE ORIGINAL HOUSEHOLD. WRITE IN DETAILS BELOW THEN START AT B1 ON PAGE 3. NB THERE IS NO SECTION A.

SERIAL NUMBER (as original household except for last digit)	**9**						**Highest new hhold number from CAPI**	

USE 'HHOLDSPLIT' PARALLEL BLOCK FROM THE ORIGINAL HOUSEHOLD - RECORD NAME & RESIDENT CODE FOR ALL ORIGINAL HHOLD MEMBERS. TRANSFER HOUSEHOLD INFO FROM ARF A.

Name	***Resident code**	**Name**	***Resident code**	**Household information**
				Mode:
				Advance material:
				Incentive:
				Showcard:
				Leaflet:

***Resident code: 1 = lives in this split household, 2= lives in another split household, 3=confirmed as resident elsewhere, 4=deceased**

Address:	**Postcode:**

Telephone number 1: | Telephone number 2:

Contact name for call backs: | No telephone: 2 | Number refused: 3

Call No.	Date DD/MM	Day of week	Call Start Time (24hr clock)	VISITS RECORD Record all visits, even if no reply. For phone calls – see separate grid on next page	*Call Status (Enter codes only)	Call End Time (24hr Clock)	Call followed by personal/ non-CAPI time (tick)
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3	/		:			:	
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5	/		:			:	
6	/		:			:	
7	/		:			:	
8	/		:			:	
9	/		:			:	

***Call Status codes**: 1=No reply, 2=Contact made, 3=Appointment made, 4= Any CAPI interviewing done, 5= Any other status

Level 3: RESPONDENT CONFIDENTIAL

TELEPHONE CONTACT:

Call No.	Date DD/MM	Day of week	Call Time 24hr clock	TELEPHONE CALLS RECORD Record all calls, even if no reply. DO NOT ENTER THESE CALLS IN THE CAPI MENU SYSTEM
1	/		:	
2	/		:	
3	/		:	
4	/		:	
5	/		:	

Tracking Interviews and Consent forms

PNo	Sex (M/F)	Age	First Name	CAPI (Y/N/NA)	Health records consent (Y/N/NA)	Education records consent (Y/N/NA)	Youth SC (Y/N/NA)

B: Follow-up attempt 1

- **NOTE THAT THIS INFORMATION SHOULD BE COLLECTED BEFORE MAKING CONTACT.**
- **YOU SHOULD COMPLETE ALL OF THIS SECTION**
- **FOR OFFICE REFUSALS: PLEASE VISIT THE ADDRESS BUT DO NOT APPROACH OCCUPANTS.**

B.1 Has the office provided you with an updated address for the household?

Yes	1	**Go to B.5**
No	2	**Go to B.2**

B.2 You need to trace the household. Use the checklist below to record all your tracing attempts. See your project instructions for further information on tracing.

CODE ALL THAT APPLY

Attempted to contact the household by phone (using all numbers)	1
Attempted to make contact with the current occupants	2
Attempted to contact the neighbours	3
Left a tracing letter with the current occupants or neighbour(s)	4
Phoned/visited a stable address	5

B.3 Were you tracing because the issued address you were trying to contact was inaccessible, you couldn't locate it, or you couldn't make contact?

Yes	1
No	2

B.4 Did you find a follow up address for the household?

Yes	1	**Go to B.5**
No	2	**Go to F.1**

B.5 RECORD ADDRESS DETAILS

Name:
Address:
Postcode:
Phone:
Mobile:
Email:

B.6 Where is the address?

Address is in my interviewing area	1	**Go to B.7**
Address is in GB but outside my interviewing area	2	**Confirm with Proj leader**
Address is in NI	3	**Go to F.1**
Address is outside UK	4	

B.7 ADDRESS DWELLING TYPE – CODE ONE ONLY:

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Converted flat/maisonette (under 10 dwellings)	07
Converted flat/maisonette (10+ dwellings)	08
Dwelling with business premises	09
Bedsitter in multiple occupation (under 10 dwellings)	10
Bedsitter in multiple occupation (10+ dwellings)	11
Bedsitter/single occupation	12
Sheltered accommodation	13
Institution (write in)	14
Other	97

B.8 How many floors are there at the address?

WRITE IN ____

B.9 Are any of these physical barriers to entry present at the address?

CODE ALL THAT APPLY

Locked common entrance	1
Locked gates	2
Security staff or gatekeeper	3
Entry phone access	4
None of these	5
Unable to obtain information	6

B.10 On what floor of the building is the address's main entrance?

CODE ONE ONLY

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Ground floor/street level	02
1st floor	03
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4th to 9th floor	06
10th to 19th floor	07
20th floor or higher	08
Don't know	98

B.11 Does the address have an **unkempt garden**?

Yes	1
No	2
No obvious garden	3

B.12 Based on your observation, is it likely that this address has a **car or van**?

Definitely has a car / van	1
Likely	2
Unlikely	3
Definitely does not have a car / van	4
Cannot tell from observation	8

B.13 Based on your observation, is it likely that this address contains one or more **children aged under 10** including babies?

Definitely has a child / children aged under 10	1
Likely	2
Unlikely	3
Definitely does not have a child / children aged under 10	4
Cannot tell from observation	8

B.14 Are any of the following present or within **sight** or **hearing** of the address? CODE ALL THAT APPLY

Boarded houses, abandoned buildings, demolished houses or demolished buildings	01
Trash, litter or junk in street / road	02
Heavy traffic on street / road	03
None	96

B.15 Which of these best describes the condition of residential properties in the area?

Mainly good	1
Mainly fair	2
Mainly bad	3
Mainly very bad	4
Unable to obtain information	5

B.16 How is the external condition of the address relative to other residential properties in the area?

Better	1
About the same	2
Worse	3
Unable to obtain information	4

B.17 What is the status of this household?

All eligible individuals resident	1	**Go to E.1**
No eligible individual resident	2	**Go to C.1**
Some eligible individuals resident	3	**Go to B.18**
Could not visit hhold	4	**Go to F.1**

B.18 Once you have completed the household grid, CAPI will calculate how many split households there are. You will need to open the appropriate number of ARF Bs.

B.19 For any eligible residential respondents record respondent queries

1	**Go to E.1**

C: Follow-up attempt 2

- **NOTE THAT THIS INFORMATION SHOULD BE COLLECTED BEFORE MAKING CONTACT.**
- **YOU SHOULD COMPLETE ALL OF THIS SECTION**
- **FOR OFFICE REFUSALS: PLEASE VISIT THE ADDRESS BUT DO NOT APPROACH OCCUPANTS.**

C.1 Has the office provided you with an updated address for the household?

Yes	1	**Go to C.5**
No	2	**Go to C.2**

C.2 You need to trace the household. Use the checklist below to record all your tracing attempts. See your project instructions for further information on tracing.
CODE ALL THAT APPLY

Attempted to contact the household by phone (using all numbers)	1
Attempted to make contact with the current occupants	2
Attempted to contact the neighbours	3
Left a tracing letter with the current occupants or neighbour(s)	4
Phoned/visited a stable address	5

C.3 Were you tracing because the issued address you were trying to contact was inaccessible, you couldn't locate it, or you couldn't make contact?

Yes	1
No	2

C.4 Did you find a follow up address for the household?

Yes	1	**Go to C.5**
No	2	**Go to F.1**

C.5 RECORD ADDRESS DETAILS

Name:
Address:
Postcode:
Phone:
Mobile:
Email:

C.6 Where is the address?

Address is in my area	1	**Go to C.7**
Address is in GB but outside my interviewing area	2	**Confirm with Proj leader**
Address is in NI	3	**Go to F.1**
Address is outside UK	4	

C.7 ADDRESS DWELLING TYPE – CODE ONE ONLY:

Detached house/bungalow	01
Semi-detached house/bungalow	02
End terraced house/bungalow	03
Terraced house/bungalow	04
Purpose built flat/maisonette (under 10 dwellings)	05
Purpose built flat/maisonette (10+ dwellings)	06
Converted flat/maisonette (under 10 dwellings)	07
Converted flat/maisonette (10+ dwellings)	08
Dwelling with business premises	09
Bedsitter in multiple occupation (under 10 dwellings)	10
Bedsitter in multiple occupation (10+ dwellings)	11
Bedsitter/single occupation	12
Sheltered accommodation	13
Institution (write in)	14
Other	97

C.8 How many floors are there at the address?

WRITE IN ____

C.9 Are any of these physical barriers to entry present at the address?

CODE ALL THAT APPLY

Locked common entrance	1
Locked gates	2
Security staff or gatekeeper	3
Entry phone access	4
None of these	5
Unable to obtain information	6

C.10 On what floor of the building is the address's main entrance?

CODE ONE ONLY

Basement/semi-basement	01
Ground floor/street level	02
1st floor	03
2nd floor	04
3rd floor	05
4th to 9th floor	06
10th to 19th floor	07
20th floor or higher	08
Don't know	98

C.11 Does the address have an **unkempt garden**?

Yes	1
No	2
No obvious garden	3

C.12 Based on your observation, is it likely that this address has a **car or van**?

Definitely has a car / van	1
Likely	2
Unlikely	3
Definitely does not have a car / van	4
Cannot tell from observation	8

C.13 Based on your observation, is it likely that this address contains one or more **children aged under 10** including babies?

Definitely has a child / children aged under 10	1
Likely	2
Unlikely	3
Definitely does not have a child / children aged under 10	4
Cannot tell from observation	8

C.14 Are any of the following present or within **sight** or **hearing** of the address? CODE ALL THAT APPLY

Boarded houses, abandoned buildings, demolished houses or demolished buildings	01
Trash, litter or junk in street / road	02
Heavy traffic on street / road	03
None	96

C.15 Which of these best describes the condition of residential properties in the area?

Mainly good	1
Mainly fair	2
Mainly bad	3
Mainly very bad	4
Unable to obtain information	5

C.16 How is the external condition of the address relative to other residential properties in the area?

Better	1
About the same	2
Worse	3
Unable to obtain information	4

C.17 What is the status of this household?

All eligible individuals resident	1	**Go to E.1**
No eligible individual resident	2	**Go to D.1**
Some eligible individuals resident	3	**Go to C.18**
Could not visit household	4	**Go to F.1**

C.18 Once you have completed the household grid, CAPI will calculate how many split households there are. You will need to open the appropriate number of ARF Bs.

C.19 For any eligible residential respondents record respondent queries

1	**Go to E.1**

D: Follow-up attempt 3

- **NOTE THAT THIS INFORMATION SHOULD BE COLLECTED BEFORE MAKING CONTACT.**
- **YOU SHOULD COMPLETE ALL OF THIS SECTION**
- **FOR OFFICE REFUSALS: PLEASE VISIT THE ADDRESS BUT DO NOT APPROACH OCCUPANTS.**

D.1 Has the office provided you with an updated address for the household?

Yes	1	**Go to D.5**
No	2	**Go to D.2**

D.2 You need to trace the household. Use the checklist below to record all your tracing attempts. See your project instructions for further information on tracing. CODE ALL THAT APPLY

Attempted to contact the household by phone (using all numbers)	1
Attempted to make contact with the current occupants	2
Attempted to contact the neighbours	3
Left a tracing letter with the current occupants or neighbour(s)	4
Phoned/visited a stable address	5

D.3 Were you tracing because the issued address you were trying to contact was inaccessible, you couldn't locate it, or you couldn't make contact?

Yes	1
No	2

D.4 Did you find a follow up address for the household?

Yes	1	**Go to D.5**
No	2	**Go to F.1**

D.5 RECORD ADDRESS DETAILS

Name:
Address:
Postcode:
Phone:
Mobile:
Email:

D.6 Where is the address?

Address is in my area	1	**Go to D.7**
Address is in GB but outside my interviewing area	2	**Confirm with Proj leader**
Address is in NI	3	**Go to F.1**
Address is outside UK	4	

D.7 ADDRESS DWELLING TYPE – CODE ONE ONLY:

Detached house/bungalow	01
Semi-detached house/bungalow	02
End terraced house/bungalow	03
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Converted flat/maisonette (under 10 dwellings)	07
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Bedsitter in multiple occupation (under 10 dwellings)	10
Bedsitter in multiple occupation (10+ dwellings)	11
Bedsitter/single occupation	12
Sheltered accommodation	13
Institution (write in)	14
Other	97

D.8 How many floors are there at the address?

WRITE IN ____

D.9 Are any of these physical barriers to entry present at the address?

CODE ALL THAT APPLY

Locked common entrance	1
Locked gates	2
Security staff or gatekeeper	3
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None of these	5
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20th floor or higher	08
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Definitely does not have a car / van	4
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About the same	2
Worse	3
Unable to obtain information	4

D.17 What is the status of this household?

All eligible individuals resident	1	**Go to E.1**
No eligible individual resident	2	**Go to F.1**
Some eligible individuals resident	3	**Go to D.18**
Could not visit household	4	**Go to F.1**

D.18 Once you have completed the household grid, CAPI will calculate how many split households there are. You will need to open the appropriate number of ARF Bs.

D.19 For any eligible residential respondents record respondent queries

1	**Go to E.1**

E: Eligible Households

E.1 Did the household respondent(s) query any of the following topics (CODE ALL THAT APPLY)?

PURPOSE (e.g. "What's the purpose? What's all this about?")	01
INTERVIEW LENGTH (e.g. "How long will this take?")	02
PANEL DESIGN (e.g. "You'll be coming back next year?")	03
CONFIDENTIALITY (e.g. "Who's going to see the answers?")	04
INCENTIVE/PAYMENT (e.g. "What's in it for us/me?")	05
OTHER QUERY	97
NO QUERIES	96

E.2 How strongly did the respondent resist co-operation?

No resistance	**0**
Soft resistance	**1**
Moderate resistance	**2**
Firm resistance	**3**

F: Final Outcome

F.1 IF TRACING BEGUN, THE HOUSEHOLD OUTCOME CODE SHOULD RELATE TO THE LAST TRACING ATTEMPT.

THIS IS A SPLIT HOUSEHOLD SO RECORD A HOUSEHOLD OUTCOME BELOW FOR THOSE WHO HAVE MOVED TO THIS ADDRESS. REMEMBER TO RECORD A NEW ADDRESS FOR THIS HOUSEHOLD ON THE FRONT OF THE ARF.

F.2 Productive

Completed household questionnaire and interviewed **all** eligible hhold members	**110**	**END**
Completed household questionnaire and at least one individual interview	**210**	
Completed household questionnaire but no individual interviews	**211**	

F.3 Non-contact

No contact after 6+ calls	**310**	**Go to G.2**
Contact made but not with eligible respondents	**321**	
Contact made at (selected) hhold, but not with responsible adult	**322**	

F.4 Refusal

Office refusal	**410**	**END**
Contact made but all information refused about household	**422**	**Go to G.1**
Refusal before interview	**430**	
Proxy refusal	**432**	
Refusal during interview (unproductive partial)	**440**	
Broken appointment – no recontact	**450**	**Go to G.2**

F.5 Other unproductive

OFFICE APPROVAL ONLY: Other unproductive	**590**	**Go to G.2**

F.6 Unknown eligibility (No contact)

OFFICE USE ONLY: Not issued to interviewer	**611**	**END**
OFFICE APPROVAL ONLY: Reallocated to another interviewer	**612**	**Go to G.3**
OFFICE APPROVAL ONLY: Inaccessible	**620**	
Unable to locate address	**630**	
Address found but unable to attempt address	**672**	
Certain hhold moved, no follow up address obtained	**673**	
Address is in the UK but is outside my area	**674**	
Unable to determine eligibility, no contact made	**691**	
Other unknown eligibility (verbatim reason to be keyed in Admin block)	**690**	

F.7 Deadwood/Ineligible

All respondents no longer eligible - died	**782**	**Go to G.3**
All respondents no longer eligible – live outside UK	**783**	
Other ineligible	**790**	

F.8 Unknown eligibility (Contacted)

Unable to determine eligibility, contact made	**891**	**Go to G.3**

G: Unproductive Households

G.1 What was the main reason for household refusal:

Too busy:	Looking after ill/elderly	10
	Looking after child(ren)	11
	Respondent almost never home	12
	Respondent is temporarily absent	13
	Stressful family situation	14
	Too busy (not elsewhere specified)	15
Personal reasons:	Unhappy about confidentiality	20
	Questions too personal	21
Attitudes towards survey:	Respondent does not want to be bothered	22
	Nothing ever changes	23
	Survey is too long	24
	Survey is waste of time	25
	Previous bad experience with surveys	26
Family pressure:	Other family member opposes respondent participating	30
	Someone has convinced respondent to refuse	31
	Other hhold member refuses on behalf of respondent	32
Other:	No reason given	96
	Other reason	97

_____

_____

_____

G.2 If a different interviewer called again in 2-3 weeks, how likely do you think it is that they would get an interview?

Very likely	1
Likely	2
Possible	3
Unlikely	4
Very unlikely	5
Impossible to say	6

G.3 RECORD ANY FURTHER INFORMATION ABOUT UNPRODUCTIVE OUTCOME

END

P2823 Understanding Society IP2 **SAMPLE INFORMATION SHEET** **Serial number:** Serial_Num

Household information: ff_modew2, ff_incentw2, ff_advance, ff_showcard **IP1 hhold DoI:** ff_idate

INDIVIDUAL INFORMATION

Pno	Name	Sex	Deceased?	IP1 OC	IP1 DoI	Home no.	Mobile no.	Work landline	Work mobile	New home landline
ff_pno	ff_forname ff_surname	ff_sex	FF_dead	ff_ivlolw	ff_idateiv	ff_rhland	ff_rphmob	ff_rwland	ff_rphwrk	ff_landline_new

Serial number: Serial_Num **Field area: Field_Area**

STABLE CONTACT DETAILS:

Person no.	Sample member name	Name of contact person	Relationship	Address of contact person	Tel. no	Alt tel no.
ff_pno	ff_forename ff_surname	ff_ctname	ff_ctrel	ff_ctadd1, ff_ctadd2, ff_ctadd3, ff_cttown ff_ctcnty, ff_ctpcode	ff_cttel1	ff_cttel2

OFFICE NOTES/UPDATES