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NatCen
National Centre for Social Research

P2760	LIVING IN BRITAIN ADDRESS RECORD FORM (ARF)	A	SLOT NAME:	
			TRIP NUMBER:	
			FINAL OUTCOME:	

UKHLS unit

ADDRESS DETAILS	DU/HHOLD SELECTION LABEL

DU 1

HH 1

Title, first name, surname

Respondent name:

Interviewer name:

Telephone numbers:

Interviewer number:

No telephone: 2

Number refused: 3

Contact name for call backs

Total no. of personal visits

Call No.	Date DD/MM/YY	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	/		:			:	
10	/		:			:	

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

REALLOCATED ADDRESS: If this address is being reallocated to another interviewer before you have completed it, code here.	**900**	**END** *

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 foll-owed by personal/ non-CAPI time (tick)
11	/		:			:	
12	/		:			:	
13	/		:			:	
14	/		:			:	
15	/		:			:	
16	/		:			:	
17	/		:			:	
18	/		:			:	
19	/		:			:	
20	/		:			:	

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

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 NEW CMS.
1	/		:	
2	/		:	
3	/		:	
4	/		:	
5	/		:	
6	/		:	
7	/		:	
8	/		:	
9	/		:	
10	/		:	

A: Establish number of dwelling units (DUs) and select up to three

A1. IS THIS ADDRESS TRACEABLE, RESIDENTIAL AND OCCUPIED AS A MAIN RESIDENCE?

Not traceable	1	**Go to B1**
Wholly non-residential and/or **un**occupied (as a main residence)	2	**Go to B2**
Wholly or partially **residential and occupied** (as a main residence)	3	**Go to A2**
Uncertain whether residential and/or occupied (as a main residence)	4	**Go to B1**
Office refusal	410	**Enter outcome code on front page of ARF & go to Section I**

A2. ESTABLISH NUMBER OF DUs AT THE ISSUED ADDRESS (include both occupied & unoccupied DUs)

ENTER NUMBER OF DUs HERE ____

A3. INTERVIEW SUMMARY:

ONE DU ONLY	A	**GO TO A5**
2-3 DUs	B	**GO TO A5**
4+ DUs	C	**GO TO A4**
OR CODE: NON CONTACT WITH ANYONE AT ADDRESS	**311**	**Go to I1** *
CONTACT MADE BUT ALL INFORMATION REFUSED ABOUT ADDRESS	**421**	**Go to F1** *

A4. IF 4+ DUs: List all DUs at address (continue on separate sheet if necessary):

- In flat/room number order **OR** from bottom to top of building, left to right, front to back

Description	DU Code	Description	DU Code
	01		07
	02		08
	03		09
	04		10
	05		11
	06		12

If 4-12 DUs:

- Look at the DU/HH selection label on page 1 of the ARF
- In the 'DU' row: find the number corresponding to the total number of DUs.
- In Select 'SEL' row: numbers underneath total number of DU s are the selected DU codes. Ring on grid above and write in at A5.

IF 13+ DUs:

- Make a selection using the lookup chart at the back of your PROJECT INSTRUCTIONS. Write in at A5 below**.**

A5. ENTER DETAILS OF SELECTED DUS:

	DU selection code	Details/description
DU 1	☐☐	Continue on this ARF (DU no = 1)
DU 2	☐☐	Open **ARF B** for this DU (DU no = 2) Write sn, address and incentive group on front of ARF
DU 3	☐☐	Open **ARF B** for this DU (DU no = 3) Write sn, address and incentive group on front of ARF

A6.	IS THE ADDRESS OF THE (SELECTED) DU CORRECT AND COMPLETE ON THE LABEL?	Yes	1	**Go to A7**
		No	2	Make necessary changes on the label on front page of ARF (NOT HERE). **Then go to A7**
A7.	**COLLECT INTERVIEWER OBSERVATION INFO (SECTION J) BEFORE MAKING CONTACT.**			
A8.	**IS THE (SELECTED) DU RESIDENTIAL AND OCCUPIED AS A MAIN RESIDENCE?**			
		Residential and occupied (as a main residence)	1	**Go to SECTION C**
		Not residential	2	**Go to B2**
		Residential but not occupied (as a main residence)	3	
		Uncertain whether residential and/or occupied (as a main residence)	4	**Go to B1**

B: Ineligible/ uncertain eligibility

B1. CODE OUTCOME: UNKNOWN ELIGIBILITY (NO CONTACT MADE)

OFFICE USE ONLY: Not issued to interviewer	**611**	**END** *
OFFICE APPROVAL ONLY: Issued but not attempted (includes reissues)	**612**	**Go to I1** *
OFFICE APPROVAL ONLY: Inaccessible	**620**	
Unable to locate address	**630**	
Unknown whether address is residential: No contact after 4+ calls	**640**	
Residential: unknown if eligible person(s) due to non-contact after 4+ calls	**650**	
Other unknown eligibility (verbatim reason to be keyed in Admin block)	**690**	

CODE OUTCOME: UNKNOWN ELIGIBILITY (CONTACT MADE)

Information refused about whether address is residential	**810**	**Go to I1** *
Contact made but not with some one who can confirm the presence of a resident household	**820**	
Information refused about whether resident(s) are eligible	**830**	
Unable to confirm eligibility of resident(s) due to a lack of knowledge	**840**	
Unable to confirm eligibility of resident(s) due to a language barrier	**850**	
Other unknown eligibility	**890**	

B2. CODE OUTCOME: DEADWOOD (INELIGIBLE)

Not yet built/under construction	**710**	**Go to B3** *
Demolished/derelict	**720**	
Vacant/empty housing unit	**730**	
Non-residential address (e.g business, school, office, factory etc)	**740**	
Address occupied, no resident household (e.g. occupied holiday/weekend home)	**750**	
Communal establishment/institution – no private dwellings	**760**	
Other ineligible	**790**	

B3. RECORD ANY FURTHER INFORMATION ABOUT OUTCOME CODES 710–790

	Enter outcome code on front page of ARF and END

C: Select up to 3 households at (selected) DU

C1. **ESTABLISH NUMBER OF HOUSEHOLDS IN (SELECTED) DU, E.G. BY ASKING:** *Do you all share a living room? Do you usually share at least one meal a day?*

COUNT A GROUP OF PEOPLE AS A HOUSEHOLD IF: They share either at least one meal a day **OR** living accommodation.

ENTER NUMBER OF HOUSEHOLDS HERE:		**Go to C2**
OR CODE: NON CONTACT WITH ANYONE AT ADDRESS	A	**Go to Section E**
CONTACT MADE BUT ALL INFORMATION REFUSED	B	**Go to Section D**

C2. **HOUSEHOLD SUMMARY:**

ONE HOUSEHOLD ONLY	A	**Go to Section D**
2-3 HOUSEHOLDS	B	**Go to C4**
4+ HOUSEHOLDS	C	**Go to C3**

C3. **IF 4+ HOUSEHOLDS:**
List households in **alphabetical order of names.** Identify households by the first names or initials of adult members of the household. If more than one adult per household, list the adult with the name first in the alphabet in each household.

Names/Initials	HH selection code	Names/Initials	HH selection code
	01		07
	02		08
	03		09
	04		10
	05		11
	06		12

IF 4-12 HHOLDS:
- Look at the selection label on page 1 of the ARF
- In the Household 'HH' row: find the number corresponding to the total number of hholds
- In Select 'SEL' row: numbers underneath total number of hholds are the selected hhold codes. Ring on grid above and write in at C4.

IF 13+ Hholds:

Make a selection using the lookup chart at the back of your project instructions. Write in at C4.

C4. **ENTER DETAILS OF SELECTED HHOLDs:**

	HH selection code	Details/description	
Hhold **1**		Continue on this ARF (Hhold no = **1**)	**Go to Section D**
Hhold **2**		Open **ARF C** for this Hhold (Hhold no = **2**) Write sn, address and incentive group on front of ARF	
Hhold **3**		Open **ARF C** for this Hhold (Hhold no = **3**) Write sn, address and incentive group on front of ARF	

D: Respondent queries

D1.	Did the household respondent query any of the following topics (code all that apply)?		
	PURPOSE (e.g. “What’s the purpose? What’s all this about?”)	1	**Go to Section E**
	SPONSOR/FUNDING SOURCE (e.g. “Who is paying for this? Who’s the sponsor?”)	2	
	SELECTION (e.g. “Why/how were we/was I chosen?”)	3	
	INTERVIEW LENGTH (e.g. “How long will this take?”)	4	
	HOUSEHOLD DESIGN (e.g. “You want to interview everyone?”)	5	
	PANEL DESIGN (e.g. “You’ll be coming back next year?”)	6	
	CONFIDENTIALITY (e.g. “Who’s going to see the answers?”)	7	
	RESULTS (e.g. “Will we get to see the results?”)	8	
	INCENTIVE/PAYMENT (e.g. “What’s in it for us/me?”)	9	
	ANY OTHER QUERY	10	
	NO QUERIES	11	

E: Record household outcome details

PLEASE RECORD OUTCOME TO HOUSEHOLD QUESTIONNAIRE:

E1.	Completed household questionnaire and at least one individual interview	**110**	**Go to Section H**	*
	Completed household questionnaire but no individual interviews	**210**		
	REFUSAL CODES:			
	Contact made but all information refused about household	**422**	**Go to Section F**	*
	Full refusal of information about household	**423**		
	Refusal by intended respondent before interview	**431**		
	Proxy refusal	**432**		
	Refusal during interview (unproductive partial)	**440**		
	No contact after 4+ calls	**310**	**Go to Section I**	*
	Contact made, not with household member	**320**	**Go to Section G**	*
	MULTI-HHOLD ONLY – contact made at (selected) DU but not with selected hhold	**328**		
	Contact made at (selected) hhold, but not with responsible adult	**322**		
	Broken appointment – no recontact	**450**		
	Ill at home during survey period	**510**		
	Away or in hospital during survey period	**520**		
	Physically or mentally unable/incompetent	**530**		
	Language difficulties with hhold as a whole	**541**		
	OFFICE APPROVAL ONLY: Other unproductive	**599**		

F: Record refusal codes

F1. **PLEASE RECORD 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**	**Go to Section G**
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: Information about unproductive addresses

G1.	Approximate age of the person seen?			**Go to G2**
G2.	Sex of person seen	Male	1	**Go to G3**
		Female	2	
G3.	White or non-white background	White	1	**Go to G4**
		Non-white/mixed	2	
G4.	Was English the first language of the person spoken to?			
		Yes	1	**Go to G5**
		No	2	
		DK	8	
G5.	Did you establish the number of people in the household?			
		Yes	1	**Go to G6**
		No	2	**Go to Section I**
G6.	Establish number of persons of each of the following age groups in the household:			
		Number of persons aged:		
		16+		**Go to Section I**
		10-15		
		0-9		

H: Record individual outcome details

H1 Complete grid for **ALL** individuals, whether they took part or not. Some interviewers may find it helpful to enter in the grid below information about the interview (e.g. completed vs. not completed), the consent form (e.g. green, yellow or blue) or the incentive (e.g. £5 or &10). Please use the columns provided if you wish to enter any additional information.

Please note, this grid is for ALL household members. This includes all children under 16.

Person No	Age	Sex	Name	Interview	Consent form	Incentive	
							J12

I: Information about unproductive outcomes

I1 RECORD ANY FURTHER INFORMATION ABOUT OUTCOME CODES:

310-328, 410-450, 510-599, 612-690, 810-890

Go to I2

I2 IF UNPRODUCTIVE HOUSEHOLD (OUTCOME CODES 310-328, 410-450, 510-599)

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

Code your best guess:

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

J: Interviewer observation of address
(all outcome codes except 710- 790)

NOTE THAT THESE QUESTIONS MUST BE ANSWERED FOR ALL NON-DEADWOOD ADDRESSES. INFORMATION SHOULD BE COLLECTED BEFORE MAKING CONTACT.

FOR OFFICE REFUSALS: PLEASE OBTAIN THIS INFORMATION IN ALL CASES. IF NOT ALREADY OBTAINED, VISIT THE ADDRESS BUT DO NOT APPROACH OCCUPANTS.

NOTE THAT J12 NEEDS TO BE COMPLETED AFTER INTERVIEWING.

IMPORTANT: Please note that some of the questions in this section refer to the building as a whole and others to a specific dwelling unit or a household selected in this ARF. Read each of the questions carefully to determine which a given question refers to.

J1 TYPE OF AREA:

Inner City	1	**Go to J2**
Other dense urban/town centre	2	
Suburban residential (city/large town outskirts)	3	
Rural residential/village	4	
Rural (agricultural with isolated dwellings or small hamlets)	5	

J2 PREDOMINANT RESIDENTIAL **BUILDING TYPE** IN AREA:

Terraced houses	1	**Go to J3**
Semi-detached houses	2	
Detached houses	3	
Mixed	4	
Low rise flats (5 storey blocks or less)	5	
High rise flats (blocks over 5 storeys)	6	
Flats with/over commercial premises	7	
Flats - mixed	8	
Mixed houses and flats	9	

J3 **HOUSEHOLD** DWELLING TYPE (CODE ONE ONLY):

Detached house/bungalow	1	**Go to J4**
Semi-detached house/bungalow	2	
End terraced house/bungalow	3	
Terraced house/bungalow	4	
Purpose built flat/maisonette (under 10 dwellings)	5	
Purpose built flat/maisonette (10+ dwellings)	6	
Converted flat/maisonette (under 10 dwellings)	7	
Converted flat/maisonette (10+ dwellings)	8	
Dwelling with business premises	9	
Bedsitter in multiple occupation (under 10 dwellings)	10	
Bedsitter in multiple occupation (10+ dwellings)	11	
Bedsitter/single occupation	12	
Sheltered accommodation	13	
Other	97	

J4	How many floors are there in the building?		**Go to J5**

J5 What floor of the building does this **household** live on? CODE ALL THAT APPLY

Basement/semi-basement	01	**Go to J6**
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	

J6 Are there any physical barriers to entry to **this dwelling unit**?

Locked common entrance	01	**Go to J7**
Locked gates	02	
Security staff or gatekeeper	03	
Entry phone access	04	
Bars on windows	05	
Crime watch or security system signs	06	
No trespassing sign	07	
No solicitation sign	08	
Beware of the dog sign	09	
Don't know/haven't visited	10	
None of these	11	

J7 Any of the following conditions of the **building**? CODE ALL THAT APPLY

Missing roofing materials(s)	1	**Go to J8**
Boarded up window(s)	2	
Missing/broken window(s)	3	
Missing bricks, sidings, or outside wall material	4	
Graffiti or similar markings	5	
Unkempt garden	6	

J8	Are any of the following present or within sight or hearing of the **building**? CODE ALL THAT APPLY		
	Boarded houses/abandoned buildings?	01	**Go to J9**
	Abandoned cars	02	
	Demolished houses	03	
	Trash, litter or junk in street/road	04	
	Trash, litter or junk around buildings in neighbourhood	05	
	Factories or warehouses	06	
	Stores or other retail outlets	07	
	Heavy traffic on street/road	08	

J9	Relative to other buildings on the same street/road, how well maintained is the sample **building**?		
	Better than others	1	**Go to J10**
	Same as others	2	
	Worse than others	3	
	No other buildings	4	
J10	How would you describe the area this **building** is in?		
	Well-off, affluent area	1	**Go to J11**
	Middle class area	2	
	Poor area	3	
	Very poor area	4	
J11	ETHNIC MIX OF AREA:		
	Predominately white	1	**Go to A8**
	Predominately black/minority ethnic	2	
	Mixed ethnic	3	
	Don't know	4	
J12	(After interview) And how would you describe the internal condition of the **dwelling unit**?		
	Clean and tidy	1	**END**
	Clean and messy	2	
	Not very clean	3	
	Dirty	4	
	Can't say	5	