Understanding Society

IP4 ARF A (Yellow)

Appointments Made

Final Outcome

P3025: Understanding Society Unit, NatCen, 101-135 Kings Road, Brentwood, Essex CM14 4LX. Telephone: 01277 200 600, Fax: 01277 214 117

ADDRESS LABEL	HOUSEHOLD INFORMATION
SN: **FA**: **Address:**	**Incentive Group:** **Sample Type:** **Adult Self-completion:** **IP3 Outcome:** **Last interview:** **Principal contact:** **(Principal Contact information is for REFERENCE ONLY – a refusal from principal contact does NOT constitute a whole household refusal. Use the SIS to contact the other adults in this household)**
Office notes and updates	

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 page 3	*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	/		:			:	

***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 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)
9	/		:			:	
10	/		:			:	
11	/		:			:	
12	/		:			:	
13	/		:			:	
14	/		:			:	
15	/		:			:	
16	/		:			:	
17	/		:			:	
18	/		:			:	
19	/		:			:	
20	/		:			:	
21	/		:			:	
22	/		:			:	
23	/		:			:	
24	/		:			:	
25	/		:			:	

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

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	/		:	
6	/		:	
7	/		:	
8	/		:	
9	/		:	
10	/		:	
11	/		:	
12	/		:	
13	/		:	
14	/		:	
15	/		:	
16	/		:	
17	/		:	
18	/		:	
19	/		:	
20	/		:	
21	/		:	
22	/		:	
23	/		:	
24	/		:	
25	/		:	

TRACKING INTERVIEWS AND SELF-COMPLETIONS

P.No	Sex (M/F)	Age	First Name	CAPI (Y/N/NA)	Adult SC (Y/N/NA)	Youth SC (Y/N/NA)	Promissory Note (Y/N/NA)

P3025 Understanding Society IP4 **SAMPLE INFORMATION SHEET** **Serial number:** **FA:**

Please do not use telephone numbers for first contact		
No. of adults in hhold at last wave:	**No. of 10-15s in hhold at last wave:**	**Suspected split-off mover:**
Principal contact's no:	**Alt. principal contact no:**	**Hhold contact no:**
Previous interviewer:	**Interview mode at IP2:**	

INDIVIDUAL INFORMATION: Please do not use telephone numbers for first contact

P. No	Name, Sex, Age	Ever int?	DNC	IP3 Individual Outcome	Prev OC's	Prev DoI	Job stat	Home landline no.	Mobile no.	Work phone no.	2nd work phone no.	Rising 10/16?	SM type

NOTES ON CONTACT FROM LAST INTERVIEW:

Address directions:	
Call pattern:	
Other useful info:	

Serial number: **FA:**

COMMENTS ABOUT HHOLD

Source*	Date	Comment

COMMENTS ABOUT SAMPLE MEMBERS

P. No	Name, Sex, Age	Source*	Date	Comment

*PI= Preceding interview, RBW = Received between waves

Serial number: **FA:**

STABLE CONTACT DETAILS FROM PREVIOUS INTERVIEW - IF GRID IS BLANK THEN NO DETAILS GIVEN AT PREVIOUS INTERVIEW. RECORD NEW STABLE CONTACT DETAILS IN THE CAPI ONLY.					
Sample member name	**Stable contact name**	**Rel stat**	**Address of contact person**	**Tel. no**	**Alt tel no.**

Serial number: **FA:**

SUSPECTED SPLIT-OFF MOVERS

Procedure is as follows:

1) visit issued address and confirm suspected split-offs are no longer resident.

2) If split is confirmed & new address details provided visit new address; if split confirmed but new address details are not provided, attempt contact at the address provided below.

3) DO NOT MENTION ANY ADDRESS BELOW TO ORIGINAL HOUSEHOLD/ ANYONE ELSE UNDER ANY CIRCUMSTANCES.

Mover	Date of move	Reason for move	New address	New landline

Sex:

''M''	Male
''F''	Female

Stable contact's relationship to sample member:

"P"	Parent
"C"	Child
"S"	Sibling
"A/U"	Aunt/Uncle
"G"	Grandparent
"OR"	Other relative
"F/C"	Friend/Colleague
"O"	Other

Reason for move:

"LH"	"Left home"
"Dis"	"Disappeared"
"De"	"Death"
"Div"	"Divorce"
"St"	"Student"
"NH"	"Moved to new home"
"RA"	"Re-appeared"
"MBH"	"Moved back home"
"OoS"	"Out of scope"
"Ref"	"Refusal from interim mailing"
"O"	"Other"
"OSc"	Out of scope (known address)
"InstUK"	Institution (unknown address)
"InstK	Institution (known address)
"LJobUK"	Left for job (unknown address)
"LJobK"	Left for job (known address)
"Sep"	Separated
"Div"	Divorced

Sample member status (SM type):

"O"	Original sample member
"P"	Permanent sample member
"T"	Temporary sample member

Previous outcome (Prev OC):

''P''	Productive
''Px''	Proxy
''U''	Unproductive
''YSC''	Youth self-completion productive
''YU''	Youth self-completion unproductive
''<10''	Child under 10, ineligible at last interview

Job status:

"SE"	Self-employed
"E"	In paid employment (full or part-time)
"UE"	Unemployed
"R"	Retired
"ML"	On maternity leave
"LFH"	Looking after family or home
"FTS"	Full-time student
"S/D"	Long-term sick or disabled
"GTS"	On a Government Training Scheme
"FB"	Unpaid worker in family business
"O"	Other

DNC (Do Not Contact):

"D"	Deceased
"R"	Refuses to participate
"TO"	Too old / infirm

IP3 Individual Outcome

"11"	"Individual Interview"
"13"	"Proxy Interview"
"21"	"Partial Individual Interview"
"31"	"No contact"
"42"	"Proxy Refusal"
"43"	"Refusal before interview"
"45"	"Broken Appointment"
"51"	"Ill at home"
"52"	"Away/ in hospital"
"53"	"Physically/ Mentally incapable"
"54"	"Language difficulties"
"59"	"Other reason- no interview"
"78"	"Moved outside of UK"
"89"	"Unknown eligibility"

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

FOR OFFICE REFUSALS: PLEASE VISIT THE ADDRESS BUT DO NOT APPROACH OCCUPANTS.

A.1 ADDRESS DWELLING TYPE (CODE ONE ONLY):

Detached house/bungalow	1
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
Institution (write in)	14
_____	
Other (write in)	97
_____	

A.2 Does this address have an **unkempt garden**?

Yes	1
No	2
No obvious garden	3

A.3 Standing outside, can you observe any signs of a car or van belonging to this address?

Yes, probably belonging to this address	1
Yes, unsure whether belonging to this address	2
No	3

A.4 Standing outside, can you observe any signs of children under 10 (including babies) at this address?

Yes	1
No	2

A.5 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.6 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.7 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.8 What is the status of the household at the **original issued address** on the front of the ARF?

All issued individuals resident (everyone lives at this address)	1	**Go to E.1**
No issued individuals resident (everyone has moved from this address)	2	**Go to B.1**
Some issued individuals resident (some sample members live here, some have moved elsewhere)	3	**Go to A.9**
Could not visit hhold (e.g. foot & mouth, swine flu, floods)	4	**Go to F.1**
Visited hhold & could not establish status	5	
All sample member(s) have died	6	**Go to F.1**

A.9 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.

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.4**
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/left a tracing letter	2
Attempted to contact the neighbours/left a tracing letter	3
Phoned stable contact(s)	4
Visited stable contact(s)/left a stable contact letter	5
Posted a stable contact letter (for stable contacts outside my area)	6
Contacted letting agency/landlord	7
Checked electoral register	8

B.3 Did you find a follow up address for the household?

Yes	1	**Go to B.4**
No	2	**Go to F.1**

B.4 RECORD ADDRESS DETAILS

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

B.5 The address is…….?

In my area	1	**Go to B.6**
In my area, but inaccessible	2	**Go to F.1**
In GB but outside my interviewing area	3	**Confirm with Proj manager**
In Northern Ireland	4	**Go to F.1**
Outside the UK	5	
Couldn't locate address	6	

B.6 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 (write in)	97

B.7 How many floors are there at the address?

WRITE IN ____

B.8 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.9 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.10 Does the address have an unkempt garden?

Yes	1
No	2
No obvious garden	3

B.11 Standing outside, can you observe any signs of a car or van belonging to this address?

Yes, probably belonging to this address	1
Yes, unsure whether belonging to this address	2
No	3

B.12 Standing outside, can you observe any signs of children under 10 (including babies) at this address?

Yes	1
No	2

B.13 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.14 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.15 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.16 What is the status of this household?

All issued individuals resident (everyone lives at this address)	1	**Go to E.1**
No issued individuals resident (everyone has moved from this address)	2	**Go to C.1**
Some issued individuals resident (some sample members live here, some have moved elsewhere)	3	**Go to B.17**
Could not visit hhold (e.g. foot & mouth, swine flu, floods)	4	**Go to F.1**
Visited hhold & could not establish status	5	
All sample member(s) have died	6	**Go to F.1**

B.17 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.

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.4**
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/left a tracing letter	2
Attempted to contact the neighbours/left a tracing letter	3
Phoned stable contact(s)	4
Visited stable contact(s)/left a stable contact letter	5
Posted a stable contact letter (for stable contacts outside my area)	6
Contacted letting agency/landlord	7
Checked electoral register	8

C.3 Did you find a follow up address for the household?

Yes	1	**Go to C.4**
No	2	**Go to F.1**

C.4 RECORD ADDRESS DETAILS

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

C.5 The address is……

In my area	1	**Go to C.6**
In my area but inaccessible	2	**Go to F.1**
In GB but outside my interviewing area	3	**Confirm with Proj manager**
In Northern Ireland	4	**Go to F.1**
Outside the UK	5	
Couldn't locate address	6	

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

C.6 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 (write in)	97

C.7 How many floors are there at the address?

WRITE IN

C.8 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.9 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.10 Does the address have an unkempt garden?

Yes	1
No	2
No obvious garden	3

C.11 Standing outside, can you observe any signs of a car or van belonging to this address?

Yes, probably belonging to this address	1
Yes, unsure whether belonging to this address	2
No	3

C.12 Standing outside, can you observe any signs of children under 10 (including babies) at this address?

Yes	1
No	2

C.13 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.14 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.15 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.16 What is the status of this household?

All issued individuals resident (everyone lives at this address)	1	**Go to E.1**
No issued individuals resident (everyone has moved from this address)	2	**Go to D.1**
Some issued individuals resident (some sample members live here, some have moved elsewhere)	3	**Go to C.17**
Could not visit hhold (e.g. foot & mouth, swine flu, floods)	4	**Go to F.1**
Visited hhold & could not establish status	5	
All sample member(s) have died	6	**Go to F.1**

C.17 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.

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.4**
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/left a tracing letter	2
Attempted to contact the neighbours/left a tracing letter	3
Phoned stable contact(s)	4
Visited stable contact(s)/left a stable contact letter	5
Posted a stable contact letter (for stable contacts outside my area)	6
Contacted letting agency/landlord	7
Checked electoral register	8

D.3 Did you find a follow up address for the household?

Yes	1	**Go to D.4**
No	2	**Go to F.1**

D.4 RECORD ADDRESS DETAILS

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

D.5 The address is…..

In my area	1	**Go to D.6**
In my area but inaccessible	2	**Go to F.1**
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In Northern Ireland	4	**Go to F.1**
Outside the UK	5	
Couldn't locate address	6	

D.6 ADDRESS DWELLING TYPE – CODE ONE ONLY:

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Bedsitter in multiple occupation (10+ dwellings)	11
Bedsitter/single occupation	12
Sheltered accommodation	13
Institution (write in)	14
Other (write in)	97

D.7 How many floors are there at the address?

WRITE IN

D.8 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.9 On what floor of the building is the address's main entrance?

CODE ONE ONLY

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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.10 Does the address have an **unkempt garden**?

Yes	1
No	2
No obvious garden	3

D.11 Standing outside, can you observe any signs of a car or van belonging to this address?

Yes, probably belonging to this address	1
Yes, unsure whether belonging to this address	2
No	3

D.12 Standing outside, can you observe any signs of children under 10 (including babies) at this address?

Yes	1
No	2

D.13 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.14 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.15 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.16 What is the status of this household?

All issued individuals resident (everyone lives at this address)	1	**Go to E.1**
No issued individuals resident (everyone has moved from this address)	2	**Go to F.1**
Some issued individuals resident (some sample members live here, some have moved elsewhere)	3	**Go to D.17**
Could not visit hhold (e.g. foot & mouth, swine flu, floods)	4	**Go to F.1**
Visited hhold & could not establish status	5	
All sample member(s) have died	6	**Go to F.1F.7**

D.17 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

1	**Go to E.1**

E: Eligible Households

COMPLETE E1 & E2 FOR ALL ELIGIBLE HHOLDS AT INITIAL CONTACT

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?
NB this question refers to when you first made initial contact.
CODE ONE ONLY

No resistance	1
Soft resistance	2
Moderate resistance	3
Firm resistance	4

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 <u>FOR THOSE STILL LIVING AT THIS ADDRESS</u>. FOR THOSE ELIGIBLE INDIVIDUALS WHO HAVE LEFT THE HOUSEHOLD, OPEN APPROPRIATE NUMBER OF ARF Bs (AS INSTRUCTED BY CAPI) 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 with anyone at the address after 6+ calls	**310**	**Go to G.2**
Contact made at address, but not with responsible adult	**322**	
Contact made but no subsequent contact	**391**	

F.4 Refusal

Office refusal	**410**	**END**
Refusal before interview	**430**	**Go to G.1**
Proxy refusal	**432**	
Refusal during interview	**440**	
Broken appointment – no recontact	**450**	**Go to G.2**

F.5 Other unproductive

SINGLE PERSON HHOLD ONLY – Ill at home during survey period	**510**	**Go to G.3**
SINGLE PERSON HHOLD ONLY – away/in hospital throughout f/work period	**520**	
SINGLE PERSON HHOLD ONLY – Physically or mentally incapable	**530**	
SINGLE PERSON HHOLD ONLY – INSTITUTIONALISED (e.g. nursing home/care home)	**560**	
OFFICE APPROVAL ONLY: Other unproductive	**590**	**Go to G.2**

F.6 Unknown eligibility (No contact)

OFFICE APPROVAL ONLY: Issued, not attempted/ transferred to another interviewer	**612**	**Go to G.3**
Address inaccessible	**652**	
Unable to locate address	**653**	
MOVER -Certain hhold moved, unable to obtain (a complete) follow up address	**671**	
MOVER -Follow up address found, but unable to attempt address	**672**	
MOVER -Follow up address is in GB, but is outside my interviewing area	**673**	
MOVER -Follow up address is in Northern Ireland	**674**	
OFFICE APPROVAL ONLY: Other unknown eligibility (verbatim reason to be keyed in the admin block)	**690**	

F.7 Deadwood/Ineligible

<u>All</u> respondents no longer eligible – died	**782**	**Go to G.3**
<u>All</u> respondents no longer eligible – live outside UK	**783**	
This household is no longer eligible – <u>all</u> hhold members (at this address) have moved into another issued hhold	**785**	
OFFICE APPROVAL ONLY: Other ineligible (verbatim response to be keyed in the admin block)	**790**	

F.8 Unknown eligibility (Contacted)

Unable to determine eligibility, contact made at address but information refused about hhold	**830**	**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 (WRITE IN)	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

IP4 ARF B (Cream)

Appointments Made

Final Outcome

P3025: 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)									

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**
				Incentive Group:
				Sample Type:
				Adult Self-completion:

*Resident code: 1 = Recorded as being in this split hhold, 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 page 3	*Call Status (Enter codes only)	Call End Time (24hr Clock)	Call foll-owed by personal/ non-CAPI time (tick)
1	/		:			:	
2	/		:			:	
3	/		:			:	
4	/		:			:	
5	/		:			:	
6	/		:			:	
7	/		:			:	
8	/		:			:	

***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 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)
9	/		:			:	
10	/		:			:	
11	/		:			:	
12	/		:			:	
13	/		:			:	
14	/		:			:	
15	/		:			:	
16	/		:			:	
17	/		:			:	
18	/		:			:	
19	/		:			:	
20	/		:			:	
21	/		:			:	
22	/		:			:	
23	/		:			:	
24	/		:			:	
25	/		:			:	

***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 CAPI MENU SYSTEM**
1	/		:	
2	/		:	
3	/		:	
4	/		:	
5	/		:	
6	/		:	
7	/		:	
8	/		:	
9	/		:	
10	/		:	
11	/		:	
12	/		:	
13	/		:	
14	/		:	
15	/		:	
16	/		:	
17	/		:	
18	/		:	
19	/		:	
20	/		:	
21	/		:	
22	/		:	
23	/		:	
24	/		:	
25	/		:	

TRACKING INTERVIEWS AND SELF-COMPLETIONS

P.No	Sex (M/F)	Age	First Name	CAPI (Y/N/NA)	Adult SC (Y/N/NA)	Youth SC (Y/N/NA)	Promissory note (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.4**
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/left a tracing letter	2
Attempted to contact the neighbours/left a tracing letter	3
Phoned stable contact(s)	4
Visited stable contact(s)/left a stable contact letter	5
Posted a stable contact letter (for stable contacts outside my area)	6
Contacted letting agency/landlord	7
Checked electoral register	8

B.3 Did you find a follow up address for the household?

Yes	1	**Go to B.4**
No	2	**Go to F.1**

B.4 RECORD ADDRESS DETAILS

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

B.5 The address is…….?

In my area	1	**Go to B.6**
In my area, but inaccessible	2	**Go to F.1**
In GB but outside my interviewing area	3	**Confirm with Proj manager**
In Northern Ireland	4	**Go to F.1**
Outside the UK	5	
Couldn't locate address	6	

B.6 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 (write in)	97

B.7 How many floors are there at the address?

WRITE IN

B.8 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.9 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.10 Does the address have an unkempt garden?

Yes	1
No	2
No obvious garden	3

B.11 Standing outside, can you observe any signs of a car or van belonging to this address?

Yes, probably belonging to this address	1
Yes, unsure whether belonging to this address	2
No	3

B.12 Standing outside, can you observe any signs of children under 10 (including babies) at this address?

Yes	1
No	2

B.13 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.14 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.15 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.16 What is the status of this household?

All issued individuals resident (everyone lives at this address)	1	**Go to E.1**
No issued individuals resident (everyone has moved from this address)	2	**Go to C.1**
Some issued individuals resident (some sample members live here, some have moved elsewhere)	3	**Go to B.17**
Could not visit hhold (e.g. foot & mouth, swine flu, floods)	4	**Go to F.1**
Visited hhold & could not establish status	5	
All sample member(s) have died	6	**Go to F.1**

B.17 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.

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.4**
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/left a tracing letter	2
Attempted to contact the neighbours/left a tracing letter	3
Phoned stable contact(s)	4
Visited stable contact(s)/left a stable contact letter	5
Posted a stable contact letter (for stable contacts outside my area)	6
Contacted letting agency/landlord	7
Checked electoral register	8

C.3 Did you find a follow up address for the household?

Yes	1	**Go to C.4**
No	2	**Go to F.1**

C.4 RECORD ADDRESS DETAILS

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

C.5 The address is……

In my area	1	**Go to C.6**
In my area but inaccessible	2	**Go to F.1**
In GB but outside my interviewing area	3	**Confirm with Proj manager**
In Northern Ireland	4	**Go to F.1**
Outside the UK	5	
Couldn't locate address	6	

C.6 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 (write in)	97

C.7 How many floors are there at the address?

WRITE IN

C.8 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.9 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.10 Does the address have an unkempt garden?

Yes	1
No	2
No obvious garden	3

C.11 Standing outside, can you observe any signs of a car or van belonging to this address?

Yes, probably belonging to this address	1
Yes, unsure whether belonging to this address	2
No	3

C.12 Standing outside, can you observe any signs of children under 10 (including babies) at this address?

Yes	1
No	2

C.13 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.14 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.15 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.16 What is the status of this household?

All issued individuals resident (everyone lives at this address)	1	**Go to E.1**
No issued individuals resident (everyone has moved from this address)	2	**Go to D.1**
Some issued individuals resident (some sample members live here, some have moved elsewhere)	3	**Go to C.17**
Could not visit hhold (e.g. foot & mouth, swine flu, floods)	4	**Go to F.1**
Visited hhold & could not establish status	5	
All sample member(s) have died	6	**Go to F.1**

C.17 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.

1	**Go to E.1**

D: Follow-up attempt 3

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

Yes	1	**Go to D.4**
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/left a tracing letter	2
Attempted to contact the neighbours/left a tracing letter	3
Phoned stable contact(s)	4
Visited stable contact(s)/left a stable contact letter	5
Posted a stable contact letter (for stable contacts outside my area)	6
Contacted letting agency/landlord	7
Checked electoral register	8

D.3 Did you find a follow up address for the household?

Yes	1	**Go to D.4**
No	2	**Go to F.1**

D.4 RECORD ADDRESS DETAILS

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

D.5 The address is…..

In my area	1	**Go to D.6**
In my area but inaccessible	2	**Go to F.1**
In GB but outside my interviewing area	3	**Confirm with Proj manager**
In Northern Ireland	4	**Go to F.1**
Outside UK	5	
Couldn't locate address	6	

- **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.6 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 (write in)	97

D.7 How many floors are there at the address?

WRITE IN

D.8 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.9 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.10 Does the address have an **unkempt garden**?

Yes	1
No	2
No obvious garden	3

D.11 Standing outside, can you observe any signs of a car or van belonging to this address?

Yes, probably belonging to this address	1
Yes, unsure whether belonging to this address	2
No	3

D.12 Standing outside, can you observe any signs of children under 10 (including babies) at this address?

Yes	1
No	2

D.13 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.14 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.15 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.16 What is the status of this household?

All issued individuals resident (everyone lives at this address)	1	**Go to E.1**
No issued individuals resident (everyone has moved from this address)	2	**Go to F.1**
Some issued individuals resident (some sample members live here, some have moved elsewhere)	3	**Go to D.17**
Could not visit hhold (e.g. foot & mouth, swine flu, floods)	4	**Go to F.1**
Visited hhold & could not establish status	5	
All sample member(s) have died	6	**Go to F.1**

D.17 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

1	**Go to E.1**

E: Eligible Households

COMPLETE E1 & E2 FOR ALL ELIGIBLE HHOLDS AT INITIAL CONTACT

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?
NB this question refers to when you first made initial contact.
CODE ONE ONLY

No resistance	1
Soft resistance	2
Moderate resistance	3
Firm resistance	4

F: Final Outcome

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

THIS IS A SPLIT HOUSEHOLD – RECORD A HOUSEHOLD OUTCOME CODE 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 with anyone at the address after 6+ calls	**310**	**Go to G.2**
Contact made at address, but not with responsible adult	**322**	
Contact made but no subsequent contact	**391**	

F.4 Refusal

Office refusal	**410**	**END**
Refusal before interview	**430**	**Go to G.1**
Proxy refusal	**432**	
Refusal during interview	**440**	
Broken appointment – no recontact	**450**	**Go to G.2**

F.5 Other unproductive

SINGLE PERSON HHOLD ONLY – Ill at home during survey period	**510**	**Go to G.3**
SINGLE PERSON HHOLD ONLY – away/in hospital throughout f/work period	**520**	
SINGLE PERSON HHOLD ONLY – Physically or mentally incapable	**530**	
SINGLE PERSON HHOLD ONLY- INSTITUTIONALISED (e.g.: nursing home/care home)	**560**	
OFFICE APPROVAL ONLY: Other unproductive	**590**	**Go to G.2**

F.6 Unknown eligibility (No contact)

OFFICE APPROVAL ONLY: Issued, not attempted/ transferred to another interviewer	**612**	**Go to G.3**
Address inaccessible	**652**	
Unable to locate address	**653**	
MOVER -Certain hhold moved, unable to obtain (a complete) follow up address	**671**	
MOVER -Follow up address found, but unable to attempt address	**672**	
MOVER -Follow up address is in GB, but is outside my interviewing area	**673**	
MOVER -Follow up address is in Northern Ireland	**674**	
OFFICE APPROVAL ONLY: Other unknown eligibility (verbatim reason to be keyed in the 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**	
This household is no longer eligible – all hhold members (at this address) have moved into another issued hhold	**785**	
OFFICE APPROVAL ONLY: Other ineligible (verbatim response to be keyed in the admin block)	**790**	

F.8 Unknown eligibility (Contacted)

Unable to determine eligibility, contact made at address but information refused about hhold	**830**	**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 (WRITE IN)	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

ARF

REFRESH1A

(Purple)

Appointments Made

Final Outcome

P3025: Understanding Society Unit, NatCen**,** 101-135 Kings Road, Brentwood, Essex CM14 4LX, Telephone 01277 200 600, Fax 01277 214 117

ADDRESS DETAILS	
Serial:	FA:

HOUSEHOLD INFORMATION
Incentive Group:
Adult Self-completion:
Sample type:
ARF Type:

DU 1

HH 1

DU/HHOLD SELECTION LABEL

Title, first name, surname

Name of selected person:

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 foll-owed by personal/ non-CAPI time (tick)
1	/		:			:	
2	/		:			:	
3	/		:			:	
4	/		:			:	
5	/		:			:	
6	/		:			:	
7	/		:			:	

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

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	/		:	
6	/		:	
7	/		:	

Tracking Interviews and Self-Completions

PNo	Sex (M/F)	Age	Name	CAPI (Y/N/NA)	Adult SC (Y/N/NA)	Youth SC (Y/N/NA)	Promissory Note (Y/N/NA)

A: Tracing Address & Observations

A.1 Is this address DEADWOOD (not traceable, residential and occupied as main residence)?

Yes, deadwood	1	**Go to E.6**
No/Unsure	2	**Go to A.2**

NOTE THAT INFORMATION SHOULD BE COLLECTED BEFORE MAKING CONTACT. FOR OFFICE REFUSALS: PLEASE VISIT THE ADDRESS BUT DO NOT APPROACH OCCUPANTS.

A.2 **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
Other (write in)	97

_____

A.3 How many floors are there at the address? (WRITE IN) | | |

A.4 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

A.5 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

A.6 Does the address have an **unkempt garden**?

Yes	1
No	2
No obvious garden	3

A.7 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.8 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.9 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.10 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.11 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: Selection of dwelling units (DUs)

B.1 Is the address residential and occupied as main residence?

Yes	1	**Go to B.2**
Unsure (no contact)	2	**Go to E.5**
Unsure (contact made)	3	**Go to E.7**
Office refusal	4	**Go to E.3 (code 410)**

B.2 How many dwelling units (DUs) are at the address. WRITE IN NUMBER OF DUs. | | | and then code

1 DU	1	**Go to C.1**
2+ DUs	2	**Go to B.3**
Unsure about number of DUs – no contact	3	**Go to E.2**
Unsure about number of DUs – information refused	4	**Go to E.3**

B.3 List all dwelling units in flat/room number order OR from bottom to top of building, left to right, front to back (continue on separate sheet if necessary).

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

- **If 4-12 DUs:** Select 3 DUs using DU/HH selection label on page 1 and ring on grid above.
- **IF 13+ DUs:** Select 3 DUs using the lookup chart in project instructions and ring on grid above.

B.4 Enter details of selected DUs

	Selected DU		ARF to Use
DU 1			Continue on this ARF
DU 2			Open ARF **REFRESH2** transfer sn, address and DU=2
DU 3			Open ARF **REFRESH2**, transfer sn, address and DU=3

B.5 Is the selected DU residential and occupied?

Yes	1	**Go to C.1**
No	2	**Go to E.6**
Unsure – contact made	3	**Go to E.7**
Unsure – no contact	4	**Go to E.5**

C: Selection of households (HHs)

C.1 ESTABLISH NUMBER OF HOUSEHOLDS IN SELECTED DU

Count a group of people as a hhold if they a) share one meal per day or b) sharing living accommodation.

Write in number of HHs | | | And then code

1 HH	1	**Go to C.4**
2+ HHs	2	**Go to C.2**
Unsure about number of HHs – no contact	3	**Go to E.2**
Unsure about number of HHs – information refused	4	**Go to E.3**

C.2 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 (continue on separate sheet if necessary).

HH Code	Name/Initials	HH Code	Name/Initials	HH Code	Name/Initials
01		**05**		**09**	
02		**06**		**10**	
03		**07**		**11**	
04		**08**		**12**	

- **If 4-12 HHs:** Select 3 HHs using DU/HH selection label on page 1 and ring on grid above.
- **IF 13+ HHs:** Select 3 HHs using the lookup chart in project instructions and ring on grid above.

C.3 Enter details of selected HHs

	Selected HH		**ARF to Use**
HH 1			Continue on this ARF
HH 2			Open ARF **REFRESH3**, transfer sn, address and DU=1, HH=2
HH 3			Open ARF **REFRESH3**, transfer sn, address and DU=1, HH=3

C.4 Check address of selected DU/HH is correct and complete, if not amend address label on front page

D: Eligible Households

D.1 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?”)	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

D.2 How strongly did the respondent resists co-operation? CODE ONE ONLY

NB: this question only refers to when you made initial contact.

No resistance	1
Soft resistance	2
Moderate resistance	3
Firm resistance	4

E: Final Outcome

E.1 Productive

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

E.2 Non-contact

No contact after 6+ calls	**310**	
Contact made at address, not with household member	**320**	
Contact made at address, but not with anyone at selected DU	**321**	**Go to F.8**
Contact made at (selected) hhold, but not with responsible adult	**322**	
Contact made at (selected) DU but not with selected hhold	**328**	
Contact made but no subsequent contact	**391**	

E.3 Refusal

Office refusal	**410**	**END**
Contact made but all information refused about number of DUs at address	**421**	
Contact made but all information refused about household	**422**	
Contact made at DU, but information refused about number of households	**428**	**Go to F.1**
Refusal before interview	**431**	
Proxy refusal	**432**	
Refusal during interview	**440**	
Broken appointment – no recontact	**450**	**Go to F.2**

E.4 Other unproductive

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

E.5 Unknown eligibility (No contact)

OFFICE APPROVAL ONLY: Issued, not attempted/transferred to another interviewer	**612**	
OFFICE APPROVAL ONLY: Inaccessible	**620**	
Unable to locate address	**630**	
Unknown whether address is residential: No contact after 6+ calls	**640**	**Go to F.9**
Residential: unknown if eligible person(s) due to non-contact after 6+ calls	**650**	
OFFICE APPROVAL ONLY: Other unknown eligibility (verbatim reason to be keyed in Admin block)	**690**	

E.6 Deadwood/Ineligible

Not yet built/under construction	**710**	
Demolished/derelict	**720**	
Vacant/empty housing unit	**730**	
Non-residential address (e.g business, school, office, factory etc)	**740**	**Go to F.9**
Address occupied, no resident household (e.g. occupied holiday/weekend home)	**750**	
Communal establishment/institution – no private dwellings	**760**	
OFFICE APPROVAL ONLY: Other ineligible	**790**	

E.7 Unknown eligibility (Contacted)

Information refused about whether address is residential	**810**	
Contact made but not with someone who can confirm the presence of a resident hhold	**820**	
Information refused about whether resident(s) are eligible	**830**	**Go to F.9**
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**	

F: Unproductive Households

F.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 (WRITE IN)	**97**

_____

_____

_____

F.2 Approximate age of the person seen? (Write in) | | |

F.3 Sex of person seen

Male	1
Female	2

F.4 Ethnic background

White	1
Non-white	2

F.5 Was English the first language of the person spoken to?

Yes	1
No	2
Don't know	8

F.6 Did you establish the number of people in the household?

Yes	1	**Go to F.7**
No	2	**Go to F.8**

F.7 Write in number of people in each of following age groups

Number aged 16+		
Number aged 10-15		
Number aged 0-9		

F.8 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

F.9 RECORD ANY FURTHER INFORMATION ABOUT UNPRODUCTIVE OUTCOME (IF DEADWOOD THEN ALSO WHERE INFORMATION RECEIVED)

END

ARF

REFRESH1B

(Blue)

Appointments Made

Final Outcome

P3025: Understanding Society Unit, NatCen**,** 101-135 Kings Road, Brentwood, Essex CM14 4LX, Telephone 01277 200 600, Fax 01277 214 117

ADDRESS DETAILS
Serial: FA:

HOUSEHOLD INFORMATION
Incentive Group:
Adult Self-completion:
Sample Type:
ARF Type:

DU 1

HH 1

DU/HHOLD SELECTION LABEL

Title, first name, surname

Name of selected person:

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 foll-owed by personal/ non-CAPI time (tick)
1	/		:			:	
2	/		:			:	
3	/		:			:	
4	/		:			:	
5	/		:			:	
6	/		:			:	
7	/		:			:	

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

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	/		:	
6	/		:	
7	/		:	

Tracking Interviews and Self-Completions

PNo	Sex (M/F)	Age	Name	CAPI (Y/N/NA)	Adult SC (Y/N/NA)	Youth SC (Y/N/NA)	Promissory note (Y/N/NA)

A: Tracing Address & Observations

A.1 Is this address DEADWOOD (not traceable, residential and occupied as main residence)?

Yes, deadwood	1	**Go to E.6**
No/Unsure	2	**Go to A.2**

NOTE THAT INFORMATION SHOULD BE COLLECTED BEFORE MAKING CONTACT. FOR OFFICE REFUSALS: PLEASE VISIT THE ADDRESS BUT DO NOT APPROACH OCCUPANTS.

A.2 **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
Other (write in)	97

_____

A.3 How many floors are there at the address? (WRITE IN) | | |

A.4 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

A.5 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

A.6 Does the address have an **unkempt garden**?

Yes	1
No	2
No obvious garden	3

A.7 Standing outside, can you observe any signs of a car or a van belonging to this address?

Yes, probably belonging to this address	1
Yes, unsure whether belonging to this address	2
No	3

A.8 Standing outside, can you observe any signs of children under 10 (including babies) at this address?

Yes	1
No	2

A.9 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.10 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.11 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: Selection of dwelling units (DUs)

B.1 Is the address residential and occupied as main residence?

Yes	1	**Go to B.2**
Unsure (no contact)	2	**Go to E.5**
Unsure (contact made)	3	**Go to E.7**
Office refusal	4	**Go to E.3 (code 410)**

B.2 How many dwelling units (DUs) are at the address. WRITE IN NUMBER OF DUs. | | | and then code

1 DU	1	**Go to C.1**
2+ DUs	2	**Go to B.3**
Unsure about number of DUs – no contact	3	**Go to E.2**
Unsure about number of DUs – information refused	4	**Go to E.3**

B.3 List all dwelling units in flat/room number order OR from bottom to top of building, left to right, front to back (continue on separate sheet if necessary).

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

- **If 4-12 DUs:** Select 3 DUs using DU/HH selection label on page 1 and ring on grid above.
- **IF 13+ DUs:** Select 3 DUs using the lookup chart in project instructions and ring on grid above.

B.4 Enter details of selected DUs

	Selected DU		ARF to Use
DU 1			Continue on this ARF
DU 2			Open ARF **REFRESH2** transfer sn, address and DU=2
DU 3			Open ARF **REFRESH2**, transfer sn, address and DU=3

B.5 Is the selected DU residential and occupied?

Yes	1	**Go to C.1**
No	2	**Go to E.6**
Unsure – contact made	3	**Go to E.7**
Unsure – no contact	4	**Go to E.5**

C: Selection of households (HHs)

C.1 ESTABLISH NUMBER OF HOUSEHOLDS IN SELECTED DU

Count a group of people as a hhold if they a) share one meal per day or b) sharing living accommodation.

Write in number of HHs [ ][ ] and then code

1 HH	1	**Go to C.4**
2+ HHs	2	**Go to C.2**
Unsure about number of HHs – no contact	3	**Go to E.2**
Unsure about number of HHs – information refused	4	**Go to E.3**

C.2 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 (continue on separate sheet if necessary).

HH Code	Name/Initials	HH Code	Name/Initials	HH Code	Name/Initials
01		**05**		**09**	
02		**06**		**10**	
03		**07**		**11**	
04		**08**		**12**	

- **If 4-12 HHs:** Select 3 HHs using DU/HH selection label on page 1 and ring on grid above.
- **IF 13+ HHs:** Select 3 HHs using the lookup chart in project instructions and ring on grid above.

C.3 Enter details of selected HHs

	Selected HH		ARF to Use
HH 1			Continue on this ARF
HH 2			Open ARF **REFRESH3**, transfer sn, address and DU=1, HH=2
HH 3			Open ARF **REFRESH3**, transfer sn, address and DU=1, HH=3

C.4 Check address of selected DU/HH is correct and complete, if not amend address label on front page

D: Eligible Households

D.1 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?”)	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

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

NB: This question refers to when you made initial contact.

No resistance	1
Soft resistance	2
Moderate resistance	3
Firm resistance	4

E: Final Outcome

E.1 Productive

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

E.2 Non-contact

No contact after 6+ calls	**310**	
Contact made at address, not with household member	**320**	
Contact made at address, but not with anyone at selected DU	**321**	**Go to F.8**
Contact made at (selected) hhold, but not with responsible adult	**322**	
Contact made at (selected) DU but not with selected hhold	**328**	
Contact made but no subsequent contact	**391**	

E.3 Refusal

Office refusal	**410**	**END**
Contact made but all information refused about number of DUs at address	**421**	
Contact made but all information refused about household	**422**	
Contact made at DU, but information refused about number of households	**428**	**Go to F.1**
Refusal before interview	**431**	
Proxy refusal	**432**	
Refusal during interview	**440**	
Broken appointment – no recontact	**450**	**Go to F.2**

E.4 Other unproductive

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

E.5 Unknown eligibility (No contact)

OFFICE APPROVAL ONLY: Issued, not attempted/transferred to another interviewer	**612**	
OFFICE APPROVAL ONLY: Inaccessible	**620**	
Unable to locate address	**630**	
Unknown whether address is residential: No contact after 6+ calls	**640**	**Go to F.9**
Residential: unknown if eligible person(s) due to non-contact after 6+ calls	**650**	
OFFICE APPROVAL ONLY: Other unknown eligibility (verbatim reason to be keyed in Admin block)	**690**	

E.6 Deadwood/Ineligible

Not yet built/under construction	**710**	
Demolished/derelict	**720**	
Vacant/empty housing unit	**730**	
Non-residential address (e.g business, school, office, factory etc)	**740**	**Go to F.9**
Address occupied, no resident household (e.g. occupied holiday/weekend home)	**750**	
Communal establishment/institution – no private dwellings	**760**	
OFFICE APPROVAL ONLY: Other ineligible	**790**	

E.7 Unknown eligibility (Contacted)

Information refused about whether address is residential	**810**	
Contact made but not with someone who can confirm the presence of a resident hhold	**820**	
Information refused about whether resident(s) are eligible	**830**	**Go to F.9**
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**	

F: Unproductive Households

F.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 (WRITE IN)	**97**

_____

_____

_____

F.2 Approximate age of the person seen? (Write in) | | |

F.3 Sex of person seen

Male	1
Female	2

F.4 Ethnic background

White	1
Non-white	2

F.5 Was English the first language of the person spoken to?

Yes	1
No	2
Don't know	8

F.6 Did you establish the number of people in the household?

Yes	1	**Go to F.7**
No	2	**Go to F.8**

F.7 Write in number of people in each of following age groups

Number aged 16+		
Number aged 10-15		
Number aged 0-9		

F.8 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

F.9 RECORD ANY FURTHER INFORMATION ABOUT UNPRODUCTIVE OUTCOME (IF DEADWOOD THEN ALSO WHERE INFORMATION RECEIVED)

END

G.3 RECORD ANY FURTHER INFORMATION ABOUT UNPRODUCTIVE OUTCOME

END

ARF
REFRESH2

(Grey)

Appointments Made

Final Outcome

P3025: Understanding Society Unit, NatCen, 101-135 Kings Road, Brentwood, Essex CM14 4LX, Telephone 01277 200 600, Fax 01277 214 117

ADDRESS DETAILS

DU/HHOLD SELECTION LABEL

DU (2,3)

HH 1

HHOLD INFORMATION LABEL
Incentive Group:
Adult Self-completion:
Sample Type:

Title, first name, surname

Name of selected person:

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 foll-owed 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							

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 Self-Completions

PNo	Sex (M/F)	Age	Name	CAPI (Y/N/NA)	Adult SC (Y/N/NA)	Youth SC (Y/N/NA)	Promissory Note (Y/N/NA)

B: Selection of dwelling units (DUs)

B.5 Is the selected DU residential and occupied?

Yes	1	**Go to C.1**
No	2	**Go to E.6**
Unsure – contact made	3	**Go to E.7**
Unsure – no contact	4	**Go to E.5**

C: Selection of households (HHs)

C.1 ESTABLISH NUMBER OF HOUSEHOLDS IN SELECTED DU

Count a group of people as a hhold if they a) share one meal per day or b) sharing living accommodation.

Write in number of HHs [ ][ ] and then code

1 HH	1	**Go to C.4**
2+ HHs	2	**Go to C.2**
Unsure about number of HHs – no contact	3	**Go to E.2**
Unsure about number of HHs – information refused	4	**Go to E.3**

C.2 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. (continue on separate sheet if necessary).

HH Code	Name/Initials	HH Code	Name/Initials	HH Code	Name/Initials
01		**05**		**09**	
02		**06**		**10**	
03		**07**		**11**	
04		**08**		**12**	

- **If 4-12 HHs:** Select 3 HHs using DU/HH selection label on page 1 and ring on grid above.
- **IF 13+ HHs:** Select 3 HHs using the lookup chart in project instructions and ring on grid above.

C.3 Enter details of selected HHs

	Selected HH		ARF to Use
HH 1			Continue on this ARF
HH 2			Open ARF **REFRESH3**, transfer sn, address, Dwelling Unit number, and HH=2
HH 3			Open ARF **REFRESH3**, transfer sn, address, Dwelling Unit number, and HH=3

C.4 Check address of selected DU/HH is correct and complete, if not amend address label on front page

D: Eligible Households

D.1 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?")	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

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

NB: This question refers to when you first made initial contact.

No resistance	1
Soft resistance	2
Moderate resistance	3
Firm resistance	4

E: Final Outcome

E.1 Productive

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

E.2 Non-contact

No contact after 6+ calls	**310**	**Go to F.8**
Contact made at address, not with household member	**320**	
Contact made at address, but not with anyone at selected DU	**321**	
Contact made at (selected) hhold, but not with responsible adult	**322**	
Contact made at (selected) DU but not with selected hhold	**328**	
Contact made but no subsequent contact	**391**	

E.3 Refusal

Office refusal	**410**	**END**
Contact made but all information refused about number of DUs at address	**421**	**Go to F.1**
Contact made but all information refused about household	**422**	
Contact made at DU, but information refused about number of households	**428**	
Refusal before interview	**431**	
Proxy refusal	**432**	
Refusal during interview	**440**	
Broken appointment – no recontact	**450**	**Go to F.2**

E.4 Other unproductive

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

E.5 Unknown eligibility (No contact)

OFFICE APPROVAL ONLY: Issued, not attempted/transferred to another interviewer	**612**	**Go to F.9**
OFFICE APPROVAL ONLY: Inaccessible	**620**	
Unable to locate address	**630**	
Unknown whether address is residential: No contact after 6+ calls	**640**	
Residential: unknown if eligible person(s) due to non-contact after 6+ calls	**650**	
OFFICE APPROVAL ONLY: Other unknown eligibility (verbatim reason to be keyed in Admin block)	**690**	

E.6 Deadwood/Ineligible

Not yet built/under construction	**710**	**Go to F.9**
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**	
OFFICE APPROVAL ONLY: Other ineligible	**790**	

E.7 Unknown eligibility (Contacted)

Information refused about whether address is residential	**810**	**Go to F.9**
Contact made but not with someone who can confirm the presence of a resident hhold	**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**	

F: Unproductive Households

F.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 (WRITE IN)	97

_____

_____

_____

F.2 Approximate age of the person seen? (Write in) | | |

F.3 Sex of person seen

Male	1
Female	2

F.4 Ethnic background

White	1
Non-white	2

ARF

REFRESH3

(Salmon)

Appointments Made

Final Outcome

P3025: Understanding Society Unit, NatCen, 101-135 Kings Road, Brentwood, Essex CM14 4LX, Telephone 01277 200 600, Fax 01277 214 117

ADDRESS DETAILS

DU/HHOLD SELECTION LABEL

DU (1,2,3)

HH (2,3)

HHOLD INFO LABEL
Incentive Group: Adult Self-completion: Sample Type:

Title, first name, surname

Name of selected person:

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)
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

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 Self-Completions

PNo	Sex (M/F)	Age	Name	CAPI (Y/N/NA)	Adult SC (Y/N/NA)	Youth SC (Y/N/NA)	Promissory note (Y/N/NA)

D: Eligible Households

D.1 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?")	01
INTERVIEW LENGTH (e.g. "How long will this take?")	02
PANEL DESIGN (e.g. "You'll be coming back next year?")	03
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E.4 Other unproductive

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

E.5 Unknown eligibility (No contact)

OFFICE APPROVAL ONLY: Issued, not attempted/transferred to another interviewer	**612**	**Go to F.9**
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Vacant/empty housing unit	**730**	
Non-residential address (e.g business, school, office, factory etc)	**740**	
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Unable to confirm eligibility of resident(s) due to a language barrier	**850**	
Other unknown eligibility	**890**	

F: Unproductive Households

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	Nothing ever changes	23
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	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 (WRITE IN)	97

_____

_____

_____

F.2 Approximate age of the person seen? (Write in) | | |

F.3 Sex of person seen

Male	1
Female	2

F.4 Ethnic background

White	1
Non-white	2

F.5 Was English the first language of the person spoken to?

Yes	1
No	2
Don't know	8

F.6 Did you establish the number of people in the household?

Yes	1	**Go to F.7**
No	2	**Go to F.8**

F.7 Write in number of people in each of following age groups

Number aged 16+		
Number aged 10-15		
Number aged 0-9		

F.8 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

F.9 RECORD ANY FURTHER INFORMATION ABOUT UNPRODUCTIVE OUTCOME (IF DEADWOOD THEN ALSO WHERE INFORMATION RECEIVED)

END

P3025 **Understanding Society IP4** **Point:** «Point_Num» **Interviewer:** «IP4IntName» **Interviewer Number:** «IP4IntNum» **Mobile Number:** «Mob_Phone» **Asset Number:** «Asset_Num» **FA:** «Field_area»

SAMPLE COVER SHEET AND EARLY BIRD APPOINTMENTS

USE THIS SHEET TO MANAGE YOUR CASES AND TO RECORD APPOINTMENT DETAILS FOR YOUR EARLY BIRD HOUSEHOLDS. YOU MUST CHECK NAME AND ADDRESS OF RESPONDENT AT INITIAL CONTACT.

YOUR CASES IN THE TABLE BELOW ARE ORDERED BY SAMPLE TYPE. REMEMBER:

IF Serial= 491…. the household is Early Bird WITH incentive
IF Serial= 492…. the household is Early Bird NO incentive
IF Serial= 493…. the household is Core sample (No Early Bird offer)
IF Serial= 494…..the household is Refreshment sample

Serial (Hhold)	Early Bird Ref (Hhold)	Address	New Address (if moved)	Date of initial mobile phone contact by hhold	Was this during the Early Bird period (before 8 March)?	Did they contact you by SMS or call?	Name & contact no. of respondent who contacted you	Outcome of initial contact (see key)	Appointment Date & Time (if re-scheduled, enter latest date)	Appointment Outcome (see key)	Transmitted ? (Y)
«Serial_num»	«EBRef»	«ff_Address1» «ff_Address2» «ff_PostCode»									

INITIAL CONTACT OUTCOME:

APPOINTMENT OUTCOME:

Key	Description
APT	Appointment
ORF	Office Refusal
GEN	General Query
OTH	Other outcome

Key	Description
INT	Interview
BRO	Broken Appointment
OTH	Other outcome

NOTES TABLE: For recording extra information about Early Bird cases

Serial (HHold)	Notes (e.g. any queries, further contacts/appointments in the hhold, contact problems, re-scheduling before final appt date, etc)

F.5 Was English the first language of the person spoken to?

Yes	1
No	2
Don't know	8

F.6 Did you establish the number of people in the household?

Yes	1	**Go to F.7**
No	2	**Go to F.8**

F.7 Write in number of people in each of following age groups

Number aged 16+		
Number aged 10-15		
Number aged 0-9		

F.8 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

F.9 RECORD ANY FURTHER INFORMATION ABOUT UNPRODUCTIVE OUTCOME (IF DEADWOOD THEN ALSO WHERE INFORMATION RECEIVED)

END

784 log (White)

Final Outcome

784

P3025: Understanding Society Unit, NatCen, 101-135 Kings Road, Brentwood, Essex CM14 4LX, Telephone: 01277 200 600, Fax: 01277 214 117

Households that contain only Temporary Sample Members (TSMs), and /or people in prison who have permanently left the original hhold, are not eligible for interview. Instead, CAPI will prompt you to create a new hhold and complete admin; outcome 784 will be automatically generated.

You can keep a record of the non-interviewed hhold(s) that you need to create on this log.

YOU MUST CREATE THESE HHOLDS BEFORE TRANSMITTING THE ORIGINAL HHOLD BACK TO THE OFFICE.

If you think CAPI is incorrect (e.g. if you think the hhold does contain an OSM/a prisoner who will return to the original hhold), check that the hhold grid has been completed correctly before calling the office.

												(✓)
1	SERIAL NUMBER (as original household except for last digit)										Created new hhold & completed admin?	
2	SERIAL NUMBER (as original household except for last digit)										Created new hhold & completed admin?	
3	SERIAL NUMBER (as original household except for last digit)										Created new hhold & completed admin?	
4	SERIAL NUMBER (as original household except for last digit)										Created new hhold & completed admin?	
5	SERIAL NUMBER (as original household except for last digit)										Created new hhold & completed admin?	
6	SERIAL NUMBER (as original household except for last digit)										Created new hhold & completed admin?	
7	SERIAL NUMBER (as original household except for last digit)										Created new hhold & completed admin?	
8	SERIAL NUMBER (as original household except for last digit)										Created new hhold & completed admin?	
9	SERIAL NUMBER (as original household except for last digit)										Created new hhold & completed admin?	
10	SERIAL NUMBER (as original household except for last digit)										Created new hhold & completed admin??	

Please Turn Over

11	SERIAL NUMBER (as original household except for last digit)										Created new hhold & completed admin?	(✓)
12	SERIAL NUMBER (as original household except for last digit)										Created new hhold & completed admin?	(✓)
13	SERIAL NUMBER (as original household except for last digit)										Created new hhold & completed admin?	(✓)
14	SERIAL NUMBER (as original household except for last digit)										Created new hhold & completed admin?	(✓)
15	SERIAL NUMBER (as original household except for last digit)										Created new hhold & completed admin?	(✓)
16	SERIAL NUMBER (as original household except for last digit)										Created new hhold & completed admin?	(✓)
17	SERIAL NUMBER (as original household except for last digit)										Created new hhold & completed admin?	(✓)
18	SERIAL NUMBER (as original household except for last digit)										Created new hhold & completed admin?	(✓)
19	SERIAL NUMBER (as original household except for last digit)										Created new hhold & completed admin?	(✓)
20	SERIAL NUMBER (as original household except for last digit)										Created new hhold & completed admin??	(✓)