Understanding Society

IP3 ARF A

(Yellow)

Appointments Made

Final Outcome

P2976: 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**: **Month:**	**SN:** **FA**: **Showcard:** **Amount:**

Tel number 1	
Tel number 2	
Contact name for call backs	

No telephone **2** Number refused **3**

Call No.	Date DD/MM	Day of week	Call Start Time (24hr clock)	VISITS RECORD Record all visits, even if no reply. For phone calls – see separate grid on next page	*Call Status (Enter codes only)	Call End Time (24hr Clock)	Call followed by personal/ non-CAPI time (tick)
1	/		:			:	
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3	/		:			:	
4	/		:			:	
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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 followed by personal/ non-CAPI time (tick)
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11	/		:			:	
12	/		:			:	
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27	/		:			:	

***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	/		:	
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25	/		:	

Tracking Interviews and Self Completions

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

A: Contact at Issued Address

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
Other	97

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

Yes	1
No	2
No obvious garden	3

A.3 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.4 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.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 eligible individuals resident (everyone lives at this address)	1	**Go to E.1**
No eligible individuals resident (everyone has moved from this address)	2	**Go to B.1**
Some eligible individuals resident (some sample members live here, some have moved elsewhere)	3	**Go to A.9**
Could not visit household	4	**Go to F.1**
Could not establish status of household	5	**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	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 Based on your observation, is it likely that this address has a **car or van**?

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

B.12 Based on your observation, is it likely that this address contains one or more children aged under 10 including babies?

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

B.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 eligible individuals resident (everyone lives at this address)	1	**Go to E.1**
No eligible individual resident (everyone has moved from this address)	2	**Go to C.1**
Some eligible individuals resident (some sample members live here, some have moved elsewhere)	3	**Go to B.17**
Could not visit household	4	**Go to F.1**
Could not establish status of household	5	**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
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Dwelling with business premises	09
Bedsitter in multiple occupation (under 10 dwellings)	10
Bedsitter in multiple occupation (10+ dwellings)	11
Bedsitter/single occupation	12
Sheltered accommodation	13
Institution (write in)	14
Other	97

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

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

C.12 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
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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 eligible individuals resident (everyone lives at this address)	1	**Go to E.1**
No eligible individual resident (everyone has moved from this address)	2	**Go to D.1**
Some eligible individuals resident (some sample members live here, some have moved elsewhere)	3	**Go to C.17**
Could not visit household	4	**Go to F.1**
Could not establish status of household	5	**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**
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	

D.6 ADDRESS DWELLING TYPE - CODE ONE ONLY:

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Semi-detached house/bungalow	02
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Converted flat/maisonette (under 10 dwellings)	07
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Dwelling with business premises	09
Bedsitter in multiple occupation (under 10 dwellings)	10
Bedsitter in multiple occupation (10+ dwellings)	11
Bedsitter/single occupation	12
Sheltered accommodation	13
Institution (write in)	14
Other	97

D.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 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

D.12 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

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 eligible individuals resident (everyone lives at this address)	1	**Go to E.1**
No eligible individual resident (everyone has moved from this address)	2	**Go to F.1**
Some eligible individuals resident (some sample members live here, some have moved elsewhere)	3	**Go to D.17**
Could not visit household	4	**Go to F.1**
Could not establish status of household	5	**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? CODE ONE ONLY

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

F: Final Outcome

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

IF THE HOUSEHOLD HAS SPLIT, RECORD A HOUSEHOLD OUTCOME BELOW FOR THOSE STILL LIVING AT THIS ADDRESS. 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**	
Completed household questionnaire and at least one individual interview	**210**	**END**
Completed household questionnaire but no individual interviews	**211**	

F.3 Non-contact

No contact with anyone at the address after 6+ calls	**310**	
Contact made at address but not with eligible respondents	**320**	**Go to G.2**
Contact made at address, but not with responsible adult	**322**	

F.4 Refusal

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

F.5 Other unproductive

Ill at home during survey period	**510**	
Physical or mentally incapable	**530**	
Language difficulties with household	**541**	**Go to G.2**
OFFICE APPROVAL ONLY: Lost on laptop	**550**	
OFFICE APPROVAL ONLY: Other unproductive	**590**	

F.6 Unknown eligibility (No contact)

OFFICE APPROVAL ONLY: Issued, not attempted/ transferred to another interviewer	**612**	
Address inaccessible	**652**	
Unable to locate address	**653**	
Certain hhold moved, no follow up address obtained	**671**	
Follow up address found, but unable to attempt address	**672**	**Go to G.3**
Follow up address is in GB, but is outside my area	**673**	
Follow up address is in Northern Ireland	**674**	
Unable to determine eligibility, no contact made at address	**691**	
Other unknown eligibility (verbatim reason to be keyed in the admin block)	**690**	

F.7 Deadwood/Ineligible

All respondents no longer eligible – died	**782**	
All respondents no longer eligible – live outside UK	**783**	**Go to G.3**
Household no longer eligible- merged with another hhold	**785**	
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	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

IP3 ARF B

(Green)

Appointments Made	Final Outcome

P2976: 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)										Highest new hhold number from CAPI	

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

*Resident Code	Name	*Resident Code	Name	**Household information**
				Showcard:
				Amount:

*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 next page	*Call Status (Enter codes only)	Call End Time (24hr Clock)	Call foll-owed by personal/ non-CAPI time (tick)
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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)
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13	/		:			:	
14	/		:			:	
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25	/		:			:	
26	/		:			:	
27	/		:			:	

***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

PNo	Sex (M/F)	Age	First Name	CAPI (Y/N/NA)	Adult SC (Y/N/NA)	Youth SC (Y/N/NA)	Vouchers (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	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 Based on your observation, is it likely that this address has a **car or van**?

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

B.12 Based on your observation, is it likely that this address contains one or more children aged under 10 including babies?

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

B.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 eligible individuals resident (everyone lives at this address)	1	**Go to E.1**
No eligible individual resident (everyone has moved from this address)	2	**Go to C.1**
Some eligible individuals resident (some sample members live here, some have moved elsewhere)	3	**Go to B.17**
Could not visit household	4	**Go to F.1**
Could not establish status of household	5	**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	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 Based on your observation, is it likely that this address has a **car or van**?

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

C.12 Based on your observation, is it likely that this address contains one or more **children aged under 10** including babies?

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

C.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 eligible individuals resident (everyone lives at this address)	1	**Go to E.1**
No eligible individual resident (everyone has moved from this address)	2	**Go to D.1**
Some eligible individuals resident (some sample members live here, some have moved elsewhere)	3	**Go to C.17**
Could not visit household	4	**Go to F.1**
Could not establish status of household	5	**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**
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	

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

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 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

D.12 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
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Definitely does not have a child / children aged under 10	4
Cannot tell from observation	8

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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 eligible individuals resident (everyone lives at this address)	1	**Go to E.1**
No eligible individual resident (everyone has moved from this address)	2	**Go to F.1**
Some eligible individuals resident (some sample members live here, some have moved elsewhere)	3	**Go to D.17**
Could not visit household	4	**Go to F.1**
Could not establish status of household	5	**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? CODE ONE ONLY

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

F: Final Outcome

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

IF THE HOUSEHOLD HAS SPLIT, RECORD A HOUSEHOLD OUTCOME BELOW FOR THOSE STILL LIVING AT THIS ADDRESS. 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**	
Completed household questionnaire and at least one individual interview	**210**	**END**
Completed household questionnaire but no individual interviews	**211**	

F.3 Non-contact

No contact with anyone at the address after 6+ calls	**310**	
Contact made at address but not with eligible respondents	**320**	**Go to G.2**
Contact made at address, but not with responsible adult	**322**	

F.4 Refusal

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

F.5 Other unproductive

Ill at home during survey period	**510**	
Physical or mentally incapable	**530**	
Language difficulties with household	**541**	**Go to G.2**
OFFICE APPROVAL ONLY: Lost on laptop	**550**	
OFFICE APPROVAL ONLY: Other unproductive	**590**	

F.6 Unknown eligibility (No contact)

OFFICE APPROVAL ONLY: Issued, not attempted/ transferred to another interviewer	**612**	
Address inaccessible	**652**	
Unable to locate address	**653**	
Certain hhold moved, no follow up address obtained	**671**	
Follow up address found, but unable to attempt address	**672**	**Go to G.3**
Follow up address is in GB, but is outside my area	**673**	
Follow up address is in Northern Ireland	**674**	
Unable to determine eligibility, no contact made at address	**691**	
Other unknown eligibility (verbatim reason to be keyed in the admin block)	**690**	

F.7 Deadwood/Ineligible

All respondents no longer eligible – died	**782**	
All respondents no longer eligible – live outside UK	**783**	**Go to G.3**
Household no longer eligible- merged with another hhold	**785**	
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	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

IP3 ARF C

(cream**)**

Final Outcome

784

P2976: Understanding Society Unit, NatCen, 101-135 Kings Road, Brentwood, Essex CM14 4LX, Telephone 01277 200 600, Fax 01277 214 117

COMPLETE IF PROMPTED BY THE CAPI. THIS ARF SHOULD BE COMPLETED FOR SPLIT HOUSEHOLDS WE WILL NOT BE INTERVIEWING. WRITE IN DETAILS BELOW.

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

RECORD NAME & RESIDENT CODE FOR ALL ORIGINAL HHOLD MEMBERS. TRANSFER INFO FROM CAPI.

* Resident Code	Name

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

Date of last hhld interview:	**No. of adults in hhold at last wave:**	**No. of 10-15s in hhold at last wave:**
Principal hhold contact:	**Principal contact's no:** **Alt. principal contact no:**	**Hhold contact no:**
Suspected split-off mover:	**Previous Interviewer:**	

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

P. No	Name, Sex, Age, Deceased	Ever int?	Prev OC	Prev DoI & ToI	Absent hh mbrs	Job stat	Home landline no.	Mobile no.	Work phone no.	2nd work phone no.	Rising 10/16?	SM type

OFFICE NOTES/UPDATES:

Serial number: **FA:**

STABLE CONTACT DETAILS: THESE ARE DETAILS WE HAVE COLLECTED PREVIOUSLY-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.

INTERVIEWER COMMENTS ABOUT HOUSEHOLD FROM PREVIOUS WAVE:

Serial number: **FA:**

SUSPECTED SPLIT-OFFS (visit issued address and confirm suspected split-offs are no longer resident. If split is confirmed and new address details provided visit new address; if new address details are not provided attempt contact at the address provided below). DO NOT MENTION ANY ADDRESS BELOW TO ORIGINAL HOUSEHOLD/ ANYONE ELSE.

Mover	Date of move	Reason for move	New address	New landline

KEY

Sex:

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

Previous outcome (Prev OC):

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

Absent hh members:

''BS''	At boarding school
"HoR"	At Halls of Residence
''I''	In an institution

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 a family business
"O"	Other

Sample member status (SM type):

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

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 (unknown address)
"Ref"	Returned mail
"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
"DivC"	Divorced (civil partnership)
"BHPS"	BHPS move (reason not known)