UK Data Archive Study Number 7083 - Understanding Society: Innovation Panel: Special Licence Access Appointments Made



IP3 ARF A (Yellow)

Арропипент маче	1	Final
		Outcome
]	

P2976: Understanding Society Unit,

NatCen, 101-135 Kings Road, Brentwood, Essex CM14 4LX, Telephone 01277 200 600, Fax 01277 214 117

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	ADDRESS LABEL		HOUSEHOLD INFORT	MATION
SN: Month:	FA:	SN: Showcar Amount:	d:	FA:
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)	Time	Call foll- owed by personal/ non-CAPI time (tick)
1	/		:			÷	
2	/		:			:	
3	/		:			:	
4	/					:	
5	/					:	
6	/					÷	
7	/					÷	
8	1		:			÷	

^{*}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)	<u>VISITS RECORD</u> 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	/					:	
26	/					:	
27	/		:			:	
	*Call Stati	us code:	s: 1=No r	reply, 2=Contact made, 3=Appointment made, 4=Any CAPI interviewing do	one. 5=Anv	other sta	tus

^{*}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	1		:	
17	1		:	
18	/		:	
19	/		:	
20	1		:	
21	1		:	
22	1		:	
23	1		:	
24	/		:	
25	/		:	

Tracking Interviews and Self Completions

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

A: Contact at Issued Address

COMPLETE A.1 – A.7 <u>BEFORE</u> 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 unker	npt 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

	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 AP	PLY	
	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	a?	
	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
			<u> </u>
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

Based on your observation, is it likely that this address contains one or more children aged

A.4

B:	Foll	ow-u	p a	ttem	pt :	1

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

1	Attempted to contact the household by phone (using all numbers)
2	Attempted to make contact with the current occupants/left a tracing letter
3	Attempted to contact the neighbours/left a tracing letter
4	Phoned stable contact(s)
5	Visited stable contact(s)/left a stable contact letter
6	Posted a stable contact letter (for stable contacts outside my area)
7	Contacted letting agency/landlord
8	Checked electoral register

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.7

B.4 RECORD ADDRESS DETAILS

lame:	
ddress:	
ostcode:	
hone:	
Mobile:	
mail:	

B.5 The address is.....?

		1116 dadi 655 i5
Go to B.6	1	In my area
Go to F.1	2	In my area, but inaccessible
Confirm with Proj manager	3	In GB but outside my interviewing area
	4	In Northern Ireland
Go to F.1	5	Outside the UK
	6	Couldn't locate address

- > 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.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
How many floors are there at the ad-	dracc?

B.8 Are any of these physical barriers to entry present at the address? CODE ALL THAT APPLY

WRITE IN

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 a entrance?	ıddress	s's main B.13	Are any of the following present or vinearing of the address? CODE ALL T		_
	CODE ONE ONLY			parded houses, abandoned buildings,		
	Basement/semi-basement	01		demolished houses or demolished buildings		
	Ground floor/street level	02		Trash, litter or junk in street / road	02]
	1 st floor	03		Heavy traffic on street / road	03	1
	2 nd floor	04		None	96	1
	3 rd floor	05	5.44		1	J
	4 th to 9 th floor	06	B.14	Which of these best describes the coresidential properties in the area?	onaitio	n of
	10 th to 19 th floor	07		Mainly good	1	
	20 th floor or higher	08		Mainly fair	2	
	Don't know	98		Mainly bad	3	
B.10	Does the address have an unkempt g	garden	?	Mainly very bad	4	
	Yes	1]	Unable to obtain information	5	
	No	2	B.15	How is the external condition of the	addres	ss relative to
	No obvious garden	3		other residential properties in the a	rea?	٦
D 44]	Better	1	_
B.11	Based on your observation, is it likely has a car or van ?	y that t	nis address	About the same	2	_
	Definitely has a car / van	1		Worse	3	
	Likely	2		Unable to obtain information	4	
	Unlikely	3	B.16	What is the status of this household	?	
	Definitely does not have a car / van	4	All e	ligible individuals resident (everyone	1	Go to E.1
	Cannot tell from observation	8	No.	lives at this address)		C- +- C1
B.12	Based on your observation, is it likely that this address			eligible individual resident (everyone has moved from this address)	2	Go to C.1
	contains one or more children aged babies?	under :	3011	ne eligible individuals resident (some	2	Go to B.17
Defini	tely has a child / children aged under		Sa	mple members live here, some have moved elsewhere)	3	
	10	1		Could not visit household	4	Go to F.1
	Likely	2	Col	uld not establish status of household	5	Go to F.1
	Unlikely	3				
Definitely does not have a child / children aged under 10 Cannot tell from observation		4	B.17	household grid, CAPI will calculate	1	Co. to 5.1
		8		how many split households there are. You will need to open the appropriate number of ARF Bs.	1	Go to E.1
						1

C:	Foll	ow-ur	attem	pt 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	
Outside the UK	5	Go to F.1
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

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

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

Other 97

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

_	ואו או	hearing of the address? CODE ALL TH		C.9 On what floor of the building is the address's main entrance?		
		Pearded houses abandoned huildings	Pos		CODE ONE ONLY	
	01	Boarded houses, abandoned buildings, demolished houses or demolished buildings	ВО	01	Basement/semi-basement	
-	02	Trash, litter or junk in street / road		02	Ground floor/street level	
-	03	Heavy traffic on street / road		03	1 st floor	
-	96	·		04	2 nd floor	
_	96	None		05	3 rd floor	
n of	onditio	C.14 Which of these best describes the coresidential properties in the area?	C.14	06	4 th to 9 th floor	
]	1	Mainly good		07	10 th to 19 th floor	
-	2	Mainly fair		08	20 th floor or higher	
_	3	Mainly bad		98	Don't know	
-	4	Mainly very bad		rden?	Does the address have an unkempt g	C.10
	5	Unable to obtain information		1	Yes	
ss relative to	addre	C 15 How is the external condition of the	2 C.15 How is the external condition of the other residential properties in the a	2	No No obvious garden	
_		other residential properties in the ar		3		
	1	Better		that this address	C.11 Based on your observation, is it likely has a car or van ?	
1	2	About the same		mat mis address		
-	3	Worse		1	Definitely has a car / van	
-	4	Unable to obtain information		2	Likely	
_	?	C.16 What is the status of this household?	C.16	3	Unlikely	
Go to E.1		All eligible individuals resident (everyone		4	Definitely does not have a car / van	
GO to L.1	1	lives at this address)	All Cil	8	Cannot tell from observation	
Go to D.1	2	No eligible individual resident (everyone has moved from this address)	No e		Based on your observation, is it likely contains one or more children aged	C.12
Go to C.17		Some eligible individuals resident (some			babies?	
	3	sample members live here, some have moved elsewhere)	sar	1	ely has a child / children aged under 10	Definit
Go to F.1	4	Could not visit household		2	Likely	
Go to F.1	5	Could not establish status of household	Cou	Unlikely 3		
		C.17 Once you have completed the household grid, CAPI will calculate	C.17	Definitely does not have a child / children aged under 10		
Go to E.1	1	how many split households there are. You will need to open the appropriate number of ARF Bs.		8	Cannot tell from observation 8	

D: Follow-u	p attempt 3
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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

Pour 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

D.5 The address is.....

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

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Terraced house/bungalow	04
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Purpose built flat/maisonette (10+ dwellings)	06
Converted flat/maisonette (under 10 dwellings)	07
Converted flat/maisonette (10+ dwellings)	08
Dwelling with business premises	09
Bedsitter in multiple occupation (under 10 dwellings)	10
Bedsitter in multiple occupation (10+ dwellings)	11
Bedsitter/single occupation	12
Sheltered accommodation	13
Institution (write in)	14

	Other	97
D.7	How many floors are there at the add	dress?

D.8 Are any of these physical barriers to entry present at the address? CODE ALL THAT APPLY

WRITE IN

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

	IIAI AF	hearing of the address? CODE ALL THE		entrance?		
1		Boarded houses, abandoned buildings,		CODE ONE ONLY	CODE ONE ONLY	
	01	demolished houses or demolished buildings	01	Basement/semi-basement		
	02	Trash, litter or junk in street / road	02	Ground floor/street level		
	03	Heavy traffic on street / road	03	1 st floor		
	96	None	04	2 nd floor		
n of	nditio	D.14 Which of these best describes the co	05	3 rd floor		
101	marcioi	residential properties in the area?	06	4 th to 9 th floor		
	1	Mainly good	07	10 th to 19 th floor		
	2	Mainly fair	08	20 th floor or higher		
	3	Mainly bad	98	Don't know		
	4	Mainly very bad	earden?	Does the address have an unkempt	D.10	
	5	Unable to obtain information	1	Yes		
s relative to		D.15 How is the external condition of the	2	No		
		other residential properties in the ar Better	3	No obvious garden		
	1	About the same	that this addre	Based on your observation, is it likely	D.11	
	2	Worse		has a car or van?		
	3	Unable to obtain information	1	Definitely has a car / van		
	4	Onable to obtain information	2	Likely		
_	?	D.16 What is the status of this household	3	Unlikely		
Go to E.1	1	All eligible individuals resident (everyone lives at this address)	4	Definitely does not have a car / van		
Go to F.1		No eligible individual resident (everyone	8	Cannot tell from observation		
00 10 1 12	2	has moved from this address)	that this addre	Based on your observation, is it likely	D.12	
Go to D.17	3	sample members live here, some have	under 10 includi	contains one or more children aged babies?		
Go to F.1	4	moved elsewhere) Could not visit household	1	tely has a child / children aged under 10	Definit	
	4		2	Likely		
Go to F.1	5	Could not establish status of household	3	Unlikely		
		D.17 Once you have completed the household grid, CAPI will calculate	4	itely does not have a child / children aged under 10	Defini	
Go to E.1	1	how many split households there are. You will need to open the appropriate number of ARF Bs	8	Cannot tell from observation		

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?")	
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

Completed household questionnaire and at least one individual interviewed 210

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)

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

F.7 Deadwood/Ineligible

All respondents no longer eligible – died
All respondents no longer eligible – live outside UK
Household_no longer eligible- merged with another hhold
Other ineligible (verbatim response to be keyed in the admin block)

782

783

60 to G.3

F.8 Unknown eligibility (Contacted)

Unable to determine eligibility, contact made at address but information refused about

830	Go to G.3
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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
npossible to say	6



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

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СОМРІ	ETE FO	R SPI	LIT F		OLDS ON											L HOUSEHOL	
SERIA			-	original last digi		hold										Highest new hhold number from CAPI	
				RALLEL I									RD NAN	⁄IE & ∣	RESIDEN	T CODE FOR	ALL
*Reside		Name					*Reside		Name				House	hold i	informa	tion	
													Showc	ard:			
													Amoui	nt:			
*Reside	nt code:	1 = R	ecor	ded as hei	ing in this	s split h	hold 2=	= lives i	n anoth	er snlit	househo	old 3=0	onfirme	d as re	sident else	ewhere, 4=dec	eased
Addres				<u>ucu us sei</u>		у эрис и		114631	Tr directi	er spire	rousern	<i>514, 5</i> °C	Postco		Siderit Cist	ewilere, i dee	cuscu
Telepho 1:	one nur	mber							-	ohone ber 2:							
Contact	t name ks:	for							telep	No hone:	2	2		mber used:	3		
Call No.	Date DD/MN		ay of reek	Call Start Time (24hr clock)				lecord a	VISITS RI Il visits, e - see sep	even if n		rt page			*Call State (Enter cod only)		Call foll-owed by personal/ non-CAPI time (tick)
1	/			·												·	
2	/			:												:	
3	/			·												·	
4	/			÷												·	
5	/			:												·	
6	/			·												:	
7	/			:												:	
8	/			:												:	
	Call S	Status	code	es: 1= No	reply, 2=	Conta	ct made	e, 3= A _l	pointm	ent ma	de, 4= <i>A</i>	any CAI	PI interv	iewing	done, 5=	Any other stat	us

Call No.	Date DD/MM	Day of week	Call Start Time (24hr clock)	<u>VISITS RECORD</u> 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	1		:			:	
10	/					:	
11	/		:			:	
12	/		:			:	
13	/		:			:	
14	/		:			:	
15	/		:			:	
16	/		:			:	
17	/		:			:	
18	/		:			:	
19	/		:			:	
20	/		:			:	
21	/		:			:	
22	/		:			:	
23	/		:			:	
24	/		:			:	
25	/		:			:	
26	/		:			:	
27	/		:			:	
	*Call State		a. 1-No.	renty 2=Contact made 3=Annointment made 4=Any CAPI interviewing do		ath au ata	t

^{*}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	1		:	
17	1		:	
18	/		:	
19	/		:	
20	1		:	
21	1		:	
22	1		:	
23	1		:	
24	/		:	
25	/		:	

Tracking Interviews and Self Completions

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

B :	Foll	ow-u	p att	empt 1

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

1	Attempted to contact the household by phone (using all numbers)
2	Attempted to make contact with the current occupants/left a tracing letter
3	Attempted to contact the neighbours/left a tracing letter
4	Phoned stable contact(s)
5	Visited stable contact(s)/left a stable contact letter
6	Posted a stable contact letter (for stable contacts outside my area)
7	Contacted letting agency/landlord
8	Checked electoral register

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

lame:	
ddress:	
Postcode:	
Phone:	
Mobile:	
mail:	

B.5 The address is......?

1116 adai 633 13		
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	1 3	Confirm with Proj manager
In Northern Ireland	4	
Outside the UK	5	Go to F.1
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

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
Other	57

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 a entrance?	nddress	s's main B.1	3	Are any of the following present or whearing of the address? CODE ALL T		_
	CODE ONE ONLY			Во	arded houses, abandoned buildings,		
	Basement/semi-basement	01	C		demolished houses or demolished buildings	01	
	Ground floor/street level	02			Trash, litter or junk in street / road	02	
	1 st floor	03			Heavy traffic on street / road	03	
	2 nd floor	04			None	96	-
	3 rd floor	05	5.4	_			J
	4 th to 9 th floor	06	B.1	4	Which of these best describes the coresidential properties in the area?	onditio	n of
	10 th to 19 th floor	07			Mainly good	1	
	20 th floor or higher	08			Mainly fair	2	-
	Don't know	98			Mainly bad	3	
B.10	Does the address have an unkempt g	garden	- ?		Mainly very bad	4	
	Yes	1			Unable to obtain information	5	
	No	2	B.1	5	How is the external condition of the	addres	ss relative to
	No obvious garden	3			other residential properties in the a	rea?	7
			<u>. </u>		Better	1	-
B.11	Based on your observation, is it likely has a car or van?	y that t	his address		About the same	2	-
	Definitely has a car / van	1			Worse	3	_
	Likely	2			Unable to obtain information	4	
	Unlikely	3	B.1	6	What is the status of this household	?	
	Definitely does not have a car / van	4	AI	l el	igible individuals resident (everyone	1	Go to E.1
	Cannot tell from observation	8			lives at this address)		
B.12	Based on your observation, is it likely	v that t		o e	ligible individual resident (everyone has moved from this address)	2	Go to C.1
D.12	contains one or more children aged babies?	•	10 including S		e eligible individuals resident (some		Go to B.17
Defini]	saı	mple members live here, some have moved elsewhere)	3	
Definit	tely has a child / children aged under 10	1			Could not visit household	4	Go to F.1
	Likely	2		Cou	ıld not establish status of household	5	Go to F.1
	Unlikely	3					1
Defin	itely does not have a child / children aged under 10	4	B.:	L7	household grid, CAPI will calculate		
	Cannot tell from observation	8			how many split households there are. You will need to open the appropriate number of ARF Bs.	1	Go to E.1
							<u> </u>

C: Follow-up attempt 2	C:	Follo	ow-up	attem	pt 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	
Outside the UK	5	Go to F.1
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

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	31	l
C.7	How many floors are there at the ad	dress?	

C.8 Are any of these physical barriers to entry present at the address? CODE ALL THAT APPLY

WRITE IN

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 a entrance?	iddress'	's main	C.13	Are any of the following present or hearing of the address? CODE ALL T		-
	CODE ONE ONLY		Во	parded houses, abandoned buildings,			
	Basement/semi-basement	01			demolished houses or demolished buildings	01	
	Ground floor/street level	02			Trash, litter or junk in street / road	02	
	1 st floor	03			Heavy traffic on street / road	03	
	2 nd floor	04			None	96	-
	3 rd floor	05		C 1.1	Which of these book decoribes the		£
	4 th to 9 th floor	06		C.14	Which of these best describes the coresidential properties in the area?	onaitio	n or
	10 th to 19 th floor	07			Mainly good	1	
	20 th floor or higher	08			Mainly fair	2	-
	Don't know	98			Mainly bad	3	-
C.10	Does the address have an unkempt g	arden?)		Mainly very bad	4	-
C.10	Yes	1			Unable to obtain information	5	-
	No	2		C.15	How is the external condition of the	addres	s relative to
	No obvious garden	3		C.13	other residential properties in the a		_
	No obvious garden				Better	1	
C.11	Based on your observation, is it likely has a car or van ?	y that tl	his address		About the same	2	
	Definitely has a car / van	1			Worse	3	
	Likely	2			Unable to obtain information	4	
	Unlikely	3		C.16	What is the status of this household	?	
	Definitely does not have a car / van	4		All el	igible individuals resident (everyone lives at this address)	1	Go to E.1
	Cannot tell from observation	8		No. o	·		Cata D 1
C.12	December 1997	. 41 4 41		NO E	ligible individual resident (everyone has moved from this address)	2	Go to D.1
	Based on your observation, is it likely contains one or more children aged babies?				e eligible individuals resident (some mple members live here, some have moved elsewhere)	3	Go to C.17
Definit	ely has a child / children aged under 10	1			Could not visit household	4	Go to F.1
	Likely	2		Cou	ıld not establish status of household	5	Go to F.1
	Unlikely	3					
Defin	itely does not have a child / children aged under 10	4		C.17	household grid, CAPI will calculate how many split households there	1	Go to E.1
	Cannot tell from observation	8			are. You will need to open the appropriate number of ARF Bs.		
							I

D. Eal	low up	attam	nt 2
D. FUI	low-up	attem	hrз

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

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)	
tempted 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
sited 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	
Outside UK	5	Go to F.1
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	
Semi-detached house/bungalow	
End terraced house/bungalow	03
Terraced house/bungalow	04
Purpose built flat/maisonette (under 10 dwellings)	
Purpose built flat/maisonette (10+ dwellings)	06
Converted flat/maisonette (under 10 dwellings)	
Converted flat/maisonette (10+ dwellings)	
Dwelling with business premises	
Bedsitter in multiple occupation (under 10 dwellings)	
Bedsitter in multiple occupation (10+ dwellings)	11
Bedsitter/single occupation	
Sheltered accommodation	
Institution (write in)	

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

D.8 Are any of these physical barriers to entry present at the address? CODE ALL THAT APPLY

WRITE IN

Other 97

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 a entrance?	ddress'	s main D.13	Are any of the following present or v hearing of the address? CODE ALL The		_
CODE ONE ONLY			Воа	Boarded houses, abandoned buildings,		
	Basement/semi-basement	01		demolished houses or demolished buildings	01	
	Ground floor/street level	02		Trash, litter or junk in street / road	02	
	1 st floor	03		Heavy traffic on street / road	03	
	2 nd floor	04		None	96	
	3 rd floor	05	D 14	\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\	d:4:	f
	4 th to 9 th floor	06	D.14	Which of these best describes the corresidential properties in the area?	naitior	1 01
	10 th to 19 th floor	07		Mainly good	1	
	20 th floor or higher	08		Mainly fair	2	
	Don't know	98		Mainly bad	3	
D.10	Does the address have an unkempt g	gardenî	>	Mainly very bad	4	
	Yes	1		Unable to obtain information	5	
	No	2	D.15	How is the external condition of the	addres	s relative to
	No obvious garden	3		other residential properties in the ar		1
				Better	1	
D.11	Based on your observation, is it likely has a car or van ?	/ that tl	nis address	About the same	2	
	Definitely has a car / van	1		Worse	3	
	Likely	2		Unable to obtain information	4	
	Unlikely	3	D.16	What is the status of this household	?	
	Definitely does not have a car / van	4	All eli _{	gible individuals resident (everyone lives at this address)	1	Go to E.1
	Cannot tell from observation	8	No ol	·		Co to F 1
D.12	Based on your observation, is it likely	/ that tl		igible individual resident (everyone has moved from this address)	2	Go to F.1
	contains one or more children aged babies?	under 1	- 301116	e eligible individuals resident (some nple members live here, some have	3	Go to D.17
Definit	ely has a child / children aged under 10	1		moved elsewhere)		C- +- F 1
	Likely	2	Cavil	Could not visit household		Go to F.1
	Unlikely	3	Coui	ld not establish status of household	5	Go to F.1
Defin	itely does not have a child / children aged under 10	4	D.17	Once you have completed the household grid, CAPI will calculate how many split households there	1	Go to E.1
	Cannot tell from observation	8		are. You will need to open the appropriate number of ARF Bs.	1	OU LI

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?")	
INTERVIEW LENGTH (e.g. "How long will this take?")	
PANEL DESIGN (e.g. "You'll be coming back next year?")	03
CONFIDENTIALITY (e.g. "Who's going to see the answers?")	
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

Completed household questionnaire and at least one individual interview

Completed household questionnaire but no individual interviews

210

END

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)

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

F.7 Deadwood/Ineligible

782	All respondents no longer eligible – died	
783	All respondents no longer eligible – live outside UK	Go to G.3
785	Household_no longer eligible- merged with another hhold	30 10 4.3
790	Other ineligible (verbatim response to be keyed in the admin block)	
785		

F.8 Unknown eligibility (Contacted)

Unable to determine eligibility, contact made at address but information refused about

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



IP3 ARF C

(cream)

Final Outcome

784

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)

*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

P2976	Understanding Society	Innovati	on Panel	3	SAMPLE INFORMATION SHEET				Serial number: FA:			
Date of	last hhld interview:				No. c	No. of adults in hhold at last wave:			No. of 10-15s in hhold at last wave:			
Principa	I hhold contact:					Principal contact's no:			Hhold contact no:			
					Alt. p	orincipal co	ntact no:					
Suspect	ed split-off mover:				Previ	ious Intervi	ewer:					
	•											
INDIVID	UAL INFORMATION: Ple	ease do n	ot use tel	ephone nu	mbers for f	irst contac	t					
P. No	Name, Sex, Age, Deceased	Ever int?			Absent hh mbrs		Home landline no.	Mobile no.	Work phone no.	2 nd work phone no.	Rising 10/16?	SM type
OFFICE	NOTES/UPDATES:											

FA:

Level 3: RESPONDENT CONFIDENTIAL

Serial number:

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 ABO	UT HOUSEHOLD FROM PREVIOU	JS WAVE:			
Serial number:	1	FA:			

Level 3: RESPONDENT CONFIDENTIAL P2976/IP3/SIS_v2

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

Level 3: RESPONDENT CONFIDENTIAL P2976/IP3/SIS_v2

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
″l"	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):

sumple member status (sivi 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)