

Operations Department

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National Centre for Social Research

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

UKHLS unit

ADDRESS DETAILS

DU/HHOLD SELECTION LABEL

DU

HH

Title, first name, surname

Respondent name:

Interviewer name:

Telephone numbers:

Interviewer number:

No telephone:

Number refused:

Contact name for call backs

Total no. of personal visits

Call No.	Date DD/MM/YY	Day of week	Call Start Time 24hr clock	VISITS RECORD Record all visits, even if no reply. For phone calls – see separate grid on next page	*Call Status (Enter codes only)	Call End Time 24hr Clock	Call followed by personal/non-CAPI time (tick)
1	/		:			:	
2	/		:			:	
3	/		:			:	
4	/		:			:	
5	/		:			:	
6	/		:			:	
7	/		:			:	
8	/		:			:	
9	/		:			:	
10	/		:			:	

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

REALLOCATED ADDRESS: If this address is being reallocated to another interviewer before you have completed it, code here.	900	END	*
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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)
11	/		:			:	
12	/		:			:	
13	/		:			:	
14	/		:			:	
15	/		:			:	
16	/		:			:	
17	/		:			:	
18	/		:			:	
19	/		:			:	
20	/		:			:	

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

Call No.	Date DD/MM	Day of week	Call Time 24hr clock	TELEPHONE CALLS RECORD Record all calls, even if no reply. DO NOT ENTER THESE CALLS IN THE NEW CMS.
1	/		:	
2	/		:	
3	/		:	
4	/		:	
5	/		:	
6	/		:	
7	/		:	
8	/		:	
9	/		:	
10	/		:	

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

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

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

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

ENTER NUMBER OF DUs HERE

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A3. INTERVIEW SUMMARY:

ONE DU ONLY

2-3 DUs

4+ DUs

OR CODE: NON CONTACT WITH ANYONE AT ADDRESS

CONTACT MADE BUT ALL INFORMATION REFUSED ABOUT ADDRESS

A	GO TO A5
B	GO TO A5
C	GO TO A4
311	Go to I1
421	Go to F1

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

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

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

If 4-12 DUs:

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

IF 13+ DUs:

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

A5. ENTER DETAILS OF SELECTED DUS:

	DU selection code	Details/description
DU 1	<input style="width: 30px; height: 20px;" type="text"/> <input style="width: 30px; height: 20px;" type="text"/>	Continue on this ARF (DU no = 1)
DU 2	<input style="width: 30px; height: 20px;" type="text"/> <input style="width: 30px; height: 20px;" type="text"/>	Open ARF B for this DU (DU no = 2) Write sn, address and incentive group on front of ARF
DU 3	<input style="width: 30px; height: 20px;" type="text"/> <input style="width: 30px; height: 20px;" type="text"/>	Open ARF B for this DU (DU no = 3) Write sn, address and incentive group on front of ARF

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

B: Ineligible/ uncertain eligibility

B1.	CODE OUTCOME: UNKNOWN ELIGIBILITY (NO CONTACT MADE)			
	OFFICE USE ONLY: Not issued to interviewer	611	END	*
	OFFICE APPROVAL ONLY: Issued but not attempted (includes reissues)	612	Go to I1	
	OFFICE APPROVAL ONLY: Inaccessible	620		
	Unable to locate address	630		
	Unknown whether address is residential: No contact after 4+ calls	640		
	Residential: unknown if eligible person(s) due to non-contact after 4+ calls	650		
	Other unknown eligibility (verbatim reason to be keyed in Admin block)	690		
	CODE OUTCOME: UNKNOWN ELIGIBILITY (CONTACT MADE)			
	Information refused about whether address is residential	810	Go to I1	
	Contact made but not with some one who can confirm the presence of a resident household	820		
	Information refused about whether resident(s) are eligible	830		
	Unable to confirm eligibility of resident(s) due to a lack of knowledge	840		
	Unable to confirm eligibility of resident(s) due to a language barrier	850		
	Other unknown eligibility	890		
B2.	CODE OUTCOME: DEADWOOD (INELIGIBLE)			
	Not yet built/under construction	710	Go to B3	
	Demolished/derelict	720		
	Vacant/empty housing unit	730		
	Non-residential address (e.g business, school, office, factory etc)	740		
	Address occupied, no resident household (e.g. occupied holiday/weekend home)	750		
	Communal establishment/institution – no private dwellings	760		
	Other ineligible	790		
B3.	RECORD ANY FURTHER INFORMATION ABOUT OUTCOME CODES 710–790			
			Enter outcome code on front page of ARF and END	

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

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

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

ENTER NUMBER OF HOUSEHOLDS HERE:

Go to C2

OR CODE: NON CONTACT WITH ANYONE AT ADDRESS

A

Go to Section E

CONTACT MADE BUT ALL INFORMATION REFUSED

B

Go to Section D

C2. HOUSEHOLD SUMMARY:

ONE HOUSEHOLD ONLY

A

Go to Section D

2-3 HOUSEHOLDS

B

Go to C4

4+ HOUSEHOLDS

C

Go to C3

C3. IF 4+ HOUSEHOLDS:

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

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

IF 4-12 HHOLDS:

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

IF 13+ Hholds:

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

C4. ENTER DETAILS OF SELECTED HHOLDS:

	HH selection code	Details/description	
Hhold 1	<input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>	Continue on this ARF (Hhold no = 1)	Go to Section D
Hhold 2	<input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>	Open ARF C for this Hhold (Hhold no = 2) Write sn, address and incentive group on front of ARF	
Hhold 3	<input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>	Open ARF C for this Hhold (Hhold no = 3) Write sn, address and incentive group on front of ARF	

D: Respondent queries

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

E: Record household outcome details

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

F: Record refusal codes

PLEASE RECORD REASON FOR HOUSEHOLD REFUSAL:

F1.

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 household member refuses on behalf of respondent	32

Other:

No reason given	96
Other reason	97

Go to Section G

G: Information about unproductive addresses

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

H: Record individual outcome details

H1

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

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

Person No	Age	Sex	Name	Interview	Consent form	Incentive	
							J12

I: Information about unproductive outcomes

I1 RECORD ANY FURTHER INFORMATION ABOUT OUTCOME CODES:
310-328, 410-450, 510-599, 612-690, 810-890

Go to I2

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

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

Code your best guess:

Very likely

1

Likely

2

Possible

3

Unlikely

4

Very unlikely

5

Impossible to say

6

END

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

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

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

NOTE THAT J12 NEEDS TO BE COMPLETED AFTER INTERVIEWING.

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

J1	<p>TYPE OF AREA:</p> <p style="text-align: right;">Inner City</p> <p style="text-align: center;">Other dense urban/town centre</p> <p style="text-align: center;">Suburban residential (city/large town outskirts)</p> <p style="text-align: center;">Rural residential/village</p> <p style="text-align: center;">Rural (agricultural with isolated dwellings or small hamlets)</p>	1	Go to J2
		2	
		3	
		4	
		5	
J2	<p>PREDOMINANT RESIDENTIAL BUILDING TYPE IN AREA:</p> <p style="text-align: right;">Terraced houses</p> <p style="text-align: right;">Semi-detached houses</p> <p style="text-align: right;">Detached houses</p> <p style="text-align: right;">Mixed</p> <p style="text-align: right;">Low rise flats (5 storey blocks or less)</p> <p style="text-align: right;">High rise flats (blocks over 5 storeys)</p> <p style="text-align: right;">Flats with/over commercial premises</p> <p style="text-align: right;">Flats - mixed</p> <p style="text-align: right;">Mixed houses and flats</p>	1	Go to J3
		2	
		3	
		4	
		5	
		6	
		7	
		8	
		9	
J3	<p>HOUSEHOLD DWELLING TYPE (CODE ONE ONLY):</p> <p style="text-align: right;">Detached house/bungalow</p> <p style="text-align: right;">Semi-detached house/bungalow</p> <p style="text-align: right;">End terraced house/bungalow</p> <p style="text-align: right;">Terraced house/bungalow</p> <p style="text-align: right;">Purpose built flat/maisonette (under 10 dwellings)</p> <p style="text-align: right;">Purpose built flat/maisonette (10+ dwellings)</p> <p style="text-align: right;">Converted flat/maisonette (under 10 dwellings)</p> <p style="text-align: right;">Converted flat/maisonette (10+ dwellings)</p> <p style="text-align: right;">Dwelling with business premises</p> <p style="text-align: right;">Bedsitter in multiple occupation (under 10 dwellings)</p> <p style="text-align: right;">Bedsitter in multiple occupation (10+ dwellings)</p> <p style="text-align: right;">Bedsitter/single occupation</p> <p style="text-align: right;">Sheltered accommodation</p> <p style="text-align: right;">Other</p>	1	Go to J4
		2	
		3	
		4	
		5	
		6	
		7	
		8	
		9	
		10	
		11	
		12	
		13	
		97	

J4	How many floors are there in the building?		Go to J5
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J5	What floor of the building does this household live on? CODE ALL THAT APPLY	Basement/semi-basement	01	Go to J6
		Ground floor/street level	02	
		1 st floor	03	
		2 nd floor	04	
		3 rd floor	05	
		4 th to 9 th floor	06	
		10 th to 19 th floor	07	
		20 th floor or higher	08	
		Don't know	98	

J6	Are there any physical barriers to entry to this dwelling unit ?	Locked common entrance	01	Go to J7
		Locked gates	02	
		Security staff or gatekeeper	03	
		Entry phone access	04	
		Bars on windows	05	
		Crime watch or security system signs	06	
		No trespassing sign	07	
		No solicitation sign	08	
		Beware of the dog sign	09	
		Don't know/haven't visited	10	
		None of these	11	

J7	Any of the following conditions of the building ? CODE ALL THAT APPLY	Missing roofing materials(s)	1	Go to J8
		Boarded up window(s)	2	
		Missing/broken window(s)	3	
		Missing bricks, sidings, or outside wall material	4	
		Graffiti or similar markings	5	
		Unkempt garden	6	

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

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