UK Data Archive Study Number 7332 - Understanding Society: Innovation Panel:
Secure Access, National Grid Reference (Easting, Northing, OSGRDIND)
Appointments Made



ARF

A (Yellow)

, 10 lb 2	 Final
	Outcome

P3025	: Understandi	ing Soc	iety Unit,	NatCen, 101-135 Kings Ro	ad, Bre	ntwood, Essex CM14 4LX. Telephone: 01277	200 600, F	ax: 01277	214 117			
		ı	ADDRESS	SLABEL		HOUSEHOLD INFORMATION						
SN:				FA:		Incentive Group:						
						Sample Type:						
Addı	ress:					Adult Self-completion:						
						IP3 Outcome:						
						Last interview:						
						Principal contact:						
						(Principal Contact information is fo	r REFEREN	ICE ONLY	′ – a			
						refusal from principal contact does						
						household refusal. Use the SIS to co	ontact the	other ac	luits in			
						tins nousenotay						
Office no	otes and updates											
	Tel numb	er 1										
		L										
	Tel numb	er 2										
•		أ										
Contact name for call backs												
		L	1	[								
	No teleph	one	2	Number refused	3							
Call No.	Date DD/MM	Day of week	Call Start Time		VIS	TS RECORD	*Call Status (Enter	Call End Time	Call foll- owed by			

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

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

Call No.	Date DD/MM	Day of week	Call Start Time (24hr clock)	VISITS RECORD  Record all visits, even if no reply.  For phone calls – see separate grid on next page	*Call Status (Enter codes only)	Time	Call foll- owed by personal/ non-CAPI time (tick)
9	/		:			:	
10	/		:			:	
11	/					:	
12	/					:	
13	/		:			:	
14	/		:			:	
15	/		:			:	
16	/		:			:	
17	/		:			:	
18	/		:			:	
19	/		:			:	
20	/		:			:	
21	/		:			:	
22	/		:			:	
23	/		:			:	
24	/		:			:	
25	/		:			:	
	*Call Stati	us code	<b>s:</b> 1=No r	reply, 2=Contact made, 3=Appointment made, 4=Any CAPI interviewing do	one, 5=Any	other sta	tus

	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	1		:						
8	/		:						
9	/		:						
10	/		:						
11	/		:						
12	/		:						
13	/		:						
14	/		:						
15	/		:						
16	/		:						
17	/		:						
18	/		:						
19	/		:						
20	/		:						
21	/		:						
22	/		:						
23	/		:						
24	/		:						
25	/		:						

## TRACKING INTERVIEWS AND SELF-COMPLETIONS

P.No	Sex (M/F)	Age	First Name	CAPI (Y/N/NA)	Adult SC	Youth SC	Promissory Note (Y/N/NA)
				(.,,,	(1,11,111,111,111,111,111,111,111,111,1	(1,11,111,1	(-,,,

P30	25 Understand	ling Society	IP4		SAMPLE INFORMATION SHEET					Serial number: FA:			FA:		
	Please do not use telephone numbers for first contact														
No. of adults in hhold at last wave:					No. of 10-	15s in hho	ld at last	wave:		Suspected split-off mover:					
Prir	cipal contact's n	0:				Alt. princi	pal contac	t no:				contact no:			
Previous interviewer: Interview mode at IP2:															
	INDIVIDUAL INFORMATION: Please do not use telephone numbers for first contact														
	Name, Sex, Age		Ever	DNC	IP3 Individual	Prev OC's	Prev Dol	Job stat	Home landline no.	Mobi	ile no.	Work phone	2 <sup>nd</sup> work phone no.	Rising 10/16?	SM
No			int?		Outcome							no.			type
NOT	ES ON CONTACT I	FROM LAST	INTER	RVIEW	<b>/</b> :										
Add	lress directions:														
	pattern:														
Oth	er useful info:														

Serial number:	FA:
----------------	-----

COMMENTS	<b>ABOUT HHO</b>	LD			
Source* Date		Comment			
COMMENTS	ABOUT SAM	PLE MI	EMBERS		
P. No	Name, Sex, Ag	ge	Source*	Date	Comment

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

<sup>\*</sup>PI= Preceding interview, RBW = Received between waves

Serial number: FA:

STABLE CONTACT DETAILS FROM		IS BLANK TI	HEN NO DETAILS GIVEN AT PREVIOUS INTERVIEW. RECORD N		S IN THE CAPI ONLY.
Sample member name	Stable contact name	Rel stat	Address of contact person	Tel. no	Alt tel no.

Serial number:	FA:

#### SUSPECTED SPLIT-OFF MOVERS

Procedure is as follows:

- 1) visit issued address and confirm suspected split-offs are no longer resident.
- 2) If split is confirmed & new address details provided visit new address; if split confirmed but new address details are not provided, attempt contact at the address provided below.
- 3) DO NOT MENTION ANY ADDRESS BELOW TO ORIGINAL HOUSEHOLD/ ANYONE ELSE UNDER ANY CIRCUMSTANCES.

Mover	Date of move	Reason for move	New address	New landline

#### Sex:

"M"	Male
"F"	Female

## Stable contact's relationship to sample member:

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

#### Reason for move:

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

#### Sample member status (SM type):

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

## Previous outcome (Prev OC):

"P"	Productive
"Px"	Proxy

"U"	Unproductive
"YSC"	Youth self-completion productive
"YU"	Youth self-completion unproductive
"<10"	Child under 10, ineligible at last interview

#### Job status:

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

#### DNC (Do Not Contact):

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

#### **IP3 Individual Outcome**

II 5 IIIaiviaa	a outonic
"11"	"Individual Interview"
"13"	"Proxy Interview"
"21"	"Partial Individual Interview"
"31"	"No contact"
"42"	"Proxy Refusal"
"43"	"Refusal before interview"
"45"	"Broken Appointment"
"51"	"Ill at home"
"52"	"Away/ in hospital"
"53"	"Physically/ Mentally incapable"
"54"	"Language difficulties"
"59"	"Other reason- no interview"
"78"	"Moved outside of UK"
"89"	"Unknown eligibility"
	·

# COMPLETE A.1 – A.7 <u>BEFORE</u> MAKING CONTACT. FOR OFFICE REFUSALS: PLEASE VISIT THE ADDRESS BUT <u>DO NOT</u> APPROACH OCCUPANTS.

<b>A.1</b>	ADDRESS DWELLING TYPE (CODE ONE ONLY)
------------	---------------------------------------

Detached house/bungalow	1	
Semi-detached house/bungalow	2	
End terraced house/bungalow	3	
Terraced house/bungalow	4	
Purpose built flat/maisonette (under 10 dwellings)	5	
Purpose built flat/maisonette (10+ dwellings)	6	
Converted flat/maisonette (under 10 dwellings)	7	
Converted flat/maisonette (10+ dwellings)	8	
Dwelling with business premises	9	
Bedsitter in multiple occupation (under 10 dwellings)	10	
Bedsitter in multiple occupation (10+ dwellings)	11	
Bedsitter/single occupation	12	
Sheltered accommodation	13	
Institution (write in)	14	
Other (write in)	97	
Does this address have an <b>unkempt garden</b> ?		
Yes	1	
No	2	
No obvious garden	3	
Standing outside, can you observe any signs of a car or van belonging to this address?		
Yes, probably belonging to this address	1	
Yes, unsure whether belonging to this address	2	
No	3	
L		

**A.2** 

**A.3** 

A.4	Standing outside, can you observe any signs of children under 10 (including babies) at this address?		
	Yes	1	
	No	2	
<b>A.5</b>	Are any of the following present or within <b>sight</b> or <b>hearing</b> of the address? CODE ALL THAT AP	PLY	1
	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 <b>original issued address</b> on the front of the ARF?		1
A.0	All issued individuals resident (everyone lives at this address)	1	Go to E.1
		1	
	No issued individuals resident (everyone has moved from this address)	2	Go to B.1
	Some issued individuals resident (some sample members live here, some have moved elsewhere)	3	Go to A.9
	Could not visit hhold (e.g. foot & mouth, swine flu, floods)	4	Go to F.1
	Visited hhold & could not establish status	5	GO 10 F.1
	All sample member(s) have died	6	Go to F.1
<b>A.9</b>	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

<b>B.1</b>	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)		
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

lame:	
Address:	
Postcode:	
Phone:	
Mobile:	
mail:	

## **B.5** The address is......?

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 (write in)	97
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**B.7** How many floors are there at the address?

**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	<b>9</b> On what floor of the building is the address's main entrance?			<b>B.14</b> Which of these best describes the condition of residential properties in the area?			
	CODE ONE ONLY			Mainly good	1		
	Basement/semi-basement	01		Mainly fair	2		
	Ground floor/street level	02		Mainly bad	3		
	1 <sup>st</sup> floor	03		Mainly very bad	4		
	2 <sup>nd</sup> floor	04		Unable to obtain information	5		
	3 <sup>rd</sup> floor	05	B.15	How is the external condition of the		s relative to	
	4 <sup>th</sup> to 9 <sup>th</sup> floor	06		other residential properties in the ar		]	
	10 <sup>th</sup> to 19 <sup>th</sup> floor	07		Better	1	<u> </u>	
	20 <sup>th</sup> floor or higher	08		About the same	2	-	
	Don't know	98		Worse	3	-	
B.10	Does the address have an unkempt g	arden?		Unable to obtain information	4		
	Yes	1	B.16	What is the status of this household?	?		
	No	2	All is	ssued individuals resident (everyone lives at this address)	1	Go to E.1	
	No obvious garden	3	No is	ssued individuals resident (everyone		C- 1- C1	
B.11	Standing outside, can you observe ar van belonging to this address?	ny signs of	f a car or	has moved from this address) me issued individuals resident (some	2	Go to C.1	
Yes, probably belonging to this address 1			sample members live here, some have moved elsewhere)		Go to B.17		
Ye	s, unsure whether belonging to this address	2	Coul	ld not visit hhold (e.g. foot & mouth, swine flu, floods)	4	Go to F.1	
	No	3	Visite	ed hhold & could not establish status	5	00 101.1	
B.12	Standing outside, can you observe ar under 10 (including babies) at this ac		fchildren	All sample member(s) have died	6	Go to F.1	
B.13	Yes  No  Are any of the following present or w	1 2	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	
D.13	hearing of the address? CODE ALL TH	_					
Вог	arded 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: Follow-up attempt 2

<b>C.1</b>	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

ame:
ddress:
ostcode:
hone:
1obile:
mail:

#### **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  Semi-detached house/bungalow  End terraced house/bungalow  Terraced house/bungalow  O4  Purpose built flat/maisonette (under 10 dwellings)  Purpose built flat/maisonette (10+ dwellings)  Converted flat/maisonette (under 10 dwellings)  Converted flat/maisonette (10+ dwellings)  Dwelling with business premises  O9  Bedsitter in multiple occupation (under 10 dwellings)  Bedsitter in multiple occupation (10+ dwellings)  Bedsitter/single occupation  Sheltered accommodation  13  Institution (write in)		
End terraced house/bungalow Terraced house/bungalow O4 Purpose built flat/maisonette (under 10 dwellings) Purpose built flat/maisonette (10+ dwellings) Converted flat/maisonette (under 10 dwellings) Converted flat/maisonette (10+ dwellings) Dwelling with business premises Dwelling with business premises Bedsitter in multiple occupation (under 10 dwellings) Bedsitter in multiple occupation (10+ dwellings) Bedsitter/single occupation Sheltered accommodation 13	Detached house/bungalow	01
Terraced house/bungalow Purpose built flat/maisonette (under 10 dwellings)  Purpose built flat/maisonette (10+ dwellings)  Converted flat/maisonette (under 10 dwellings)  Converted flat/maisonette (under 10 dwellings)  Dwelling with business premises  Dwelling with business premises  Bedsitter in multiple occupation (under 10 dwellings)  Bedsitter in multiple occupation (10+ dwellings)  Bedsitter/single occupation  Sheltered accommodation  13	Semi-detached house/bungalow	02
Purpose built flat/maisonette (under 10 dwellings)  Purpose built flat/maisonette (10+ dwellings)  Converted flat/maisonette (under 10 dwellings)  Converted flat/maisonette (10+ dwellings)  Dwelling with business premises  Dwelling with business premises  Bedsitter in multiple occupation (under 10 dwellings)  Bedsitter in multiple occupation (10+ dwellings)  Bedsitter/single occupation  Sheltered accommodation  13	End terraced house/bungalow	03
Purpose built flat/maisonette (10+ dwellings)  Converted flat/maisonette (under 10 dwellings)  Converted flat/maisonette (10+ dwellings)  Dwelling with business premises  Dwelling with business premises  Bedsitter in multiple occupation (under 10 dwellings)  Bedsitter in multiple occupation (10+ dwellings)  Bedsitter/single occupation  Sheltered accommodation  13	Terraced house/bungalow	04
Converted flat/maisonette (under 10 dwellings)  Converted flat/maisonette (10+ dwellings)  Dwelling with business premises  Dwelling with business premises  Bedsitter in multiple occupation (under 10 dwellings)  Bedsitter in multiple occupation (10+ dwellings)  Bedsitter/single occupation  Sheltered accommodation  13	•	05
Converted flat/maisonette (10+ dwellings)  Dwelling with business premises  Dwelling with business premises  Bedsitter in multiple occupation (under 10 dwellings)  Bedsitter in multiple occupation (10+ dwellings)  Bedsitter/single occupation  Sheltered accommodation  13	•	06
Dwelling with business premises 09  Bedsitter in multiple occupation (under 10 dwellings)  Bedsitter in multiple occupation (10+ dwellings)  Bedsitter/single occupation 12  Sheltered accommodation 13	,	07
Bedsitter in multiple occupation (under 10 dwellings)  Bedsitter in multiple occupation (10+ dwellings)  Bedsitter/single occupation 12  Sheltered accommodation 13	Converted flat/maisonette (10+ dwellings)	08
Bedsitter in multiple occupation (10+ dwellings)  Bedsitter/single occupation 12  Sheltered accommodation 13	Dwelling with business premises	09
Bedsitter/single occupation 12  Sheltered accommodation 13	·	10
Sheltered accommodation 13		11
	Bedsitter/single occupation	12
Institution (write in) 14	Sheltered accommodation	13
` ′	Institution (write in)	14

Other (write in)	97	

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

WRITE IN	

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

Locked common entrance	1
Locked gates	2
Security staff or gatekeeper	3
Entry phone access	4
None of these	5
Unable to obtain information	6

C.9	On what floor of the building is the a entrance?	ddress	S main C.14 Which of these best describes the coresidential properties in the area?	nditior	n of
	CODE ONE ONLY		Mainly good	1	
	Basement/semi-basement	01	Mainly fair	2	
	Ground floor/street level	02	Mainly bad	3	
	1 <sup>st</sup> floor	03	Mainly very bad	4	
	2 <sup>nd</sup> floor	04	Unable to obtain information	5	
	3 <sup>rd</sup> floor	05	<b>C.15</b> How is the external condition of the	addres	s relative to
	4 <sup>th</sup> to 9 <sup>th</sup> floor	06	other residential properties in the ar		1
	10 <sup>th</sup> to 19 <sup>th</sup> floor	07	Better	1	
	20 <sup>th</sup> floor or higher	08	About the same	2	
	Don't know	98	Worse	3	
C.10	Does the address have an unkempt g	garden ?	Unable to obtain information	4	
	Yes	1	<b>C.16</b> What is the status of this household?	?	
	No	2	All issued individuals resident (everyone lives at this address)	1	Go to E.1
	No obvious garden	3	No issued individuals resident (everyone	2	Go to D.1
C.11	Standing outside, can you observe ar van belonging to this address?	ny signs	has moved from this address) s of a car or  Some issued individuals resident (some	2	G0 t0 D.1
Yes	, probably belonging to this address	1	sample members live here, some have moved elsewhere)	3	Go to C.17
Ye	es, unsure whether belonging to this address	2	Could not visit hhold (e.g. foot & mouth, swine flu, floods)	4	
	No	3	Visited hhold & could not establish status	5	Go to F.1
C.12	Standing outside, can you observe ar under 10 (including babies) at this ac			6	Go to F.1
	Yes	1	C.17 Once you have completed the		
	No	2	household grid, CAPI will calculate how many split households there are. You will need to open the	1	Go to E.1
C.13	Are any of the following present or w	vithin <b>s</b> i	appropriate number of ARF Bs.		
	hearing of the address? CODE ALL TH	IAT API	PLY		
Во	arded 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			
	l				

## D: Follow-up attempt 3

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

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

Vou 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)	
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

ame:	
ddress:	
ostcode:	
hone:	
lobile:	
mail:	

**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 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

**D.6** ADDRESS DWELLING TYPE – CODE ONE ONLY:

Detached house/bungalow	01
Semi-detached house/bungalow	02
End terraced house/bungalow	03
Terraced house/bungalow	04
Purpose built flat/maisonette (under 10 dwellings)	05
Purpose built flat/maisonette (10+ dwellings)	06
Converted flat/maisonette (under 10 dwellings)	07
Converted flat/maisonette (10+ dwellings)	08
Dwelling with business premises	09
Bedsitter in multiple occupation (under 10 dwellings)	10
Bedsitter in multiple occupation (10+ dwellings)	11
Bedsitter/single occupation	12
Sheltered accommodation	13
Institution (write in)	14

D.7	How man	v floors ar	a thara at	the addre	دد۲
IJ./	now man	v noors ar	e mere at	the addre	55 F

WRITE IN	
----------	--

Other (write in) 97

**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

<b>D.9</b> On what floor of the building is the address's main entrance?		D.14 Which of these best describes the coresidential properties in the area?			
CODE ONE ONLY		Mainly good	1		
Basement/semi-basement	01	Mainly fair	2		
Ground floor/street level	02	Mainly bad	3		
1 <sup>st</sup> floor	03	Mainly very bad	4		
2 <sup>nd</sup> floor	04	Unable to obtain information	5		
3 <sup>rd</sup> floor	05	<b>D.15</b> How is the external condition of the	addres	s relative to	
4 <sup>th</sup> to 9 <sup>th</sup> floor	06	other residential properties in the ar		1	
10 <sup>th</sup> to 19 <sup>th</sup> floor	07	Better	1		
20 <sup>th</sup> floor or higher	08	About the same	2		
Don't know	98	Worse	3		
<b>D.10</b> Does the address have an <b>unkempt</b> §	garden?	Unable to obtain information	4		
Yes	1	<b>D.16</b> What is the status of this household?	?		
No	2	All issued individuals resident (everyone lives at this address)	1	Go to E.1	
No obvious garden	3	No issued individuals resident (everyone	2	Go to F.1	
<b>D.11</b> Standing outside, can you observe an	ny signs of a c		_ 		
van belonging to this address?  Yes, probably belonging to this address	1	Some issued individuals resident (some sample members live here, some have moved elsewhere)	3	Go to D.17	
Yes, unsure whether belonging to this address	2	Could not visit hhold (e.g. foot & mouth, swine flu, floods)	4		
No	3	Visited hhold & could not establish status	5	Go to F.1	
<b>D.12</b> Standing outside, can you observe an under 10 (including babies) at this ac	. •	ildren  All sample member(s) have died	6	Go to F.1F.7	
Yes No	2	<b>D.17</b> 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>D.13</b> Are any of the following present or whearing of the address? CODE ALL THE					
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

## 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

How strongly did the respondent resist co-operation?

NB this question refers to when you first made initial contact.

CODE ONE ONLY

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

### F: Final Outcome

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

IF THE HOUSEHOLD HAS SPLIT, RECORD A HOUSEHOLD OUTCOME BELOW <u>FOR THOSE STILL LIVING AT THIS ADDRESS</u>. FOR THOSE ELIGIBLE INDIVIDUALS WHO HAVE LEFT THE HOUSEHOLD, OPEN APPROPRIATE NUMBER OF ARF Bs (AS INSTRUCTED BY CAPI) AND ATTEMPT TO FIND A FOLLOW-UP ADDRESS FOR THEM.

#### F.2 Productive

Completed household questionnaire and interviewed all eligible hhold members	110	
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 responsible adult	322	Go to G.2
Contact made but no subsequent contact	391	

#### F.4 Refusal

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

## F.5 Other unproductive

SINGLE PERSON HHOLD ONLY – Ill at home during survey period	510	
SINGLE PERSON HHOLD ONLY – away/in hospital throughout f/work period	520	Go to G.3
SINGLE PERSON HHOLD ONLY – Physically or mentally incapable	530	do to d.5
<b>SINGLE PERSON HHOLD ONLY</b> – INSTITUTIONALISED (e.g. nursing home/care home)	560	
<b>OFFICE APPROVAL ONLY</b> : Other unproductive	590	Go to G.2

## F.6 Unknown eligibility (No contact)

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

## F.7 Deadwood/Ineligible

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

## F.8 Unknown eligibility (Contacted)

<b>5</b> , ` ,		
Unable to determine eligibility, contact made at address but information refused about	920	Go to G 2
hhold	650	do to d.3

## **G:** Unproductive Households

**G.1** What was the main reason for household refusal:

10	Looking after ill/elderly	Too busy:
11	Looking after child(ren)	
12	Respondent almost never home	
13	Respondent is temporarily absent	
14	Stressful family situation	
15	Too busy (not elsewhere specified)	
20	Unhappy about confidentiality	Personal reasons:
21	Questions too personal	
22	Respondent does not want to be bothered	Attitudes towards survey:
23	Nothing ever changes	
24	Survey is too long	
25	Survey is waste of time	
26	Previous bad experience with surveys	
30	Other family member opposes respondent participating	Family pressure:
31	Someone has convinced respondent to refuse	
32	Other hhold member refuses on behalf of respondent	
96	No reason given	Other:
97	Other reason (WRITE IN)	

**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



IP4	Appointments Made	Ī	Final
ARF		ļ	Outcome
B (Cream)			

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

COM	PLETE FOR S	PLIT HO	OUSEHOL IN DETA													USEHOL	D. WRITE
	AL NUMBEI sehold <u>exce</u>	-	_	t)													
	JSE 'HHOLDSPLIT' PARALLEL BLOCK FROM THE ORIGINAL HOUSEHOLD - RECORD NAME & RESIDENT CODE FOR ALL DRIGINAL HHOLD MEMBERS. TRANSFER HOUSEHOLD INFO FROM ARF A.  *Resident Name *Resident Household information																
									*Resid		Hous	ehol	d info	ormat	ion		
											Incen			p:			
Sample Type:  Adult Self-completion:																	
kD = =: -l		Dagarda		-:		- I-I 2	1: :					f:				- 4 d	
Addre	ent code: 1 =	кесога	ed as being	g in this :	spiit nno	oia, 2=	iives in	anotne	er spiit r		Postc		med a	s resia	ent eisewner	e, 4=dece	ased
Telephone Telephone number 2:																	
Contact name for Roteles Call backs:							.na. [	)	ımbe fused		3						
Call No.	Date DD/MM	Day of week	Call Start Time (24hr clock)			For p		VISITS all visit		f no rep		3			*Call Status (Enter codes only)	Time	Call foll- owed by personal/ non-CAPI time (tick)
1	/		:														
2	/		:													:	
3	/		:													:	
4	/		:														
5	/		:													:	
6	/																
7	/		:													:	
8	/		:													:	
	*Call Statu	ıs code	s: 1=No r	eply, 2=	Contac	t made	e, 3=Ap	pointn	nent ma	ade, 4=	=Any C	API in	tervie	wing c	lone, 5=Any	other sta	tus

Call No.	Date DD/MM	Day of week	Call Start Time (24hr clock)	VISITS RECORD  Record all visits, even if no reply.  For phone calls – see separate grid on next page	*Call Status (Enter codes only)	Call End Time (24hr Clock)	Call foll- owed by personal/ non-CAPI time (tick)
9	/		:			:	
10	/		:			:	
11	/		:			:	
12	/		:			:	
13	/		:			:	
14	/		:			:	
15	/		:			:	
16	/		:			:	
17	/		:			:	
18	/		:			:	
19	/		:			:	
20	/		:			:	
21	/		:			:	
22	/		:			:	
23	/		:			:	
24	/		:			:	
25	/		:			:	

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

Call No.	Date DD/MM	Day of week	Call Time 24hr clock	TELEPHONE CALLS RECORD  Record all calls, even if no reply.  DO NOT ENTER THESE CALLS IN THE CAPI MENU SYSTEM
1	/		:	
2	/		:	
3	/		:	
4	/		:	
5	/		:	
6	/		:	
7	/		÷	
8	/		:	
9	/		:	
10	/		:	
11	/		:	
12	/		:	
13	/		:	
14	/		•	
15	1		:	
16	/		•	
17	1		•	
18	/		:	
19	/		:	
20	/		:	
21	/		=	
22	/		=	
23	/		:	
24	/		:	
25	/		:	

## TRACKING INTERVIEWS AND SELF-COMPLETIONS

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

B:	Foll	ow-	un	atte	mp	t 1
	шчи		G P	GUU		

<b>B.1</b>	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:	
Address:	
ostcode:	
hone:	
Лobile:	
mail:	

## **B.5** The address is......?

1116 dadi 655 15		
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	
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

R 7	How	, many	floors are	s there	at the	addre	cci

_	
WRITE IN	

Other (write in) 97

# **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?	ddress	's main <b>B.13</b>	Are any of the following present or whearing of the address? CODE ALL T		
	CODE ONE ONLY		Во	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 <sup>st</sup> floor	03		Heavy traffic on street / road	03	
	2 <sup>nd</sup> floor	04		None	96	
	3 <sup>rd</sup> floor	05				l
	4 <sup>th</sup> to 9 <sup>th</sup> floor	06	B.14	Which of these best describes the coresidential properties in the area?	ondition	n of
	10 <sup>th</sup> to 19 <sup>th</sup> floor	07		Mainly good	1	
	20 <sup>th</sup> floor or higher	08		Mainly fair	2	
	Don't know	98		Mainly bad	3	
B.10	Does the address have an unkempt g	ardenî	<b>?</b>	Mainly very bad	4	
	Yes	1		Unable to obtain information	5	
	No	2	B.15	How is the external condition of the	addres	s relative to
	No obvious garden	3		other residential properties in the an		]
B.11	Standing outside, can you observe ar	ny signs	s of a car or	Better	1	
	van belonging to this address?		1	About the same	2	
Yes	, probably belonging to this address	1	Worse		3	
Ye	s, unsure whether belonging to this address	2		Unable to obtain information	4	
	No	3	B.16	What is the status of this household	?	T
B.12	Standing outside, can you observe ar	-	s of children	ssued individuals resident (everyone lives at this address)	1	Go to E.1
	under 10 (including babies) at this ad	ldress?	No is	ssued individuals resident (everyone	2	Go to C.1
	Yes	1		has moved from this address)	_	00 10 0.1
	No	2		ne issued individuals resident (some mple members live here, some have moved elsewhere)	3	Go to B.17
			Coul	d not visit hhold (e.g. foot & mouth, swine flu, floods)	4	Go to F.1
			Visited hhold & could not establish status		5	G0 t0 F.1
				All sample member(s) have died	6	Go to F.1
			B.17	Once you have completed the household grid, CAPI will calculate how many split households there are. You will need to open the appropriate number of ARF Bs.	1	Go to E.1

## C: Follow-up attempt 2

<b>C.1</b>	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

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	

# **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

ame:	
ddress:	
ostcode:	
hone:	
Nobile:	
mail:	

#### **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

<b>C.7</b>	How many floors are there at the address?

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

WRITE IN

Other (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 address's main entrance?  CODE ONE ONLY		C.13	Are any of the following present or vibearing of the address? CODE ALL T		_
			Во	arded 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	<u>-</u>
	1 <sup>st</sup> floor	03		Heavy traffic on street / road	03	-
	2 <sup>nd</sup> floor	04		None	96	-
	3 <sup>rd</sup> floor	05				1
	4 <sup>th</sup> to 9 <sup>th</sup> floor	06		Which of these best describes the coresidential properties in the area?	onditio	n of
	10 <sup>th</sup> to 19 <sup>th</sup> floor	07		Mainly good	1	]
	20 <sup>th</sup> 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	
	Yes	1		Unable to obtain information	5	
	No	2	C.15			s relative to
No obvious garden		3		other residential properties in the ar	ea?	1
C 11	Chanding autoide con usu cheemis on			Better	1	
C.11	Standing outside, can you observe ar van belonging to this address?	y signs of a car (	or	About the same	2	
Yes, probably belonging to this address  Yes, unsure whether belonging to this address			Worse	3	_	
			Unable to obtain information	4		
	No	3	<b>C.16</b>	What is the status of this household	?	T
C.12	Standing outside, can you observe any signs of under 10 (including babies) at this address?  Yes 1			ssued individuals resident (everyone lives at this address)	1	Go to E.1
			No i	ssued individuals resident (everyone has moved from this address)	2	Go to D.1
	No	lo 2		me issued individuals resident (some mple members live here, some have moved elsewhere)	3	Go to C.17
			Cou	ld not visit hhold (e.g. foot & mouth, swine flu, floods)	4	
			Visite	ed hhold & could not establish status	5	Go to F.1
				All sample member(s) have died	6	Go to F.1
			0.4-	Once you have completed the		
			C.17	household grid, CAPI will calculate how many split households there are. You will need to open the	1	Go to E.1

appropriate number of ARF Bs.

## D: Follow-up attempt 3

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

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

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			

**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

ame:	
ddress:	
ostcode:	
hone:	
lobile:	
mail:	

**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	01
Semi-detached house/bungalow	02
End terraced house/bungalow	03
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
	_

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	_

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

WRITE IN	
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Other (write in) 97

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

common entrance 1	Locked common entrance			
Locked gates 2				
staff or gatekeeper 3	Security staff or gatekeeper			
Entry phone access 4				
None of these 5				
obtain information 6	Unable t			

D.9	On what floor of the building is the a entrance?	ddress	main <b>D.13</b>	Are any of the following present or vinearing of the address? CODE ALL T		
	CODE ONE ONLY		Ro	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 <sup>st</sup> floor	03		Heavy traffic on street / road	03	
	2 <sup>nd</sup> floor	04		None	96	
	3 <sup>rd</sup> floor	05	D 14	water to the state of the	1	1
	4 <sup>th</sup> to 9 <sup>th</sup> floor	06	D.14	Which of these best describes the coresidential properties in the area?	ondition	n of
	10 <sup>th</sup> to 19 <sup>th</sup> floor	07		Mainly good	1	
	20 <sup>th</sup> floor or higher	08	·	Mainly fair	2	
	Don't know	98		Mainly bad	3	
D.10	Does the address have an <b>unkempt</b> a	garden		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	<b>D.13</b>	other residential properties in the a		s relative to
<ul> <li>D.11 Standing outside, can you observe any signs of a car or van belonging to this address?</li> <li>Yes, probably belonging to this address</li> <li>Yes, unsure whether belonging to this address</li> </ul>		•	Better	1		
		of a car or	About the same	2		
			Worse	3		
			Unable to obtain information	4		
	No	3	D.16	What is the status of this household		T
D.12	Standing outside, can you observe ar			ssued individuals resident (everyone lives at this address)	1	Go to E.1
	under 10 (including babies) at this ad Yes	1	No i	ssued individuals resident (everyone has moved from this address)	2	Go to F.1
	No	2		me issued individuals resident (some ample members live here, some have moved elsewhere)	3	Go to D.17
			Cou	ld not visit hhold (e.g. foot & mouth, swine flu, floods)	4	Go to F.1
			Visite	ed hhold & could not establish status	5	G0 t0 F.1
				All sample member(s) have died	6	Go to F.1
			D.17	Once you have completed the household grid, CAPI will calculate how many split households there are. You will need to open the appropriate number of ARF Bs	1	Go to E.1

## E: Eligible Households

## COMPLETE E1 & E2 FOR ALL ELIGIBLE HHOLDS AT INITIAL CONTACT

**E.1** Did the household respondent(s) query any of the following topics? CODE ALL THAT APPLY

PURPOSE (e.g. "What's the purpose? What's all this about?")	01
INTERVIEW LENGTH (e.g. "How long will this take?")	02
PANEL DESIGN (e.g. "You'll be coming back next year?")	03
CONFIDENTIALITY (e.g. "Who's going to see the answers?")	04
INCENTIVE/PAYMENT (e.g. "What's in it for us/me?")	05
OTHER QUERY	97
NO QUERIES	96

How strongly did the respondent resist co-operation?

NB this question refers to when you first made initial contact.

CODE ONE ONLY

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

## F: Final Outcome

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

THIS IS A SPLIT HOUSEHOLD – RECORD A HOUSEHOLD OUTCOME CODE BELOW FOR THOSE WHO HAVE MOVED TO THIS ADDRESS. REMEMBER TO RECORD A NEW ADDRESS FOR THIS HOUSEHOLD ON THE FRONT OF THE ARF.

#### F.2 Productive

Completed household questionnaire and interviewed all eligible hhold members	110	
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 responsible adult	322	Go to G.2
Contact made but no subsequent contact	391	

#### 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

SINGLE PERSON HHOLD ONLY – Ill at home during survey period	510	
SINGLE PERSON HHOLD ONLY – away/in hospital throughout f/work period	520	Go to G.3
<b>SINGLE PERSON HHOLD ONLY</b> – Physically or mentally incapable	530	00 to 0.3
<b>SINGLE PERSON HHOLD ONLY</b> - INSTITUTIONALISED (e.g.: nursing home/care home)	560	
OFFICE APPROVAL ONLY: Other unproductive	590	Go to G.2

## F.6 Unknown eligibility (No contact)

<b>OFFICE APPROVAL ONLY</b> : Issued, not attempted/ transferred to another interviewer	612	
Address inaccessible	652	
Unable to locate address	653	
MOVER -Certain hhold moved, unable to obtain (a complete) follow up address	671	
MOVER -Follow up address found, but unable to attempt address	672	Go to G.3
MOVER -Follow up address is in GB, but is outside my interviewing area	673	
MOVER -Follow up address is in Northern Ireland	674	
<b>OFFICE APPROVAL ONLY</b> : 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 <b>783</b>	
ousehold is no longer eligible – <u>all</u> hhold members (at this address) have moved into another issued hhold	Go to G.3
FICE APPROVAL ONLY: Other ineligible (verbatim response to be keyed in the admin block) 790	

## F.8 Unknown eligibility (Contacted)

Unable to determine eligibility, contact made at address but information refused about	830	Go to G.3
hhold	830	30 to 3.5

## **G:** Unproductive Households

**G.1** What was the main reason for household refusal:

10	Looking after ill/elderly	Too busy:
11	Looking after child(ren)	
12	Respondent almost never home	
13	Respondent is temporarily absent	
14	Stressful family situation	
15	Too busy (not elsewhere specified)	
20	Unhappy about confidentiality	Personal reasons:
21	Questions too personal	
22	Respondent does not want to be bothered	Attitudes towards survey:
23	Nothing ever changes	
24	Survey is too long	
25	Survey is waste of time	
26	Previous bad experience with surveys	
30	Other family member opposes respondent participating	Family pressure:
31	Someone has convinced respondent to refuse	
32	Other hhold member refuses on behalf of respondent	
96	No reason given	Other:
97	Other reason (WRITE IN)	

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

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



# **ARF** REFRESH1A

(Purple)

Appointments Made	Final Outcome

P302 214 1		nding S	ociety Ur	iit, NatCen <b>,</b> 101-135 k	Kings Road,	Brentwood, E	ssex CM1	4 4LX, Teleph	one 01277	200 600,	Fax 01277
	A	ADDRES	S DETAIL	S		НО	USEHOLD	INFORMATIO	)N		
Serial: FA:					Incentive Group:						
						Adult Self-com	pletion:			DU	1
					Sample type:						
						ARF Type:				НН	1
	DU/HF	IOLD SI	ELECTION	LABEL	l						
			<b>6</b>								
Name perso	e of selected on:		, first nan	ne, surname							
Telephone number 1:						Telephone number 2:					
Contact name for call backs:		r				No telephone:	2	Number refused:	3		
Call No.	Date DD/MM	Day of week	Call Start Time (24hr clock)	For pho	Record all vis	TS RECORD sits, even if no rep e separate grid on	oly. next page		*Call Status (Enter codes only)	Time	Call foll- owed by personal/ non-CAPI time (tick)
1	/		:							:	
2	/		:							:	
3	/		:							:	
4	/		:							:	
5	/		:							:	
6	/		:							:	

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

7

## **TELEPHONE CONTACT:**

	HONE CONTA	····		
Call No.	Date DD/MM	Day of week	Call Time 24hr clock	TELEPHONE CALLS RECORD Record all calls, even if no reply. DO NOT ENTER THESE CALLS IN THE CAPI MENU SYSTEM
1	/		:	
2	/		:	
3	/		:	
4	/		:	
5	/		:	
6	/		:	
7	/		:	

	Tracking Interviews and Self-Completions								
PNo	Sex (M/F)	Age	Name	CAPI (Y/N/NA)	Adult SC (Y/N/NA)	Youth SC (Y/N/NA)	Promissory Note (Y/N/NA)		

## A: Tracing Address & Observations

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

Yes, deadwood 1 Go to E.6

No/Unsure 2 Go to A.2

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

## A.2 ADDRESS DWELLING TYPE (CODE ONE ONLY):

Detached house/bungalow	01
Semi-detached house/bungalow	02
End terraced house/bungalow	03
Terraced house/bungalow	04
Purpose built flat/maisonette (under 10 dwellings)	05
Purpose built flat/maisonette (10+ dwellings)	06
Converted flat/maisonette (under 10 dwellings)	07
Converted flat/maisonette (10+ dwellings)	08
Dwelling with business premises	09
Bedsitter in multiple occupation (under 10 dwellings)	10
Bedsitter in multiple occupation (10+ dwellings)	11
Bedsitter/single occupation	12
Sheltered accommodation	13
Other (write in)	97

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

A.4	On what floor of the building is the address's main entrance (CODE ONE ONLY)?
-----	---

Basement/semi-basement	01
Ground floor/street level	02
1 <sup>st</sup> floor	03
2 <sup>nd</sup> floor	04
3 <sup>rd</sup> floor	05
4 <sup>th</sup> to 9 <sup>th</sup> floor	06
$10^{\text{th}}$ to $19^{\text{th}}$ floor	07
20 <sup>th</sup> floor or higher	08
Don't know	98

# **A.5** Are any of these physical barriers to entry present at the address? (CODE ALL THAT APPLY)

Locked common entrance	1
Locked gates	2
Security staff or gatekeeper	3
Entry phone access	4
None of these	5
Unable to obtain information	6

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

Yes	1
No	2
No obvious garden	3

## **A.7** Based on your observation, is it likely that this address has a car or van?

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

<b>A.8</b>	Based on your observation, is it likely that this address contains one or more <b>children aged under 10</b> (including babies)?		
	Definitely has a child / children aged under 10	1	
	Likely	2	
	Unlikely	3	
	Definitely does not have a child / children aged under 10	4	
	Cannot tell from observation	8	
A.9	Are any of the following present or within <b>sight</b> or <b>hearing</b> of the address? (CODE ALL THAT AF	PPLY)	
	Boarded houses, abandoned buildings, demolished houses or demolished buildings	01	
	Trash, litter or junk in street / road	02	
	Heavy traffic on street / road	03	
	None	96	
A.10	Which of these best describes the condition of residential properties in the area?		
	Mainly good	1	
	Mainly fair	2	
	Mainly bad	3	
	Mainly very bad	4	
	Unable to obtain information	5	
A.11	How is the external condition of the address relative to other residential properties in the area	a?	
	Better	1	
	About the same	2	
	Worse	3	
	Unable to obtain information	4	

## **B:** Selection of dwelling units (DUs)

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

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

**B.2** How many dwelling units (DUs) are at the address. WRITE IN NUMBER OF DUs.

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

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

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

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

	Select	ed DU	ARF to Use
DU 1			Continue on this ARF
DU 2			Open ARF <b>REFRESH2</b> transfer sn, address and DU=2
DU 3			Open ARF <b>REFRESH2</b> , transfer sn, address and DU=3

**B.5** Is the selected DU residential and occupied?

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

## C: Selection of households (HHs)

## C.1 ESTABLISH NUMBER OF HOUSEHOLDS IN SELECTED DU

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

Write in number of HHs And then code

1 HH

2+ HHs 2 **Go to C.2** 

1

Unsure about number of HHs – no contact

Unsure about number of HHs – information refused

ı	30 10 011
3	Go to E.2
4	Go to E.3

Go to C.4

**C.2** List households in <u>alphabetical order</u> of names. Identify households by the first names or initials of adult members of the household. If more than one adult per household, list the adult with the name first in the alphabet in each household (continue on separate sheet if necessary).

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

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

## **C.3** Enter details of selected HHs

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

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

## D: Eligible Households

# **D.1** Did the household respondent query any of the following topics (CODE ALL THAT APPLY)?

PURPOSE (e.g. "What's the purpose? What's all this about?")		
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?")		
INCENTIVE/PAYMENT (e.g. "What's in it for us/me?")	05	
OTHER QUERY	97	
NO QUERIES	96	

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

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

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

## **E: Final Outcome**

## **E.1** Productive

Completed household questionnaire and interviewed **all** eligible household members

Completed household questionnaire and at least one individual interview

Completed household questionnaire but no individual interviews

110 210 END 211

#### **E.2** Non-contact

No contact after 6+ calls

Contact made at address, not with household member

Contact made at address, not with household member

Contact made at address, but not with anyone at selected DU Contact made at (selected) hhold, but not with responsible adult

Contact made at (selected) DU but not with selected hhold

Contact made but no subsequent contact

322 328 Go to F.8

**END** 

310

320

321

391

410

421

## E.3 Refusal

Office refusal Contact made but all information refused about number of DUs at address

Contact made but all information refused about household

Contact made at DU, but information refused about number of households

Refusal before interview

Proxy refusal

Refusal during interview

Broken appointment - no recontact

ı	422	
;	428	Go to F.1
,	431	G0 t0 F.1
ı	432	
,	440	
	450	Go to F.2

## **E.4** Other unproductive

**OFFICE APPROVAL ONLY**: Other unproductive

590 Go to F.2

Go to F.9

Go to F.9

## **E.5** Unknown eligibility (No contact)

OFFICE APPROVAL ONLY: Issued, not attempted/transferred to another interviewer

**OFFICE APPROVAL ONLY**: Inaccessible

Unable to locate address

Oliable to locate address

Unknown whether address is residential: No contact after 6+ calls

Residential: unknown if eligible person(s) due to non-contact after 6+ calls

OFFICE APPROVAL ONLY: Other unknown eligibility (verbatim reason to be keyed in Admin

block)

690

612

620

630

640

650

710

720

740

810

890

## E.6 Deadwood/Ineligible

Not yet built/under construction

Demolished/derelict

Vacant/empty housing unit

ng unit **730** 

Non-residential address (e.g business, school, office, factory etc)

Address occupied, no resident household (e.g. occupied holiday/weekend home)

Communal establishment/institution – no private dwellings

750 760 790

**OFFICE APPROVAL ONLY:** Other ineligible

## E.7 Unknown eligibility (Contacted)

Information refused about whether address is residential

Contact made but not with someone who can confirm the presence of a resident hhold

Information refused about whether resident(s) are eligible

Unable to confirm eligibility of resident(s) due to a lack of knowledge Unable to confirm eligibility of resident(s) due to a language barrier

Other unknown eligibility

830 840 850 Go to F.9

## F: Unproductive Households

**F.1** What was the main reason for household refusal

Too busy:	Looking after ill/elderly	10
	Looking after child(ren)	11
	Respondent almost never home	12
	Respondent is temporarily absent	13
	Stressful family situation	14
	Too busy (not elsewhere specified)	15
Personal reasons:	Unhappy about confidentiality	20
	Questions too personal	21
Attitudes towards survey:	Respondent does not want to be bothered	22
	Nothing ever changes	23
	Survey is too long	24
	Survey is waste of time	25
	Previous bad experience with surveys	26
Family pressure:	Other family member opposes respondent participating	30
	Someone has convinced respondent to refuse	31
	Other hhold member refuses on behalf of respondent	32
Other:	No reason given	96
	Other reason (WRITE IN)	97
		-
		<u>-</u>
Approximate age of the person see	an? (Write in)	
Approximate age of the person see	en: (write iii)	
Sex of person seen		
	Male	1
	Female	2
Ethnic background		
	White	1
	Non-white	2

**F.2** 

F.3

F.4

F.5	Was English the first language of the person spoken to?			
		Yes	1	
		No	2	
	Don't k	know	8	
F.6	Did you establish the number of people in the household?			
		Yes	1	Go to F.7
		No	2	Go to F.8
F.7	Write in number of people in each of following age groups			
	Number aged 16+			
	Number aged 10-15			
	Number aged 0-9			
F.8	If a different interviewer called again in 2-3 weeks, how likely do you think it is that they would get an interview?	/		•
	Very I	likely	1	
	ι	ikely	2	-
	Pos	ssible	3	
	Unl	likely	4	
	Very unl	likely	5	
	Impossible to	o say	6	
F.9	RECORD ANY FURTHER INFORMATION ABOUT UNPRODUCTIVE OUTCOME (IF DEADWOOTHEN ALSO WHERE INFORMATION RECEIVED)	OD		END



# **ARF** REFRESH1B

Appointments Made	Final
	Outcome

			(Blue)		
P302 214 1		nding Society I	Jnit, NatCen, 101-135 Kir	ngs Road, Brentwood, Essex CM14 4LX, Telephone 01277 200	600, Fax 0127
	А	DDRESS DETA	AILS	HOUSEHOLD INFORMATION	
Seria	l:		FA:	Incentive Group:	
				Adult Self-completion:	DU 1
				Sample Type:	
				ARF Type:	HH 1
	DU/HH	OLD SELECTION	DN LABEL		
Name perso	e of selected on:		ame, surname		
	ohone per 1:			Telephone number 2:	
	act name for			No telephone: 2 Number refused: 3	
Call No.	Date DD/MM	Day of Week Time (24hr clock)	Re	ecord all visits, even if no reply. (Enter T codes only) (2	Il End Call foll- ime owed by 24hr personal/ ock) non-CAPI time (tick)
1	/	:			:
2	/	:			:
3	/	:			:
4	/	:			:
5	/	:			:
6	/	:			:

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

IP4 ARF\_PAF\_REFRESH1B\_v10.doc P3025 IP4 LEVEL 3: RESPONDENT CONFIDENTIAL

7

## **TELEPHONE CONTACT:**

_	110112 001117			
Call No.	Date DD/MM	Day of week	Call Time 24hr clock	TELEPHONE CALLS RECORD  Record all calls, even if no reply.  DO NOT ENTER THESE CALLS IN THE CAPI MENU SYSTEM
1	/		÷	
2	/		:	
3	/		:	
4	/		:	
5	/		:	
6	/		:	
7	/		:	

	Tracking Interviews and Self-Completions						
PNo	Sex (M/F)	Age	Name	CAPI (Y/N/NA)	Adult SC (Y/N/NA)	Youth SC (Y/N/NA)	Promissory note (Y/N/NA)

## A: Tracing Address & Observations

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

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

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

## **A.2** ADDRESS DWELLING TYPE (CODE ONE ONLY):

Detached house/bungalow	01
Semi-detached house/bungalow	02
End terraced house/bungalow	03
Terraced house/bungalow	04
Purpose built flat/maisonette (under 10 dwellings)	05
Purpose built flat/maisonette (10+ dwellings)	06
Converted flat/maisonette (under 10 dwellings)	07
Converted flat/maisonette (10+ dwellings)	08
Dwelling with business premises	09
Bedsitter in multiple occupation (under 10 dwellings)	10
Bedsitter in multiple occupation (10+ dwellings)	11
Bedsitter/single occupation	12
Sheltered accommodation	13
Other (write in)	97

<b>A.3</b>	How many floors are there at the address? (WRITE IN)	

A.4 On what floor of the building is the address's main entrance (CODE ONE ONLY
---

Basement/semi-basement	01
Ground floor/street level	02
1 <sup>st</sup> floor	03
2 <sup>nd</sup> floor	04
3 <sup>rd</sup> floor	05
4 <sup>th</sup> to 9 <sup>th</sup> floor	06
10 <sup>th</sup> to 19 <sup>th</sup> floor	07
20 <sup>th</sup> floor or higher	80
Don't know	98

# A.5 Are any of these physical barriers to entry present at the address? (CODE ALL THAT APPLY)

Locked common entrance	1
Locked gates	2
Security staff or gatekeeper	3
Entry phone access	4
None of these	5
Unable to obtain information	6

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

Yes	1
No	2
No obvious garden	3

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

Yes, probably belonging to this address

1

Yes, unsure whether belonging to this address

No

3

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

Yes 1 No 2 A.9 Are any of the following present or within sight or hearing of the address? (CODE ALL THAT APPLY)

Boarded houses, abandoned buildings, demolished houses or demolished buildings	01
Trash, litter or junk in street / road	02
Heavy traffic on street / road	03
None	96

**A.10** Which of these best describes the condition of residential properties in the area?

Mainly good	1
Mainly fair	2
Mainly bad	3
Mainly very bad	4
Unable to obtain information	5

**A.11** How is the external condition of the address relative to other residential properties in the area?

Better	1
Better	
About the same	2
Worse	3
Unable to obtain information	4

## **B:** Selection of dwelling units (DUs)

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

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

**B.2** How many dwelling units (DUs) are at the address. WRITE IN NUMBER OF DUs.

he			and then code			
			•	1 DU	1	Go to C.1
				2+ DUs	2	Go to B.3
	Unsure	about nu	umber of DUs – n	o contact	3	Go to E.2
Unsure about number of DUs – information refused		4	Go to E.3			

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

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

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

	Selecte	d DU	ARF to Use
DU 1			Continue on this ARF
DU 2			Open ARF <b>REFRESH2</b> transfer sn, address and DU=2
DU 3			Open ARF <b>REFRESH2</b> , transfer sn, address and DU=3

**B.5** Is the selected DU residential and occupied?

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

## C: Selection of households (HHs)

## **C.1** ESTABLISH NUMBER OF HOUSEHOLDS IN SELECTED DU

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

Write in number of HHs and then code

1 HH

2+ HHs

Unsure about number of HHs - no contact

Unsure about number of HHs – information refused

1	Go to C.4
2	Go to C.2
3	Go to E.2
4	Go to E.3

**C.2** List households in <u>alphabetical order</u> of names. Identify households by the first names or initials of adult members of the household. If more than one adult per household, list the adult with the name first in the alphabet in each household (continue on separate sheet if necessary).

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

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

## **C.3** Enter details of selected HHs

	Select	ed HH	ARF to Use
HH 1			Continue on this ARF
HH 2			Open ARF <b>REFRESH3</b> , transfer sn, address and DU=1, HH=2
HH 3			Open ARF <b>REFRESH3</b> , transfer sn, address and DU=1, HH=3

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

## D: Eligible Households

# **D.1** Did the household respondent query any of the following topics (CODE ALL THAT APPLY)?

PURPOSE (e.g. "What's the purpose? What's all this about?")	01
INTERVIEW LENGTH (e.g. "How long will this take?")	02
PANEL DESIGN (e.g. "You'll be coming back next year?")	03
CONFIDENTIALITY (e.g. "Who's going to see the answers?")	04
INCENTIVE/PAYMENT (e.g. "What's in it for us/me?")	05
OTHER QUERY	97
NO QUERIES	96

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

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

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

3

## **E: Final Outcome**

#### **E.1 Productive**

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

END 211

#### **E.2** Non-contact

No contact after 6+ calls	310	
Contact made at address, not with household member	320	
Contact made at address, but not with anyone at selected DU	321	Go to F.8
Contact made at (selected) hhold, but not with responsible adult	322	GO 10 F.8
Contact made at (selected) DU but not with selected hhold	328	
Contact made but no subsequent contact	391	

#### **E.3** Refusal

END	410	Office refusal
	421	Contact made but all information refused about number of DUs at address
	422	Contact made but all information refused about household
Go to F.1	428	Contact made at DU, but information refused about number of households
G0 t0 F.1	431	Refusal before interview
	432	Proxy refusal
	440	Refusal during interview
Go to F.2	450	Broken appointment – no recontact

#### Other unproductive **E.4**

<b>OFFICE APPROVAL ONLY:</b> Other unproductive	590	Go to F.2
---	-----	-----------

#### **Unknown eligibility (No contact) E.5**

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

#### Deadwood/Ineligible **E.6**

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

#### **Unknown eligibility (Contacted) E.7**

Information refused about whether address is residential	810	
Contact made but not with someone who can confirm the presence of a resident hhold	820	
Information refused about whether resident(s) are eligible	830	Co to F O
Unable to confirm eligibility of resident(s) due to a lack of knowledge	840	Go to F.9
Unable to confirm eligibility of resident(s) due to a language barrier	850	
Other unknown eligibility	890	

## F: Unproductive Households

**F.1** What was the main reason for household refusal

Too busy:	Looking after ill/elderly	10
	Looking after child(ren)	11
	Respondent almost never home	12
	Respondent is temporarily absent	13
	Stressful family situation	14
	Too busy (not elsewhere specified)	15
Personal reasons:	Unhappy about confidentiality	20
	Questions too personal	21
Attitudes towards survey:	Respondent does not want to be bothered	22
	Nothing ever changes	23
	Survey is too long	24
	Survey is waste of time	25
	Previous bad experience with surveys	26
Family pressure:	Other family member opposes respondent participating	30
	Someone has convinced respondent to refuse	31
	Other hhold member refuses on behalf of respondent	32
Other:	No reason given	96
	Other reason (WRITE IN)	97
Approximate age of the person see	en? (Write in)	
Sex of person seen		
	Male Female	2
	геттаве	۷
Ethnic background		
	White	1
	Non-white	2

**F.2** 

F.3

**F.4** 

F.5	Was English the first language of the person spoken to?			
	•	⁄es	1	
		No	2	
	Don't kn	ow	8	
				•
F.6	Did you establish the number of people in the household?			T
	· ·	⁄es	1	Go to F.7
		No	2	Go to F.8
F.7	Write in number of people in each of following age groups			
	Number aged 16+			
	Number aged 10-15			
	Number aged 0-9			
F.8	If a different interviewer called again in 2-3 weeks, how likely do you think it is that they would get an interview?			
	Very lik	ely	1	
	Lik	ely	2	
	Possi	ble	3	
	Unlik	ely	4	
	Very unlik	ely	5	
	Impossible to	say	6	
F.9	RECORD ANY FURTHER INFORMATION ABOUT UNPRODUCTIVE OUTCOME (IF DEADWOOD THEN ALSO WHERE INFORMATION RECEIVED)			END



# ARF REFRESH2

Appointments Made	Final Outcome

P3025: Understanding Society Unit, NatCen, 103 Fax 01277 214 117	1-135 Kings Road, Brentwood, Essex CM14 4LX, Telephone 01277 20	00 600,
ADDRESS DETAILS	DU/HHOLD SELECTION LABEL	
	DU (2,3)	1
HHOLD INFORMATION LABEL		
Incentive Group:		
Adult Self-completion:		
Sample Type:		
Title, first name, surname Name of selected		
person:		
Telephone number 1:	Telephone number 2:	
Contact name for call backs:	No telephone: 2 Number refused: 3	
Call Date Day of Call Start  No. DD/MM week Time (24hr For particle)	Record all visits, even if no reply.  Status Time phone calls - see separate grid on next page (Enter (24hr	Call foll- owed by personal/ non-CAPI

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

7	/	:			
8	/	:		:	
9	/	:		:	

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

## **TELEPHONE CONTACT:**

Call No.	Date DD/MM	Day of week	Call Time 24hr clock	TELEPHONE CALLS RECORD Record all calls, even if no reply. DO NOT ENTER THESE CALLS IN THE CAPI MENU SYSTEM
1	/		;	
2	/		;	
3	/		:	
4	/		:	
5	/		:	

	Tracking Interviews and Self-Completions									
PNo	Sex (M/F)	Age	Name	CAPI (Y/N/NA)	Adult SC (Y/N/NA)					

## B: Selection of dwelling units (DUs)

**B.5** Is the selected DU residential and occupied?

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

## C: Selection of households (HHs)

## **C.1** ESTABLISH NUMBER OF HOUSEHOLDS IN SELECTED DU

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

Write in number of HHs and then code

1 HH 1 Go to C.4

2+ HHs 2 Go to C.2

Unsure about number of HHs – no contact 3 Go to E.2

bout number of HHs – information refused 4 Go to E.3

Unsure about number of HHs – information refused

**C.2** List households in alphabetical order of names. Identify households by the first names or initials of adult members of the household. If more than one adult per household, list the adult with the name first in the alphabet in each household. (continue on separate sheet if necessary).

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

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

## **C.3** Enter details of selected HHs

#### Selected HH ARF to Use

HH 1		Continue on this ARF
HH 2		Open ARF <b>REFRESH3</b> , transfer sn, address, Dwelling Unit number, and HH=2
HH 3		Open ARF <b>REFRESH3</b> , transfer sn, address, Dwelling Unit number, and HH=3

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

## D: Eligible Households

# **D.1** Did the household respondent query any of the following topics (CODE ALL THAT APPLY)?

PURPOSE (e.g. "What's the purpose? What's all this about?")	01
INTERVIEW LENGTH (e.g. "How long will this take?")	02
PANEL DESIGN (e.g. "You'll be coming back next year?")	03
CONFIDENTIALITY (e.g. "Who's going to see the answers?")	04
INCENTIVE/PAYMENT (e.g. "What's in it for us/me?")	05
OTHER QUERY	97
NO QUERIES	96

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

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

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

## E: Final Outcome

## **E.1** Productive

Completed household questionnaire and interviewed all eligible household members

Completed household questionnaire and at least one individual interview

Completed household questionnaire but no individual interviews

210

END

## E.2 Non-contact

Contact made at address, not with household member

Contact made at address, but not with anyone at selected DU

Contact made at (selected) hhold, but not with responsible adult

Contact made at (selected) DU but not with selected hhold

Contact made but no subsequent contact

310

320

321

322

Go to F.8

## E.3 Refusal

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

## E.4 Other unproductive

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

## E.5 Unknown eligibility (No contact)

OFFICE APPROVAL ONLY: Issued, not attempted/transferred to another interviewer

OFFICE APPROVAL ONLY: Inaccessible
Unable to locate address
Unknown whether address is residential: No contact after 6+ calls
Residential: unknown if eligible person(s) due to non-contact after 6+ calls
OFFICE APPROVAL ONLY: Other unknown eligibility (verbatim reason to be keyed in Admin block)

612
620
630
640
650
650

## E.6 Deadwood/Ineligible

Not yet built/under construction

Demolished/derelict

Vacant/empty housing unit

Non-residential address (e.g business, school, office, factory etc)

Address occupied, no resident household (e.g. occupied holiday/weekend home)

Communal establishment/institution – no private dwellings

OFFICE APPROVAL ONLY: Other ineligible

710

720

740

740

750

750

760

760

## E.7 Unknown eligibility (Contacted)

Information refused about whether address is residential

Contact made but not with someone who can confirm the presence of a resident hhold
Information refused about whether resident(s) are eligible
Unable to confirm eligibility of resident(s) due to a lack of knowledge
Unable to confirm eligibility of resident(s) due to a language barrier
Other unknown eligibility

820

830

840

840

850

## F: Unproductive Households

**F.1** What was the main reason for household refusal

Too busy:	Looking after ill/elderly	10
	Looking after child(ren)	11
	Respondent almost never home	12
	Respondent is temporarily absent	13
	Stressful family situation	14
	Too busy (not elsewhere specified)	15
Personal reasons:	Unhappy about confidentiality	20
	Questions too personal	21
Attitudes towards survey:	Respondent does not want to be bothered	22
	Nothing ever changes	23
	Survey is too long	24
	Survey is waste of time	25
	Previous bad experience with surveys	26
Family pressure:	Other family member opposes respondent participating	30
	Someone has convinced respondent to refuse	31
	Other hhold member refuses on behalf of respondent	32
Other:	No reason given	96
	Other reason (WRITE IN)	97
		- -
Approximate age of the person	seen? (Write in)	
Sex of person seen		
	Male	1
	Female	2
Ethnic background		
-	White	1
	Non-white	2

F.2

F.3

F.4



# **ARF** REFRESH3

Appointments Made							

	Final	
	Outcome	
Г		1

Fax 01277 214 11						o 000,
AUL	DRESS DETAILS		DU/HHOLD SE	LECTION LABEL		
					DU (1,2,3	3)
					HH (2,3)	
ННО	LD INFO LABEL					
Incentive Group:						
Adult Self-comple	etion:					
Sample Type:						
	Title, first name, surname					
Name of selected person:						
Telephone number 1:			Telephone number 2:			
Contact name for call backs:			No telephone: 2	Number refused: 3		
	veek Time (24hr clock)	Record all vi	TS RECORD its, even if no reply. separate grid on next page	*Call Statu (Ente codes	s Time o r (24hr p	Call foll- owed by personal/ non-CAPI

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

6	/	:		:	
7	/	:		:	
8	/	:		:	
9	/	:		:	

<sup>\*</sup>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	1		:	
2	1		:	
3	1		:	
4	/		:	
5	/		:	

	Tracking Interviews and Self-Completions							
PNo	Sex (M/F)	Age	Name	CAPI (Y/N/NA)	Adult SC (Y/N/NA)			

## D: Eligible Households

# **D.1** Did the household respondent query any of the following topics (CODE ALL THAT APPLY)?

PURPOSE (e.g. "What's the purpose? What's all this about?")					
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?")	04				
INCENTIVE/PAYMENT (e.g. "What's in it for us/me?")	05				
OTHER QUERY	97				
NO QUERIES	96				

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

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

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

## E: Final Outcome

#### **E.1 Productive**

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

#### **E.2** Non-contact

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

#### **E**.3 Refusal

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

#### **E.4** Other unproductive

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

#### **E.5** Unknown eligibility (No contact)

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

#### **E.6** Deadwood/Ineligible

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

#### **E.7** Unknown eligibility (Contacted)

Information refused about whether address is residential 810 Contact made but not with someone who can confirm the presence of a resident hhold 820 Information refused about whether resident(s) are eligible 830 Go to F.9 Unable to confirm eligibility of resident(s) due to a lack of knowledge 840 Unable to confirm eligibility of resident(s) due to a language barrier 850 Other unknown eligibility 890

## F: Unproductive Households

**F.1** What was the main reason for household refusal

Too busy:	Looking after ill/elderly	10			
	Looking after child(ren)	11			
	Respondent almost never home	12			
	Respondent is temporarily absent	13			
	Stressful family situation	14			
	Too busy (not elsewhere specified)	15			
Personal reasons: Unhappy about confidentiality					
Questions too personal					
Attitudes towards survey:	Attitudes towards survey: Respondent does not want to be bothered				
	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					
	Someone has convinced respondent to refuse				
	Other hhold member refuses on behalf of respondent	32			
Other:	No reason given	96			
	Other reason (WRITE IN)	97			
Approximate age of the person	seen? (Write in)				
Sex of person seen					
·	Male	1			
	Female	2			
		<u>ı</u>			
Ethnic background	1400 -				
	White	1			
	Non-white	2			

F.2

F.3

F.4

F.5	Was English the first language of the person spoken to?			
		Yes	1	
		No	2	
	Don't	t know	8	
_ ,				
F.6	Did you establish the number of people in the household?	V		
		Yes	1	Go to F.7
		No	2	Go to F.8
F.7	Write in number of people in each of following age groups			
	Number aged 16+			
	Number aged 10-15			
	Number aged 0-9			
F.8	If a different interviewer called again in 2-3 weeks, how likely do you think it is the they would get an interview?	at		
	Very	y likely	1	
		Likely	2	
	Po	ossible	3	
	U	nlikely	4	
	Very u	nlikely	5	
	Impossible	to say	6	
F.9	RECORD ANY FURTHER INFORMATION ABOUT UNPRODUCTIVE OUTCOME (IF DEADWOOD THEN ALSO WHERE INFORMATION RECEIVED)			END

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

## SAMPLE COVER SHEET AND EARLY BIRD APPOINTMENTS

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

YOUR CASES IN THE TABLE BELOW ARE ORDERED BY <u>SAMPLE TYPE</u>. REMEMBER:

IF Serial= 491.... the household is Early Bird WITH incentive

IF Serial= 492.... the household is Early Bird NO incentive

IF Serial= 493.... the household is Core sample (No Early Bird offer)

IF Serial= 494.....the household is Refreshment sample

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

INITIAL CONTACT OUTCOME: APPOINTMENT OUTCOME:

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

Key	Description
INT	Interview
BRO	Broken Appointment
OTH	Other outcome

## NOTES TABLE: For recording extra information about Early Bird cases

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

F.5	Was English the first language of the person spoken to?			
		Yes	1	
		No	2	
	Don	i't know	8	
				•
F.6	Did you establish the number of people in the household?			T
		Yes	1	Go to F.7
		No	2	Go to F.8
F.7	Write in number of people in each of following age groups			
	Number aged 16+			
	Number aged 10-15			
	Number aged 0-9			
F.8	If a different interviewer called again in 2-3 weeks, how likely do you think it is t they would get an interview?	hat		
	Ve	ry likely	1	
		Likely	2	
	F	Possible	3	
		Unlikely	4	
	Very	unlikely	5	
	Impossible	e to say	6	
F.9	RECORD ANY FURTHER INFORMATION ABOUT UNPRODUCTIVE OUTCOME (IF DEADWOOD THEN ALSO WHERE INFORMATION RECEIVED)			END



## **784** log (White)

Final Outcome

784

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

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

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

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

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

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

	SERIAL NUMBER (as original									<b>(</b> ✓)
11	household except for last								Created new hhold &	( 🗸 )
11	digit)								completed admin?	
	digit)	1							completed admini	
	T .								1	
	SERIAL NUMBER (as original									(✓)
12	household <u>except for</u> last								Created new hhold &	
	digit)								completed admin?	
	SERIAL NUMBER (as original									<b>(</b> ✓)
13	household <u>except for</u> last								Created new hhold &	, ,
	digit)								completed admin?	
	, ,	1	ı				ı	-	'	
	SERIAL NUMBER (as original									<b>(√</b> )
14	household except for last								Created new hhold &	( 🗸 )
14	digit)								completed admin?	
	l digit)								completed admini	
	T								I	
	SERIAL NUMBER (as original									(✓)
15	household <u>except for</u> last								Created new hhold &	
	digit)								completed admin?	
_									•	
	SERIAL NUMBER (as original									<b>(</b> ✓ )
16	household <u>except for</u> last								Created new hhold &	
	digit)								completed admin?	
									•	
	SERIAL NUMBER (as original									<b>(</b> ✓)
17	household <u>except for</u> last								Created new hhold &	( ,
	digit)								completed admin?	
		l L	II	<u> </u>	Į Į	l l	I			
	SERIAL NUMBER (as original	1	1		1					( ( )
18	household except for last								Created new hhold &	(✓)
10	digit)								completed admin?	
	uigit)	1							completed admin:	
		1 1	1		<del>     </del>					, , ,
10	SERIAL NUMBER (as original									(✓)
19	household <u>except for</u> last								Created new hhold &	
	digit)								completed admin?	
									•	
	SERIAL NUMBER (as original									<b>(</b> ✓ )
20	household <u>except for</u> last								Created new hhold &	
	digit)								completed admin??	