



P10057.01
/ P1442
A1 Yellow

Appointments Made

Final Outcome

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British Social Attitudes 2013

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

ADDRESS DETAILS

DU/PERSON SELECTION LABEL

Title, first name, surname

Name of selected person:

Telephone number 1:

Telephone number 2:

Contact name for call backs:

No telephone: Number refused:

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

*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	/		:	

DISCRETIONARY INCENTIVE

1 Did you offer an additional £10 gift card at any stage?

Yes	1	Go to 2
No	2	Go to A.1

2 Did you offer the gift card after an initial refusal from either the contacted householder or selected respondent?

Yes	1
No	2

A: Tracing Address & Area Observations

A.1 Is this address traceable, residential and occupied as main residence?

Yes	1	Answer A.2-A.5 Go to B.1
No (Deadwood)	2	Go to D.6
Unsure (no contact)	3	Answer A.2 - A.5; Go to D.5
Unsure (contact made)	4	Answer A.2 - A.5; Go to D.7
Office refusal	5	Answer A.2 - A.5; Go to D.3 : Code 410

**WHERE FEASIBLE, INFORMATION AT A.2 – A.5 SHOULD BE COLLECTED BEFORE MAKING CONTACT.
FOR OFFICE REFUSALS: PLEASE VISIT THE ADDRESS BUT DO NOT APPROACH OCCUPANTS.**

A.2 Are any of these physical barriers to entry present at the house/flat/building?

Locked common entrance	1
Locked gates	2
Security staff or other gatekeeper	3
Entry phone access	4
None of these	5
Unable to obtain information	8

A.3 Which of these best describe the selected flat or house of the intended respondent?

Detached house	1
Semi-detached house	2
Terraced house (including end of terrace)	3
Flat or maisonette – purpose built	4
Flat or maisonette – conversion	5
Other	6
Unable to obtain information	8

A.4 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	8

A.5 How is the external condition of the selected flat or house relative to other residential properties in the area?

Better	1
About the same	2
Worse	3
Unable to obtain information	8

B: Selection of 1 Dwelling Unit (DU)

B.1 How many dwelling units (DUs) are at this address? Write in number of DUs

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and then code:

1 DU	1	Go to B.2
2+ DUs	2	Go to B.3
Unsure about number of DUs: information refused	3	Go to D.3 : Code 421
Unsure about number of DUs: no contact	4	Go to D.2

B.2 Check address of DU is correct and complete, if not amend address label on front page

Go to C.1

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 2-12 DUs:** Select 1 DU using DU/Person selection label on page 1 and ring on grid above.
- **If 13+ DUs:** Select 1 DU using the lookup chart in Section F.

B.4 Check address of selected dwelling unit is correct and complete, if not amend address label of selected DU on front page if necessary

Go to B.5

B.5 Is the selected DU residential and occupied?

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

C: Selection of 1 Adult Aged 18+

C.1 ESTABLISH NUMBER OF PEOPLE AGED 18+ IN (SELECTED) DU.

Ask: Including yourself, how many people aged 18 or over live in this (house/flat/part of the accommodation)?

INCLUDE:

- People who normally live at the address but are away for less than 6 months
- People away at work for whom this is the main address
- Boarders and lodgers

EXCLUDE:

- People aged 18+ who live elsewhere due to work
- Spouses who are separated and no longer resident
- People away for 6 months or more

Note about BSA specific rules on students:

Include students if sampled address is either main term-time or main out of term address

Write in total number of resident adults aged 18+:

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and then code:

- 1 person aged 18+
- 2 or more people aged 18+
- No eligible person aged 18+
- Unsure about number of people aged 18+ : information refused
- Unsure about number of people aged 18+ : no contact
- Unsure about number of people aged 18+ : other reason

1	Go to C.3
2	Go to C.2
3	Go to D.6; Code 770
4	Go to D.3; Code 422
5	Go to D.2
6	Go to D.4

C.2 IF 2+ PERSONS AGED 18+:

Ask for name or initials of each person aged 18+ in (selected) DU.

List in alphabetical order in the grid below. Continue on separate sheet if necessary.

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

- **If 2-12 persons:** Select 1 person using DU/Person selection label on page 1 and ring on grid above.
- **If 13+ persons:** Select 1 person using the lookup chart in Section F.

C.3 Record full name of (selected) person on the front of the ARF

Go to Section D

D: Final Outcome

D.1 Productive

Fully completed CAPI interview with selected respondent with self-completion posted by interviewer	111	END
Fully completed CAPI interview with selected respondent with self-completion not forthcoming (e.g. refusal)	112	
Fully completed CAPI interview with selected respondent with respondent to post self-completion	113	
Partial completed CAPI interview with selected respondent with self-completion posted by interviewer	211	
Partial completed CAPI interview with selected respondent with self-completion not forthcoming (e.g. refusal)	212	
Partial completed CAPI interview with selected respondent with respondent to post self-completion	213	

D.2 Non-contact after 6+ calls

No contact with anyone at address	310	Go to E.2
Contact made at address, but not at selected DU (USE IF MULTIPLE DUs ONLY)	321	
Contact made, but not with responsible resident	322	
Contact made with residence but no contact with selected person	323	

D.3 Refusal

Office refusal	410	END
Contact made but all information refused about number of DUs at address	421	Go to E.1
Can't select respondent – relevant information refused	422	
Refusal by selected respondent before interview	431	
Proxy refusal	432	
Refusal during interview (unproductive partial)	440	
Broken appointment – no recontact	450	

D.4 Other unproductive

Ill at home during survey period	510	Go to E.2
Away or in hospital during survey period	520	
Physically or mentally unable/incompetent	530	
Language difficulties	540	
OFFICE APPROVAL ONLY: Other unproductive	599	

D.5 Unknown eligibility (No contact)

OFFICE APPROVAL ONLY: Issued not attempted	612	Go to E.2
OFFICE APPROVAL ONLY: Inaccessible	620	
Unable to locate address	630	
Unknown whether address is residential: No contact after 6+ calls	640	
Residential: unknown if eligible person(s) due to non-contact after 6+ calls	650	
Other unknown eligibility (verbatim reason to be keyed in Admin block)	690	

D.6 Deadwood/Ineligible

Not yet built/under construction	710	Go to E.2
Demolished/derelict	720	
Vacant/empty housing unit	730	
Non-residential (e.g. business, school, office, factory etc)	740	
Occupied but no resident persons (e.g. occupied holiday/weekend home)	750	
Communal establishment/institution – no private dwellings	760	
Residential but no resident eligible for survey	770	
Other ineligible	790	

D.7 Unknown eligibility (Contacted)

Information refused about whether address is residential	810	Go to E.2
Contact made but no-one can confirm the presence of a resident household	820	
Information refused about whether resident(s) are eligible	830	
Contact made but no-one knows if residents are eligible	840	
Unable to confirm eligibility of resident(s) due to a language barrier	850	
Other unknown eligibility	890	

E: Unproductive Outcome – Further Details

E.1 CODE REASON FOR REFUSAL (CODE ALL THAT APPLY)

Never takes part in surveys	1	Go to E.2
Dislikes/not willing to help government (or other survey funder)	2	
Inconvenient time – about to move house, go away etc.	3	
Not prepared to give (so much) time/can't be bothered	4	
Genuinely too busy i.e. not an excuse	5	
Waste of money, money could be better used	6	
Invasion of privacy	7	
Security concerns – nervous/fearful of strangers	8	
Confidentiality concerns	9	
Not qualified/able to give opinions	10	
Does not consider survey relevant as not permanent resident/British citizen	11	
Subject of no interest/boring/not relevant	12	
Put off by advance letter, other survey documents	13	
Other reason	97	

E.2 RECORD ANY FURTHER INFORMATION ABOUT UNPRODUCTIVE OUTCOME

Please record any information that you think might be useful to a reissue interviewer in the box below, and transfer to **AdInf** in CAPI admin.

END

F: Lookup chart for 13+ DUs / Persons

NUMBER OF DUs/Persons:	SELECT NUMBER:	NUMBER OF DUs/Persons:	SELECT NUMBER:
13	12	57	39
14	8	58	3
15	11	59	48
16	7	60	35
17	13	61	22
18	3	62	10
19	14	63	51
20	2	64	37
21	14	65	64
22	8	66	65
23	13	67	66
24	5	68	28
25	12	69	45
26	6	70	53
27	17	71	25
28	17	72	48
29	2	73	50
30	21	74	39
31	10	75	51
32	26	76	11
33	8	77	12
34	22	78	74
35	8	79	42
36	3	80	9
37	28	81	33
38	19	82	51
39	25	83	69
40	16	84	78
41	41	85	53
42	32	86	19
43	9	87	66
44	40	88	23
45	7	89	17
46	35	90	19
47	8	91	40
48	36	92	11
49	15	93	35
50	44	94	12
51	35	95	41
52	2	96	3
53	24	97	10
54	17	98	25
55	49	99	61
56	27	100	99