



IP3 ARF A
(Yellow)

Appointments Made

Final
Outcome

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

ADDRESS LABEL		HOUSEHOLD INFORMATION	
SN:	FA:	SN:	FA:
Month:		Showcard:	
		Amount:	

Tel number 1

Tel number 2

Contact name for call
backs

No telephone

2

Number refused

3

Call No.	Date DD/MM	Day of week	Call Start Time (24hr clock)	VISITS RECORD	*Call Status (Enter codes only)	Call End Time (24hr Clock)	Call followed by personal/non-CAPI time (tick)
				Record all visits, even if no reply. For phone calls – see separate grid on next page			
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)	Call End Time (24hr Clock)	Call followed by personal/ non-CAPI time (tick)
9	/		:			:	
10	/		:			:	
11	/		:			:	
12	/		:			:	
13	/		:			:	
14	/		:			:	
15	/		:			:	
16	/		:			:	
17	/		:			:	
18	/		:			:	
19	/		:			:	
20	/		:			:	
21	/		:			:	
22	/		:			:	
23	/		:			:	
24	/		:			:	
25	/		:			:	
26	/		:			:	
27	/		:			:	
*Call Status codes: 1=No reply, 2=Contact made, 3=Appointment made, 4=Any CAPI interviewing done, 5=Any other status							

TELEPHONE CONTACT:

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

Tracking Interviews and Self Completions

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

A: Contact at Issued Address

COMPLETE A.1 – A.7 **BEFORE** MAKING CONTACT.

FOR OFFICE REFUSALS: PLEASE VISIT THE ADDRESS BUT **DO NOT** APPROACH OCCUPANTS.

A.1 ADDRESS DWELLING TYPE (CODE ONE ONLY):

Detached house/bungalow	1
Semi-detached house/bungalow	2
End terraced house/bungalow	3
Terraced house/bungalow	4
Purpose built flat/maisonette (under 10 dwellings)	5
Purpose built flat/maisonette (10+ dwellings)	6
Converted flat/maisonette (under 10 dwellings)	7
Converted flat/maisonette (10+ dwellings)	8
Dwelling with business premises	9
Bedsitter in multiple occupation (under 10 dwellings)	10
Bedsitter in multiple occupation (10+ dwellings)	11
Bedsitter/single occupation	12
Sheltered accommodation	13
Other	97

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

Yes	1
No	2
No obvious garden	3

A.3 Based on your observation, is it likely that this address has a **car or van**?

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

A.4 Based on your observation, is it likely that this address contains one or more **children aged under 10** including babies?

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

A.5 Are any of the following present or within **sight** or **hearing** of the address? CODE ALL THAT APPLY

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

A.6 Which of these best describes the condition of residential properties in the area?

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

A.7 How is the external condition of the address relative to other residential properties in the area?

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

A.8 What is the status of the household at the original issued address on the front of the ARF?

All eligible individuals resident (everyone lives at this address)	1	Go to E.1
No eligible individuals resident (everyone has moved from this address)	2	Go to B.1
Some eligible individuals resident (some sample members live here, some have moved elsewhere)	3	Go to A.9
Could not visit household	4	Go to F.1
Could not establish status of household	5	Go to F.1

A.9 Once you have completed the household grid, CAPI will calculate how many split households there are. You will need to open the appropriate number of ARF Bs.

1	Go to E.1
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B: Follow-up attempt 1

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

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

B.2 You need to trace the household. Use the checklist below to record all your tracing attempts. See your project instructions for further information on tracing. CODE ALL THAT APPLY

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

B.3 Did you find a follow up address for the household?

Yes	1	Go to B.4
No	2	Go to F.1

B.4 RECORD ADDRESS DETAILS

Name:
Address:
Postcode:
Phone:
Mobile:
Email:

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

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

- **NOTE THAT THIS INFORMATION SHOULD BE COLLECTED BEFORE MAKING CONTACT.**
- **YOU SHOULD COMPLETE ALL OF THIS SECTION**
- **FOR OFFICE REFUSALS: PLEASE VISIT THE ADDRESS BUT DO NOT APPROACH OCCUPANTS**

B.6 ADDRESS DWELLING TYPE – CODE ONE ONLY:

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

Other 97

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

WRITE IN

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

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

B.9 On what floor of the building is the address's main entrance?

CODE ONE ONLY

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

B.10 Does the address have an unkempt garden?

Yes	1
No	2
No obvious garden	3

B.11 Based on your observation, is it likely that this address has a **car or van**?

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

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

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

B.13 Are any of the following present or within **sight or hearing** of the address? CODE ALL THAT APPLY

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

B.14 Which of these best describes the condition of residential properties in the area?

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

B.15 How is the external condition of the address relative to other residential properties in the area?

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

B.16 What is the status of this household?

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

B.17 Once you have completed the household grid, CAPI will calculate how many split households there are. You will need to open the appropriate number of ARF Bs.

1	Go to E.1
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C: Follow-up attempt 2

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

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

C.2 You need to trace the household. Use the checklist below to record all your tracing attempts. See your project instructions for further information on tracing. CODE ALL THAT APPLY

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

C.3 Did you find a follow up address for the household?

Yes	1	Go to C.4
No	2	Go to F.1

C.4 RECORD ADDRESS DETAILS

Name:
Address:
Postcode:
Phone:
Mobile:
Email:

C.5 The address is.....

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

- **NOTE THAT THIS INFORMATION SHOULD BE COLLECTED BEFORE MAKING CONTACT.**
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- **FOR OFFICE REFUSALS: PLEASE VISIT THE ADDRESS BUT DO NOT APPROACH OCCUPANTS**

C.6 ADDRESS DWELLING TYPE - CODE ONE ONLY:

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

Other 97

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

WRITE IN

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

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

C.9 On what floor of the building is the address's main entrance?

CODE ONE ONLY

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

C.10 Does the address have an unkempt garden?

Yes	1
No	2
No obvious garden	3

C.11 Based on your observation, is it likely that this address has a **car or van**?

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

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

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

C.13 Are any of the following present or within **sight** or **hearing** of the address? CODE ALL THAT APPLY

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

C.14 Which of these best describes the condition of residential properties in the area?

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

C.15 How is the external condition of the address relative to other residential properties in the area?

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

C.16 What is the status of this household?

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

C.17 Once you have completed the household grid, CAPI will calculate how many split households there are. You will need to open the appropriate number of ARF Bs.

1	Go to E.1
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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

D.2 You need to trace the household. Use the checklist below to record all your tracing attempts. See your project instructions for further information on tracing.
CODE ALL THAT APPLY

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

D.3 Did you find a follow up address for the household?

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

D.4 RECORD ADDRESS DETAILS

Name:
Address:
Postcode:
Phone:
Mobile:
Email:

D.5 The address is.....

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

- **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

Other 97

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

WRITE IN

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

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

D.9 On what floor of the building is the address's main entrance?

CODE ONE ONLY

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

D.10 Does the address have an **unkempt garden**?

Yes	1
No	2
No obvious garden	3

D.11 Based on your observation, is it likely that this address has a **car or van**?

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

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

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

D.13 Are any of the following present or within **sight** or **hearing** of the address? CODE ALL THAT APPLY

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

D.14 Which of these best describes the condition of residential properties in the area?

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

D.15 How is the external condition of the address relative to other residential properties in the area?

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

D.16 What is the status of this household?

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

D.17 Once you have completed the household grid, CAPI will calculate how many split households there are. You will need to open the appropriate number of ARF Bs

1	Go to E.1
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E: Eligible Households

COMPLETE E1&E2 FOR ALL ELIGIBLE HHOLDS AT INITIAL CONTACT

E.1 Did the household respondent(s) query any of the following topics?

CODE ALL THAT APPLY

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

E.2 How strongly did the respondent resist co-operation? CODE ONE ONLY

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

F: Final Outcome

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

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

F.2 Productive

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

F.3 Non-contact

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

F.4 Refusal

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

F.5 Other unproductive

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

F.6 Unknown eligibility (No contact)

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

F.7 Deadwood/Ineligible

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

F.8 Unknown eligibility (Contacted)

Unable to determine eligibility, contact made at address but information refused about hhold	830	Go to G.3
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G: Unproductive Households

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

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

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

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

G.3 RECORD ANY FURTHER INFORMATION ABOUT UNPRODUCTIVE OUTCOME

END