

IP3	ARF	Α
(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	НО	DUSEHOLD INFORMATION
SN: Month:	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 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	/		:				

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

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

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

TELEPHONE CONTACT:

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

Tracking Interviews and Self Completions

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

A: Contact at Issued Address

COMPLETE A.1 – A.7 <u>BEFORE</u> MAKING CONTACT.

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

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

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

A.2	Does this add	dress have an	n unkempt g	arden?

Yes	1
No	2
No obvious garden	3

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

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

	under 10 including babies?		
	Definitely has a child / children aged under 10	1	
	Likely	2	
	Unlikely	3	
	Definitely does not have a child / children aged under 10	4	
	Cannot tell from observation	8	
A.5	Are any of the following present or within sight or hearing of the address? CODE ALL THAT AP	PLY	
	Boarded houses, abandoned buildings, demolished houses or demolished buildings	01	
	Trash, litter or junk in street / road	02	
	Heavy traffic on street / road	03	
	None	96	
A.6	Which of these best describes the condition of residential properties in the area?		
	Mainly good	1	
	Mainly fair	2	
	Mainly bad	3	
	Mainly very bad	4	
	Unable to obtain information	5	
A.7	How is the external condition of the address relative to other residential properties in the area	a?	
	Better	1	
	About the same	2	
	Worse	3	
	Unable to obtain information	4	
A.8	What is the status of the household at the original issued address on the front of the ARF?		
	All eligible individuals resident (everyone lives at this address)	1	Go to E.1
	No eligible individuals resident (everyone has moved from this address)	2	Go to B.1
	Some eligible individuals resident (some sample members live here, some have moved elsewhere)	3	Go to A.9
	Could not visit household	4	Go to F.1
	Could not establish status of household	5	Go to F.1
			<u> </u>
A.9	Once you have completed the household grid, CAPI will calculate how many split households there are. You will need to open the appropriate number of ARF Bs.	1	Go to E.1

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

A.4

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

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

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

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

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

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

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

B.7

B.4 RECORD ADDRESS DETAILS

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

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

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

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

B.6 ADDRESS DWELLING TYPE – CODE ONE ONLY:

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

Other	97
How many floors are there at the ad-	dracc?

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

WRITE IN

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

B.9	On what floor of the building is the address's main entrance?			B.13 Are any of the following present or within sight or hearing of the address? CODE ALL THAT APPLY		
	CODE ONE ONLY	Вс	parded houses, abandoned buildings,			
	Basement/semi-basement	01		demolished houses or demolished buildings	01	
	Ground floor/street level	02		Trash, litter or junk in street / road	02]
	1 st floor	03		Heavy traffic on street / road	03	1
	2 nd floor	04		None	96	_
	3 rd floor	05	D 4.4			J
	4 th to 9 th floor	06	B.14	Which of these best describes the coresidential properties in the area?	onaitio	n of
	10 th to 19 th floor	07		Mainly good	1	
	20 th floor or higher	08		Mainly fair	2	
	Don't know	98		Mainly bad	3	
B.10	Does the address have an unkempt g	garden	?	Mainly very bad	4	
	Yes	1		Unable to obtain information	5	
	No	2	B.15	How is the external condition of the	addres	ss relative to
	No obvious garden	3		other residential properties in the a	rea?	٦
D 44]	Better	1	_
B.11	Based on your observation, is it likely has a car or van ?	y tnat t	nis address	About the same	2	_
	Definitely has a car / van	1		Worse	3	
	Likely	2		Unable to obtain information	4	
	Unlikely	3	B.16	What is the status of this household	?	
	Definitely does not have a car / van	4	All e	All eligible individuals resident (everyone		Go to E.1
	Cannot tell from observation	8	N.	lives at this address)		
B.12	Based on your observation, is it likely	, that t		eligible individual resident (everyone has moved from this address)	2	Go to C.1
	contains one or more children aged babies?	under 1	3011	Some eligible individuals resident (some		Go to B.17
Definit	tely has a child / children aged under		sa	mple members live here, some have moved elsewhere)	3	
	10	1		Could not visit household	4	Go to F.1
	Likely	2	Col	uld not establish status of household	5	Go to F.1
Unlikely Definitely does not have a child / children aged under 10 Cannot tell from observation		3				
		4	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	Co. to 5.1
		8			1	Go to E.1
						1

C:	Foll	ow-ur	attem	pt 2

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

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

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

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

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

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

C.4 RECORD ADDRESS DETAILS

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

C.5 The address is......

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

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

C.6 ADDRESS DWELLING TYPE - CODE ONE ONLY:

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

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

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

Other 97

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

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

D: Follow-u	p attempt 3
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D.1	Has the office provided you with an updated address for
	the household?

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

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

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

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

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

D.4 RECORD ADDRESS DETAILS

D.5 The address is.....

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

- 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

D.6 ADDRESS DWELLING TYPE - CODE ONE ONLY:

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

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

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

WRITE IN

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

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

E: Eligible Households

COMPLETE E1&E2 FOR ALL ELIGIBLE HHOLDS AT INITIAL CONTACT

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

PURPOSE (e.g. "What's the purpose? What's all this about?")	
INTERVIEW LENGTH (e.g. "How long will this take?")	
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	
NO QUERIES	96

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

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

F: Final Outcome

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

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

F.2 Productive

Completed household questionnaire and interviewed all eligible hhold members

Completed household questionnaire and at least one individual interviewed all eligible hhold members

Completed household questionnaire but no individual interviews 210

END

F.3 Non-contact

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

F.4 Refusal

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

F.5 Other unproductive

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

F.6 Unknown eligibility (No contact)

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

F.7 Deadwood/Ineligible

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

782

783

60 to G.3

F.8 Unknown eligibility (Contacted)

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

830	Go to G.3
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G: Unproductive Households

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

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

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

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