



IP6

ARF

B

(Light Grey)

Appointments Made

Final
Outcome

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LEVEL 3: RESPONDENT CONFIDENTIAL

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COMPLETE FOR SPLIT HOUSEHOLDS ONLY I.E. IF SOME OF THE SAMPLE MEMBERS HAVE LEFT THE ORIGINAL HOUSEHOLD. WRITE IN DETAILS BELOW THEN START AT SECTION A ON PAGE 4.

SERIAL NUMBER (same as the original hhold except the last digit)									
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USE 'HHOLDSPLIT' PARALLEL BLOCK FROM THE ORIGINAL HOUSEHOLD - RECORD NAME & AGE FOR ALL PEOPLE NOW LIVING IN THIS SPLIT HOUSEHOLD, AND ANY ADDRESS/TELEPHONE DETAILS OBTAINED.

Name	Age	Name	Age	TRANSFER HOUSEHOLD INFO FROM ARF A Household information Sample: Incentive Group: Adult Self-completion: Child Self-completion: IP5 Outcome: Last interview:
Address:				Postcode:
Tel number:				

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 2	*Call Status (Enter codes only)	Call End Time (24hr Clock)	Call followed by personal/ non-CAPI time (tick)
1	/		:			:	
2	/		:			:	
3	/		:			:	
4	/		:			:	
5	/		:			:	
6	/		:			:	
7	/		:			:	
8	/		:			:	
9	/		:			:	
*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 (CONTINUED) Record all visits, even if no reply. For phone calls – see separate grid below	*Call Status (Enter codes only)	Call End Time (24hr Clock)	Call followed by personal/non-CAPI time (tick)
10	/		:			:	
11	/		:			:	
12	/		:			:	
13	/		:			:	
14	/		:			:	
15	/		:			:	

***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	/		:	

TRACKING INTERVIEWS AND SELF-COMPLETIONS

[illegible]

A: Tracing activities

A1 Did you obtain any follow-up addresses for the household?

Yes

1 → A2

No

2 → A10

All household members confirmed as having moved outside the UK

3 → Final Outcome

A2 How many follow-up addresses did you visit?

None

0 → A6

1 or more (WRITE IN NUMBER)

→ A3

A3 At how many of these follow-up addresses did you also leave a tracing letter?

WRITE IN NUMBER

A4 At how many of these follow-up addresses did you make contact with any neighbours?

WRITE IN NUMBER

A5 At how many of these follow-up addresses did you also leave a tracing letter with neighbours?

WRITE IN NUMBER

A6 Where was the final follow up address?

Address is in my area

1 → A8

Address is in my area but is inaccessible

2

Address is in GB but outside my interviewing area

3 → A7

Address is in Northern Ireland

4

Address is outside the UK

5 → A8

Could not locate address

6

A7 Check with Team Leader about whether address is close enough for you to go mobile and visit it.

Will go mobile and visit address

1

Reallocate address to another interviewer

2 → Final outcome

A8 Did you successfully trace the household to an address and confirm that they were living there?

Yes

1

No

2

A9 RECORD ADDRESS DETAILS OF LATEST ADDRESS FOR THIS HOUSEHOLD

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

A10 Which of these methods did you use to try to find this household?
CODE ALL THAT APPLY

Address provided by office	01
Address provided by previous occupants of household where these people split from	02
Contacted letting agency/landlord	03
None of these	77

A11 Which was the best method to trace the household?

Address provided by office	01
Address provided by previous occupants of household where these people split from	02
Contacted letting agency/landlord	03
None of these	77

A12 At how many of the stable addresses provided did you also leave a tracing letter?

WRITE IN NUMBER

B: Observations at Follow-up Address

Use this section to record observations at the first follow-up address.

If you visited more than one follow-up address, refer to the additional observation sheet provided.

- NOTE THAT THIS INFORMATION SHOULD BE COLLECTED BEFORE MAKING CONTACT.
- YOU SHOULD COMPLETE ALL OF THIS SECTION

B1 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

B2 How many floors are there at the address?

WRITE IN

B3 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

B4 On what floor of the building is the address' 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

B5 Does the address have an unkempt garden?

Yes	1
No	2
No obvious garden	3

B6 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

B7 Standing outside, can you observe any signs of children under 10 (including babies) at this address?

Yes	1
No	2

B8 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

B9 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

B10 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