



W4
ARF
A
(Violet)

Appointments Made

Final
Outcome

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ADDRESS LABEL	HOUSEHOLD INFORMATION
SN: Month: Address:	FA: Sample: Voucher: £10 Wave 3 household outcome: Last interview: Principal contact: (Principal Contact information is for REFERENCE ONLY. A refusal from principal contact does NOT constitute a whole household refusal - use information on the Sample Information Sheet to contact other adults in this household)

NEW ADDRESS DETAILS

Address:

Postcode:

Telephone 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 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

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

A: Contact at Issued 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**

A1 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

A2 How many floors are there at the address?

WRITE IN

A3 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

A4 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

A5 Does the address have an unkempt garden?

Yes	1
No	2
No obvious garden	3

A6 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

A7 Standing outside, can you observe any signs of children under 10 (including babies) at this address?

Yes	1
No	2

A8 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

A9 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

A10 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: Translation requirements

B.1 Does every adult in the household speak sufficient English to complete their interview (even if not main language)?

Yes	1	Go to Section C
No	2	Go to B.2

B.2 ESTABLISH WHICH LANGUAGES ARE SPOKEN IN THIS HHOLD (CHECK EVEN IF THERE WERE TRANSLATIONS AT THE LAST INTERVIEW). SHOW W4 ARF TRANSLATION CARD IF REQUIRED.

We provide translations into the languages listed here. Which of these languages are spoken in this hhold?

CODE ALL THAT APPLY

Arabic	01	Go to Section C.
Bengali	02	
Cantonese	03	
Gujarati	04	
Punjabi (Gurmukhi)	05	
Punjabi (Urdu)	06	
Somali	07	
Urdu	08	
Welsh	09	
None of these spoken	96	Go to B.3

B.3 Record language(s) spoken. CODE ALL THAT APPLY.

Albanian	10
Amharic	11
Chinese	12
Croatian	13
Farsi	14
French	15
Greek	16
Hindi	17
Lingala	18
Lithuanian	19
Luganda	20
Malayalam	21
Mandarin	22

Pashto	23	Go to B.4
Polish	24	
Portuguese	25	
Russian	26	
Serbian	27	
Spanish	28	
Swahili	29	
Tamil	30	
Tigrinya	31	
Turkish	32	
Vietnamese	33	
NONE OF THESE	96	

B.4 Is there anyone able to act as an interpreter for this hhold (household/family member, neighbour or yourself)?

NB – ideally an interpreter should be aged 18+. Children aged 13+ can act as an interpreter if both parent and child are willing to participate, topics covered are not likely to disturb or distress the child, the child is of an age to properly comprehend the questionnaire content.

Yes	1	Go to B.5
No	2	Go to B.6

B.5

After you complete the hhold grid:

- a) conduct interviews with all (sufficient) English speaking household members (if any).
- b) use the interpreter(s) to complete the remaining interview(s)
- c) if an interpreter is unavailable for some individuals code them as 54 - use the parallel blocks to access their individual interviews and enter the outcome code.

COMPLETE THESE ACTIONS IN THE ORDER THAT YOU THINK IS BEST

1	Go to Section C
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B.6

Do any household members speak sufficient English to complete their interview (even if not main language)?

Yes	1	Go to B.7
No	2	Turn to relevant sentence at the back of the W4 ARF Translation Card Then go to C.5 & code 541

B.7

After you complete the hhold grid:

- a) conduct interviews with all (sufficient) English speaking household members
- b) use code 54 for those individuals where an interpreter is unavailable – use the parallel blocks to access their individual interviews and enter the outcome code.

COMPLETE THESE ACTIONS IN THE ORDER THAT YOU THINK IS BEST

1	Go to Section C
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C: Final Outcome

C.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 IN THIS HOUSEHOLD.
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.

C.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	

C.3 Non-contact

No contact with anyone at the address after 6+ calls	310	END
Contact made at address, but not with responsible adult	322	
Contact made but no subsequent contact	391	

C.4 Refusal

Office refusal	410	Go to C.9
Refusal before interview	430	
Proxy refusal	432	
Refusal during interview	440	
Broken appointment – no recontact	450	

C.5 Other unproductive

SINGLE PERSON HHOLD ONLY – Ill at home during survey period	510	Go to C.9
Away/in hospital throughout f/work period	520	
SINGLE PERSON HHOLD ONLY – Physically or mentally incapable	530	
Language difficulties with hhold as a whole – no-one speaks English or any of the 9 translated languages and no interpreter available	541	
Hhold requires translation into one of the 9 translated languages	543	Return case to office ASAP for reallocation
SINGLE PERSON HHOLD ONLY – INSTITUTIONALISED (e.g. nursing home/care home)	560	Go to C.9
OFFICE APPROVAL ONLY: Other unproductive	590	END

C.6 Unknown eligibility (No contact)

OFFICE APPROVAL ONLY: Issued, not attempted/ transferred to another interviewer	612	Go to C.9
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	
MOVER -Follow up address is in GB, but is outside my interviewing area	673	
MOVER -Follow up address is in Northern Ireland	674	
OFFICE APPROVAL ONLY :Other unknown eligibility (verbatim reason to be keyed in the admin block)	690	

C.7 Deadwood/Ineligible

<u>All</u> respondents no longer eligible – died	782	Go to C.9
<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	
OFFICE APPROVAL ONLY :Other ineligible (verbatim response to be keyed in the admin block)	790	

C.8 Unknown eligibility (Contacted)

Contact made at address but information refused about hhold	830	Go to C.9
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C.9 USE THIS SPACE TO RECORD ANY FURTHER INFORMATION ABOUT UNPRODUCTIVE OUTCOME

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END

Serial number:

FA:

COMMENTS ABOUT HHOLD		
Source*	Date	Comment

COMMENTS ABOUT SAMPLE MEMBERS				
P. No	Name, Sex, Age	Source*	Date	Comment
*PI= Preceding interview, RBW = Received between waves				

Serial number: FA:

STABLE CONTACT DETAILS FROM PREVIOUS INTERVIEW - IF GRID IS BLANK THEN NO DETAILS GIVEN AT PREVIOUS INTERVIEW. RECORD NEW STABLE CONTACT DETAILS 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

KEY	
Sex:	
"M"	Male
"F"	Female
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
CASI self-completion outcome at previous wave:	
"P"	CASI done - completed by respondent
"PwI"	CASI completed by interviewer due to reading/sight
"PwT"	CASI completed with translation help
"Ref"	Refused CASI self-completion
"U"	Unable to do self-completion
Absent hh members:	
"BS"	At boarding school
"HoR"	At Halls of Residence
"I"	In an institution
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
Sample member status (SM type):	
"O"	Original sample member
"P"	Permanent sample member
"T"	Temporary sample member
DNC (Do Not Contact):	
"D"	Deceased
"R"	Refuses to participate
"TO"	Too old / infirm
"ONC"	Other Non Contact

Language interviewed in at previous wave (Prev Lang):	
"E"	English
"A"	Arabic
"B"	Bengali
"C"	Cantonese
"G"	Gujarati
"O"	Other
"PG"	Punjabi Gurmukhi
"PU"	Punjabi Urdu
"S"	Somali
"U"	Urdu
"W"	Welsh
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
"DivCP"	Divorce (Civil Partnership)
"BHPSMv"	Living in Britain sample mover – reason not known

