

**W3****ARF****B** (Green)

Appointments Made

Final
Outcome

P3022: Understanding Society Unit, NatCen, 101-135 Kings Road, Brentwood, Essex CM14 4LX, Telephone 01277 200 600, Fax 01277 214 117

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 B1 ON PAGE 3. NB THERE IS NO SECTION A.

SERIAL NUMBER (as original household except for last digit)

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USE 'HHOLDSPLIT' PARALLEL BLOCK FROM THE ORIGINAL HOUSEHOLD - RECORD NAME & RESIDENT CODE FOR ALL ORIGINAL HHOLD MEMBERS. TRANSFER HOUSEHOLD INFO FROM ARF A.

Name	*Resident Code	Name	*Resident Code	Household information

Sample:

Voucher: £10

*Resident code: 1 = Recorded as being in this split hhold, 2= lives in another split household, 3=confirmed as resident elsewhere, 4=deceased

Address:

Postcode:

Telephone
number 1:Telephone
number 2:Contact name for
call backs:

No telephone:

2	Number refused:	3
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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 3	*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	/		:			:	

*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	/		:			:	

***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 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

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

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 G.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 G.1
In GB but outside my interviewing area	3	Confirm with Proj manager
In Northern Ireland	4	Go to G.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 (write in) 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 issued individuals resident (everyone lives at this address)	1	Go to E.1
No issued individuals resident (everyone has moved from this address)	2	Go to C.1
Some issued individuals resident (some sample members live here, some have moved elsewhere)	3	Go to B.17
Could not visit hhold (e.g. foot & mouth, swine flu, floods)	4	Go to G.1
Visited hhold & could not establish status	5	
All sample member(s) have died	6	Go to G.7

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 G.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 G.1
In GB but outside my interviewing area	3	Confirm with Proj manager
In Northern Ireland	4	Go to G.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**

C.6 ADDRESS DWELLING TYPE - CODE ONE ONLY:

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Terraced house/bungalow	04
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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

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

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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 issued individuals resident (everyone lives at this address)	1	Go to E.1
No issued individuals resident (everyone has moved from this address)	2	Go to D.1
Some issued individuals resident (some sample members live here, some have moved elsewhere)	3	Go to C.17
Could not visit hhold (e.g. foot & mouth, swine flu, floods)	4	Go to G.1
Visited hhold & could not establish status	5	
All sample member(s) have died	6	Go to G.7

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

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Bedsitter in multiple occupation (10+ dwellings)	11
Bedsitter/single occupation	12
Sheltered accommodation	13
Institution (write in)	14

Other (write in)

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?

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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

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Heavy traffic on street / road	03
None	96

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

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Mainly fair	2
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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?

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About the same	2
Worse	3
Unable to obtain information	4

D.16 What is the status of this household?

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No issued individuals resident (everyone has moved from this address)	2	Go to G.1
Some issued individuals resident (some sample members live here, some have moved elsewhere)	3	Go to D.17
Could not visit hhold (e.g. foot & mouth, swine flu, floods)	4	Go to G.1
Visited hhold & could not establish status	5	
All sample member(s) have died	6	Go to G.7

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: Translation requirements

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

Yes	1	Go to F.1
No	2	Go to E.2

- E.2** ESTABLISH WHICH LANGUAGES ARE SPOKEN IN THIS HHOLD (CHECK EVEN IF THERE WERE TRANSLATIONS AT THE LAST INTERVIEW). SHOW W3 ARF TRANSLATION CARD IF REQUIRED.

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

CODE ALL THAT APPLY

IF YOU CODE 96 AND ANOTHER CODE(S), YOU NEED TO FOLLOW ROUTING FOR BOTH

Arabic	01	Go to E.3
Bengali	02	
Cantonese	03	
Gujarati	04	
Punjabi (Gurmukhi)	05	
Punjabi (Urdu)	06	
Somali	07	
Urdu	08	
Welsh	09	Go to E.7
None of these spoken	96	

- E.3** Are you an accredited NatCen bi-lingual interviewer **and** able to proceed with the interview in the required language(s), in addition to conducting interviews in English with any English speakers?

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

- E.4** Do some household members speak sufficient English to complete their interview (even if not main language)?

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

- E.5** After you complete the hhold grid:
a) conduct interviews with all English speaking household members.
b) code each individual who requires translation as 55 - 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 F.1
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- E.6** SHOW W3 ARF TRANSLATION BOOKLET

Please record all telephone numbers given on the front of the ARF.

1	Go to G.5 & code 543
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E.7 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
Polish	24
Portuguese	25
Russian	26
Serbian	27
Spanish	28
Swahili	29
Tamil	30
Tigrinya	31
Turkish	32
Vietnamese	33
NONE OF THESE	96

E.8 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 E.9
No	2	Go to E.10

E.9 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 F.1
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E.10 Do any household members speak sufficient English to complete their interview (even if not main language)?

Yes	1	Go to E.11
No	2	Turn to relevant sentence at the back of the W3 ARF Translation Card Then go to G.5 & code 541

E.11 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 F.1
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F: Eligible Households

COMPLETE F1 & F2 FOR ALL ELIGIBLE HHOLDS AT INITIAL CONTACT

F.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

F.2 How strongly did the respondent resist co-operation?
NB this question refers to when you first made initial contact.

CODE ONE ONLY

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

G: Final Outcome

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

THIS IS A SPLIT HOUSEHOLD – RECORD A HOUSEHOLD OUTCOME CODE BELOW FOR THOSE WHO HAVE MOVED TO THIS ADDRESS. REMEMBER TO RECORD A NEW ADDRESS FOR THIS HOUSEHOLD ON THE FRONT OF THE ARF.

G.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	

G.3 Non-contact

No contact with anyone at the address after 6+ calls	310	Go to H.2
Contact made at address, but not with responsible adult	322	
Contact made but no subsequent contact	391	

G.4 Refusal

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

G.5 Other unproductive

SINGLE PERSON HHOLD ONLY – Ill at home during survey period	510	Go to H.3
SINGLE PERSON HHOLD ONLY – 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 H.3
OFFICE APPROVAL ONLY: Other unproductive	590	Go to H.2

G.6 Unknown eligibility (No contact)

OFFICE APPROVAL ONLY: Issued, not attempted/ transferred to another interviewer	612	Go to H.3
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	

G.7 Deadwood/Ineligible

<u>All</u> respondents no longer eligible – died	782	Go to H.3
<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	

G.8 Unknown eligibility (Contacted)

Contact made at address but information refused about hhold	830	Go to H.3
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H: Unproductive Households

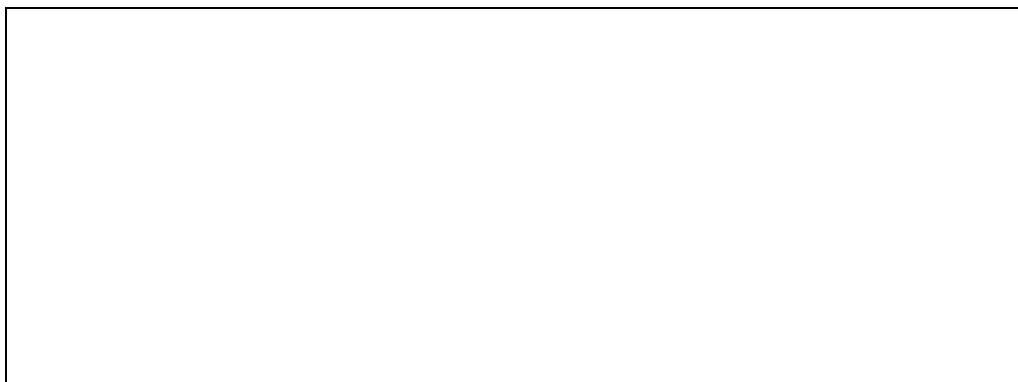
H.1 What was the main reason for household refusal:

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 (WRITE IN)	97

H.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

H.3 RECORD ANY FURTHER INFORMATION ABOUT UNPRODUCTIVE OUTCOME

A large, empty rectangular box with a thin black border, intended for recording further information about an unproductive outcome.

END

I: P3022 Wave 3 Voucher Receipt