



W5
ARF B
(Blue)

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 AND INFO FROM ARF A - **RECORD NAME, AGE & OTHER DETAILS FOR ALL PEOPLE NOW LIVING IN THIS SPLIT HHOLD, TAKING ACCOUNT OF ANY UPDATES.**

PNo	Name, Age	Prev OCs	Landline	Mobile	CAPi / SC complete?
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					

Address:

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	/		:			:	

*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)
5	/		:			:	
6	/		:			:	
7	/		:			:	
8	/		:			:	
9	/		:			:	
10	/		:			:	

***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	/		:	

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
<hr/>	
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

C: Translation requirements

- C1** Does **every adult** in the household speak sufficient English to complete their interview (even if not main language)?

Yes	1	→ Final outcome
No	2	→ C2

- C2** ESTABLISH WHICH LANGUAGES ARE SPOKEN IN THIS HHOLD (CHECK EVEN IF THERE WERE TRANSLATIONS AT THE LAST INTERVIEW). SHOW W5 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	→ Final outcome
Bengali	02	
Cantonese	03	
Gujarati	04	
Punjabi (Gurmukhi)	05	
Punjabi (Urdu)	06	
Somali	07	
Urdu	08	
Welsh	09	
None of these spoken	96	→ C3

- C3** Record language(s) spoken. CODE ALL THAT APPLY.

Albanian	10	Pashto	23	→ C4
Amharic	11	Polish	24	
Chinese	12	Portuguese	25	
Croatian	13	Russian	26	
Farsi	14	Serbian	27	
French	15	Spanish	28	
Greek	16	Swahili	29	
Hindi	17	Tamil	30	
Lingala	18	Tigrinya	31	
Lithuanian	19	Turkish	32	
Luganda	20	Vietnamese	33	
Malayalam	21	NONE OF THESE	96	
Mandarin	22			

C4 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	→ C5
No	2	→ C6

C5 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	→ Final outcome
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C6 Do any household members speak sufficient English to complete their interview (even if not main language)?

Yes	1	→ C7
No	2	Turn to relevant sentence at the back of the W5 ARF Translation Card Then go to Final outcome section 5 & code 541

C7 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	→ Final outcome
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