



ARF
GP1
(Yellow)

Appointments Made

Final
Outcome

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P2822: Understanding Society Unit
NatCen, 101-135 Kings Road, Brentwood, Essex CM14 4LX, Telephone 01277 200 600, Fax 01277 214 117

ADDRESS DETAILS

DU/HHOLD SELECTION LABEL

DU

HH

	Title, first name, surname		
Name of selected person:			
Telephone number 1:		Telephone 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 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

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	/		:	

Tracking Interviews and Self-Completions

[illegible]

A: Tracing Address & Observations

A.1 Is this address **DEADWOOD** (not traceable, residential and occupied as main residence)?

Yes, deadwood

1

Go to F.6

No/Unsure

2

Go to A2

NOTE THAT INFORMATION SHOULD BE COLLECTED BEFORE MAKING CONTACT.

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

A.2 ADDRESS DWELLING TYPE
(CODE ONE ONLY):

DWELTYP

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
Other	97

A.3 How many floors are there at the address?
(WRITE IN)

FLOORS

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A.4 On what floor of the building is the address's main entrance
(CODE ONE ONLY)?

ADDFLOOR

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

A.5 Are any of these physical barriers to entry present at the address?
(CODE ALL THAT APPLY)

BARRIERS

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

A.6 Does the address have an unkempt garden?

UNKGARD

Yes	1
No	2
No obvious garden	3

A.7 Based on your observation, is it likely that this address has a car or van?

CARVAN

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

A.8 Based on your observation, is it likely that this address contains one or more **children aged under 10** (including babies)?

CHILD

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.9 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

VICINI1

Trash, litter or junk in street / road

02

VICINI2

Heavy traffic on street / road

03

VICINI3

None

96

VICINI96

A.10 Which of these best describes the condition of residential properties in the area?

RESCOND

Mainly good

1

Mainly fair

2

Mainly bad

3

Mainly very bad

4

Unable to obtain information

5

A.11 How is the external condition of the address relative to other residential properties in the area?

HSFIT

Better

1

About the same

2

Worse

3

Unable to obtain information

4

B: Selection of dwelling units (DUs)

B.1 Is the address residential and occupied as main residence?

Yes	1	Go to B.2
Unsure (no contact)	2	Go to F.5
Unsure (contact made)	3	Go to F.7
Office refusal	4	Go to F.3 (code 410)

B.2 How many dwelling units (DUs) are at the address. WRITE IN NUMBER OF DUs.

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and then code

1 DU	1	Go to C.1
2+ DUs	2	Go to B.3
Unsure about number of DUs – no contact	3	Go to F.2
Unsure about number of DUs – information refused	4	Go to F.3

B.3 List all dwelling units in flat/room number order OR from bottom to top of building, left to right, front to back (continue on separate sheet if necessary).

DU Code	Description	DU Code	Description	DU Code	Description
01		05		09	
02		06		10	
03		07		11	
04		08		12	

- **If 4-12 DUs:** Select 3 DUs using DU/HH selection label on page 1 and ring on grid above.
- **IF 13+ DUs:** Select 3 DUs using the lookup chart in project instructions and ring on grid above.

B.4 Enter details of selected DUs

Selected DU ARF to Use

DU 1			Continue on this ARF
DU 2			Open ARF GP2 , transfer sn, address and DU=2
DU 3			Open ARF GP2 , transfer sn, address and DU=3

B.5 Is the selected DU residential and occupied?

Yes	1	Go to C.1
No	2	Go to F.6
Unsure – contact made	3	Go to F.7
Unsure – no contact	4	Go to F.5

C: Selection of households (HHs)

C.1 ESTABLISH NUMBER OF HOUSEHOLDS IN SELECTED DU

Count a group of people as a hhold if they a) share one meal per day or b) sharing living accommodation.

Write in number of HHs

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 and then code

1 HH	1	Go to C.4
2+ HHs	2	Go to C.2
Unsure about number of HHs – no contact	3	Go to F.2
Unsure about number of HHs – information refused	4	Go to F.3

C.2 List households in alphabetical order of names. Identify households by the first names or initials of adult members of the household. If more than one adult per household, list the adult with the name first in the alphabet in each household. (continue on separate sheet if necessary).

HH Code	Name/Initials	HH Code	Name/Initials	HH Code	Name/Initials
01		05		09	
02		06		10	
03		07		11	
04		08		12	

- **If 4-12 HHs:** Select 3 HHs using DU/HH selection label on page 1 and ring on grid above.
- **If 13+ HHs:** Select 3 HHs using the lookup chart in project instructions and ring on grid above.

C.3 Enter details of selected HHs

	Selected HH	ARF to Use		
HH 1	<table border="1"><tr><td></td><td></td></tr></table>			Continue on this ARF
HH 2	<table border="1"><tr><td></td><td></td></tr></table>			Open ARF GP3 , transfer sn, address and DU=1, HH=2
HH 3	<table border="1"><tr><td></td><td></td></tr></table>			Open ARF GP3 , transfer sn, address and DU=1, HH=3

C.4 Check address of selected DU/HH is correct and complete, if not amend address label on front page

D: Screening

D.1 Did you make contact with anyone in the household?

Yes	1	Go to D.2
No	2	Go to F.5

D.2 Did anyone in the household speak English (even if not main language)?

Yes	1	Go to E.1
No	2	Go to D.3

D.3 SHOW ARF TRANSLATION CARD

Did anyone speak any of the languages that we are going to translate into?

Arabic	01	Go to D.4
Bengali	02	
Cantonese	03	
Gujarati	04	
Punjabi (Gurmukhi)	05	
Punjabi (Urdu)	06	
Somali	07	
Urdu	08	
Welsh	09	Go to D.5
None of these spoken	96	

D.4 SHOW ARF TRANSLATION BOOKLET

Please record all telephone numbers given on the front of the ARF and contact your project manager/project team for further information/instruction

Go to E.1

D.5 Record which language(s) spoken from language card. (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
Tigrignia	31
Turkish	32
Vietnamese	33
NONE OF THESE	96

D.6 Were you able to use another household member or neighbour as an interpreter?

Yes	1	Go to E.1
No	2	Go to F.4 (code 541)

E: Eligible Households

E.1 Did the household respondent 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: Final Outcome

F.1 Productive

Completed household questionnaire and at least one individual interview	110	END
Completed household questionnaire but no individual interviews	210	

F.2 Non-contact

No contact after 6+ calls	310	Go to G.8
Contact made at address, not with household member	320	
Contact made at address, but not with anyone at selected DU	321	
Contact made at (selected) hhold, but not with responsible adult	322	
Contact made at (selected) DU but not with selected hhold	328	

F.3 Refusal

Office refusal	410	END
Contact made but all information refused about number of DUs at address	421	Go to G.1
Contact made but all information refused about household	422	
Contact made at DU, but information refused about number of households	428	
Refusal before interview	431	
Proxy refusal	432	
Refusal during interview (unproductive partial)	440	Go to G.2
Broken appointment – no recontact	450	

F.4 Other unproductive

Language difficulties with hhold as a whole	541	Go to G.2
OFFICE APPROVAL ONLY: Other unproductive	599	

F.5 Unknown eligibility (No contact)

OFFICE USE ONLY: Not issued to interviewer	611	END
OFFICE APPROVAL ONLY: Issued, not attempted/transferred to another interviewer	612	Go to G.9
OFFICE APPROVAL ONLY: Inaccessible	620	
Unable to locate address	630	
Unknown whether address is residential: No contact after 6+ calls	640	
Residential: unknown if eligible person(s) due to non-contact after 6+ calls	650	
Screener not completed due to non-contact (boost sample only)	660	
Other unknown eligibility (verbatim reason to be keyed in Admin block)	690	

F.6 Deadwood/Ineligible

Not yet built/under construction	710	Go to G.9
Demolished/derelict	720	
Vacant/empty housing unit	730	
Non-residential address (e.g business, school, office, factory etc)	740	
Address occupied, no resident household (e.g. occupied holiday/weekend home)	750	
Communal establishment/institution – no private dwellings	760	
Other ineligible	790	

F.7 Unknown eligibility (Contacted)

Information refused about whether address is residential	810	Go to G.9
Contact made but not with someone who can confirm the presence of a resident hhold	820	
Information refused about whether resident(s) are eligible	830	
Unable to confirm eligibility of resident(s) due to a lack of knowledge	840	
Unable to confirm eligibility of resident(s) due to a language barrier	850	
Refusal to complete screener (boost sample only)	860	
Screener not completed due to lack of knowledge (boost sample only)	870	
Other unknown eligibility	890	

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 household member refuses on behalf of respondent	32
Other:	No reason given	96
	Other reason (WRITE IN)	97

G.2 Approximate age of the person seen? (Write in)

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G.3 Sex of person seen

Male	1
Female	2

G.4 Ethnic background

White	1
Non-white	2

G.5 Was English the first language of the person spoken to?

Yes	1
No	2
Don't know	3

G.6 Did you establish the number of people in the household?

Yes	1	Go to G.7
No	2	Go to G.8

G.7 Write in number of people in each of following age groups

Number aged 16+		
Number aged 10-15		
Number aged 0-9		

G.8 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

G.9 RECORD ANY FURTHER INFORMATION ABOUT UNPRODUCTIVE OUTCOME (IF DEADWOOD THEN ALSO WHERE INFORMATION RECEIVED)

END