

# Understanding Society

## Wave 9 Interviewer Instructions

Covering elements that are specific to Wave 9

TO BE USED IN CONJUNCTION WITH CORE INSTRUCTIONS



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# 1. WHAT'S NEW, UPDATED, CHANGED FOR WAVE 9?

Understanding Society is now a well-established study with many of the fieldwork procedures common across several waves including a core panel of dedicated interviewers who have worked on multiple waves. In order to reflect this, the interviewer instructions will consist of a CORE set of generic instructions which are common to all current waves of fieldwork PLUS a separate set of instructions that are SPECIFIC to the wave you are working on. This document covers instructions specific to Wave 9.

Unless described otherwise in these instructions all processes and procedures should follow those outlined in the core instructions.

If you are working on multiple waves please ensure you use the correct documents and instructions for each specific wave.

## 2. QUERIES

Your Regional Team should be your first point of contact for all queries regarding your assignment and general fieldwork processes.

If you are having technical difficulties please contact the CAPI Helpline on

Kantar interviewers: 0800 015 2103

NatCen interviewers: 01277 690200

## 3. KANTAR AND NATCEN CONSORTIUM

A consortium has been developed with NatCen Social Research to deliver Waves 9 – 11.

Combining field forces allows the most experienced random probability interviewers in the country to work on Understanding Society as well as allowing a greater number of interviewers with Understanding Society experience to increase interview continuity.

Assignments have been allocated between the two field forces in a way that will best help us maximise the response rate for the face-to-face interviews. This ensures we make the best use of interviewers from across the consortium who have a strong track record of performance on Understanding Society and who perform best in relation to their allocation of work.

### 3.1 Division of face-to-face fieldwork

All face-to-face fieldwork in England and Wales will be shared evenly between Kantar and NatCen. Kantar will be responsible for fieldwork in Scotland and through Millward Brown's Understanding Society interviewer panel, in Northern Ireland.

## 4. TELEPHONE INTERVIEWS

NatCen's Telephone Unit will conduct **all** telephone (CATI) interviews. This includes CATI mop-up interviews used to improve the response rate towards the end of fieldwork and those carried out instead of face-to-face interviews among BHPS sample members who have expressed a preference for taking part in the survey by telephone.

Please notify your Regional Contact if you receive a Sample Information Sheet where Sample Type = Telephone

## 5. MIXED-MODE DESIGN

### 5.1 Mixed-mode design

The sample will be allocated according to a **mixed-mode** design. For Wave 9, 60% of households will be initially invited to take part online (WEB-first sample) and 40% initially issued to an interviewer for a face-to-face interview (CAPI-first sample).

#### CAPI-first sample

These are predominantly the households that participated at Wave 8 although they may also include some Wave 8 non-responding households.

If any respondents in this group express a preference to complete their interview online before the re-issue stage you can facilitate this by giving the web address [www.understandingsociety.ac.uk/society](http://www.understandingsociety.ac.uk/society) (also on the Interviewer card) and their login details from the SIS or in the AddInfo. You will need to follow these and all addresses in your assignment until a final outcome is coded.

If these households reach the re-issue stage without fully completing, they will be sent a letter inviting them to participate online whilst still keeping the option open for a face-to-face interview. Towards the end of fieldwork we will conduct a mop-up stage where the case will be sent to NatCen's CATI Unit who will attempt to contact the non-responding members of these households by telephone.

#### WEB-first sample

The advance letter will invite the Web-first respondents to participate online via CAWI and provide them with login details. After an initial period of 5 weeks, non-responding adults will be allocated to CAPI and form part of your assignment and you will attempt to contact

and interview these adults. If they reach the mop-up stage without participating face-to-face, you will be asked to code these up and they will be sent to NatCen's CATI Unit who will try to interview them by telephone.

## **6. DRESS REHEARSAL**

CAPI fieldwork for the Wave 8 Dress Rehearsal took place between 8<sup>th</sup> November 2016 and 4<sup>th</sup> December 2016.

## **7. SURVEY MATERIALS**

New/revised materials are listed below. For other materials please refer to your core instructions.

### **7.1 Sample Information Sheet (SIS)**

The W9 SIS also shows information on: the sample group (CAPI-first or WEB-first); login information for ALL households and the incentive amount for each member of the household and whether it was conditional or unconditional.

Please notify your Regional Contact if you receive a Sample Information Sheet for a household not in your assignment.

### **7.2 Interviewer calling card**

URL for online interviews

With the expansion of the mixed-mode design to a larger proportion of the sample, and the online questionnaire being available to anyone (either as a first or second mode) the URL for the online interview will be printed on the interviewer card so you have a printed copy to hand. Updated cards are available for all NatCen assignments from W9DR and when a new print run is needed for Kantar cards.

Agency-specific interviewer cards

Agency-specific interviewer cards have been printed with the appropriate Freephone telephone number that respondents can use if they need to contact the office.

### **7.3 Youth self-completion booklet**

At Wave 9 all children aged 10-15 are eligible for a **RED** paper self-completion booklet.

You will be provided with a small number of youth booklets in your workpacks. Please monitor your stocks regularly and be sure to order more in good time.

## **7.4 Education consent leaflet and privacy notice**

There is a question within the Wave 9 interview that asks for consent to link to education records held by the Department for Education (DfE). The question is only asked of Rising 16s who are completing an adult interview for the first time. There is a consent leaflet and privacy notice to give to respondents.

## **7.5 Insights 2016**

ISER's flagship publication – Insights is published annually. For Wave 9 main stage, you will receive a copy of the full A4 version of Insights 2016. Participants will be sent a smaller A5 version in the post and can request a copy of the A4 version from the Understanding Society website.

## **7.6 Additional case study leaflets**

There are two additional A5 laminated case studies to use at Wave 9 in addition to the six used on Waves 7 and 8. You will receive a full set of 8 laminated case study leaflets for your Wave 9 assignments.

# **8. FIELDWORK SCHEDULE**

## **8.1 Mainstage fieldwork**

The fieldwork for mainstage Wave 9, will last for over 2 years from January 2017 to May 2019, and will be split into 24 monthly samples, issued between January 2017 and December 2019.

Each month of face-to-face fieldwork lasts 15 weeks and consists of

- 8 weeks for original CAPI fieldwork, followed by
- 2 weeks for CAPI mop-up, followed by
- 5 weeks for Re-issues.

At the end of this time all outstanding serials will be transferred from interviewer laptops and passed to NatCen's Telephone Unit for 4 weeks to conduct telephone mop-ups.

WEB-first households will be invited to take part online in the 5 weeks prior to the start of fieldwork and the web survey will remain open for this group for the full 24 weeks. During the Re-issue period non-responding CAPI-first sample are invited to take part online.

We anticipate that an Original assignment of work should be fully completed by the end of week 8.

## 9. YOUR ASSIGNMENT

Please check your Sample Information Sheets (SIS) and ECS sample thoroughly when you receive them and contact the office if you have any queries.

### 9.1 Checking for CAWI progress

For Wave 9 CAWI completions will be logged overnight. You will need to synchronise and go into Screen 0 to see the latest CAWI progress for each household.

**It is vital that before setting out to interview any WEB respondents you synchronise to pick up any updates.** Because the CAWI option remains available throughout the fieldwork period participants in the Web sample may complete their survey at any point during that time. It is equally important that you send your ECS information back to us electronically **at the end of each working day.**

If you call at a household where you believe there are interviews outstanding yet the respondent(s) say they have completed online you should contact your Regional Team (after synchronising and going through the CAWI progress checking process).

### 9.2 Data conflicts

It can happen that two interviews are received for the same respondent – one in CAPI the other online. WEB interviews are logged overnight so please synchronise in the morning to pick up all CAWI progress. Similarly CAPI interviews are logged by the process of synchronisation so please tell respondents to **wait 24 hours** after your visit before doing anything in CAWI **and** please synchronise at the end of every day you've done any interviewing as this will prevent you/respondents re-entering elements that have already been completed.

### 9.3 Web interviews for CAPI-first sample

You should be aware that during the re-issue period, CAPI-first respondents can also complete online. You will be told when the mop-up period starts for this group and before any further contact with these respondents you should check for any CAWI progress.

Web invite letters for CAPI-first cases will be sent after 10 weeks of face-to-face interviewing.

### 9.4 Summary of your responsibilities

Throughout your fieldwork assignment you will be responsible for all serials in your EReps – both CAPI-first and WEB-first.

## 9.5 Managing your CAWI sample

Results from Wave 8 show that WEB-first respondents who are keen to complete online usually do so in the period before face-to-face interviewing begins and very few complete online after that period. This means that by the time you receive your sample there's a good chance of getting a face-to-face interview. As such there's no extra payment for web completions once face-to-face fieldwork begins. You will, of course, be paid for the interviews you do.

Always push for a face-to-face interview

## 9.6 CAPI-first sample

If a CAPI-first respondent expresses a clear preference to do their interview online please facilitate this by:

- giving individuals their CAWI username and password (from the SIS or the AddInfo file on the CAPI machine)
- giving individuals the URL: [www.understandingsociety.ac.uk/society](http://www.understandingsociety.ac.uk/society) (on the interviewer card)

In the last 5 weeks, respondents who haven't been interviewed will be sent a web-invite letter. You should continue to make contact with the household during this period and push for a face-to-face interview but please remember to synchronise to pick up the latest CAWI outcomes.

# 10.INCENTIVES

## 10.1 Incentive amounts

As always, incentive amounts are set at the household level so, if they take part, adults within the same household will receive the same level of incentive – either £10 or £20. Interviews conducted online before CAPI fieldwork starts will be administered via the Perks system which generates an e-voucher for a range of popular brands like M&S.

## 10.2 Incentive conditions

Last wave responding adults will continue to receive a £10 unconditional incentive in their advance letter.

Adults who didn't take part last wave will receive a conditional incentive:

- £10 if they are in household where someone took part at Wave 8



- £20 if they are in a household where no one took part at Wave 8

....but only if they participate this wave.

### 10.3 New entrants/rejoiners

Incentives for new entrants/re-joiners are always conditional and only to be issued when they have completed an interview.

## 11.CONTACTING THE HOUSEHOLD

General information about call patterns is in the core instructions.

### 11.1 First contact with the household

**From Wave 9 of the Study interviewers must phone to arrange appointments for households that were productive last wave.** The exception to this is for households with any individual-level refusals from the previous wave. For these households please make first contact in person. First contact each wave is generally to (re-)introduce yourself and make appointments so for the vast majority of households this is most efficiently done by telephone. The Field teams will be monitoring call patterns.

## 12.ELECTRONIC CONTACT SHEET (ECS)

### 12.1 Interim codes

Every call at an address must be recorded with either an interim or a final outcome code depending on which is appropriate. If an individual/household intends to complete online, this is an interim outcome. Please follow up such cases until a final outcome is recorded.

A full list of Wave 9 outcome codes is given in Appendix A.

## 13.WAVE 9 WORK PACK

Your work pack for W9 should contain the following documents. If anything is missing or you need extra copies please notify your Regional Contact.

No.	Document	Colour
AREA SPECIFIC	Assignment Map SAMPLE SPECIFIC	White

AREA SPECIFIC	Results Summary Sheet SAMPLE SPECIFIC	White
AREA SPECIFIC	Assignment Sheet SAMPLE SPECIFIC	White
AREA SPECIFIC	Sample Information Sheet SAMPLE SPECIFIC	White
5#	USOC branded pens STARTER PACKS ONLY	N/A
1#	Understanding Society CORE interviewer instructions STARTER PACKS ONLY	White
1#	Wave-Specific Instructions For W9 STARTER PACKS ONLY	
7 in Starter Packs, 4 in Follow on Packs	W9 GB Youth Self Completion Questionnaire (red cover) CHECK QUANTITY – SEE LEFT	White
7 in Starter Packs, 4 in Follow on Packs	Helpline insert for Youth booklet - to be inserted in the inside back page of the Youth Questionnaire	White
20#	W9 Information on adding education records STARTER PACKS ONLY	White
20#	W9 Privacy notice STARTER PACKS ONLY	White
1#	Consent Flowchart LAMINATED STARTER PACKS ONLY	White
3	GB Info Leaflet – colour print on glossy paper	White
1#	GB Info Leaflet - colour print on glossy paper LAMINATED STARTER PACKS ONLY	White
1#	Advance Letter – W9 Letter14_Generic CAPI- colour print LAMINATED STARTER PACKS ONLY	White
5	Advance Letter – W9 Letter14_Generic CAPI- colour print	White
AREA SPECIFIC #	Advance Letter – W9_Generic advance letter_Welsh LAMINATED STARTER PACKS ONLY	White
AREA SPECIFIC	Advance Letter – W9_Generic advance letter_Welsh	White
3	Tracing Letter GB NON-SAMPLE SPECIFIC – colour print	White
3	Stable contact letter NON-SAMPLE SPECIFIC – colour print	White
5	Template Freepost DL PRINT1 Envelope	White
20	Thank you flyer (GB & NI)	White
20	GB MRS Leaflet (for Kantar interviewers only)	White

6 in Starter Packs, 3 in Follow on Packs	High Street Gift Cards	-
1	USoC Interviewer Pay chart W9	White
1#	W9 showcards (red cover) STARTER PACKS ONLY	White, A5 card
1#	USOC Interviewer Fieldwork Tips – Updated for W8 and W9 STARTER PACKS ONLY NEW ITEM	White
1#	W9 Case Studies x 8 LAMINATED STARTER PACKS ONLY	N/A
1#	W9_Translation_card LAMINATED STARTER PACKS ONLY	White – A4
1#	W9 Translation booklet STARTER PACKS ONLY	White card – A4
1#	W9 Translations flowchart LAMINATED STARTER PACKS ONLY	White – A4
1#	USoc W8 and W9 Translation Guide NEW ITEM	White paper – A4
3	Change of Address Card COA card	White DL card
20	Interviewer Card (agency-specific)	White A6 card
8#	CAPI Reissue letter STARTER PACKS ONLY	White
7 in Starter Packs, 4 in Follow on Packs	** C5 'Private and Confidential' printed brown envelopes (Non window) - Privacy envelope for 10- 15 year old questionnaires	Brown
4	** Freepost C4 brown peel and seal envelopes addressed to High Wycombe (Survey Name: 'Understanding Society Study') (respondents and interviewers will use this to return 10-15 Questionnaires in their privacy envelopes and consent forms)	Brown
2	** Pre-stamped 1st Class Blank DL envelope (for A4 letter folded in thirds) – no window (For sending Tracing and Stable Contact letters)	White
1	FOLLOW ON PACK ONLY USOC W9 Follow-on Work Pack Memo – WON'T BE USED UNTIL FEB SAMPLE EARLIEST	White

## 14.TRANSLATIONS

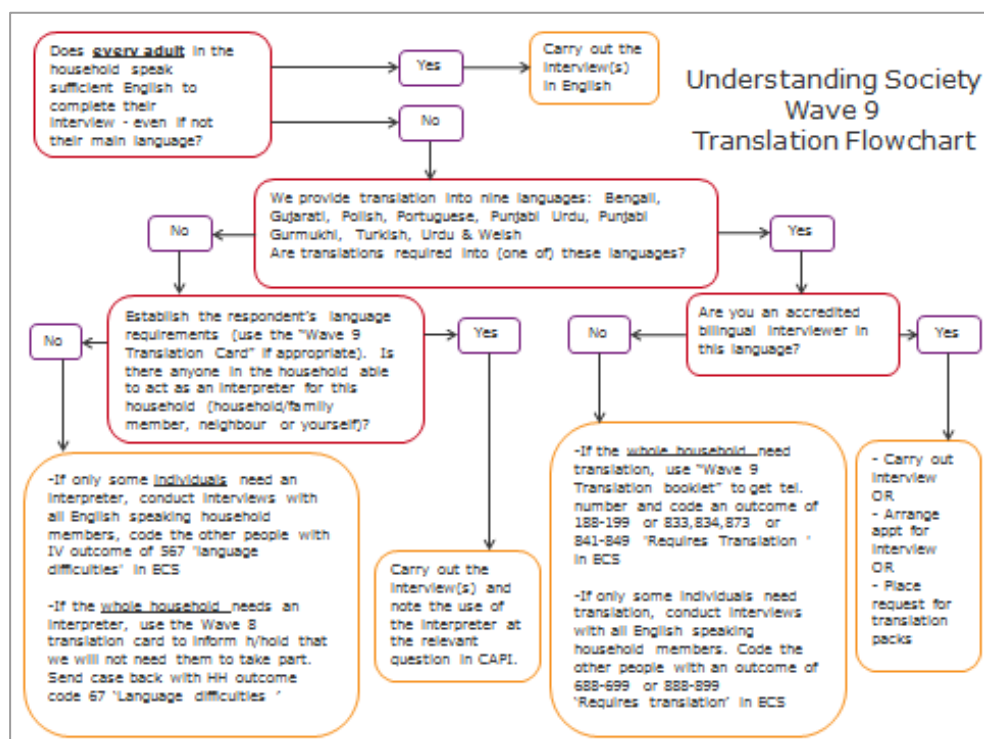
The questionnaire has been translated into several languages and accessed via the main script at either the start of the household grid, household interview or individual interview. Translated scripts for Wave 9 will be available in:

Bengali	Gujarati	Punjabi Urdu
Urdu	Polish	Portuguese
Turkish	Punjabi Gurmukhi	Welsh

The language used for each respondent at the last interview is shown on the SIS (where applicable). Interviews in these languages **must** be completed using the translated script.

The translation flowchart below shows the process and order for interviews to be conducted in languages other than English.

#### 14.1.1 Translation flowchart



## 15.ADMIN AND RETURN OF WORK

The CAPI script names for the 24 monthly samples are:

**2017:** U9JA17, U9FB17, U9MR17, U9AP17, U9MY17, U9JN17, U9JL17, U9AU17, U9SP17, U9OC17, U9NV17, U9DC17

**2018:** U9JA18, U9FB18, U9MR18, U9AP18, U9MY18, U9JN18, U9JL18, U9AU18, U9SP18, U9OC18, U9NV18, U9DC18

#### NATCEN INTERVIEWERS:

Please note the wave reference in CMS where you record your trips will be shorter. It will be JA1, FB1 and for year 2 it will be JA2, FB2. CMS is restricted to a 3 digit wave reference.

## 15.1 Return of work (Kantar Interviewers only)

After each day's interviewing, you should complete your DAYREC and send both your DAYREC and all your interviews at the end of your working day, but before midnight. Connect to your broadband and synchronise your Erep Outcomes and Dimensions Data every day you work (these are separate tasks). It is essential that you send back your DAYREC along with your completed interviews in a timely fashion. This applies to Kantar interviewers only.

Return all completed Paper Youth Questionnaires, unused gift cards and any other paperwork to the High Wycombe Kantar Office via the pre-paid envelope supplied in your work pack

### NATCEN INTERVIEWERS ONLY:

Completed Youth self-completion booklets should be returned to Kantar in the pre-paid envelopes supplied.

NatCen will supply its interviewers with a quantity of stationery up front and you will then need to request additional materials as you need them to avoid oversupply. Each month you will be sent only the assignment specific documents and some Kantar gift cards. Should you have any excess materials return them to the NatCen Brentwood office as normal.

## 15.2 Payment

Please refer to the Pay chart in your work pack for details on pay.

If you have any queries about anything covered by these instructions please contact your Regional Team who should always be your first point of contact if you have any field issues and you should contact the appropriate CAPI Helpline if you have any technical issues.

## 16. PRACTICE INTERVIEWS

You must complete several Practice Interviews before you start work.

Wave 9 Practice Capi script is U9PRAC. ALL PRACTICE INTERVIEWS MUST BE CONDUCTED UNDER THIS CAPI NAME.

Complete AT LEAST 2 practice HH's with 2 16+ Individual interviews **before** beginning your assignment.

## Appendix A - Wave 9 outcome codes

Outcome code	APPLICABLE	DESCRIPTION	Final or Interim (interviewer level)
1	FRESH	Not yet built / under construction	FINAL
2	FRESH	Derelict/demolished	FINAL
3	FRESH	Vacant / empty housing unit	FINAL
4	FRESH	Non-residential address	FINAL
5	FRESH	Communal establishment / institution	FINAL
6	FRESH	Not main residence	FINAL
18	HOUSEHOLD	FOR OFFICE USE ONLY: Issued but not attempted	FINAL
19	HOUSEHOLD	Other ineligible	FINAL
20	HOUSEHOLD	HH Address inaccessible	FINAL
21	HOUSEHOLD	HH Unable to locate address	FINAL
24	HOUSEHOLD	HH Unknown whether any named HH members at address - Information refused	FINAL
25	HOUSEHOLD	HH Unknown whether any named HH members at address - No Contact	FINAL
26	HOUSEHOLD	HH Unknown whether any named HH members at address - Other REASON (give details)	FINAL
27	HOUSEHOLD	HH Unknown whether any named HH members at address - Language barrier	FINAL
40	HOUSEHOLD	HH No contact with anyone at address (HH members known to be at address)	FINAL
41	HOUSEHOLD	HH Contact made but not with a responsible resident	FINAL
50	HOUSEHOLD	FOR OFFICE USE ONLY: HH Office Refusal	FINAL
51	HOUSEHOLD	HH Contact made. All info refused (1+ HH members at address)	FINAL
52	HOUSEHOLD	HH Refusal before Grid interview (HH members known to be at address)	FINAL
60	HOUSEHOLD	HH Contact at HH but no appointment made	FINAL
63	HOUSEHOLD	HH Broken appointment – no recontact	FINAL
64	HOUSEHOLD	HH Whole household - Ill at home during survey period	FINAL
65	HOUSEHOLD	HH Whole household - Away or in hospital during survey period	FINAL
66	HOUSEHOLD	HH Whole household - Physically or mentally unable/incompetent	FINAL

67	HOUSEHOLD	HH Language difficulties with HH as a whole	FINAL
69	HOUSEHOLD	HH Other Unproductive	FINAL
70	HOUSEHOLD	HH Completed HH Interview & all eligible HH members	FINAL
71	HOUSEHOLD	HH Completed HH Interview & at least 1 individual interview	FINAL
72	HOUSEHOLD	HH Completed HH Interview but no individual interviews	FINAL
73	HOUSEHOLD	HH Completed enumeration and at least 1 individual interview but no HH Interview	FINAL
74	HOUSEHOLD	HH Completed enumeration grid only	FINAL
78	HOUSEHOLD	HH Interview - Data lost/corrupted. Interview could not be redone	FINAL
79	HOUSEHOLD	HH Interview - Household requested data to be deleted	FINAL
81	HOUSEHOLD	HH Untraced - address unknown, no more tracing possible by TNS or client	FINAL
82	HOUSEHOLD	HH Follow up address is in Eng&Wales but is outside area	FINAL
85	HOUSEHOLD	HH All sample members no longer eligible - died. No TSMs	FINAL
86	HOUSEHOLD	HH All sample members no longer eligible - live outside UK. No TSMs	FINAL
89	HOUSEHOLD	HH Untraced - address unknown, no more tracing possible by interviewer (office check complete)	FINAL
90	HOUSEHOLD	HH Follow up address is in NI or Scotland	FINAL
96	HOUSEHOLD	FOR OFFICE USE ONLY: HH Did not complete online	FINAL
188	HOUSEHOLD	HH Translator request (Polish)	FINAL
189	HOUSEHOLD	HH Translator request (Portuguese)	FINAL
190	HOUSEHOLD	HH Translator request (Turkish)	FINAL
192	HOUSEHOLD	HH Translator Request (Bengali)	FINAL
194	HOUSEHOLD	HH Translator Request (Gujarati)	FINAL
195	HOUSEHOLD	HH Translator Request (Gurmukhi Punjabi)	FINAL
197	HOUSEHOLD	HH Translator Request (Urdu)	FINAL
198	HOUSEHOLD	HH Translator Request (Welsh)	FINAL
199	HOUSEHOLD	HH Translator Request (Urdu Punjabi)	FINAL
201	HOUSEHOLD	HH Household no longer eligible - TSM's only	FINAL

202	HOUSEHOLD	HH OFFICE USE ONLY: HH Household no longer eligible - merged with another Household	FINAL
203	HOUSEHOLD	HH Household has already completed the survey via CAWI (web)	FINAL
204	HOUSEHOLD	HH OFFICE USE ONLY: Split created in error - office deletion	FINAL
205	HOUSEHOLD	HH OFFICE USE ONLY: Not issued to interviewer	FINAL
206	HOUSEHOLD	HH Household no longer eligible - IVs died/abroad. No TSMs	FINAL
210	HOUSEHOLD	HH Unproductive - final IV outcomes reported but no enumeration grid, HH interview or IV interviews completed.	FINAL
300	HOUSEHOLD	HH No phone number provided for respondent	FINAL
301	HOUSEHOLD	HH Always ringing, not answered (no answering machine/voicemail) or no response on pick up	FINAL
302	HOUSEHOLD	HH Always busy/engaged line	FINAL
303	HOUSEHOLD	HH Always fax/modem/data line/pager	FINAL
304	HOUSEHOLD	HH Technical phone problems	FINAL
305	HOUSEHOLD	HH Out of service or disconnected	FINAL
306	HOUSEHOLD	HH Always answerphone/voicemail	FINAL
542	INDIVIDUAL	IV No contact with adult sample member	FINAL
543	INDIVIDUAL	IV Parental consent required for 16/17 year old - no contact with parent/guardian	FINAL
550	INDIVIDUAL	FOR OFFICE USE ONLY: IV Office refusal	FINAL
552	INDIVIDUAL	IV Refusal before interview	FINAL
553	INDIVIDUAL	IV Proxy refusal	FINAL
554	INDIVIDUAL	IV Parental consent required for 16/17 year old - parental/guardian consent refused	FINAL
555	INDIVIDUAL	IV Refusal during interview	FINAL
557	INDIVIDUAL	IV Issued adamant refuser - Interview not required	FINAL
560	INDIVIDUAL	IV Contact made but no appointment made	FINAL
563	INDIVIDUAL	IV Broken appointment - No recontact	FINAL
564	INDIVIDUAL	IV Ill at home during survey period	FINAL
565	INDIVIDUAL	IV Away or in hospital all survey period	FINAL
566	INDIVIDUAL	IV Physically or mentally unable/incompetent	FINAL



567	INDIVIDUAL	IV Language difficulties	FINAL
569	INDIVIDUAL	IV Other Unproductive	FINAL
570	INDIVIDUAL	IV Full adult interview	FINAL
571	INDIVIDUAL	IV Full proxy interview	FINAL
575	INDIVIDUAL	IV Partial adult interview	FINAL
576	INDIVIDUAL	IV Partial proxy interview	FINAL
578	INDIVIDUAL	IV Interview - Data lost/corrupted. Interview could not be redone	FINAL
579	INDIVIDUAL	IV Interview - Respondent requested data to be deleted	FINAL
581	INDIVIDUAL	IV Untraced - address unknown, no more tracing possible by TNS or client	FINAL
582	INDIVIDUAL	IV Follow up address is in Eng & Wales but is outside area	FINAL
585	INDIVIDUAL	IV Individual has died	FINAL
586	INDIVIDUAL	IV Moved outside of UK	FINAL
587	INDIVIDUAL	IV In prison	FINAL
588	INDIVIDUAL	IV In armed forces accommodation or institution	FINAL
589	INDIVIDUAL	IV Untraced - address unknown, no more tracing possible by interviewer (office check complete)	FINAL
590	INDIVIDUAL	IV Moved to NI or Scotland	FINAL
597	INDIVIDUAL	IV TSM - all OSM/PSM moved out from HH (TSM not eligible for interview)	FINAL
598	INDIVIDUAL	IV TSM - Moved out separately from any OSM/PSM (not eligible for tracing)	FINAL
599	INDIVIDUAL	IV MOVER - SPLIT OFF CREATED	FINAL
601	INDIVIDUAL	IV Adult in non-contacted household	FINAL
602	INDIVIDUAL	IV Adult in refusal household	FINAL
603	INDIVIDUAL	IV Adult in other non-responding household	FINAL
604	INDIVIDUAL	IV Unknown if Adult in household - no contact	FINAL
605	INDIVIDUAL	IV Unknown if Adult in household - refusal	FINAL
606	INDIVIDUAL	IV Unknown if Adult in household - other reason	FINAL
611	INDIVIDUAL	IV Youth identified - Paper questionnaire NOT placed/completed due to no contact with Youth	FINAL

612	INDIVIDUAL	IV Youth identified - Paper questionnaire NOT placed/completed due to no contact with Parent (consent not collected)	FINAL
613	INDIVIDUAL	IV Youth identified - Paper questionnaire NOT placed/completed due to Youth Refusal	FINAL
614	INDIVIDUAL	IV Youth identified - Paper questionnaire NOT placed/completed due to Parental Refusal	FINAL
615	INDIVIDUAL	IV Youth identified - Paper questionnaire NOT placed/completed due to Proxy Refusal	FINAL
616	INDIVIDUAL	IV Youth identified - Paper questionnaire NOT placed/completed due to Other reason	FINAL
617	INDIVIDUAL	IV Youth identified - Paper questionnaire to be returned directly by Youth/HH	FINAL
621	INDIVIDUAL	IV Child under 10 in non-contacted household	FINAL
622	INDIVIDUAL	IV Child under 10 in refusal household	FINAL
623	INDIVIDUAL	IV Child under 10 in other non-responding household	FINAL
624	INDIVIDUAL	IV Unknown if Child under 10 in household - no contact	FINAL
625	INDIVIDUAL	IV Unknown if Child under 10 in household - refusal	FINAL
626	INDIVIDUAL	IV Unknown if Child under 10 in household - other reason	FINAL
688	INDIVIDUAL	IV Translator request (Polish)	FINAL
689	INDIVIDUAL	IV Translator request (Portuguese)	FINAL
690	INDIVIDUAL	IV Translator request (Turkish)	FINAL
692	INDIVIDUAL	IV Translator Request (Bengali)	FINAL
694	INDIVIDUAL	IV Translator Request (Gujarati)	FINAL
695	INDIVIDUAL	IV Translator Request (Gurmukhi Punjabi)	FINAL
697	INDIVIDUAL	IV Translator Request (Urdu)	FINAL
698	INDIVIDUAL	IV Translator Request (Welsh)	FINAL
699	INDIVIDUAL	IV Translator Request (Urdu Punjabi)	FINAL
701	INDIVIDUAL	IV Youth in non-contacted household	FINAL
702	INDIVIDUAL	IV Youth in refusal household	FINAL
703	INDIVIDUAL	IV Youth in other non-responding household	FINAL
704	INDIVIDUAL	IV Unknown if Youth in household - no contact	FINAL
705	INDIVIDUAL	IV Unknown if Youth in household - refusal	FINAL

706	INDIVIDUAL	IV Unknown if Youth in household - other reason	FINAL
710	INDIVIDUAL	IV Full youth interview	FINAL
720	INDIVIDUAL	IV Partial youth interview	FINAL
750	INDIVIDUAL	IV Ineligible for interview - aged under 10	FINAL
751	INDIVIDUAL	IV Ineligible for adult interview - aged under 16	FINAL
800	HOUSEHOLD	HH Untraced household - interviewer completed tracing (office check pending)	INTERIM
801	HOUSEHOLD	HH INTERIM HH not at address, Interviewer still trying to trace contact details	INTERIM
802	HOUSEHOLD	HH INTERIM HH not at address, Interviewer collected new address in area	INTERIM
803	HOUSEHOLD	Household intends to complete on the web (CAPI code)	INTERIM
804	HOUSEHOLD	HH INTERIM Household Grid started, not yet complete	INTERIM
805	HOUSEHOLD	HH INTERIM Household Grid COMPLETE	INTERIM
806	HOUSEHOLD	HH START INTERVIEW NOW / HH INTERIM Household Interview started, not yet complete (GRID Complete)	INTERIM
807	HOUSEHOLD	HH Household Interview COMPLETE - Individual outcomes outstanding	INTERIM
808	HOUSEHOLD	HH INTERIM Lost interview. TO BE REDONE	INTERIM
809	HOUSEHOLD	HH INTERIM - Contact made - interviewer conducting Individual Interview	INTERIM
810	HOUSEHOLD	HH INTERIM No contact made with anyone (HH FTF) (HH GRID/INTERVIEW NOT YET COMPLETED)	INTERIM
811	HOUSEHOLD	HH INTERIM Contact made - interviewer to call back (FTF) (HH GRID/INTERVIEW NOT YET COMPLETED)	INTERIM
812	HOUSEHOLD	HH INTERIM No contact made this call (HH FTF) (HH GRID/INTERVIEW COMPLETED)	INTERIM
813	HOUSEHOLD	HH INTERIM Contact made - interviewer to call back (FTF) (HH GRID/INTERVIEW COMPLETED)	INTERIM
814	HOUSEHOLD	HH INTERIM No contact with anyone - valid dial tone (HH tel) (HH GRID/INTERVIEW NOT YET COMPLETED)	INTERIM
815	HOUSEHOLD	HH INTERIM Contact made - interviewer to call back (TEL) (HH GRID/INTERVIEW NOT YET COMPLETED)	INTERIM
816	HOUSEHOLD	HH INTERIM No contact with anyone - valid dial tone (HH tel) (HH GRID/INTERVIEW COMPLETED)	INTERIM
817	HOUSEHOLD	HH INTERIM Contact made - interviewer to call back (TEL) (HH GRID/INTERVIEW COMPLETED)	INTERIM
818	HOUSEHOLD	HH INTERIM No contact made - disconnected or no dial tone (HH tel)	INTERIM

819	HOUSEHOLD	HH INTERIM No contact with Stable Contact (SC FTF)	INTERIM
820	HOUSEHOLD	HH INTERIM No contact with Stable Contact (SC Tel)	INTERIM
821	HOUSEHOLD	HH INTERIM No contact with neighbour	INTERIM
822	HOUSEHOLD	HH INTERIM No contact with other (O tel)	INTERIM
823	HOUSEHOLD	HH INTERIM Contact with Stable Contact (SC FTF)	INTERIM
824	HOUSEHOLD	HH INTERIM Contact with Stable Contact (SC Tel)	INTERIM
825	HOUSEHOLD	HH INTERIM Contact with neighbour (Nbr FTF)	INTERIM
826	HOUSEHOLD	HH INTERIM Contact with other contact (O Tel)	INTERIM
827	HOUSEHOLD	HH INTERIM Letter posted for Stable Contact	INTERIM
828	HOUSEHOLD	HH INTERIM Letter posted for Other	INTERIM
829	HOUSEHOLD	HH INTERIM Stable Contact NOT available on this number/address	INTERIM
830	HOUSEHOLD	HH INTERIM - Obs data to be recorded (Office refusal for Household)	INTERIM
831	HOUSEHOLD	HH INTERIM - Office Refusal for Individual recorded	INTERIM
832	HOUSEHOLD	HH INTERIM - Obs data to be recorded (Final Outcome for Household and ALL Individuals recorded)	INTERIM
833	HOUSEHOLD	HH Interim Translation (assigned to interviewer to complete (Polish)	INTERIM
834	HOUSEHOLD	HH Interim Translation (assigned to interviewer to complete (Portuguese)	INTERIM
835	HOUSEHOLD	HH INTERIM Appointment arranged	INTERIM
839	HOUSEHOLD	INTERIM - Able to code final outcome but still pursuing	INTERIM
840	HOUSEHOLD	INTERIM - Minimum Calls Made	INTERIM
842	HOUSEHOLD	HH INTERIM Translation(assigned int to complete) (Bengali)	INTERIM
844	HOUSEHOLD	HH INTERIM Translation(assigned int to complete) (Gujarati)	INTERIM
845	HOUSEHOLD	HH INTERIM Translation(assigned int to complete) (Gurm Punj)	INTERIM
847	HOUSEHOLD	HH INTERIM Translation(assigned int to complete) (Urdu)	INTERIM
848	HOUSEHOLD	HH INTERIM Translation(assigned int to complete) (Welsh)	INTERIM
849	HOUSEHOLD	HH INTERIM Translation(assigned int complete) (Urdu Punjabi)	INTERIM
850	INDIVIDUAL	IV Untraced - interviewer completed tracing (office check pending)	INTERIM

851	INDIVIDUAL	IV INTERIM Does not live at address, Interviewer still trying to trace contact details	INTERIM
852	INDIVIDUAL	IV INTERIM Individual not at address, Interviewer collected new address in area	INTERIM
858	INDIVIDUAL	IV INTERIM Lost interview. TO BE REDONE	INTERIM
860	INDIVIDUAL	IV INTERIM Parental consent required for 16/17 year old - consent yet to be collected	INTERIM
861	INDIVIDUAL	IV INTERIM Parental consent collected for 16/17 year old - interview yet to be done	INTERIM
862	INDIVIDUAL	IV INTERIM Youth identified - Paper questionnaire NOT yet given (Parental consent not collected yet)	INTERIM
863	INDIVIDUAL	IV INTERIM Youth identified - Paper questionnaire NOT yet given (Parental consent collected)	INTERIM
864	INDIVIDUAL	IV INTERIM Youth identified - Paper questionnaire given but not yet collected	INTERIM
873	HOUSEHOLD	HH Interim Translation (assigned to interviewer to complete (Turkish)	INTERIM
875	INDIVIDUAL	INTERIM Usable Partial Individual Interview IN PROGRESS (to encourage resp to complete online?)	INTERIM
877	INDIVIDUAL	IV START INTERVIEW NOW / IV INTERIM Interview started, not yet complete	INTERIM
880	INDIVIDUAL	IV INTERIM Appointment arranged	INTERIM
883	HOUSEHOLD	Individual intends to complete on the web (CAPI code)	INTERIM
888	INDIVIDUAL	IV Interim Translation (assigned to interviewer to complete (Polish)	INTERIM
889	INDIVIDUAL	IV Interim Translation (assigned to interviewer to complete (Portuguese)	INTERIM
890	INDIVIDUAL	IV Interim Translation (assigned to interviewer to complete (Turkish)	INTERIM
892	INDIVIDUAL	IV INTERIM Translation(assigned int to complete) (Bengali)	INTERIM
893	INDIVIDUAL	IV INTERIM Translation(assigned int to complete) (Cantonese)	INTERIM
894	INDIVIDUAL	IV INTERIM Translation(assigned int to complete) (Gujarati)	INTERIM
895	INDIVIDUAL	IV INTERIM Translation(assigned int to complete) (Gurm Punj)	INTERIM
896	INDIVIDUAL	IV INTERIM Translation(assigned int to complete) (Somali)	INTERIM
897	INDIVIDUAL	IV INTERIM Translation(assigned int to complete) (Urdu)	INTERIM
898	INDIVIDUAL	IV INTERIM Translation(assigned int to complete) (Welsh)	INTERIM
899	INDIVIDUAL	IV INTERIM Translation(assigned int to complete) (Urdu Punj)	INTERIM
900	HOUSEHOLD	Address/Individual within area but I am unable to attempt/complete (CONTACT OFFICE)	INTERIM
901	INDIVIDUAL	IV NOT APPLICABLE - NO INDIVIDUAL ASSOCIATED WITH THIS SCREEN (HH GRID	FINAL

		DONE)	
902	INDIVIDUAL	IV NOT APPLICABLE - NO HH GRID	FINAL
907	HOUSEHOLD	HH FULLY completed via CAWI	FINAL
910	INDIVIDUAL	IV INTERIM Web - Login Incorrect	
911	INDIVIDUAL	IV INTERIM Web - Login Incorrect max attempts exceeded	
912	INDIVIDUAL	IV INTERIM Web - Feed forward DOB/Gender Incorrect	
913	INDIVIDUAL	IV INTERIM Web - Grid locked by another HH member	
914	INDIVIDUAL	IV INTERIM Web - split required	
915	INDIVIDUAL	IV INTERIM Web - Demographics valid	
950	INDIVIDUAL	IV INTERIM Web - Untraced mover, no address given	
960	INDIVIDUAL	FOR OFFICE USE ONLY: IV Did not complete online	FINAL
970	INDIVIDUAL	IV FULLY completed via CAWI	FINAL

## Appendix B – Wave 9 Modules

No.	Module description	Who gets asked the questions
1	Household enumeration	ALL
2	Deriving grid variables	ALL
4	Household questionnaire	ALL - one person per HH
3	Individual intro module	ALL
5	Demographics	ALL
6	Initial conditions	New entrant/never interviewed
7	Own first job	new entrant never interviewed (excluding rising 16 year olds) and current economic activity is not employed or self-employed
8	Educational aspirations	Full time student
9	Young adults	aged 16 - 21
10	Family background	proxy last wave, non-interviewed adult or new entrant never interviewed, excluding rising 16 year olds
11	Ethnicity and national identity	New entrant never interviewed
12	Religion	New entrant never interviewed
13	Harassment	Foreign born sample members or sample members living with somebody who is
14	Social networks	ALL
15	Groups and organisations	ALL
16	Disability	ALL
17	Health conditions	new entrant never interviewed
18	Health Service Use	ALL
19	Nutrition	ALL
20	Exercise	ALL
21	Smoking	ALL
22	Social Care	Aged 65 and over
23	Caring	ALL
24	Partnership history	new entrant never interviewed, excluding rising 16 year olds

25	Fertility history	new entrant never interviewed, excluding rising 16 year olds
26	Migration background	UK born respondents living with a foreign born resident
27	Migration history short	Respondent is foreign born and entered the study at W6 or earlier and household is in the Foreign Born Arrived in UK aged 16 or over
28	Annual event history	Interviewed at prior wave or has been interviewed previously
29	Current employment	ALL
30	Employees	Employees
31	Self-employed	Self-employed
32	Job satisfaction	Worked in the last week or did not work last week but has a job
33	Non employment	Did no paid work in the last week and does not have a job
34	Mothers return to work	Currently on maternity leave OR is a new mother since last interview and is either (a) currently working or (b) currently not working and has not looked for a job and does not want a job
35	Second jobs	ALL
36	Discrimination	Ethnic Minority sample or foreign born respondent or living with a foreign born resident
37	Childcare	Number of children aged under 15 that respondent is responsible for
38	Family networks	ALL
39	Parents & Children	Parents of children under 16
40	Unearned Income & State Benefits	ALL
41	Pension Drawdown	Aged 50 or over
42	Household finances	ALL
43	Child Maintenance	Parents of children aged 0-19 with an absent parent
44	Retirement Planning	Of pensionable age and less than 71 years old and current economic status is not retired
45	News & Media Use	ALL



46	CASI start	ALL where mode is face to face
47	CASI: SF12	Mode is face-to-face and has agreed to self-completion OR Mode is telephone
48	CASI: GHQ	Mode is face-to-face and has agreed to self-completion OR mode is telephone
49	CASI : Neighbourhood belonging	Mode is face-to-face and has agreed to self-completion OR mode is telephone
50	CASI: Satisfaction	Mode is face-to-face and has agreed to self-completion OR mode is telephone
51	CASI : Loneliness	Mode is face-to-face and has agreed to self-completion OR Mode is telephone
52	CASI : Alcohol consumption	Mode is face-to-face and has agreed to self-completion OR Mode is telephone
53	CASI : Sexual Orientation	Mode is face-to-face and has agreed to self-completion OR Mode is telephone
54	CASI: Partner relationships	Mode is face-to-face and has agreed to self-completion OR Mode is telephone
55	CASI: Young Adults	Mode is face-to-face and respondent will complete CASI section & Aged 16 - 21
56	CASI : Non resident relationships	Mode is face-to-face and has agreed to self-completion OR mode is telephone & Does not have a spouse or partner residing in the household and is not living with someone in household as a couple
57	CASI : Child development	Mode is face-to-face and respondent has agreed to self-completion OR mode is web. Aged 16 - 21
58	CASI : Parenting Styles	Mode is face-to-face and has agreed to self-completion OR mode is web. Parent (biological mother, biological father, adoptive mother, adoptive father, step-mother or step-father) of a child aged 10. Loop for each child aged 10 in the household.
59	CASI: Politics	Mode is face-to-face and has agreed to self-completion OR Mode is telephone
60	CASI: Political Engagement	Mode is face-to-face and has agreed to self-completion OR Mode is telephone
61	CASI: Political Efficacy	Mode is face-to-face and has agreed to self-completion OR Mode is telephone
62	CASI: End	Mode is face-to-face
63	Education Consents (Rising 16s/17s)	Mode is face-to-face OR web and Respondent is eligible for DfE consent questions or is a new

		entrant
64	Positive, Negative events	ALL
65	Respondent Contact Details	ALL
66	Stable Contact Details	ALL
67	End of interview	ALL
68	Interviewer observations	ALL
69	Proxy	Proxy interviews only