Issued address

Card (6-8)	Wave (9)	Serial No (10-14)	Household No (15)	Check No (16)	Person No (17-18)
001					00

_____

_____

_____

_____ (PC 19-25)

CHECK PHONE NUMBER: Telephone STD_____ No._____
(26-31)   (32-39)

Address Status :   Code all that apply for issued address

No corrections needed...1   (40)

Postcode corrections needed..2   (41)

Other address/phone corrections needed 3   (42)

Enter corrections or new address details below, if needed.

No. and street _____

District/Town _____

County _____

Postcode ☐☐☐☐ ☐☐☐   (43-49)

CHECK WORK/CONTACT TELEPHONE NUMBER: STD _____ **No.**_____ **for PNO** ☐☐
(50-55)   (56-63)   (64-65)

IF the issued address is a residential address, complete this Coversheet.

IF the issued address is ineligible for interview eg a business address, an institution, demolished you should code the relevant Household Outcome on page 9 and return the Coversheet to Essex University.

Issued Interviewer Area: ☐☐   Actual Interviewer Area: ☐☐
(66-67)   (68-69)

Interviewer Name:_____

Call No.	Day	Date	Time in 24hr	Use this column to specify the outcome of calls and appointments made. Full reasons for whole household refusals/non-contacts should be given on page 9.
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				

Total No. of calls at issued address ☐☐
(70-71)

Office Use Only: Batch Code ☐☐☐☐
(72-75)

MULTI-HOUSEHOLD SELECTION SHEET

<u>Complete for Household 0 Only</u>

INTERVIEWER CHECK: How many households live at ..... (ADDRESS ON FRONT PAGE)?

WRITE TOTAL NUMBER OF HOUSEHOLDS AT ADDRESS IN BOX ☐☐ (76-77)

IF MORE THAN ONE OBTAIN DETAILS OF OTHER HOUSEHOLDS AND ADMINISTER MULTI-HOUSEHOLD SELECTION SHEET AND INTERVIEW SELECTED HOUSEHOLDS

CREATE NEW COVERSHEETS AS REQUIRED

List of Households

Household No (1)	Description of households eg, location and surnames (2)	No of households found at address (3)	Interview at households (4)	Household No on Coversheet (5)
1		-	-	-
2		2	1, 2	0, 1
3		3	1, 2, 3	0, 1, 2
4		4	1, 3, 4	0, 1, 2
5		5	3, 4, 5	0, 1, 2
6		6	1, 2, 3	0, 1, 2
7		7	2, 5, 6	0, 1, 2
8		8	3, 4, 7	0, 1, 2
9		9	1, 2, 8	0, 1, 2
10		10	1, 6, 10	0, 1, 2
11		11	2, 4, 5	0, 1, 2
12		12	1, 2, 10	0, 1, 2
13		13	5, 10, 13	0, 1, 2
14		14	1, 2, 12	0, 1, 2
15		15	4, 11, 14	0, 1, 2

Procedure

A   Note down the households at column 2 on the table above. *This must be done systematically.* If numbered then list in numerical order (ie flats 1, 2, 3 or flats A, B, C). Otherwise start at the lowest floor, work in a clockwise direction until all flats/units are enumerated, then go to the next floor and again note down all the units on that floor in a clockwise direction.

B   Include vacant flats, bedsits, etc when noting down households, but *not* any business premises.

C   Ring the number of households found at column (3). See column (4) to identify which households are selected for interview. Ring the selected household numbers in column (1).

D   If more than 15 households contact your field executive.

E   **A coversheet must be completed for each household selected using the Household Nos given in column (5).**

2

CODE FROM OBSERVATION FOR <u>ALL</u> ELIGIBLE ADDRESSES
ie where at least one household is resident

COMPLETE EVEN IF NO INTERVIEWS ACHIEVED

1   What type of accommodation does household live in?
      IF DON'T KNOW NUMBER OF DWELLINGS (Codes 5, 6, 7, 8, 10, 11)
      CODE AS UNDER 10 DWELLINGS

(78-79)

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
Institutional accommodation **(GIVE DETAILS)**_____	14
Other **(GIVE DETAILS)**_____	15

2   On what floor is the main part of the living accommodation?
      IF MORE THAN ONE CODE LOWEST

(80)

Basement/semi basement 1	**GO TO**
Ground floor/street level 2	**HOUSEHOLD GRID**
1st floor 3	
2nd floor 4	
3rd floor 5	**ASK 3**
4th to 9th floor 6	
10th to 19th floor 7	
20th floor or higher 8	

3   Is there a lift?

(81)

Yes.................................. 1
No 2

**IF ANY MEMBER OF THE HOUSEHOLD HAS AGREED TO BE INTERVIEWED
OR PROXIED COMPLETE THE HOUSEHOLD GRID**

**IF NO INTERVIEWS, CODE RELEVANT HOUSEHOLD OUTCOME ON PAGE 9
AND RETURN COVERSHEET TO ESSEX UNIVERSITY**

HOUSEHOLD GRID

1. Write in the TITLE, FIRST NAME and SURNAME of all current HH members.

2. RELATIONSHIP TO REFERENCE PERSON: First ask *'Can I just check who here is the owner or tenant of this accommodation?'* Write in HRP next to this person's name. This does **NOT** need to be person 01. If two or more people are equally responsible for the accommodation record the oldest as HRP.
   Then ask for each of the others in the household: *'How is .... related to (HRP)?'* Write in relationship.

3. Record sex.

4. DATE OF BIRTH: *'What is .... 's date of birth?'*

5. Can I just check what was your/his/her age last birthday? PROBE FOR BEST GUESS, IF EXACT AGE NOT KNOWN
   IF AGED <u>16 OR OVER</u> ask 6-8. IF AGED <u>UNDER 16</u> ENTER 0,00 and 0 at 6-8.

PERSON NUMBER (17-18)	1. TITLE, FIRST NAME AND SURNAME **CARD 221**	2. RELATIONSHIP TO REFERENCE PERSON (Write in)	OFFICE USE ONLY (19-20)	3. SEX Male 1 Female 2 (21)	4. DATE OF BIRTH **DON'T KNOW DAY/MONTH = 98** **DON'T KNOW YEAR =9998** Day Month Year (22-29)
01					
02					
03					
04					
05					
06					
07					
08					
09					
10					
11					
12					
13					
14					
15					

6. *'Are you/is .... currently married, living with a partner, widowed, divorced or separated or have you/they never been married?'*

7. If coded 1 or 2 at 6 ask *'Does your / his / her spouse / partner live in the household?'* IF YES enter person number of spouse/partner. IF NO enter 00. If coded 3-0 at 6 enter 00.

8. Ask *'Last week were you/was .... in paid employment at all, including being away temporarily from a job you/they would normally have been doing?'*

9. Ask *'Are you/is the NATURAL father of .... in the H'hold?'* and write in Person number. IF NOT IN H'HOLD CODE 00

10. Ask *'Are you/is the NATURAL mother of .... in the H'hold?'* and write in Person number. IF NOT IN H'HOLD CODE 00

11. For each child under 16 write in mother number. If no mother in household then write in father number. Otherwise ask *'Who is responsible for .... ?'* IF 16 OR OVER CODE 00

12. When you have finished enumerating HH members you should read out the names of people listed as HH members: 'I have listed.... ' then ask: *'Is there anyone else who normally lives here but is away at the moment?'*
    For all absent persons who normally live at this address and WHO ARE EXPECTED TO RETURN TO THE HOUSEHOLD AS THEIR MAIN RESIDENCE complete stages 1 to 10, ring absent code at 12 and code reason absent at 13.

13. Code reason absent

5. AGE LAST BIRTHDAY	6. MARITAL STATUS	7. SPOUSE PARTNER NUMBER	8 PAID EMPLOY	9. FATHER NUMBER	10. MOTHER NUMBER	11. RESP ADULT	12. CODE IF ABSENT	13. REASON ABSENT
Best guess if exact age not known	Married................1 Living as couple... 2 Widowed ....3 Divorced...............4 Separated ....5 Never married ......6 Under 16...............0	Codes 3-0 at 6 code 00	Yes .... 1 No .... 2 Under 16 ... 0	Not in household code 00	Not in household code 00	Code for each child under 16 If 16 or over code 00		College/Uni .... 1 Boarding school . 2 Work away .... 3 Hospital .... 4 Holiday............... 5 Other.................. 6
(30-31)	(32)	(33-34)	(35)	(36-37)	(38-39)	(40-41)	(42)	(43)
							1	
							1	
							1	
							1	
							1	
							1	
							1	
							1	
							1	
							1	
							1	
							1	
							1	
							1	
							1	

PERSON NUMBER	INDIVIDUAL OUTCOMES	LANGUAGE USED FOR INTERVIEW	REASONS FOR INDIVIDUAL REFUSALS/NON CONTACT
	AFTER THE INTERVIEW IS FINISHED, COMPLETE COLUMN 14 AND 15 FOR EVERYONE LISTED ON THE HOUSEHOLD GRID.	IF COLUMN 14 = 01 OR 02 CODE LANGUAGE USED FOR INTERVIEW	
	14. Interview Outcome Full interview ....01 Proxy ....02 Refusal ....03 Other non-interview, no proxy..........04 Child under 16 ....05 (44-45)	**15. Interview Language** English...................01 Urdu.......................12 Arabic ....02 Serbo-Croat ....13 Chinese..................03 Spanish ....14 French....................04 Russian ....15 Hindi......................05 Albanian ....16 Malayalam.............06 Tamil ....17 Somali....................07 Farsi ....18 Portuguese ....08 Turkish ....19 Benglai ....09 British Sign Lang ..20 Gujarati..................10 Other (**WRITE IN**)......21 Punjabi...................11 _____ (46-47)	**16.** WRITE IN FULL DETAILS FOR INDIVIDUALS WHOSE INTERVIEW OUTCOMES ARE 3, OR 4 IN COL 14 **AND** WHO ARE MEMBERS OF A CO-OPERATING HOUSEHOLD. IF WHOLE HOUSEHOLD REFUSAL/NON-CONTACT GIVE DETAILS ON PAGE 9 (48-49)
01	☐☐	☐☐	Office Code ☐☐
02	☐☐	☐☐	Office Code ☐☐
03	☐☐	☐☐	Office Code ☐☐
04	☐☐	☐☐	Office Code ☐☐
05	☐☐	☐☐	Office Code ☐☐
06	☐☐	☐☐	Office Code ☐☐
07	☐☐	☐☐	Office Code ☐☐
08	☐☐	☐☐	Office Code ☐☐
09	☐☐	☐☐	Office Code ☐☐
10	☐☐	☐☐	Office Code ☐☐
11	☐☐	☐☐	Office Code ☐☐
12	☐☐	☐☐	Office Code ☐☐
13	☐☐	☐☐	Office Code ☐☐
14	☐☐	☐☐	Office Code ☐☐
15	☐☐	☐☐	Office Code ☐☐

TRACKING INFORMATION	COMPLETE WITH EACH ADULT INDIVIDUAL AFTER COMPLETION OF INDIVIDUAL QUESTIONNAIRE
	First of all we need full details of your name so we can send you a report of our findings and also so we can contact you next year.
	1. Can I have your name and if you have one your mobile 'phone number and personal email address?
	Because the survey is designed to measure change over time we would like to contact you again next year. If we were not able to find you is there anybody who would know where you are?
	2. Can you give me that person's name, address and telephone number?
	3. What is that person's relationship to you?
	4. Are you likely to move from this address within the next year? **IF DEFINITELY MOVING AND NEW ADDRESS KNOWN COMPLETE CHANGE OF ADDRESS CARD**

PERSON NUMBER	1. FULL NAME MOBILE NUMBER EMAIL ADDRESS	2. CONTACT NAME, ADDRESS AND 'PHONE NUMBER (Include Mr, Mrs etc)	3. RELATIONSHIP TO RESPONDENT	4. LIKELIHOOD OF MOVE (50)
▢▢	Mobile:_____ email:_____	Name: _____ Address: _____ _____ _____ 'Phone: _____		Very likely..........1 Quite likely ....2 Quite unlikely ....3 Very unlikely 4
▢▢	Mobile:_____ email:_____	Name: _____ Address: _____ _____ _____ 'Phone: _____		Very likely..........1 Quite likely ....2 Quite unlikely ....3 Very unlikely 4
▢▢	Mobile:_____ email:_____	Name: _____ Address: _____ _____ _____ 'Phone: _____		Very likely..........1 Quite likely ....2 Quite unlikely ....3 Very unlikely 4
▢▢	Mobile:_____ email:_____	Name: _____ Address: _____ _____ _____ 'Phone: _____		Very likely..........1 Quite likely ....2 Quite unlikely ....3 Very unlikely 4
▢▢	Mobile:_____ email:_____	Name: _____ Address: _____ _____ _____ 'Phone: _____		Very likely..........1 Quite likely ....2 Quite unlikely ....3 Very unlikely 4
▢▢	Mobile:_____ email:_____	Name: _____ Address: _____ _____ _____ 'Phone: _____		Very likely..........1 Quite likely ....2 Quite unlikely ....3 Very unlikely 4

HOUSEHOLD OUTCOME

NO HOUSEHOLD AT ADDRESS

(19)

1. Demolished/soon to be demolished/derelict 1
Code only if certain otherwise code 04

Used only for business purposes.................................... 2
Write in name of business

_____

Used for temporary accommodation only..................... 3
Give details below

Empty at first call 4

New building not yet completed.................................... 5

Institution with no private
   household usually in residence 6
Give details below

Address not found... 7

INELIGIBLE ADDRESSES END HERE

INTERVIEWED HOUSEHOLDS

2. Did you get at least one interview
or proxy at household?

(20)
Yes..........1 **ASK 3**
No ....2 **GO TO 4**

3. Interview at household?
Code one only

(21-22)

Every eligible adult member of the
   current household interviewed 10

Some adult members interviewed
   and some proxied.. 11

Some adult members interviewed or
   proxied and some noncontact or refusal................. 12

INTERVIEWED HOUSEHOLDS END HERE

NON-INTERVIEWED HOUSEHOLDS

4. Why no interviews?
Code one only

(23-24)

Address occupied no contact...................... 21 ⌐
   ie no one seen in the household

Refusal to Research Centre 30   **give**
Refusal by household to interviewer 31   **details**
Household doesn't speak English............... 32   **below**
Household infirm/too elderly .... 33 ⌐

CODES 03, 06 AT Qu 1
Write in details of nature of accommodation/institution

CODE 31, 32, 33 AT Qu 4
Write in reasons for refusal and answer questions below

OFFICE CODE

25-26

CODES 21, 30, 31, 32, 33 AT Qu 4
Answer following questions from observation

5   Number of people in household?
(Don't know = 98)
(27-28)

6   How many people over 16?
(Don't know = 98)
(29-30)

7   Approximate age of person seen
(Don't know = 98)
(31-32)

8   Sex of person seen   (33)
      Male 1
      Female... 2
      Don't know/Not seen 8

9   Ethnicity of person seen   (34)
      White... 1
      Non-white 2
      WRITE IN ETHNIC GROUP

_____

_____

**9.   IS THERE ANYTHING THAT NEXT YEAR'S INTERVIEWER SHOULD KNOW ABOUT HOW
         TO LOCATE OR INTERVIEW THIS HOUSEHOLD? Eg DIRECTIONS TO ADDRESS, BEST TIME TO CALL etc.**

Yes . . 1   No . . 2   (35)

If Yes, give details: _____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

OFFICE USE ONLY

Coversheet issued to field	Progress code:
(36) Yes................................ 1	(37) Completed......................1 Re-issue to interviewer . . 4 **To re-issue/query details** Query to interviewer......5 Other (**write in**) .... 6 _____

Re-issue/query details

Re-issue/query area   ☐ ☐ ☐

(38-40)

Date of re-issue/query   Day ☐☐   Month ☐☐

(41-42)   (43-44)

Editor _____   Date _____

1   **Check that the type of accommodation has been coded on page 5.**
Circle appropriate code

(45)

1   Type of accommodation coded

2   Type of accommodation <u>not</u> coded

3   Ineligible address so not coded

2   **Check the individual outcome column 14 on page 8 of the coversheet. Ensure the number of self-completion and proxy interviews is consistent with the returned documents for this household and that columns 14 and 15 are both correctly coded.**
Note problems below.

(46)

1   Circle if no problems

_____

_____

_____

3   **Ensure ID numbers are consistent across all documents.**
Circle appropriate code.

(47)

1   Interviewer correctly specified ID

2   Editor corrected/added ID numbers

3   ID numbers are missing and can not be reconstructed

4   **Ensure sex and age are consistent across all documents for all persons aged 16 and over.**
Circle appropriate code.

(48)

1   Interviewer correctly specified sex and age

2   Editor corrected/reconstructed sex and/or age for Person Number(s)
(Please circle) 01 02 03 04 05 06 07 08 09 10

3   Sex and/or age are missing and cannot be reconstructed for Person Number(s)
(Please circle) 01 02 03 04 05 06 07 08 09 10

5   **Household Grid**

(49)

1   Correct as is (or NA)

2   Corrected by editor

3   Information cannot be reconstructed

INITIAL IF PASSED CHECK _____   If any checks fail contact supervisor