



P2238

**WHAT BRITAIN THINKS 2002
ADDRESS RECORD FORM (ARF)**

A	SLOT NAME:	
	RETURN NO:	
	FINAL OUTCOME:	

GREEN TEAM

ADDRESS LABEL

SELECTION LABEL

Name of selected person:

Interviewer name:

Telephone number:

Interviewer number:

No telephone 2 Tel. Number Refused 3

Total number of calls:

Visit No.	Date DD/MM	Day of week	Time 24hr clock	Mode of visit 1= personal 2 = telephone 3 = intercom 4 =office info	Is this a reissue? 0 = no 1 = yes	Result of visit See below for codes	Interviewer number						
1	/		:										
2	/		:										
3	/		:										
4	/		:										
5	/		:										
6	/		:										
7	/		:										
8	/		:										
9	/		:										
10	/		:										

<p>Notes on time indications, appointments etc</p>	<p>Code frame for result of visit: 1 = Interview (partial or complete) → Go to Section A, B and C 2 = Contact with R but no interview → Go to Section D 3 = Only contact with someone else (not R or no selection done yet) → Go to Section D 4 = No contact at all → Go to Section F 5 = Address is deadwood → Go to Section G For office refusals, leave blank → Go to Section G</p>
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<p>RE-ALLOCATED ADDRESS/HOUSEHOLD : If this address/household is being reallocated to another interviewer before you have completed it, code here</p>	900	END
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ALWAYS RETURN THE ARF SEPARATELY FROM SELF-COMPLETION QUESTIONNAIRES

A. HOUSEHOLD SELECTION PROCEDURES

A1	HOW MANY OCCUPIED HOUSEHOLDS ARE THERE AT THE ADDRESS? If unsure, treat dwelling units as occupied and containing one household.			
	If necessary, ask: (i) Can I just check, is this (<i>house/bungalow</i>) occupied as a single dwelling, or is it split into flats or bedsitters? (ii) How many of those (<i>flats/bedsitters</i>) are occupied at the present time?			
A2	INTERVIEWER SUMMARY:	1 household only	A	Go to A6
		2-12 households	B	Go to A3
		More than 12 households	C	Go to A4
	NUMBER OF HOUSEHOLDS REFUSED		D	Go to Section E

Multi-household addresses - select one household for interview

A3	IF 2-12 households List all households at address (continue on separate sheet if necessary) <ul style="list-style-type: none"> • In flat/room number order • OR From bottom to top of building, left to right, front to back 			
	Description	DU Code	Description	DU Code
		01		07
		02		08
		03		09
		04		10
		05		11
		06		12
	<ul style="list-style-type: none"> • Look at the selection label on page 1 of the ARF. • In the 'Person/HH' row: find the number corresponding to the total number of households. • In 'Select' row: number beneath total number of households is the selected household code. Ring on grid above and write in at A5 below. 			
A4	IF 13+ households: <ul style="list-style-type: none"> • Check back of project instructions for selected household code. Write in at A5 below. 			
A5	ENTER CODE NUMBER OF SELECTED HOUSEHOLD:			
A6	IS THE ADDRESS OF THE (SELECTED) HOUSEHOLD CORRECT AND COMPLETE ON THE ARF LABEL?			
		YES	1	Go to A8
		NO	2	Go to A7
A7	IF ADDRESS NOT CORRECT: MAKE NECESSARY CHANGES ON LABEL ON FRONT PAGE OF ARF (NOT HERE).			
A8	GIVE ANY USEFUL DETAILS ABOUT SELECTED HOUSEHOLD:			
A9	SEEK CONTACT WITH RESPONSIBLE ADULT AND ATTEMPT TO CARRY OUT RESPONDENT SELECTION PROCEDURE (SECTION B OF THIS ARF).			

B. RESPONDENT SELECTION PROCEDURE

B1	THE RESPONDENT SELECTION PROCEDURE WAS CARRIED OUT AT VISIT NUMBER:			
B2	ESTABLISH NUMBER OF ADULTS AGED 15+ IN (SELECTED) DU BY ASKING:			
<p>Including yourself, how many people aged 15 or over live in this (house/flat/part of the accommodation)?</p> <p>INCLUDE:</p> <ul style="list-style-type: none"> • people away for less than 6 months (on holiday, working, hospital, abroad, etc) • school-age children at boarding school • students sharing private accommodation <p>EXCLUDE:</p> <ul style="list-style-type: none"> • people who have been away for 6 months or longer • temporary visitors, boarders and lodgers • people in institutions 				
B3	INTERVIEWER SUMMARY:	1 PERSON AGED 15+ ONLY	A	Go to B7
		2-12 PERSONS AGED 15+	B	Go to B4
		13+ PERSONS AGED 15+	C	Go to B5
		NUMBER OF PERSONS AGED 15+ REFUSED	D	Go to Section E

Select one person aged 15+ for interview

B4	<p>IF 2-12 PERSONS AGED 15+: ASK FOR FIRST NAME OR INITIALS OF EACH PERSON AGED 15+. LIST IN ALPHABETICAL ORDER IN GRID BELOW. CONTINUE ON SEPARATE SHEET IF NECESSARY.</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 45%;">Name/Initial</th> <th style="width: 10%;">Person Code</th> <th style="width: 45%;">Name/Initial</th> <th style="width: 10%;">Person Code</th> </tr> </thead> <tbody> <tr><td> </td><td style="text-align: center;">01</td><td> </td><td style="text-align: center;">07</td></tr> <tr><td> </td><td style="text-align: center;">02</td><td> </td><td style="text-align: center;">08</td></tr> <tr><td> </td><td style="text-align: center;">03</td><td> </td><td style="text-align: center;">09</td></tr> <tr><td> </td><td style="text-align: center;">04</td><td> </td><td style="text-align: center;">10</td></tr> <tr><td> </td><td style="text-align: center;">05</td><td> </td><td style="text-align: center;">11</td></tr> <tr><td> </td><td style="text-align: center;">06</td><td> </td><td style="text-align: center;">12</td></tr> </tbody> </table> <p>IF 2-12 PERSONS:</p> <ul style="list-style-type: none"> • Look at the selection label on page 1 of the ARF. • In the 'Person/HH' row: find the number corresponding to the total number of persons. • In 'Select' row: number beneath total number of persons is the selected person code. Ring on grid above and write in at B6 below. 				Name/Initial	Person Code	Name/Initial	Person Code		01		07		02		08		03		09		04		10		05		11		06		12
Name/Initial	Person Code	Name/Initial	Person Code																													
	01		07																													
	02		08																													
	03		09																													
	04		10																													
	05		11																													
	06		12																													
B5	<p>IF 13+ persons:</p> <ul style="list-style-type: none"> • Check back of project instructions for selected person code. Write in at B6. below. 																															
B6	ENTER CODE NUMBER OF SELECTED PERSON:																															
B7	RECORD FULL NAME OF SELECTED PERSON ON FRONT PAGE OF ARF.																															
B8	IS SELECTED PERSON AGED 15-17?																															
	Yes	1	Go to B9																													
	No	2	Seek interview																													
B9	PARENTAL CONSENT TO INTERVIEW OBTAINED:																															
	Yes	1	Seek interview																													
	No	2	Go to Section E																													

C. PRODUCTIVE AND PARTIAL OUTCOMES

RECORD DETAILS HERE OF ALL CALLS WHERE ANY INTERVIEWING WAS DONE .

MAKE SURE YOU FILL IN CORRECT COLUMN ACCORDING TO THE NUMBER OF THE VISIT.

	VISIT NUMBER:	1	2	3	4	5	6	7	8	9	10	
C1	Outcome of interview: CODE ONE ONLY PER VISIT WITH INTERVIEWING											
	Interview complete	1	1	1	1	1	1	1	1	1	1	
	Interview broken off/ incomplete to be completed at a later date	2	2	2	2	2	2	2	2	2	2	
	Interview broken off/ incomplete, will not be completed	3	3	3	3	3	3	3	3	3	3	
C2	PLEASE CIRCLE OUTCOME CODE:											
	Fully productive interview (USE ONLY IF SHOWN IN ADMIN BLOCK)									110	Go to C4	
	Partial productive interview (USE ONLY IF SHOWN IN ADMIN BLOCK)									210	Go to C3	
Partial <u>un</u> productive interview									440			
C3	IF FINAL OUTCOME CODE IS PARTIAL PRODUCTIVE OR PARTIAL UNPRODUCTIVE INTERVIEW: RECORD DETAILS OF WHY INTERVIEW WAS BROKEN OFF OR INCOMPLETE											
Go to C5												
C4	IF FULLY PRODUCTIVE INTERVIEW: RECORD HOW SELF-COMPLETION IS BEING RETURNED (YOUR PLANS NOW): CODE ONE ONLY											
	To post it at the same time as transmitting the interview									1	Go to C5	
	To collect it yourself and return it separately									2		
	To ask respondent to post it back to the office									3		
Not expected (SAY WHY NOT)									4			
C5	WAS THE VOUCHER PRESENTED ?											
	Yes									1	Go to C6	
	No									2	Go to C7	
C6	IF VOUCHER PRESENTED											
	(i) ENTER LAST 5 DIGITS OF VOUCHER SERIAL NO.:											
	(ii) ASK RESPONDENT TO SIGN FOR VOUCHER ON BACK PAGE OF ARF. (iii) GO TO N1.											
C7	IF VOUCHER NOT PRESENTED: EXPLAIN WHY VOUCHER NOT PRESENTED.											
GO TO N1												

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D. DETAILS OF CALLS WITH CONTACT BUT NO INTERVIEW

**RECORD DETAILS HERE OF ALL CALLS WHERE THERE WAS CONTACT BUT NO INTERVIEW.
MAKE SURE YOU FILL IN CORRECT COLUMN ACCORDING TO THE NUMBER OF THE VISIT.**

	VISIT NUMBER:	1	2	3	4	5	6	7	8	9	10
D1	Identity of person made contact with: CODE FIRST TO APPLY CODE ONE ONLY per contact, no interview visit										
	Selected respondent	0	0	0	0	0	0	0	0	0	0
	Resident at address (household member)	1	1	1	1	1	1	1	1	1	1
	Non-resident at address (family/visitor/friend)	2	2	2	2	2	2	2	2	2	2
	Neighbour	3	3	3	3	3	3	3	3	3	3
	Building manager/ security guard	4	4	4	4	4	4	4	4	4	4
	Other	5	5	5	5	5	5	5	5	5	5
	Don't know	8	8	8	8	8	8	8	8	8	8
D2	Outcome of contact CODE ONE ONLY per contact, no interview visit										
	Appointment	1	1	1	1	1	1	1	1	1	1
	Refusal by respondent	2	2	2	2	2	2	2	2	2	2
	Refusal before selection/ Proxy refusal	3	3	3	3	3	3	3	3	3	3
	R is temporarily unavailable but will be available before the end of the fieldwork period (RECORD DETAILS ON FRONT PAGE OF ARF)	4	4	4	4	4	4	4	4	4	4
	R is mentally or physically unable to co-operate throughout the fieldwork period	5	5	5	5	5	5	5	5	5	5
	R is unavailable throughout the fieldwork period for other reasons (e.g. away, abroad)	6	6	6	6	6	6	6	6	6	6
	R has inadequate English	10	10	10	10	10	10	10	10	10	10
Other	11	11	11	11	11	11	11	11	11	11	

D3	DID YOU CODE 2 OR 3 (PERSONAL OR PROXY REFUSAL) AT D2 FOR YOUR LATEST VISIT?		
		Yes	A
		No	B
			Go to E1
			Go to D4

D4	HAVE YOU REACHED A FINAL OUTCOME?		
		Yes	A
		No	Go to G1
			DON'T FORGET TO UPDATE HStatus FOR THIS SERIAL NUMBER BEFORE YOU NEXT TRANSMIT.

E. DETAILS OF CALLS WITH REFUSALS

RECORD DETAILS HERE OF ALL CALLS WHERE THERE WAS A REFUSAL.

MAKE SURE YOU FILL IN CORRECT COLUMN ACCORDING TO THE NUMBER OF THE VISIT.

	VISIT NUMBER:	1	2	3	4	5	6	7	8	9	10
E1	REASONS FOR REFUSAL CODE ALL THAT APPLY PER VISIT WITH REFUSAL (MAIN REASON)										
	Bad timing (e.g. sick, children), otherwise engaged (e.g. visit)	1	1	1	1	1	1	1	1	1	1
	Too busy, no time	2	2	2	2	2	2	2	2	2	2
	Not interested	3	3	3	3	3	3	3	3	3	3
	Don't know enough/anything about the subject/ too difficult for me	4	4	4	4	4	4	4	4	4	4
	Waste of time	5	5	5	5	5	5	5	5	5	5
	Waste of money	6	6	6	6	6	6	6	6	6	6
	Interferes with my privacy/ I give no personal information	7	7	7	7	7	7	7	7	7	7
	Never do surveys	8	8	8	8	8	8	8	8	8	8
	Co-operated too often	9	9	9	9	9	9	9	9	9	9
	Do not trust surveys	10	10	10	10	10	10	10	10	10	10
	Previous bad experience	11	11	11	11	11	11	11	11	11	11
	Object to subject	12	12	12	12	12	12	12	12	12	12
	R refuses because partner/ family/ HH gives no approval to co-operate	13	13	13	13	13	13	13	13	13	13
	Other	14	14	14	14	14	14	14	14	14	14
Don't know	88	88	88	88	88	88	88	88	88	88	
E2	Give your own estimation of the likely co-operation in the future of the selected person:										
	Will definitely not co-operate in the future	1	1	1	1	1	1	1	1	1	1
	Will probably not co-operate in the future	2	2	2	2	2	2	2	2	2	2
	May perhaps co-operate in the future	3	3	3	3	3	3	3	3	3	3
	Will co-operate in the future	4	4	4	4	4	4	4	4	4	4
Don't know/ never saw selected person/ no person yet selected	8	8	8	8	8	8	8	8	8	8	
E5	HAVE YOU REACHED A FINAL OUTCOME?										
	Yes	A	Go to G1								
	No	DON'T FORGET TO UPDATE HStatus FOR THIS SERIAL NUMBER BEFORE YOU NEXT TRANSMIT.									

F. DETAILS OF CALLS WITH NO CONTACT

RECORD DETAILS HERE OF ALL CALLS WHERE THERE WAS NO CONTACT.

MAKE SURE YOU FILL IN CORRECT COLUMN ACCORDING TO THE NUMBER OF THE VISIT.

	VISIT NUMBER:	1	2	3	4	5	6	7	8	9	10
F1	Outcome of visit: CODE ONE ONLY PER NO CONTACT										
	Nobody at home	1	1	1	1	1	1	1	1	1	1
	Broken appointment	2	2	2	2	2	2	2	2	2	2
	At home but did not answer door	3	3	3	3	3	3	3	3	3	3
	Could not obtain access to housing unit	4	4	4	4	4	4	4	4	4	4
	Respondent/household moved (since selection)	5	5	5	5	5	5	5	5	5	5
Other (CODE AND WRITE IN DETAILS BELOW)	6	6	6	6	6	6	6	6	6	6	

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F2	HAVE YOU REACHED A FINAL OUTCOME?	Yes	A	Go to G1
		No	DON'T FORGET TO UPDATE HStatus FOR THIS SERIAL NUMBER BEFORE YOU NEXT TRANSMIT.	

G. UNPRODUCTIVE AND DEADWOOD FINAL OUTCOME CODES (NO INTERVIEWING DONE)

G1 UNPRODUCTIVE AND DEADWOOD FINAL OUTCOMES - CODE ONE ONLY:

	UNKNOWN ELIGIBILITY		
	OFFICE APPROVAL ONLY: Issued but not attempted	612	Go to N1
	OFFICE APPROVAL ONLY: Inaccessible	620	
	Unable to locate address	630	
	Unknown whether address contains residential housing: info refused	641	
	Unknown whether address contains residential housing: no contact	642	
	Residential address, unknown if occupied by eligible household: info refused	651	
	Residential address, unknown if occupied by eligible household: no contact	652	
	Other unknown eligibility (verbatim reason to be keyed in Admin Block)	670	
	DEADWOOD (INELIGIBLE)		
	Not yet built/under construction	710	END
	Demolished/derelict	720	
	Vacant/empty housing unit	730	
	Non-residential address (<i>e.g. business, school, office, factory etc</i>)	740	
	Address occupied, no resident household (<i>e.g. occupied holiday/weekend home</i>)	750	
	Communal establishment/institution - no private dwellings	760	
	Other Ineligible (verbatim reason to be keyed in Admin block)	790	
	NO CONTACT		
	No contact with anyone at the address	310	Go to N1
	MULTI-DU ONLY: Contact made at address, but not with selected household	320	
	Contact made at (selected) household, but not with responsible adult	330	
	No contact with selected person	340	
	REFUSAL (Note: partial <u>unproductive</u> is coded at C2)		
	Office refusal	410	Go to N1
	Contact made but info refused: about no. of households	421	
	Contact made but info refused: about no. of persons	422	
	Refusal by selected person before interview	431	
	Refusal of permission to interview young person by parent or guardian	433	
	Other proxy refusal	432	
	Broken Appointment - No recontact	450	
	OTHER NON-RESPONSE		
	Ill at home during survey period	510	Go to N1
	Away or in hospital all survey period	520	
	Physically or mentally unable/incompetent	530	
	Language Difficulties	540	
	Other Unproductive (verbatim reason to be keyed in Admin block)	560	
	RECORD ANY ADDITIONAL DETAILS HERE:		

N. NEIGHBOURHOOD CHARACTERISTIC FORM

Complete this form for all outcomes except deadwood (outcome codes 710 - 790)

N1	What type of house was the sampled address?		
	Farm		01
	Single unit:	Detached house	02
		Semi-detached house	03
		Terraced house	04
	Multi-unit:	The only housing unit in a building with another purpose (e.g commercial property)	05
		Multi-unit house, flat	06
		Student apartment, rooms	07
		Sheltered housing	08
	Other:	Caravan, house-trailer or boat	09
	Other (WRITE IN) _____		10
		Don't know	88
N2	Which of the following are visible at the sampled address? CODE ONE ON EACH ROW	Yes	No
	Alarm system	1	2
	Intercom / entry phone	1	2
	Security lights	1	2
	Closed / open porch	1	2
	'Beware of dog' sign	1	2
	Bar / grills on any windows	1	2
	Other security items (WRITE IN) _____	1	2
N3	In what physical state are the buildings or dwellings in this area?	In a very good state	1
		In a good state	2
		In a satisfactory state	3
		In a bad state	4
		In a very bad state	5

N4	In what physical state is the sampled address, in comparison with the buildings and dwellings surrounding it?	In much better condition than the dwellings nearby	1
		In better condition than the dwellings nearby	2
		More or less the same condition	3
		In worse condition than the dwellings nearby	4
		In much worse condition than the dwelling nearby	5
N5	In the immediate area, how common is litter or rubbish lying around?	Very common	1
		Fairly common	2
		Not very common	3
		Not at all common	4
N6	How common is vandalism, graffiti or deliberate damage to property?	Very common	1
		Fairly common	2
		Not very common	3
		Not at all common	4
N7	How old do you think the selected person was?	Under 20	1
		20 up to 39	2
		40 up to 59	3
		60 or older	4
		Don't know/ Never saw selected person/ No person selected	8
N8	The selected person was?	Male	1
		Female	2
		Don't know/ Never saw selected person/ No person selected	8

ASK RESPONDENT TO SIGN AS DIRECTED AT C6

I confirm that I have received a gift voucher to the value of £5.

Respondent:

Signature _____

Name in capitals _____

Date _____

Interviewer:

Signature _____