

HEALTH, FAMILIES AND LIFESTYLES SURVEY  
ADDRESS CONTACT SHEET (ACS)

Final Outcome (office use only)

JN: 45102321  
CAPI Name: essmain

0	1	2	3

This contact sheet is **confidential** and the property of  
The Operations Centre, Hadley House, 79-81 Uxbridge Road,

**SELECTION BOX**

2	3	4	5	6	7	8	9	10	11	12	No of DUs / People
											SELECT

(tel\_no office use only)

Selected Respondent Name

Interviewer Name

Tel No. (inc dialling code)

Interviewer Number     (X1)

Mobile number

Area Code:  Serial Number:  (X2) Check Sum:  Screen Number:  0

Call No:	Date of visit DD/MM	Day of the week	Time 24hr clock	Mode of visit 1= personal visit 2= telephone 3= intercom 4=info through survey organisation	Re-issue number (0-3)	CALLS RECORD (Note all calls, incl. phone, even if no reply) (CODE FIRST TO APPLY) 51. Completed interview 52. Partial interview 70. Appointment made for respondent by someone else 71. Appointment made with respondent 72. Contact with respondent, but NO interview – GO TO J 73. Proxy refusal – GO TO J. 74. Contact with someone, but respondent not yet selected – GO TO J 75. Respondent ill or temporarily away 76. Contact with someone other than target respondent 77. No contact at all 78. Address not valid (unoccupied, demolished, institution)
1	/		:	(mode1)		<input type="text"/> (r1)
	(d1) (m1)	(dy1)	(h1) (mi1)			
2	/		:	(mode2)		<input type="text"/> (r2)
	(d2) (m2)	(dy2)	(h2) (mi2)			
3	/		:	(mode3)		<input type="text"/> (r3)
	(d3) (m3)	(dy3)	(h3) (mi3)			
4	/		:	(mode4)		<input type="text"/> (r4)
	(d4) (m4)	(dy4)	(h4) (mi4)			
5	/		:	(mode5)		<input type="text"/> (r5)
	(d5) (m5)	(dy5)	(h5) (mi5)			
6	/		:	(mode6)		<input type="text"/> (r6)
	(d6) (m6)	(dy6)	(h6) (mi6)			
7	/		:	(mode7)		<input type="text"/> (r7)
	(d7) (m7)	(dy7)	(h7) (mi7)			
8	/		:	(mode8)		<input type="text"/> (r8)
	(d8) (m8)	(dy8)	(h8) (mi8)			
9	/		:	(mode9)		<input type="text"/> (r9)
	(d9) (m9)	(dy9)	(h9) (mi9)			
10	/		:	(mode10)		<input type="text"/> (r10)
	(d10) (m10)	(dy10)	(h10) (mi10)			

Total no. of calls:

Date of final visit      
Date (01-31) Month (1-12)

Supervisor Name:

Date Accompanied:

**IF 11+ CALLS: Go to section K (Additional Notes) to record information.**

**A. Establish whether address is eligible**

<b>Q1.</b>	IS THIS ADDRESS TRACEABLE, RESIDENTIAL AND OCCUPIED AS A MAIN RESIDENCE?	
	(Tick)	
	Yes	<input type="checkbox"/> <b>Go to Q2</b>
	No	<input type="checkbox"/> <b>CODE OUTCOME AT SECTION I</b>
	Unsure	<input type="checkbox"/> <b>CODE OUTCOME AT SECTION I</b>
	<b>Office Refusal</b>	<input type="checkbox"/> <b>CODE OUTCOME AT SECTION I (CODE 31)</b>
	<b>Office identified as ineligible</b>	<input type="checkbox"/> <b>CODE OUTCOME AT SECTION I (CODE 1-10)</b>

**B. Establish number of Dwelling Units occupied**

<b>Q2</b>	If necessary, ask: Can I just check, is this (house/bungalow) occupied as a single dwelling, or is it split into flats or bed-sits?		
	<b>WRITE IN NUMBER OF DWELLING UNITS OCCUPIED</b>		(X3)
	(Tick)		
	<b>INTERVIEWER SUMMARY</b>	1 DU Only	<input type="checkbox"/> <b>Go to Q4</b>
	2 +DUs	<input type="checkbox"/> <b>Go to Q3a</b>	
	NO OF DUs NOT ESTABLISHED	<input type="checkbox"/> <b>CODE OUTCOME AT SECTION I (CODE 17/18)</b>	

**C. Multi- DU addresses – select one DU for interview**

<b>Q3a</b>	<b>IF 2+ DU:</b>			
	List all in grid below (continue on separate sheet if necessary):			
	<ul style="list-style-type: none"> <li>In flat/room number order <b>OR</b> from bottom to top of building, left to right, front to back</li> </ul>			
	<b>Description</b>	<b>DU Code</b>	<b>Description</b>	<b>DU Code</b>
		01		07
		02		08
		03		09
		04		10
		05		11
		06		12
	<b>IF 2-12 DUs:</b> Look at the selection box on page 1 of the ACS.			
	In the 'No of DUs/people' row, find the number corresponding to the total number of DUs. In 'Select' row, the number beneath total number of DU's is the selected DU code. Ring on grid above and write at b below.			
	<b>IF 13+ DU's:</b> Check back of interviewer instructions for selected DU code. Write in b below.			
<b>b</b>	<b>ENTER CODE NUMBER OF SELECTED DU</b>			(X4)

**RECORD FLAT/ROOM NUMBER AND DETAILS OF LOCATION OF SELECTED DWELLING UNIT BELOW:**

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### D. Establish number of persons at (selected) DU

<b>Q4.</b>	<b>Contact responsible adult at (selected) DU and introduce survey</b> Good afternoon. I am calling from The Operations Centre, on behalf of BMRB Social Research and am carrying out a survey about health, family and lifestyle. We are interested in the opinions and attitudes of individuals aged 15 years and over. <b>SHOW COPY OF LETTER</b> For this survey we are interviewing people 15 and over. Including yourself, how many people aged 15 or over live in this (house/flat/part of the accommodation)?		
<b>Q4a</b>	<b>IF NO CONTACT MADE WITH RESPONSIBLE ADULT AFTER 5+ CALLS CODE AT SECTION I (CODE 16)</b>		
<b>Q5a</b>	<b>WRITE IN NUMBER OF PERSONS IN (SELECTED) DU</b>		(X5)
<p><i>INCLUDE:</i></p> <ul style="list-style-type: none"> <li>• PEOPLE WHO NORMALLY LIVE AT THE ADDRESS BUT ARE AWAY FOR LESS THAN 6 MONTHS</li> <li>• PEOPLE AWAY AT WORK FOR WHOM THIS IS THE MAIN ADDRESS</li> <li>• CHILDREN AT BOARDING SCHOOL</li> </ul> <p><i>EXCLUDE:</i></p> <ul style="list-style-type: none"> <li>• PEOPLE WHO LIVE ELSEWHERE TO WORK</li> <li>• SPOUSES WHO ARE SEPARATED AND NO LONGER RESIDENT</li> <li>• PEOPLE AWAY FOR 6 MONTHS OR MORE</li> <li>• BOARDERS AND LODGERS</li> <li>• STUDENTS AT UNIVERSITY/COLLEGE</li> </ul> <p><u>Please note:</u>                  Check if the dwelling unit holds more than one household. The definition of a household is:  <i>One person or a group of people who have the accommodation as their only or main residence AND (for a group) either share at least one meal a day or share the living accommodation, that is, a living room or sitting room.</i>                  Where there is more than one household in a dwelling unit, please contact your area office for instructions for how to proceed.</p>			
<b>5b.</b>	<b>INTERVIEWER SUMMARY:</b>  1 person  2 or more persons  Number of persons not established		(Tick) <input type="checkbox"/> <b>Go to 6c</b> <input type="checkbox"/> <b>Go to Q6a</b> <input type="checkbox"/> <b>CODE OUTCOME AT SECTION I (CODE 16/17)</b>

### E. List all household members eligible for interview

<b>Q6a</b>	<b>IF 1+PERSONS AGED 15+:</b> ASK FOR FIRST NAME OR INITIALS OF EACH ELIGIBLE PERSON AGED 15+. LIST IN ALPHABETICAL ORDER IN GRID BELOW.			
	<b>First Name or Initial</b>	<b>Person No.</b>	<b>First Name or Initial</b>	<b>Person No.</b>
		1		7
		2		8
		3		9
		4		10
		5		11
		6		12
LOOK AT THE SELECTION BOX ON PAGE 1 OF THE ACS. In the 'No of DUs/people' row, find the number corresponding to the total number of people. In 'Select' row, the number beneath total number of people is the selected person code. Ring on grid above and write at 6b below.				
<b>Q6b</b>	<b>WRITE IN 'PERSON NO.' OF PERSON SELECTED</b>			
<b>Q6c</b>	<b>RECORD NAME OF SELECTED PERSON ON FRONT PAGE OF CONTACT SHEET</b>			

## F. Introduction, Age and Parental Permission

**Q7 IF RESPONDENT AGED 15, 16 or 17 and living with parents – ask to speak to parent/guardian of respondent**

Good afternoon. My name is ..... calling from The Operations Centre, on behalf of BMRB social research. You should have received a letter about this survey, explaining that we would be contacting you.  
**SHOW COPY OF ADVANCE LETTER**

**Q8a Ask for age of the respondent (write in age or tick box as appropriate)**

**ENTER AGE OF RESPONDENT:**

**AGE REFUSED/NOT KNOWN**

**Q8 b Is the selected person aged 15, 16, or 17 years and living with their parent(s)/guardian(s)**

Yes – aged 15-17 years

**A**

**Go to Q9**

No – aged 18+

**B**

**ATTEMPT INTERVIEW**

**Q9 Has parental permission been obtained?**

Yes

**A**

**ATTEMPT INTERVIEW**

No - parent(s) not contacted

**B**

**CODE OUTCOME AT SECTION I (CODE 33)**

No – parents refused

**C**

**CODE OUTCOME AT SECTION I (CODE 34)**

### G. Interviewer Information

Issue	Name of Interviewer	Interviewer No.	Total Visits	Date of final visit
Original			(X6)	
1 <sup>st</sup> Re-issue		(X7)	(X8)	
2 <sup>nd</sup> Re-issue		(X9)	(X10)	
3 <sup>rd</sup> Re-issue				

### H. Incentive Receipt

I, (name) \_\_\_\_\_ (PLEASE WRITE IN BLOCK CAPITALS)  
confirm that I have received £10 in cash as a token of appreciation for my participation in the Health, Families and Lifestyles Survey.

Signed:

Date:

## I. FINAL OUTCOME

<i>Ring relevant outcome code</i>	Original	For Re-issues ONLY		
		1st	2nd	3rd
<b>22. INTERIM CODE</b> (please code when made 1 <sup>st</sup> visit to address)	22	22	22	22
<b>UNKNOWN ELIGIBILITY</b> (if any codes used, record details in Notes Section K)				
11. Address not attempted – <b>OFFICE APPROVAL ONLY</b>	11	11	11	11
12. Inaccessible – <b>OFFICE APPROVAL ONLY</b>	12	12	12	12
13. Unable to locate address	13	13	13	13
<b>ADDRESS INELIGIBLE (Deadwood)</b>				
1. Not yet built/under construction	1	1	1	1
2. Derelict/demolished	2	2	2	2
3. Vacant/empty housing unit	3	3	3	3
4. Non-residential address (e.g. business, school, factory) – no private dwellings	4	4	4	4
5. Communal establishment/institution – no private dwellings	5	5	5	5
6. Address residential and occupied but not main residence (e.g. second/holiday home)	6	6	6	6
10. Other ineligible (record details in Notes Section K)	10	10	10	10
<b>NO CONTACT</b>				
16. No contact with anyone at the address	16	16	16	16
18. MULTI-DU ONLY: Contact made at address, but not with selected household	18	18	18	18
19. Contact made at (selected) household, but not with responsible adult	19	19	19	19
33. Selected person needed parental permission but <b>no contact with parent</b>	33	33	33	33
35. Person selected but <b>no contact with selected respondent</b>	35	35	35	35
<b>REFUSAL (CODE HERE, THEN GO TO SECTION J)</b>				
31. Office refusal – <b>OFFICE APPROVAL ONLY</b>	31	31	31	31
17. Contact made but <b>information about dwellings or occupants refused</b>	17	17	17	17
34. Selected person needed parental permission but <b>parental permission refused</b>	34	34	34	34
36. <b>Refusal by selected person</b> before interview	36	36	36	36
37. <b>Proxy refusal</b> (other than by parent/guardian of young person)	37	37	37	37
38. <b>Refusal during interview</b> (unusable partial) (IF USABLE CODE 52)	38	38	38	38
<b>OTHER UNPRODUCTIVE</b>				
39. <b>Broken appointment</b> with selected person, no recontact	39	39	39	39
40. Selected person <b>ill at home</b> during survey period	40	40	40	40
41. Selected person <b>away or in hospital</b> all survey period	41	41	41	41
42. Selected person <b>physically or mentally unable</b> to be interviewed	42	42	42	42
43. Selected person has <b>inadequate English</b> (LANGUAGE: _____ )	43	43	43	43
45. Selected person deceased	45	45	45	45
44. <b>Other</b> unproductive	44	44	44	44
<b>PRODUCTIVE OUTCOME</b>				
51. Full interview	51	51	51	51
52. Partial interview (UP TO AND INCLUDING QF30 – Trade Union question)	52	52	52	52
<b>ELECTRONIC REPORT SENT</b>				
	<b>Date (01-31)</b>	<b>Month (01-12)</b>		
Original:				
1 <sup>st</sup> re-issue:				
2 <sup>nd</sup> re-issue:				
3 <sup>rd</sup> re-issue:				

## J. If Refusal/contact not resulting in interview

		Original			Re-issues		
		1	2	3	1	2	3
<b>R1</b>	Please circle relevant code						
	<b>Reason for refusal/contact not resulting in interview:</b>	(X11)	(X12)	(X13)	(X14)	(X15)	(X16)
	1. Bad timing (e.g. sick, children,...), otherwise engaged (e.g. visit)	1	1	1	1	1	1
	2. Not interested	2	2	2	2	2	2
	3. Don't know enough/anything about the subject, too difficult for me	3	3	3	3	3	3
	4. Waste of time	4	4	4	4	4	4
	5. Waste of money	5	5	5	5	5	5
	6. Interferes with my privacy/ I give no personal information	6	6	6	6	6	6
	7. Never do surveys	7	7	7	7	7	7
	8. Co-operated too often	8	8	8	8	8	8
	9. Do not trust surveys	9	9	9	9	9	9
	10. Previous bad experience	10	10	10	10	10	10
	11. Don't like subject	11	11	11	11	11	11
	12. Refuses because partner/family/HH gives no approval to co- operate	12	12	12	12	12	12
	13. Selected person <b>physically or mentally unable</b> to be interviewed	13	13	13	13	13	13
	14. Selected person has <b>inadequate English</b>	14	14	14	14	14	14
	15. Office refusal	15	15	15	15	15	15
16. Other: .....	16	16	16	16	16	16	
<b>R2</b>	<b>Give your own estimation of the likely co-operation in the future of the selected respondent:</b>	(X17)	(X18)	(X19)	(X20)	(X21)	(X22)
	1. Will DEFINITELY NOT co-operate in the future	1	1	1	1	1	1
	2. Will PROBABLY NOT co-operate in the future	2	2	2	2	2	2
	3. May PERHAPS co-operate in the future	3	3	3	3	3	3
	4. WILL co-operate in the future	4	4	4	4	4	4
	5. Don't know, never saw respondent, no selected respondent	5	5	5	5	5	5
<b>R3</b>	<b>How old do you think the respondent is?</b>	(X23)	(X24)	(X25)	(X26)	(X27)	(X28)
	1. Under 20	1	1	1	1	1	1
	2. 20 to 39	2	2	2	2	2	2
	3. 40 to 59	3	3	3	3	3	3
	4. 60 or over	4	4	4	4	4	4
	5. Don't know, never saw respondent, not selected respondent	5	5	5	5	5	5
<b>R4</b>	<b>The respondent is:</b>	(X29)	(X30)	(X31)	(X32)	(X33)	(X34)
	1. Male	1	1	1	1	1	1
	2. Female	2	2	2	2	2	2
	3. Don't know, never saw respondent, no selected respondent	3	3	3	3	3	3

## K. Notes Section

For any unknown eligibility or unproductive outcomes, please give us as much information as you can about the reason no interview was obtained. This information will help if the address is re-issued. For example:

- If unsuccessful please give full explanation for outcome
- If the address was difficult to find, any helpful directions
- Best time to call to get someone in
- Information on respondent e.g. disabilities, works shifts



+ Serial Number:

Screen Number:

Interviewer Number:

JN 45102321

**M. Observation Sheet**

**COMPLETE FOR ALL ADDRESSES EXCEPT NOT TRACED, NOT BUILT, DERELICT, BUSINESS OR INSTITUTION**

**PLEASE CLEARLY MARK WITH A CROSS IN BLACK PEN ALL THE CODES THAT APPLY**

**N1. Sampled address is:**

**N3. In the immediate area, how common is litter or rubbish lying around?**

		(X35)			(X36)
+ 1. Farm Single-unit: 2. Detached house 3. Semi-detached house 4. Terraced house 5. The only housing unit in a building with another purpose (Commercial property) Multi-unit: 6. Multi-unit house, flat 7. Student apartments, rooms 8. Retirement house Other: 9. House-trailer or boat 10. Other:..... 11. Don't know		1	1. Very common		1
		2	2. Fairly common		2
		3	3. Not very common		3
		4	4. Not at all common		4
		5			
		6			
		7			
		8			
		9			
		10			
		11			

**N2. In what physical state are the buildings or dwellings in this area?**

**N4. How common is vandalism, graffiti or deliberate damage to property?**

		(X37)			(X38)
1. In a very good state		1	1. Very common		1
2. In a good state		2	2. Fairly common		2
3. In a satisfactory state		3	3. Not very common		3
4. In a bad state		4	4. Not at all common		4
5. In a very bad state		5			