

<b>P2814</b>	<b>EUROPEAN SOCIAL SURVEY ADDRESS RECORD FORM (ARF)</b>	A	FINAL OUTCOME CODE:
<b>YELLOW TEAM</b>			

ADDRESS DETAILS

DU/PERSON SELECTION LABEL

Name of selected person:

Telephone number 1:  Telephone number 2:

Contact name for call backs:  No telephone:  Number refused:

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

<b>REALLOCATED ADDRESS:</b> If this address is being reallocated to another interviewer before you have completed it, code here.	612	<b>END</b>
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## DETAILS OF CALLS MADE - CODELIST

CODELIST A (MODE OF CALL) <i>CODE ONE ONLY</i>	
Personal visit	1
Telephone call	2
Personal visit but only through an intercom	3
Office info	4
Other	5
CODELIST B (CALL RESULT) <i>CODE ONE ONLY</i>	
Completed interview	1
Partial interview	2
Contact with someone at address, not sure if target respondent (selection not made yet)	3
Contact with target respondent but NO interview	4
Contact with someone other than selected respondent (have made selection)	5
No contact with anyone	6
Address is deadwood	7
Other	8
CODELIST C (SELECTION OF RESPONDENT) <i>CODE ONE ONLY</i>	
Yes	1
No	2
CODELIST D (CONTACT MADE) <i>CODE ONE ONLY</i>	
Appointment made	1
Refusal by target respondent	2
Proxy refusal	3
Refusal before selection	4
Target respondent is unavailable/not at home. <b>(RECORD DATE RESPONDENT WILL RETURN AT I)</b>	5
Target respondent is mentally or physically unable to participate	6
Target respondent has inadequate English <b>(RECORD LANGUAGE OF RESPONDENT AT I)</b>	7
Other <b>(RECORD REASON AT I)</b>	8

GO  
TO  
C

GO  
TO  
E

CODELIST E (REFUSALS) <i>CODE ALL THAT APPLY</i>	
Bad timing (e.g. sick, children), otherwise engaged (e.g. visitors)	1
Not interested	2
Don't know enough/anything about the subject/too difficult for me	3
Waste of time	4
Waste of money	5
Interferes with my privacy/ I give no personal information out	6
Never do surveys	7
Co-operated in surveys too often	8
Do not trust surveys	9
Previous bad experience	10
Don't like subject	11
Target respondent refuses because partner/ family/ HH gives no approval to co-operate	12
Do not admit strangers to house/afraid to let them in	13
Other	14
CODELIST F (CO-OPERATION) <i>CODE ONE ONLY</i>	
Will <b>definitely not</b> co-operate in the future	1
Will <b>probably not</b> co-operate in the future	2
May <b>perhaps</b> co-operate in the future	3
<b>Will</b> co-operate in the future	4
Don't know/ never saw selected person/ no person yet selected	5
CODELIST G (AGE) <i>CODE ONE ONLY</i>	
Under 20	1
20 up to 39	2
40 up to 59	3
60 or more	4
Don't know	8
CODELIST H (SEX) <i>CODE ONE ONLY</i>	
Male	1
Female	2
Don't know	8

## A: Establish number of Dwelling Units (DUs) and select one

- A1. (FOR ALL ADDRESSES THAT ARE RESIDENTIAL & OCCUPIED OR WHERE YOU ARE NOT SURE IF THEY ARE RESIDENTIAL/OCCUPIED: COLLECT INTERVIEWER OBSERVATION (SECTION H) INFO *BEFORE* MAKING CONTACT) IS THIS ADDRESS TRACEABLE, RESIDENTIAL AND OCCUPIED AS A MAIN RESIDENCE?**

Yes	1	<b>GO TO A2</b>
No (i.e. deadwood)	2	<b>GO TO SECTION E</b>
Not sure (i.e. uncertain if eligible)	3	<b>GO TO SECTION F</b>

- A2. ESTABLISH NUMBER OF DWELLING UNITS AT THE ISSUED ADDRESS:**

<b>WRITE NUMBER OF DUs HERE:</b>		<b>GO TO A3</b>
<b>OR CODE:</b> A) Don't know (but fairly certain address is eligible i.e., residential/occupied) OR	A	<b>GO TO SECTION D</b>
B) Don't know (and now unsure if address is eligible i.e. no longer certain if residential/occupied)	B	<b>GO TO SECTION F</b>

- A3. DWELLING UNIT SUMMARY:**

1 DU only	A	<b>GO TO A6</b>
2 + DUs	B	<b>GO TO A4</b>

- A4. 2+ DUs: LIST ALL DUs AT ADDRESS** (continue on separate sheet if necessary):

- 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

**IF 2-12 DUs:**

- ◆ Look at the selection label on front page.
- ◆ In "Per/HH/DU" row: find number matching total number of DUs
- ◆ Look at 'Select' row directly beneath this. This shows you which DU code to select.
- ◆ Ring corresponding DU code in grid above.
- ◆ Write in code number of selected DU at A5.

**IF 13+ DUs:**

- ◆ Make a selection using the lookup chart in section G.
- ◆ Write in at A5.

- A5. ENTER CODE NUMBER OF SELECTED DU HERE:**

		<b>GO TO A6</b>
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- A6. CHECK THE ADDRESS IS CORRECT/COMPLETE ON THE ADDRESS LABEL. IF NOT, AMEND.**

	<b>GO TO A7</b>
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- A7. IS THE (SELECTED) DWELLING UNIT TRACEABLE, RESIDENTIAL AND OCCUPIED AS A MAIN RESIDENCE?**

Yes	1	<b>GO TO SECTION B</b>
No (i.e. deadwood)	2	<b>GO TO SECTION E</b>
Not sure (i.e. uncertain if eligible)	3	<b>GO TO SECTION F</b>

## B: Establish number of households; select one

### B1. ESTABLISH NUMBER OF HOUSEHOLDS IN (SELECTED) DU.

**HOUSEHOLD:**

*One person living alone or a group of people living at the same address (and have that address as their only or main residence), who either share at least one main meal a day or share the living accommodation (or both).*

◆ **INCLUDE:**

- ◆ People who normally live at the address but are away for less than 6 months (e.g. on holiday, working, hospital etc)
- ◆ Children aged 15+ at boarding school
- ◆ Students sharing private accommodation

◆ **EXCLUDE:**

- ◆ People aged 15+ who have been away for 6 months or more
- ◆ Temporary visitors
- ◆ Students away at university or college
- ◆ People living in institutions

<b>ENTER TOTAL NUMBER OF HOUSEHOLDS HERE:</b>			<b>GO TO B2</b>
<b>OR CODE:</b> A) Don't know (but fairly certain DU is eligible i.e., residential/occupied) OR B) Don't know (and now unsure if DU is eligible i.e. no longer certain if residential/occupied)	A		<b>GO TO SECTION D</b>
	B		<b>GO TO SECTION F</b>

### B2. HOUSEHOLD SUMMARY:

1 household only	A	<b>GO TO B5</b>
2 or more households	B	<b>GO TO B3</b>

### B3. IF 2+ HOUSEHOLDS: LIST ALL HOUSEHOLDS AT ADDRESS

List households **alphabetically**.

List members of household **alphabetically**.

DESCRIPTION	HH CODE	DESCRIPTION	HH CODE
	01		07
	02		08
	03		09
	04		10
	05		11
	06		12

**IF 2-12 HHOLDS:**

- Look at the selection label on page 1 of the ARF
- In the "Per/HH/DU" row: find number matching total number of households.
- In 'Select' row: number beneath total number of households is the 'selected household code'. Ring on grid above and record at B4.

**IF 13+ HHOLDS:**

- Make a selection using the lookup chart in section G.
- Record selection code at B4

<b>B4. ENTER CODE NUMBER OF SELECTED HOUSEHOLD:</b>			<b>GO TO B5</b>
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## B: Establish number of individuals aged 15+ in household; select one

### B5. ESTABLISH NUMBER OF PEOPLE AGED 15 + IN (SELECTED) HOUSEHOLD.

*Ask: Including yourself, how many people aged 15 or over live in this household?*

◆ **INCLUDE:**

- ◆ People who normally live at the address but are away for less than 6 months (e.g. on holiday, working, hospital etc)
- ◆ Children aged 15+ at boarding school
- ◆ Students sharing private accommodation

◆ **EXCLUDE:**

- ◆ People aged 15+ who have been away for 6 months or more
- ◆ Temporary visitors
- ◆ Students away at university or college
- ◆ People living in institutions

<b>ENTER TOTAL NUMBER OF RESIDENT ADULTS AGED 15 + HERE:</b>			<b>GO TO B6</b>
<b>OR CODE: Don't know</b>	A		<b>GO TO SECTION D</b>

### B6. PERSON SUMMARY:

- 1 person aged 15+ only
- 2 or more people aged 15+
- NO ELIGIBLE RESIDENT  
*(i.e. no-one aged 15+)*

A	<b>GO TO B9</b>
B	<b>GO TO B7</b>
C	<b>CODE 770 AT SECTION E</b>

### B7. IF 2+ PERSONS AGED 15+:

Ask for name or initials of each person aged 15+ in (selected) household.

List in **alphabetical order** in the grid below. Continue on separate sheet if necessary.

NAME/INITIAL	PERSON CODE	NAME/INITIAL	PERSON CODE
	01		07
	02		08
	03		09
	04		10
	05		11
	06		12

**IF 2-12 PERSONS:**

- Look at the selection label on page 1 of the ARF
- In the 'Per/HH/DU' row: find number matching total number of persons.
- In 'Select' row: number beneath total number of persons is the 'selected person code'. Ring on grid above and record at B8.

**IF 13+ PERSONS:**

- Make a selection using the lookup chart in section G.
- Record selection code at B8

<b>B8. ENTER CODE NUMBER OF SELECTED PERSON:</b>			<b>GO TO B9</b>
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<b>B9. RECORD FULL NAME OF SELECTED PERSON ON FRONT PAGE OF ARF</b>	<b>GO TO B10</b>
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**B10 IS THE SELECTED PERSON AGED 15-17?**

Yes	1	<b>GO TO B11</b>
No	2	<b>SECTION C OR SECTION D</b>

**B11 PARENTAL CONSENT TO INTERVIEW OBTAINED?**

Yes	1	<b>SECTION C OR SECTION D</b>
No	2	<b>GO TO SECTION D AND CODE 432 (PROXY REFUSAL)</b>

**C: Productive Outcome (interview achieved)**

**C1. OUTCOME: PRODUCTIVE INTERVIEW ACHIEVED (Please circle code computed in Admin Block)**

<b>Fully productive CAPI interview</b>	<b>110</b>	<b>END</b>
<b>Partial productive CAPI interview</b>	<b>210</b>	

## D: Unproductive outcomes: Eligible Address

### D1. NON-CONTACT: CODE OUTCOME

No contact with anyone at address after 6+ calls	<b>310</b>	<b>GO TO D2</b>
Contact made at address, but not with (selected) dwelling unit (ONLY USE THIS CODE IF THERE ARE MULTIPLE DWELLING UNITS)	<b>321</b>	
No contact with (selected) household / no contact with responsible adult	<b>322</b>	
No contact with selected person after 6+ calls	<b>323</b>	

### REFUSAL: CODE OUTCOME

Office Refusal	<b>410</b>	<b>GO TO D2</b>
Information about number of dwelling units refused	<b>421</b>	
Information about number of households refused	<b>422</b>	
Information about number of people refused	<b>423</b>	
Personal refusal by selected person	<b>431</b>	
Proxy refusal	<b>432</b>	
Refusal during interview	<b>440</b>	
Broken Appointment – no recontact	<b>450</b>	

### OTHER UNPRODUCTIVE: CODE OUTCOME

Ill at home during fieldwork period	<b>510</b>	<b>GO TO D2</b>
Away/in hospital during fieldwork period	<b>520</b>	
Physically/mentally unable	<b>530</b>	
Language difficulties	<b>540</b>	
OFFICE APPROVAL ONLY: Other Unproductive	<b>599</b>	

### D2. RECORD FULL DETAILS FOR USING THIS CODE – TO BE RECORDED INTO THE CAPI ADMIN BLOCK

**CHECK THAT YOU HAVE COMPLETED SECTION H THEN END**



## E: Unproductive outcome: Deadwood addresses

### E1. RECORD OUTCOME:

Not yet built/under construction	<b>710</b>	<b>GO TO F4</b>
Demolished/derelict	<b>720</b>	
Vacant/empty	<b>730</b>	
Non-residential address (i.e. business, office etc)	<b>740</b>	
Address occupied, no resident persons (i.e. occupied holiday/weekend home)	<b>750</b>	
Communal establishment/institution	<b>760</b>	
Residential, no-one aged 15 + resident	<b>770</b>	
OFFICE APPROVAL ONLY – Other ineligible	<b>790</b>	

## F: Unproductive outcome: Unknown Eligibility

### F1. Did you make any contact WITH ANYONE at this address?

Yes	1	<b>GO TO F2</b>
No	2	<b>GO TO F3</b>

### F2. UNKNOWN ELIGIBILITY, CONTACT MADE AT ADDRESS RECORD OUTCOME:

Information refused about whether address residential	<b>810</b>	<b>GO TO F4</b>
Contact made but not with household member	<b>820</b>	
Information refused about whether residents are eligible	<b>830</b>	
Unable to confirm eligibility – insufficient knowledge	<b>840</b>	
Unable to confirm eligibility – language problems	<b>850</b>	
Other unknown eligibility – contact made	<b>890</b>	

### F3. UNKNOWN ELIGIBILITY, NO CONTACT MADE AT ADDRESS: RECORD OUTCOME

OFFICE APPROVAL ONLY: Issued not attempted	<b>612</b>	<b>GO TO F4</b>
Inaccessible	<b>620</b>	
Unable to locate address	<b>630</b>	
Unknown if residential address	<b>640</b>	
Residential address – unknown if eligible	<b>650</b>	
Other unknown eligibility – no contact	<b>690</b>	

### F4. RECORD FULL DETAILS FOR USING THIS CODE – TO BE RECORDED INTO THE CAPI ADMIN BLOCK

**CHECK THAT YOU HAVE COMPLETED SECTION H THEN END**

## G: Lookup chart for 13+ DUs /Persons

NUMBER OF DUs/Persons:	SELECT NUMBER:	NUMBER OF DUs/Persons:	SELECT NUMBER:
13	12	57	39
14	8	58	3
15	11	59	48
16	7	60	35
17	13	61	22
18	3	62	10
19	14	63	51
20	2	64	37
21	14	65	64
22	8	66	65
23	13	67	66
24	5	68	28
25	12	69	45
26	6	70	53
27	17	71	25
28	17	72	48
29	2	73	50
30	21	74	39
31	10	75	51
32	26	76	11
33	8	77	12
34	22	78	74
35	8	79	42
36	3	80	9
37	28	81	33
38	19	82	51
39	25	83	69
40	16	84	78
41	41	85	53
42	32	86	19
43	9	87	66
44	40	88	23
45	7	89	17
46	35	90	19
47	8	91	40
48	36	92	11
49	15	93	35
50	44	94	12
51	35	95	41
52	2	96	3
53	24	97	10
54	17	98	25
55	49	99	61
56	27	100	99

## H: Interviewer observations (all outcome codes except 710 –790)

**THESE QUESTIONS MUST BE ANSWERED FOR ALL NON-DEADWOOD ADDRESSES.**

**INFORMATION SHOULD BE COLLECTED BEFORE MAKING CONTACT.**

FOR OFFICE REFUSALS: PLEASE OBTAIN THIS INFORMATION IN ALL CASES.  
IF NOT ALREADY OBTAINED, VISIT THE ADDRESS BUT DO NOT APPROACH OCCUPANTS

**H1. Are any of these physical barriers to entry present at the house/flat/building?**

Code all that apply

Locked common entrance	1
Locked gates	2
Security staff or gatekeeper	3
Entry phone access	4
None of these	5
Unable to obtain information	8

**H2. Which of these best describe the selected flat or house (i.e. the selected dwelling unit) of the intended respondent?**

*Code one only*

Farm	1
Detached house	2
Semi-detached house	3
Terraced house	4
The only housing unit in a building with another purpose (e.g. commercial property)	5
Multi-unit house, flat or maisonette – purpose built	6
Multi-unit house, flat or maisonette – conversion	7
Student apartments/rooms	8
Retirement house	9
House-trailer or boat	10
Other	11
Unable to obtain information/Don't know	12

**H3. In what physical state are the buildings or dwelling units in this area?**

*Code one only*

In a very good state	1
In a good state	2
In a satisfactory state	3
Bad state	4
Very bad state	5

**H4.** How is the external condition of the selected flat or house (i.e. the selected dwelling unit) relative to other residential properties in the area?

*Code one only*

Better	1
About the same	2
Worse	3
Unable to obtain information	8

**H5.** In the immediate area, how common is litter or rubbish lying around?

*Code one only*

Very common	1
Fairly common	2
Not very common	3
Not at all common	4

**H6.** How common is vandalism, graffiti or deliberate damage to property?

*Code one only*

Very common	1
Fairly common	2
Not very common	3
Not at all common	4

# EUROPEAN SOCIAL SURVEY DETAILS OF CALLS MADE – CODELIST

## CODELIST A (MODE OF CALL) *CODE ONE ONLY*

Personal visit	1
Telephone call	2
Personal visit but only through an intercom	3
Office info	4
Other	5

## CODELIST B (CALL RESULT) *CODE ONE ONLY*

Completed interview	1
Partial interview	2
Contact with someone at address, not sure if target respondent (selection not made yet)	3
Contact with target respondent but NO interview	4
Contact with someone other than selected respondent (have made selection)	5
No contact with anyone	6
Address is deadwood	7
Other	8

GO TO C

## CODELIST C (SELECTION OF RESPONDENT) *CODE ONE ONLY*

Yes	1
No	2

## CODELIST D (CONTACT MADE) *CODE ONE ONLY*

Appointment made	1
Refusal by target respondent	2
Proxy refusal	3
Refusal before selection	4
Target respondent is unavailable/not at home. <b>(RECORD DATE RESPONDENT WILL RETURN AT I)</b>	5
Target respondent is mentally or physically unable to participate	6
Target respondent has inadequate English <b>(RECORD LANGUAGE OF RESPONDENT AT I)</b>	7
Other <b>(RECORD REASON AT I)</b>	8

GO TO E

## CODELIST E (REFUSALS) *CODE ALL THAT APPLY*

Bad timing (e.g. sick, children), otherwise engaged (e.g. visitors)	1
Not interested	2
Don't know enough/anything about the subject/too difficult for me	3
Waste of time	4
Waste of money	5
Interferes with my privacy/ I give no personal information out	6
Never do surveys	7
Co-operated in surveys too often	8
Do not trust surveys	9
Previous bad experience	10
Don't like subject	11
Target respondent refuses because partner/ family/ HH gives no approval to co-operate	12
Do not admit strangers to house/afraid to let them in	13
Other	14

## CODELIST F (CO-OPERATION) *CODE ONE ONLY*

Will <b>definitely not</b> co-operate in the future	1
Will <b>probably not</b> co-operate in the future	2
May <b>perhaps</b> co-operate in the future	3
<b>Will</b> co-operate in the future	4
Don't know/ never saw selected person/ no person yet selected	5

## CODELIST G (AGE) *CODE ONE ONLY*

Under 20	1
20 up to 39	2
40 up to 59	3
60 or more	4
Don't know	8

## CODELIST H (SEX) *CODE ONE ONLY*

Male	1
Female	2
Don't know	8

