

Appointments made

P10581.01	Living in [England/Scotland/Wales] Today ADDRESS RECORD FORM (ARF)	A	FINAL OUTCOME CODE:
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ADDRESS DETAILS

HH/DU SELECTION LABEL

Title, first name, surname

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

TELEPHONE CONTACT:

Call No.	Date DD/MM	Day of week	Call Time 24hr clock	TELEPHONE CALLS RECORD Record all calls, even if no reply. DO NOT ENTER THESE CALLS IN THE CAPI MENU SYSTEM
1	/		:	
2	/		:	
3	/		:	
4	/		:	
5	/		:	

DETAILS OF CALLS MADE

RECORD DETAILS OF ALL CALLS HERE USING THE CODELISTS ON PAGE 3 OR ON THE SEPARATE SHEET. CALLS INCLUDE EVERY ATTEMPT TO MAKE CONTACT, BOTH PERSONAL VISITS AND TELEPHONE CALLS. PLEASE COMPLETE ONE COLUMN PER CALL.

CALL NUMBER:		1	2	3	4	5	6	7	8	9	10
Date	RECORD DATE OF CALL- DD/MM	/	/	/	/	/	/	/	/	/	/
Time	RECORD TIME OF START OF CALL- 24 HOUR CLOCK	:	:	:	:	:	:	:	:	:	:
A	ENTER MODE OF CALL CODE FROM CODELIST A										
B	ENTER CALL RESULT CODE FROM CODELIST B										
IF CONTACT MADE AT B (CODES 3, 4, 5 or 8) → GO TO C											
C	DID YOU SELECT AN INDIVIDUAL TO INTERVIEW AT THIS CALL? ENTER CODE FROM CODELIST C										
D	ENTER CONTACT CODE FROM CODELIST D										
IF REFUSAL AT D (CODES 2, 3 or 4) → ANSWER E TO H											
E	ENTER REFUSALS CODE(S) FROM CODELIST E										
F	ENTER CO-OPERATION CODE FROM CODELIST F										
G	ENTER AGE FOR RESPONDENT (OR PERSON WHO REFUSED ON THEIR BEHALF) FROM CODELIST G.										
H	ENTER SEX FOR RESPONDENT (OR PERSON WHO REFUSED ON THEIR BEHALF) FROM CODELIST H.										
I	RECORD ANY ADDITIONAL DETAILS (AND NOTE WHICH CALL NUMBER THEY APPLY TO).										

DETAILS OF CALLS MADE – CODE LIST

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	3	GO TO C
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) <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	GO TO E
Proxy refusal	3	
Refusal before selection	4	
Target respondent is unavailable/not at home. (RECORD DATE RESPONDENT WILL RETURN AT I)	5	
Target respondent is mentally or physically unable to participate (short term/revisit during the fieldwork period)	6	
Target respondent is mentally or physically unable to participate (long term/not able during the fieldwork period)	7	
Target respondent has inadequate English (RECORD LANGUAGE OF RESPONDENT AT I)	8	
Other (RECORD REASON AT I)	9	
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 definitely not co-operate in the future	1	
Will probably not co-operate in the future	2	
May perhaps co-operate in the future	3	
Will 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	

DETAILS OF CALLS MADE

AT EACH CALL, RECORD YOUR BEST ESTIMATE AS TO WHETHER THE SELECTED ADDRESS CONTAINS THE FOLLOWING TYPES OF PEOPLE. PLEASE RECORD YES OR NO FOR EACH CALL YOU MAKE.

	CALL NUMBER:	1	2	3	4	5	6	7	8	9	10
	Do you think this a single person household?	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No
	Do you think there are any children living in the home?	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No
	Do you think there are retired people living in the home?	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No
	Do you think there is anyone in the household from a minority ethnic group	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No
	Do you think there is anyone in the household born outside of the UK?	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No

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	GO TO A2
No (i.e. deadwood)	2	GO TO SECTION E
Not sure (i.e. uncertain if eligible)	3	GO TO SECTION F

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

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

A3. DWELLING UNIT SUMMARY:

1 DU only	A	GO TO A6
2 + DUs	B	GO TO A4

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:

		GO TO A6
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A6. CHECK THE ADDRESS IS CORRECT/COMPLETE ON THE ADDRESS LABEL. IF NOT, AMEND.

	GO TO A7
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A7. IS THE (SELECTED) DWELLING UNIT TRACEABLE, RESIDENTIAL AND OCCUPIED AS A MAIN RESIDENCE?

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

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 share cooking facilities and share at least one of a living room or sitting room or dining area.

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
- ◆ People away at work for whom this is main address

EXCLUDE:

- ◆ People 15+ living elsewhere for work
- ◆ People away for 6 months or more
- ◆ Temporary visitors
- ◆ Students away at university or college
- ◆ People living in institutions
- ◆ Spouses separated and no longer resident

ENTER TOTAL NUMBER OF HOUSEHOLDS HERE:			GO TO B2
OR CODE: 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		GO TO SECTION D
	B		GO TO SECTION F

B2. HOUSEHOLD SUMMARY:

1 household only	A	GO TO B5
2 or more households	B	GO TO B3

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

List households **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 '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

B4. ENTER CODE NUMBER OF SELECTED HOUSEHOLD:			GO TO B5
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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
- ◆ People away at work for whom this is main address

EXCLUDE:

- ◆ People 15+ living elsewhere for work
- ◆ People away for 6 months or more
- ◆ Temporary visitors
- ◆ Students away at university or college
- ◆ People living in institutions
- ◆ Spouses separated and no longer resident

ENTER TOTAL NUMBER OF RESIDENT ADULTS AGED 15 + HERE:			GO TO B6
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OR CODE: Don't know

A	GO TO SECTION D
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B6. PERSON SUMMARY:

1 person aged 15+ only

2 or more people aged 15+

NO ELIGIBLE RESIDENT
(i.e. no-one aged 15+)

A	GO TO B8
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B	GO TO B7
---	-----------------

C	CODE 770 AT SECTION E
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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

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

Yes	1	GO TO B11
No	2	SECTION C OR SECTION D

B11 PARENTAL CONSENT TO INTERVIEW OBTAINED?

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

C: Productive Outcome (interview achieved)

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

Fully productive CAPI interview	110	CHECK THAT YOU HAVE COMPLETED SECTION H AND END
Partial productive CAPI interview	210	

D: Unproductive outcomes: Eligible Address

D1. NON-CONTACT: CODE OUTCOME

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

REFUSAL: CODE OUTCOME

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

OTHER UNPRODUCTIVE: CODE OUTCOME

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

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	710	GO TO F4
Demolished/derelict	720	
Vacant/empty	730	
Non-residential address (i.e. business, office etc)	740	
Address occupied, no resident persons (i.e. occupied holiday/weekend home)	750	
Communal establishment/institution	760	
Residential, no-one aged 15 + resident	770	
OFFICE APPROVAL ONLY – Other ineligible	790	

F: Unproductive outcome: Unknown Eligibility

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

Yes	1	GO TO F2
No	2	GO TO F3

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

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

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

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

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. Before reaching the (target) respondent's individual door, is there an entry phone system or locked gate/door? PLEASE RECORD WHETHER THERE IS A GATE / DOOR THAT IS LOCKED

<i>Code one only</i>	
Yes – entry phone system	1
Yes – locked gate / door	2
Yes – entry phone system AND locked gate / door	3
No – neither of these	4
Unable to obtain information	9

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

<i>Code one only</i>	
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?

<i>Code one only</i>	
In a very good state	1
In a good state	2
In a satisfactory state	3
Bad state	4
Very bad state	5

H4. What is your assessment of the overall physical condition of this building / house?

NOTE TO INTERVIEWER:

Consider the following issues when assessing the overall physical condition of this building/house.

1. Roof problems (e.g. sagging roof, missing roofing material)
2. Problems with windows (e.g. boarded up or broken windows)
3. Other problems (e.g. sloping outside walls, broken plaster or peeling paint, guttering problems)

	<i>Code one only</i>
Very good	1
Good	2
Satisfactory	3
Bad	4
Very bad	5

NOTE TO INTERVIEWER:

For the remaining two questions (H5 & H6) please give your overall opinion about the 'immediate vicinity' of the building/house of the target respondent. Look to the left and the right of the building/house taking into account a distance of about 2 normal sized houses on either side (approximately 15 metres on either side). Only include this area and the property of the target respondent when answering these questions.

There may not be other properties on either side of the building so just estimate the space that about 2 'normal' size houses on either side would take up.

Note that in the case of blocks of flats refer to the space on either side of the whole building and NOT just the individual flat where the target respondent lives.

H5. In the immediate vicinity, how much litter and rubbish is there?

	<i>Code one only</i>
Very large amount	1
Large amount	2
Small amount	3
None or almost none	4

H6. In the immediate vicinity, how much vandalism and graffiti is there?

	<i>Code one only</i>
Very large amount	1
Large amount	2
Small amount	3
None or almost none	4