

ESS Round 9 Contact Form – Address samples using Birthday (ADD_BIRTH)

Household ID:

Selection Label:

Person / HH row (No. in household)											
2	3	4	5	6	7	8	9	10	11	12	
Select row (Selected person no.)											
2	1	3	2	4	7	6	5	8	4	1	

1. Sample unit label: Address

Respondent ID

Respondent's name

2. Interviewer on case

(fill out at least one row)

Attempt number	Interviewer number
1 →	
→	
→	
→	

3. Respondent's telephone number

0 Number is: _____
0 Respondent refuses to give number
0 Respondent does not have a telephone

4. Other telephone number (optional):

5. Record of all contact attempts *(fill out one row per attempt)*

	Date dd/mm	Day of the week: 1 (Monday) - 7 (Sunday)	Time 24 hr clock	Mode 1 = personal visit 2 = telephone 3 = personal visit, but only intercom 4 = info through survey organisation 5 = other	RESULT of the contact attempt 1 = Completed interview 2 = Partial Interview 3 = Contact with unidentified person 4 = Contact with target respondent but NO interview 5 = Contact with somebody other than target respondent 6 = No contact at all 7 = Invalid address 8 = Other information about sample unit
1	/		:		
2	/		:		
3	/		:		
4	/		:		
5	/		:		
6	/		:		
7	/		:		
8	/		:		
9	/		:		
10	/		:		

Next steps based on result of contact attempt

Result = 1, 2 or 6 → Go to N1
Result = 3, 4, 5 or 8 → Go to 6 (outcome contact)
Result = 7 → Go to 12 (invalid address)

Notes about timing (optional)

THE HOUSEHOLD SELECTION PROCEDURE

A1. How many households are there at the address? *(treat as occupied if you are not sure)*

Enter the exact number:

If one household → Go to A4

If between 2 and 12 households → Go to A2

If more than 12 households → Go to A3

IF between 2 and 12 households:

A2. List in detail, all households at this address. This must be done systematically.

- If numbered, then list in flat or room number order.
- Otherwise, start from bottom to top of the building, left to right and front to back.

Look at the selection label on p.1:

- PERSON//HH ROW: Find number of corresponding total number of households.
- SELECT ROW: Number beneath the total number of households is selected household number. Tick on grid below.

No of households	Description of household	Tick the household that is selected
1		<input type="checkbox"/>
2		<input type="checkbox"/>
3		<input type="checkbox"/>
4		<input type="checkbox"/>
5		<input type="checkbox"/>
6		<input type="checkbox"/>
7		<input type="checkbox"/>
8		<input type="checkbox"/>
9		<input type="checkbox"/>
10		<input type="checkbox"/>
11		<input type="checkbox"/>
12		<input type="checkbox"/>

→ Go to A4

IF more than 12 households

A3. Number of HH to be selected is in the look-up table in the Interviewer Training Manual. You can list the households there.

Enter the number of the selected HH:

→ Go to A4

A4. ALL: Give details about the selected household unit (number, names, ...) and change the address label on the first page accordingly.

**Seek contact with responsible adult at the selected unit and
TRY TO PERFORM THE RESPONDENT SELECTION PROCEDURE**

THE RESPONDENT SELECTION PROCEDURE

B1. The respondent selection procedure was made at visit number: _____

B2. Ask: Including yourself, how many people aged 15 or over live in this house/flat/part of the accommodation?

Enter the exact number: _____

If one person only → This is the respondent, start the interview

Otherwise → Go to B3

B3. Which one of you last celebrated his/her birthday?

Record full name of the selected person on the first page of the contact form.

**ASK FOR THE SELECTED PERSON AND INTRODUCE THE SURVEY
→ FILL IN RESULT AT Q5, p.1 AND CONTINUE CONTACT FORM**

6. Outcome of contact attempt (choose one per contact attempt) ONLY IF result of contact attempt was 3, 4 ,5 or 8

		<i>Attempt</i>	<i>Attempt</i>	<i>Attempt</i>	<i>Attempt</i>	<i>Attempt</i>	<i>Attempt</i>	<i>Attempt</i>	<i>Attempt</i>	<i>Attempt</i>	<i>Attempt</i>
		<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	<i>6</i>	<i>7</i>	<i>8</i>	<i>9</i>	<i>10</i>
1. An appointment was made	GO TO → N1	<input type="radio"/> 1	<input type="radio"/> 1	<input type="radio"/> 1	<input type="radio"/> 1	<input type="radio"/> 1	<input type="radio"/> 1	<input type="radio"/> 1	<input type="radio"/> 1	<input type="radio"/> 1	<input type="radio"/> 1
2. Refusal of target respondent	→ 7	<input type="radio"/> 2	<input type="radio"/> 2	<input type="radio"/> 2	<input type="radio"/> 2	<input type="radio"/> 2	<input type="radio"/> 2	<input type="radio"/> 2	<input type="radio"/> 2	<input type="radio"/> 2	<input type="radio"/> 2
3. Refusal by proxy (family, acquaintance)	→ 7	<input type="radio"/> 3	<input type="radio"/> 3	<input type="radio"/> 3	<input type="radio"/> 3	<input type="radio"/> 3	<input type="radio"/> 3	<input type="radio"/> 3	<input type="radio"/> 3	<input type="radio"/> 3	<input type="radio"/> 3
4. Someone refused, not sure if target respondent	→ 7	<input type="radio"/> 4	<input type="radio"/> 4	<input type="radio"/> 4	<input type="radio"/> 4	<input type="radio"/> 4	<input type="radio"/> 4	<input type="radio"/> 4	<input type="radio"/> 4	<input type="radio"/> 4	<input type="radio"/> 4
5. Respondent is unavailable/not at home until ___/___	→ N1	<input type="radio"/> 5 ___/___	<input type="radio"/> 5 ___/___	<input type="radio"/> 5 ___/___	<input type="radio"/> 5 ___/___	<input type="radio"/> 5 ___/___	<input type="radio"/> 5 ___/___	<input type="radio"/> 5 ___/___	<input type="radio"/> 5 ___/___	<input type="radio"/> 5 ___/___	<input type="radio"/> 5 ___/___
6. Mentally/physically unable/ill/sick (short term and therefore could revisit during the fieldwork period)	→ N1	<input type="radio"/> 6	<input type="radio"/> 6	<input type="radio"/> 6	<input type="radio"/> 6	<input type="radio"/> 6	<input type="radio"/> 6	<input type="radio"/> 6	<input type="radio"/> 6	<input type="radio"/> 6	<input type="radio"/> 6
7. Mentally/physically unable/ill/sick (long term and would be unable to complete interview during the fieldwork period)	→ N1	<input type="radio"/> 7	<input type="radio"/> 7	<input type="radio"/> 7	<input type="radio"/> 7	<input type="radio"/> 7	<input type="radio"/> 7	<input type="radio"/> 7	<input type="radio"/> 7	<input type="radio"/> 7	<input type="radio"/> 7
8. Respondent is deceased	→ END	<input type="radio"/> 8	<input type="radio"/> 8	<input type="radio"/> 8	<input type="radio"/> 8	<input type="radio"/> 8	<input type="radio"/> 8	<input type="radio"/> 8	<input type="radio"/> 8	<input type="radio"/> 8	<input type="radio"/> 8
9. Respondent moved abroad	→ END	<input type="radio"/> 9	<input type="radio"/> 9	<input type="radio"/> 9	<input type="radio"/> 9	<input type="radio"/> 9	<input type="radio"/> 9	<input type="radio"/> 9	<input type="radio"/> 9	<input type="radio"/> 9	<input type="radio"/> 9
10. Respondent moved, unsure whether abroad	→ END	<input type="radio"/> 10	<input type="radio"/> 10	<input type="radio"/> 10	<input type="radio"/> 10	<input type="radio"/> 10	<input type="radio"/> 10	<input type="radio"/> 10	<input type="radio"/> 10	<input type="radio"/> 10	<input type="radio"/> 10
11. Respondent moved within country	→ 13	<input type="radio"/> 11	<input type="radio"/> 11	<input type="radio"/> 11	<input type="radio"/> 11	<input type="radio"/> 11	<input type="radio"/> 11	<input type="radio"/> 11	<input type="radio"/> 11	<input type="radio"/> 11	<input type="radio"/> 11
12. Language barrier	→ 6b	<input type="radio"/> 12	<input type="radio"/> 12	<input type="radio"/> 12	<input type="radio"/> 12	<input type="radio"/> 12	<input type="radio"/> 12	<input type="radio"/> 12	<input type="radio"/> 12	<input type="radio"/> 12	<input type="radio"/> 12
13. Other:.....	→ N1	<input type="radio"/> 13	<input type="radio"/> 13	<input type="radio"/> 13	<input type="radio"/> 13	<input type="radio"/> 13	<input type="radio"/> 13	<input type="radio"/> 13	<input type="radio"/> 13	<input type="radio"/> 13	<input type="radio"/> 13

6b In case of language barrier: What is the language of the respondent?

.....→ N1

Questions to answer ONLY IF outcome of contact attempt (Q6) was 2, 3 or 4 (refusal)

7. At which contact attempt did the refusal occur?

(Check the contact attempt on p. 1, start in the left column)

8. What are the reasons mentioned for the refusal? (code all that apply)

- | | | | |
|--|-----------------------------|-----------------------------|-----------------------------|
| 1 It is bad timing (otherwise engaged, sick children, visitors, ...) | <input type="checkbox"/> 1 | <input type="checkbox"/> 1 | <input type="checkbox"/> 1 |
| 2 I am not interested | <input type="checkbox"/> 2 | <input type="checkbox"/> 2 | <input type="checkbox"/> 2 |
| 3 I don't know enough about this topic, too difficult for me | <input type="checkbox"/> 3 | <input type="checkbox"/> 3 | <input type="checkbox"/> 3 |
| 4 This is a waste of time | <input type="checkbox"/> 4 | <input type="checkbox"/> 4 | <input type="checkbox"/> 4 |
| 5 This is a waste of money | <input type="checkbox"/> 5 | <input type="checkbox"/> 5 | <input type="checkbox"/> 5 |
| 6 The survey interferes with my privacy / I give no personal information | <input type="checkbox"/> 6 | <input type="checkbox"/> 6 | <input type="checkbox"/> 6 |
| 7 I never do surveys | <input type="checkbox"/> 7 | <input type="checkbox"/> 7 | <input type="checkbox"/> 7 |
| 8 I have already co-operated in surveys too often | <input type="checkbox"/> 8 | <input type="checkbox"/> 8 | <input type="checkbox"/> 8 |
| 9 I do not trust surveys | <input type="checkbox"/> 9 | <input type="checkbox"/> 9 | <input type="checkbox"/> 9 |
| 10 I have had bad experiences before with surveys | <input type="checkbox"/> 10 | <input type="checkbox"/> 10 | <input type="checkbox"/> 10 |
| 11 I don't like the subject | <input type="checkbox"/> 11 | <input type="checkbox"/> 11 | <input type="checkbox"/> 11 |
| 12 My partner/family/household members do not give approval | <input type="checkbox"/> 12 | <input type="checkbox"/> 12 | <input type="checkbox"/> 12 |
| 13 I do not admit strangers to my house, I am afraid to let them in | <input type="checkbox"/> 13 | <input type="checkbox"/> 13 | <input type="checkbox"/> 13 |
| 14 Other: | <input type="checkbox"/> 14 | <input type="checkbox"/> 14 | <input type="checkbox"/> 14 |

9. How likely do you think that future co-operation from the target respondent is? (choose only one)

- | | | | |
|--|-------------------------|-------------------------|-------------------------|
| 1 Target respondent will DEFINITELY NOT co-operate in the future | <input type="radio"/> 1 | <input type="radio"/> 1 | <input type="radio"/> 1 |
| 2 Target respondent will PROBABLY NOT co-operate in the future | <input type="radio"/> 2 | <input type="radio"/> 2 | <input type="radio"/> 2 |
| 3 Target respondent may PERHAPS co-operate in the future | <input type="radio"/> 3 | <input type="radio"/> 3 | <input type="radio"/> 3 |
| 4 Target respondent WILL co-operate in the future | <input type="radio"/> 4 | <input type="radio"/> 4 | <input type="radio"/> 4 |
| 5 No contact with target respondent | <input type="radio"/> 5 | <input type="radio"/> 5 | <input type="radio"/> 5 |
| 8 Don't know | <input type="radio"/> 8 | <input type="radio"/> 8 | <input type="radio"/> 8 |

10. How old do you think the person who made the refusal is?

- | | | | |
|---------------|-------------------------|-------------------------|-------------------------|
| 1 Under 20 | <input type="radio"/> 1 | <input type="radio"/> 1 | <input type="radio"/> 1 |
| 2 20 up to 39 | <input type="radio"/> 2 | <input type="radio"/> 2 | <input type="radio"/> 2 |
| 3 40 up to 59 | <input type="radio"/> 3 | <input type="radio"/> 3 | <input type="radio"/> 3 |
| 4 60 or over | <input type="radio"/> 4 | <input type="radio"/> 4 | <input type="radio"/> 4 |
| 8 Don't know | <input type="radio"/> 8 | <input type="radio"/> 8 | <input type="radio"/> 8 |

11. What is the gender of the person who made the refusal?

- | | | | |
|--------------|-------------------------|-------------------------|-------------------------|
| 1 Male | <input type="radio"/> 1 | <input type="radio"/> 1 | <input type="radio"/> 1 |
| 2 Female | <input type="radio"/> 2 | <input type="radio"/> 2 | <input type="radio"/> 2 |
| 8 Don't know | <input type="radio"/> 8 | <input type="radio"/> 8 | <input type="radio"/> 8 |

→ Go to N1

Question to answer ONLY IF result of contact attempt (Q5) was 7 (invalid address)

12. Why do you consider the address invalid?

1. The house/address is derelict or demolished	<input type="radio"/> 1
2. The home is not yet built or not ready for occupation	<input type="radio"/> 2
3. The address is not occupied (empty, second home, seasonal home, ...)	<input type="radio"/> 3
4. The address is not residential: only purpose is business, industrial	<input type="radio"/> 4
5. The address is not residential: institution (retirement home, hospital, military unit, monastery, ...)	<input type="radio"/> 5
6. The address is not traceable. The information I was given is insufficient	<input type="radio"/> 6
7. Other: _____	<input type="radio"/> 7

→ END

Question to answer ONLY IF outcome of contact attempt (Q6) was 11 (moved)

13. What is the respondent's new address?

<input type="radio"/> 1. The new address is: Street: _____ Number: _____ Box: _____ City: _____ City code: _____ State/county: _____ Country: _____	→ 14
<input type="radio"/> 2. The respondent has moved to an institution.	→ END

14. Is the new address still in your interviewing area?

<input type="radio"/> 1. Yes	→ Skip <i>Form about the home and neighbourhood</i> (N1 onwards) for the moment. Try to reach the target respondent at their new address (and register this as a new contact attempt on this contact form) and then continue to complete the <i>Form about the home and neighbourhood</i> for the new address.
<input type="radio"/> 2. No	→ END <i>Form about the home and neighbourhood</i> (N1 onwards) to be completed by interviewer who is re-assigned the new address.

Form about the home and neighbourhood

To be filled out only once per sample unit

- Fill out during first visit (if possible)
- Fill out during daylight wherever possible
- Fill out regardless of the contact outcome code (so: for all interviews, all noncontacts, all refusals, and all other types of nonresponse)

Answer these questions by only looking at the house/building itself.

N1. What type of house does the (target) respondent live in? *(choose only one)*

Single-unit	<input type="radio"/>	1. Farm: premises used not only for living but also for rearing animals and/or growing crops
	<input type="radio"/>	2. Detached house: home for typically one household that shares no walls with other buildings
	<input type="radio"/>	3. Semi-detached house: home connected to another building on one side
	<input type="radio"/>	4. Terraced house: home connected to another building on both sides
	<input type="radio"/>	5. The only housing unit in a building with another purpose, e.g. commercial or office
Multi-unit	<input type="radio"/>	6. Multi-unit house, flat
	<input type="radio"/>	7. Student apartments, rooms: rented out specifically to students
	<input type="radio"/>	8. Nursing / retirement home: a building specifically for people in need of care
Other	<input type="radio"/>	9. House-trailer, boat
	<input type="radio"/>	10. Other, specify: _____
	<input type="radio"/>	88. Don't know

N2. Before reaching the (target) respondent's individual door, is there an entry phone system or locked gate/door? *(record whether there is a gate/door that is locked at the time that the Form about the home and neighbourhood is completed)*

<input type="radio"/>	1. Yes: an entry phone system
<input type="radio"/>	2. Yes: a locked gate or door
<input type="radio"/>	3. Yes: an entry phone system AND a locked gate or door
<input type="radio"/>	4. No: neither of these

N3. What is the overall physical condition of this house/building?

(based on problems with roof, windows, walls, guttering, etc. as explained in your interviewer manual)

<input type="radio"/>	1. Very good
<input type="radio"/>	2. Good
<input type="radio"/>	3. Satisfactory
<input type="radio"/>	4. Bad
<input type="radio"/>	5. Very bad

Answer these questions looking at the house/building plus the space of 15 metres to the left and to the right (= about 2 normal-sized houses on each side)

N4. In the immediate vicinity, how much litter and rubbish is there?

(compare the amount to the pictures in your interviewer manual)

<input type="radio"/>	1. A very large amount
<input type="radio"/>	2. A large amount
<input type="radio"/>	3. A small amount
<input type="radio"/>	4. None or almost none

N5. In the immediate vicinity, how much vandalism and graffiti is there?

(compare the amount to the pictures in your interviewer manual)

<input type="radio"/>	1. A very large amount
<input type="radio"/>	2. A large amount
<input type="radio"/>	3. A small amount
<input type="radio"/>	4. None or almost none