**HIS-100 c**

# National Health Interview Survey

# CAPI MANUAL FOR HIS FIELD REPRESENTATIVES

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# Part A

## The National
## Health Interview
## Survey

# PART A - HIS

## CHAPTER 1. DESCRIPTION OF THE SURVEY

# PART A, CHAPTER 1
# DESCRIPTION OF THE SURVEY

## A.  PURPOSE OF THE NATIONAL HEALTH INTERVIEW SURVEY

### 1. General

The basic purpose of the National Health Interview Survey is to obtain information about the amount and distribution of illness, its effects in terms of disability and chronic impairments, and the kind of health services people receive.'

The National Health Interview Survey is part of the National Health Survey, which began in May 1957. Prior to that time, the last nationwide survey of health had been conducted in 1935-36. Despite extensive research on individual diseases in the years 1937-1957, one important element had been missing.  We had only piece-meal information from the people themselves on their illness and disability, or the medical care they obtained. Many persons, although sick or injured, never became a "health statistic", since requirements for reporting illnesses were limited to hospitalized illnesses and certain contagious diseases.

In recognition of the fact that current information on the Nation's health was inadequate. and that national and regional health statistics are essential, the Congress authorized a continuing National Health Survey (Public Law 652 of the 84th Congress). Since May 1957, the United States Public Health Service has regularly collected health statistics under Congressional authority.

### 2.   Examples of Uses of the Data

How is the information obtained from the National Health Interview Survey used?   Here are just a couple of the many uses of this important data (See appendix A. 1  for more uses).

a. Helps give direction to health expenditures

Total health expenditures, both public and private. run into many billions of dollars a year. Better statistical information helps to give more effective direction to the expenditure of these large sums.

b. Control of accidents

Programs for the effective control of accidents are still in their infancy. Statistics on the cause and frequency of non-fatal, as well as fatal accidents, of various types help to shape accident prevention programs and measure their success.

### 3. Who Uses the Data

The principal users of the data are the U.S. Public Health Service, state and local health departments, public and private welfare agencies, medical schools, medical research organizations, and corporations engaged in the manufacture of drugs and medical supplies Many other organizations and individuals also use the data.

## B. SPONSORSHIP OF THE SURVEY

The National Health Interview Survey is sponsored by the National Center for Health Statistics which is part of the U.S. Public Health Service. Because of the Bureau's broad experience in conducting surveys, we conduct much of the interviewing for the Public Health Service. The findings of the survey are analyzed and published regularly by the Public Health Service.

The National Health Survey is not a single survey but a continuing program of surveys which includes the following:

### 1. The National Health Interview Survey (HIS)

The National Health Interview Survey, which is covered in this Manual, is the one which you will be working on most of the time. It is referred to simply as "HIS" to distinguish it from the other surveys which are described below.

### 2. The National Health Care Survey (NHCS)

The National Health Care Survey also is made up of several different surveys, each concerned with a separate part of the Nation's health care delivery system. The Hospital Discharge Survey, the Home and Hospice Care Survey, and the Nursing Home Survey collect information from (as their names imply) short-stay hospitals, home and hospice care agencies, and nursing homes. The Ambulatory Medical Care Survey produces data from office-based physicians; the Hospital Ambulatory Medical Care Survey concerns hospital emergency rooms and outpatient clinics; and the Survey of Ambulatory Surgery Centers collects information from free-standing surgery centers. Altogether, these make up the National Health Care Survey.

## C. DESIGN OF THE HIS SAMPLE

The National Health Interview Survey is based on a sample of the entire non-institutionalized civilian population of the United States. Over the course of a year, a total of almost 45,000 households are interviewed. These households are located in the 50 states and the District of Columbia.

### 1. Selection of Sample PSUs

The HIS sample is designed as follows:

a. All the counties in the United States, as reported in the 1990 Decennial Census, are examined.

b. Counties which have similar characteristics, are grouped together. These include geographic region, size and rate of growth of the population, principal industry, type of agriculture, etc.

c. From each group, one or more counties is selected to represent all of the counties in the group. The selected counties are called primary sampling units, which we abbreviate to PSU.

## 2. Sample Segments

Within each PSU:

a. A sample of small land areas or groups of addresses is selected. These land areas and groups of addresses are called segments.

b. Each segment contains addresses which are assigned for interview in one or more quarterly samples. Two types of segments are included in the HIS: Area Segments. which are well defined land areas where the housing units may or may not have a complete address, and Permit Segments. which are samples of new construction addresses (see paragraph 4).

## 3. Sample Units

Depending on the type of segment, you will either interview at units already designated on a listing sheet, or you will list the units at a specific address and interview those on designated lines of the listing sheet. In either case it is a sample of addresses, not persons or families.

## 4. Sample of Newly Constructed Units

In areas where building permits are issued for new construction (Permit Areas), we select a sample of building permits issued since the 1990 Decennial Census. These addresses are assigned as Permit Segments.

In areas where no building permits are required (Non-Permit Areas), all units are listed, but only units built after 4/1/90 are eligible for interview since they are not selected in the permit universe.

## 5. Sample of Group Quarters

Some sample units are located in places with special living arrangements, such as dormitories, institutions, or convents. These type of living quarters are classified as "Group Quarters" or "GQs". Units in GQs are listed and interviewed in Area Segments.

## 6. The Quarterly Sample

For purposes of quarterly tabulations of data, separate samples are designated for each quarter of the year. Each quarterly sample is then distributed into. 13 weekly samples, of approximately equal size, so that any seasonal factors will not distort the survey results.

## 7. Screening

To increase the reliability of certain minority statistics, the sponsor asked that Blacks and Hispanics be "oversampled". To accomplish this, certain sample units are designed for "screening". This means that the entire HIS will be conducted at such units ONLY if one or more household members is Black or Hispanic. If no one in a "screening" household'is Black or Hispanic, the entire HIS interview will not be conducted.

## D. ABOUT THE INSTRUMENT

The HIS has three major parts:

1. Family Section

2. Sample Adult Section

3. Sample Child Section

Each section is briefly described below. For a detailed description of the questions in each section see chapters 4 through 6 in Part C.

## 1. Family Section

The first set of questions in the Family Section asks about limitations due to physical, mental, or emotional problems that any family member may have. You will ask if children under the age of 5 are limited in the kind or amount of play activities they can do; you will ask if any children less than 18 receive Special Educational or Early Intervention Services; you will ask if any family members need help with their personal care needs, such as eating or bathing, or their routine needs, such as household chores or shopping; you will ask if a limitation NOW keeps any adult family member from working at a job or business, and if not, are they limited in the kind of amount of work they can do; you will ask if any family member has difficulty walking, or difficulty remembering.

After you have identified all the limitations for each family member, you will ask about the condition(s) that cause these limitations. There are two different lists of conditions; one for children and one for adults. You can enter up to five different conditions for each reported limitation.

The second part of the Family Section asks about injuries and poisonings that may have occurred in the PAST THREE MONTHS which caused a person to get medical advice or

treatment. There are two separate sets of questions; one for injuries and one for poisonings. The reference date (the start of the reference period) is calculated for you, and will be included in the two lead-in questions (one lead-in question for injuries and one for poisonings). If an injury or poisoning is reported, you will ask a set of questions to get the details of the circumstances surrounding each injury or poisoning.

The third part of the Family Section asks about the family's access to health care and utilization of health care. You will ask if anyone in the family has delayed or not received needed medical care because of worry about the cost, or because they couldn't afford it. You will also ask about overnight hospital stays. The reference period for these questions is the PAST 12 MONTHS. Next you will ask about contacts with doctors and other health care professionals during the PAST 2 WEEKS. These contacts include care received in the home, the doctor's office, a clinic, an emergency room, as well as telephone contacts for medical advice, prescriptions or test results (do not include phone calls to make appointments).

The fourth part of the Family Section asks about health insurance. You will determine who is and who is not covered by health insurance, and obtain detailed information about each health insurance policy the family may have or reasons for the lack of coverage.

The fifth part of the Family Section collects demographic background information about the family members, including place of birth, education, what their main activity LAST WEEK was, how many hours they worked last week, and what their total earnings were in the LAST CALENDAR YEAR.

The last part of the Family Section asks about the different sources of the family's income and an estimate of the total family income from all sources for the last calendar year. This includes income from wages and salaries, self-employment (including business and farm income), Social Security and Railroad retirement, pensions, Supplemental Security Income, Social Security Disability Insurance Income, Welfare, Aid for Families with Dependent Children, General Assistance, interest income, dividends, rental income, child support, and any other source of income.

## 2. Sample Adult Section

From each family, a sample adult is randomly selected by the computer, and asked more detailed health related questions. In addition, there are questions about cigarette smoking, physical activity, alcohol consumption, height and weight, and gender specific questions. There are also questions about specific conditions such as heart disease, respiratory ailments. chronic conditions, joint pains, sensory impairment, mental health, activities of daily living. and health care access and utilization.

## 3. Sample Child Section

From each family with at least one child 17 years of age or under, a sample child is randomly selected by the computer. An adult respondent will be asked questions about that child. The child topics include conditions, limitations of activities, health status, mental health, access to care, dental care, health care provider contacts and immunizations.

Any additional children in the household between the ages of 19 and 35 months who were not selected as the sample child will also be asked the immunization questions.

# CHAPTER 2. CONDUCTING THE HIS INTERVIEW

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# PART A, CHAPTER 2
# CONDUCTING THE HIS INTERVIEW

## A. EXPLAINING THE SURVEY

### 1. How to Introduce the Survey

Show your official Census I.D. and introduce yourself. Give the following introduction (or a similar introduction):

> **"I am _____ from the United States Bureau of the Census. Here is my identification card. We are conducting a health survey for the National Center for Health Statistics, which is part of the U.S. Public Health Service. Did you receive a letter explaining this survey?"**

If he/she did not receive the letter explaining the survey, give him/her a copy and allow time to read it. Then proceed with the survey.

### 2. Authorization

The National Health Interview Survey is authorized by title 42. United States Code, section 242k.

### 3. Confidentiality

All information that would permit identification of the individual is held strictly confidential, seen only by persons engaged in the National Health Interview Survey (including related studies carried out by the Public Health Service) and not disclosed or released to others for any other purpose without the written consent of the individual.

You must avoid mentioning or providing anyone with materials that would link a specific household or person with a specific survey. When discussing your job, be careful never to reveal any information you get during an interview to an unauthorized person.

Unauthorized disclosure of individual information collected in the National Health Surveys is punishable by a fine of up to $1,000, or imprisonment up to one year, or both (18 USC 1905). Deliberate falsification, by an employee, of any information in this survey is punishable by a fine up to $10,000, or imprisonment up to five years, or both (USC 10001). (See Appendix A.2 for a thorough discussion of confidentiality.)

### 4. Eligible Household Respondents

Any responsible household member 18 years of age or older. or less than 18 years of age if ever married, is eligible to act as a respondent.

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## 5. Maintaining Rapport with Respondents

You begin to build a harmonious relationship with the respondent when he/she first answers the door. Maintaining this rapport throughout the interview will ensure that you collect full and valid information. Through your sincere understanding and interest in the respondent, you provide a friendly atmosphere in which the respondent can talk honestly and fully. If rapport is broken because the respondent finds a particular question "too personal" take time to reassure him/her about the confidential nature of the survey.

## 6. Answering Respondent Questions

A small percentage of respondents will want additional information before agreeing to participate in the survey. Some respondents may be reluctant to provide information about themselves or family members or may refuse to be interviewed. It is your responsibility to sell the survey. You will be provided with a supply of informational brochures to help you accomplish this.

To convert a reluctant respondent, try to identify his or her specific objection(s) to participating in the survey and tailor your answer accordingly. A thorough understanding of the survey is the key to a good explanation. The following are a few examples of questions you may receive and suggested responses:

a. General explanation of the survey

You may need to give some respondents a general explanation of the survey. An example of a general explanation is shown below.

**"Most families have or will be affected in the future by health problems. It is extremely important to know about the health of the Nation's people. Unless there is adequate information about the current health situation, government and medical care personnel may fail in their efforts to maintain a health care system that is equipped to handle the present and future medical needs of the people. However, to measure the health of the Nation, we need to interview healthy persons as well as those with health problems.**

**If we know in advance the direction the Nation's health is moving, it is easier to initiate programs to meet current and future health care needs. The statistical information developed from this survey is urgently needed in order to plan intelligently for the health needs of the population."**

b. How long will the interview take?

The entire HIS will take about an hour. This will vary depending on the number of health problems and/or injuries the family has had, as well as the number of family members.

c. I don't have the time.

   If the respondent states that he/she has no time right now for an interview, find out when you may come back. However, always assume (without asking) that the respondent has the time unless you are told otherwise.

d. I don't want to tell you about myself and my family.

   Ask the respondent to allow you to begin the interview on a "trial basis", explaining that they do not have to answer any question(s) that he/she feels is too personal. In most cases, you will find that respondents provide most, if not all, of the needed information. Also mention that the information about the household is confidential by law and that identifiable information will be seen only by persons working on the survey.

e. Why are you interviewing this household?

   Explain that it would be too costly and time-consuming to interview everyone in the United States and therefore a sample of addresses was selected. The respondent lives at one of the representative addresses picked. The selection was not based on who lives at the address, nor whether they have problems with their health. Each person represents approximately 2,500 other persons. Taken as a group, the people living at these sample addresses will represent the total population of the United States in the health statistics produced and published by the U.S. Public Health Service.

f. Why don't you go next door?

   The National Health Interview Survey is based on a scientifically selected sample of addresses in the United States. Since this is a sample survey, we cannot substitute one address for another without adversely affecting the information collected. Also, all addresses have a chance of being in the sample. The one "next door" may be in the sample, may have been in a prior sample, or may be in a future sample.

g. I consider this a waste of taxpayer's money.

   The information obtained from this survey helps ensure a more efficient allocation of funds for health care programs. Without this information, health care dollars would be wasted.

## 7. The Voluntary Nature of the Survey

The fact that participation in the HIS is voluntary does not diminish your responsibility to convert reluctant respondents. When a person says the survey is voluntary and that he/she would prefer not to participate, tell them how important they are to the survey and how important the survey is to the nation. Tell them about the confidential nature of the survey and ask them to let you begin the interview on a "trial basis". Inform them that they can refuse to answer any question they feel is too personal.

## B. BEGINNING THE INTERVIEW

The first few screens allow you to verify the segment and housing unit listing. You also will record the household roster and collect demographic information for each household member listed. You will then be ready to begin asking health related questions.

### 1. How to Ask Questions

   a. Ask exactly as worded

    You must ask questions exactly as worded so they will yield comparable results. Avoid changing words or phrases and adding or dropping words to the question.

   b. Ask every question

    Although the answer to a particular question may seem obvious to you, do not fill the answer without asking the question. The respondent may provide an answer which applies to a question asked later in the interview. In this case you may verify the answer to the question. It is important that you ask or verify each applicable question.

   c. If the respondent misunderstands or misinterprets a question

    Repeat the question as worded and give the respondent another chance to answer. If you still do not get an acceptable response, use the probing techniques discussed next.

### 2. How to Probe

When the respondent's answer does not meet the question's objective, probe to clarify or expand his/her answer. The probing procedures listed below are useful in stimulating discussion. Introduce these devices casually as a natural expression of interest.

   a. Brief assenting comments

    Comments such as "Yes, I see", show the respondent that you are giving your attention to the answer. They often stimulate the respondent to talk further.

   b. An expectant pause

    An expectant pause, accompanied by an inquiring look after the respondent has given only a brief reply often conveys to the respondent that he/she has merely begun answering the question. It will often bring forth further response.

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c. Repeating the question

Repeating the question or listing the response categories (when applicable) is useful when the respondent does not understand the question, misinterprets it, seems unable to make up his/her mind, or strays from the subject.

d. Repeating the respondent's reply

Repeating the respondent's reply is useful in helping to clarify the response and prompting the respondent to enlarge upon his/her statement. Be sure you adhere strictly to the respondent's answer and do not interject your own ideas.

e. Neutral questions (probes)

Neutral questions (probes) in a neutral tone of voice will bring fuller, clearer responses. For example:

*"I don't quite undersrand what you mean."* or

*"Which figure would you say comes closest?"* (Probe to clarify hours worked last week, income, etc.)

Such questions show your interest and are successful when used correctly. You must immediately recognize how the respondent's answer fails to meet the question's objective and use a neutral probe to get the correct information. Your manner of asking neutral questions is important; a sharp demanding tone can damage rapport. It is sometimes good for you to appear slightly bewildered by the respondent's answer. Indicate in your probe that it might be you who did not understand. (For example-*"I'm not sure what you mean by that, could you tell me a little more?")* This can arouse the respondent's desire to help someone who is trying to do a good job. However, do not overplay this technique. The respondent should not get the feeling that you do not know when a question is properly answered.

Interviewers often have to separate the facts wanted from the respondent's attitudes. The basic procedure is:

- Know the question's objective thoroughly.

- Know how to probe when the answer is inadequate, while maintaining good rapport

3. **Importance of Using Neutral Probes**

We have stressed that you need to stimulate discussion. **This does not mean that you should influence the respondent's answer or unnecessarily, prolong the interview.** Probing should be as neutral as possible so you do not distort the respondent's answers. When you ask neutral questions of all respondents, we have comparability between all the

interviewers in the survey.  If each interviewer asks a leading probe, we would not be comparing responses to the same questions.  This would thoroughly defeat the goal of having a standardized survey.

### 4. Respondent Replies "I Don't Know"

Respondent's do not always mean what they first say. The "I don't know" answer might mean:

- The respondent does not understand the question and answers "I don't know" to avoid saying that he/she did not understand.

- The respondent is thinking and says "I don't know" to give him/herself time to think.

- The respondent may be trying to evade the issue, so he/she begs off with the "I don't know" response.

- The respondent may actually not know.

Discussion often presents a truer picture of the respondent's thoughts and may help you determine if you should probe further.  In such cases you may try a statement like *"There are no right or wrong answers.   Your best estimate will be fine*."

## C. YOUR OWN MANNER

- Your greatest asset in conducting an interview efficiently is to <u>combine a friendly attitude with a businesslike manner</u>.  If a respondent's conversation wanders away from the interview, try to cut it off tactfully, preferably by asking the next question. Appearing too friendly or concerned about the respondent's personal troubles may actually lead to your obtaining less accurate information.

- It is especially important in this survey that you maintain an objective attitude. Do not indicate a personal opinion about replies you receive to questions, even by your facial expression or tone of voice.  Since the illness discussed may be of a personal or serious nature, expressions of surprise, disapproval, or even sympathy on your part may cause respondents to give untrue answers or to withold information. Your own objectivity about the questions will be the best method for putting respondents at ease and making them feel free to tell you the conditions and illnesses in the family.

- Sometimes you may feel it awkward to ask particular questions. If you ask these questions without hesitation or apology and in the same tone of voice as other questions. you will find that most respondents will not object.  If there is any discussion on the respondent's part, explain that the questionnaire is made up of a prescribed set of questions that must be asked in all households, even though they may seem to be inappropriate in some cases.

- Avoid "talking down" to respondents when explaining terms but give as direct an explanation as possible.

## D.  NONINTERVIEWS

Noninterview Household: A household for which you cannot obtain information because:

- The unit is occupied, but an interview was not possible, or

- The unit is occupied entirely by persons not eligible for interview, or

- The unit is not occupied or not eligible for sample.

If you are unable to get an interview you must classify the household under one of three noninterview classifications, briefly described below.

### 1. Three Type.4 of Noninterviews

Noninterviews fall into three groups--Type A, B, and C. The Type A group consists of households occupied by persons eligible for interview, whom you should have interviewed, but could not. Refusals are an example of a Type A noninterview.

Sample units which are ineligible for interview for other reasons are Type B or C noninterviews. A vacant house or an unoccupied site for a mobile home are examples of Type B noninterviews, while a house located outside the segment boundaries is an example of a Type C noninterview.  Refer to Part C Chapter 8 for a detailed discussion of noninterview types and procedures.

## APPENDIX A.1 MORE EXAMPLES OF USES OF THE INFORMATION GAINED FROM THE HEALTH INTERVIEW SURVEY

## APPENDIX A.1 MORE EXAMPLES OF USES OF THE INFORMATION GAINED FROM THE HEALTH INTERVIEW SURVEY

1. Occurrence and severity of illness and disability

Data on health statistics are valuable tools for the public health officer. The nationwide system of reporting communicable diseases has been an important factor in the reduction, and in some instances virtual eradication, of some diseases which were chief causes of illness, disability, and even death several generations ago. Knowledge of the number and location of many diseases made it possible to develop effective programs of immunization, environmental sanitation, and health education which are essential factors in their control.

Today, chronic illness and disability among both adults and children constitute our greatest public health challenge. Chronic illness and disability lower the earning power, living standards. and the general well-being of individuals and families. They reduce the Nation's potential output of goods and services and, in advanced stages, burden individuals, families, and communities with the high cost of care and assistance. The basic public health principle to be applied is the same: Prevention. Better information on the occurrence and severity of diseases and disability are needed in order to prevent their occurrence.

2. Health of the aged

There is a nationwide interest in prolonging the effective working life of the aged and aging. Knowledge of the health status of people in their middle and later years is essential to effective community planning for the health, general welfare, and continued activity of older persons.

3. Health education and research

Governmental health programs have their counterparts in many of the national and local voluntary associations and organizations. These associations collect many millions of dollars annually to promote research and education in such fields as polio-myelitis, cancer, lung disease. heart disease, mental health, crippling conditions, multiple sclerosis, alcoholism, and so on.

Before Congress authorized the continuing National Health Survey, these organizations had to rely on mortality statistics almost exclusively as a source of information about the disease or condition with which they are principally concerned. Current health statistics produced by the National Health Survey aid such groups greatly in planning their activities and expenditures.

4. Health facilities--hospital care, rehabilitation, insurance, etc.

The growth of prepayment coverage under voluntary health insurance has increased the demand for the kind of illness statistics which can provide reliable estimates of the number of people who will be ill for a given number of months. Illness statistics provide an improved measurement of the need for hospitals and other health facilities and assist in planning for their more effective distribution. Public school authorities are aided in their planning for the special educational problems of mentally retarded or physically handicapped children. Vocational

rehabilitation programs, public officials and industries concerned with manpower problems and industrial safety health measures, the insurance industry, the pharmaceutical and appliance manufacturers are also greatly assisted by reliable statistics on illness and disability.

5. Factors related to various diseases

Furthermore, statistical information about diseases is an additional tool for medical research. A study of data showing the relationship between certain economic, geographic, or other factors and the various diseases indicates new avenues of exploration and suggest hypotheses for more precise testing.

# APPENDIX A.2 CONFIDENTIALITY

# PART A, CHAPTER 2
# CONDUCTING THE HIS INTERVIEW

## A. EXPLAINING THE SURVEY

### 1. How to Introduce the Survey

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**"I am _____ from the United States Bureau of the Census. Here is my identification card. We are conducting a health survey for the National Center for Health Statistics, which is part of the U.S. Public Health Service. Did you receive a . letter explaining this survey?"**

If he/she did not receive the letter explaining the survey, give him/her a copy and allow time to read it. Then proceed with the survey.

### 2. Authorization

The National Health Interview Survey is authorized by title 42, United States Code, section 242k.

### 3. Confidentiality

All information that would permit identification of the individual is held strictly confidential, seen only by persons engaged in the National Health Interview Survey (including related studies carried out by the Public Health Service) and not disclosed or released to others for any other purpose without the written consent of the individual.

You must avoid mentioning or providing anyone with materials that would link a specific household or person with a specific survey. When discussing your job, be careful never to reveal any information you get during an interview to an unauthorized person.

Unauthorized disclosure of individual information collected in the National Health Surveys is punishable by a fine of up to $1,000, or imprisonment up to one year, or both (18 USC 1905). Deliberate falsification, by an employee, of any information in this survey is punishable by a fine up to $10,000, or imprisonment up to five years, or both (USC 10001 ). (See Appendix A.2 for a thorough discussion of confidentiality.)

### 4. Eligible Household Respondents

Any responsible household member 18 years of age or older, or less than 18 years of age if ever married, is eligible to act as a respondent.

interviewing or review completed questionnaires. These persons will have the same restrictions and penalties as you regarding the treatment of confidential data. Anyone who is not a Bureau of the Census employee or properly authorized by this Title 15 survey sponsor to view confidential data is referred to as an "UNAUTHORIZED PERSON." `

## 5. HOW TO MAINTAIN CONFIDENTIALITY

a. <u>When No One is Home at a Sample Address</u>: You may ask a neighbor, apartment manager, or someone else living nearby when they expect someone to be home at the sample address. When requesting this information, do not mention the National Health Interview Survey by name and do not attempt to describe the survey. To gain cooperation, you may say:

> *"I am _____ from the United States Bureau of the Census. Here is my identification (show ID). I am conducting a survey for the National Center for Health Statistics, which is part of the U.S. Public Health Service, and I would like to know when someone at (address) will be home." (or something similar)*

b. <u>When Conducting Interviews:</u> Do <u>not</u> permit unauthorized persons (including members of your family) to listen to an interview. For example:

(1) When conducting an interview with a student in a dormitory, if others are present, ask the respondent if he/she wants to be interviewed privately. If so, make the necessary arrangements to conduct the interview where or when it cannot be overheard by others.

(2) When conducting an interview in a home, if persons not participating in the survey are present (e.g., neighbors, friends, other non-"family" members), use your discretion in asking the respondent if he/she wants to be interviewed privately. Since this may be awkward to ask in some situations, you might ask if another time would be more convenient. If so, make the necessary arrangements to accommodate the respondent.

(3) When conducting an interview in which an interpreter is required, ask the respondent if he/she is willing to have another person act as interpreter. If the respondent objects to the interpreter and a more suitable one cannot be located at the time of the interview, call the office to see if another interviewer who speaks the respondent's language can conduct the interview.

(4) When conducting interviews by telephone, do not allow unauthorized persons to listen to your conversation.

c. <u>When Discussing Your Job with Family, Friends, Others</u>: You must <u>not</u> reveal any information which *you* obtained during an interview or identify any persons who participated in the survey to' unauthorized persons.

## 6. SUBPOENA OF RECORDS

In the event of a record collected in the National Health Interview Survey being subpoenaed, any Census Bureau employee upon whom such subpoena is served will communicate with the Director of the Bureau of the Census through the regional office.  Action to satisfy such subpoena will be taken only as authorized by Public Health Service Regulations, section 1.108 of title 42, U.S.C.

# Part B

## National Health Interview Survey

## CONCEPTS

# PART B - HIS CONCEPTS

## CHAPTER 1. RESPONDENT RULES

# PART B, CHAPTER 1
# RESPONDENT RULES

### A.  OVERALL OBJECTIVE

This chapter covers the various rules describing who may respond to the questions in the National Health Interview Survey.

### B.  GENERAL DEFINITIONS

1.  <u>Adult</u>--A person 18 years old or over.

2.  <u>Deleted Person</u>--A nonhousehold member who was originally listed in error. For example, an Armed Forces member <u>not living at home</u>, a student away at college, or a person with a usual residence elsewhere.

3.  "<u>Eligible Respondent</u>"--Any responsible adult 18 years or older, or less than 18 if ever married may respond to the HIS health questions for all <u>related</u> household members of any age.

4.  <u>Emancipated Minor</u>--This person is either : 14 to 17 years old and married or living with a partner **OR** 14 to 17 years old and living on his or her own without the supervision of an adult family member or legal guardian. Emancipated minors are not eligible for Sample Adult or Sample Child selection.

5.  <u>Family</u>--An individual or a group of two or more related persons who are living together in the same household; for example, the reference person, his/her spouse, foster son, daughter, son-in-law, and their children, and the wife's uncle. Also, unmarried couples (same-sex and opposite-sex couples) are considered as belonging to the same family. Additional groups of persons living in the household who are related to each other, but not to the reference person, are considered to be separate families; for example, a lodger and his/her family, or a household employee and his/her spouse, or a single boarder with no one related to him/her living in the household. Hence, there may be more than one family living in a household, and a family can consist of only one person.

6.  <u>Household</u>--The entire group of persons who live in one housing unit or one GQ unit. It may be several persons living together or one person living alone. It includes the reference person, any relatives living in the unit, and may also include roomers, severants, or other persons not related to the reference person.

7     <u>Reference Person</u>--This is the person, or one of the persons, who owns or rents the sample unit, that is, the first person mentioned by the respondent in the Household Roster. For persons occupying the sample unit without payment of cash rent, the reference person is the first adult household member named by the respondent. This person must be a <u>household member</u> of the sample unit. If more than one household member owns or rents the sample unit, designate the oldest member as the reference person, If none of the household mernbers owns or rents the sample unit, designate the oldest household member as the reference person.

8.    <u>Related</u>--Related by blood, marriage, or adoption. children and wards as related when determining family membership.

9.    <u>Respondent</u>--A person who provides answers to the questions asked

    a.    <u>Self-Respondent</u>--A person who responds to questions about himself/herself

    b.    <u>Proxv-Respondent</u>--A person who responds to questions about other family members.

10.    <u>Responsible</u>--Mentally and physically able to provide adequate and appropriate responses to the questions.

## C.   GENERAL INSTRUCTIONS

1.    <u>Who May Respond to Questions in the Front Section (Listing and Coverage) and the Household Composition Section</u>

    a.    Ask these questions of any responsible adult household member. This person does not have to be related to the reference person.

    b.    It may be necessary before asking these questions to determine whether or not the person to whom you are speaking is actually a household member. Use the "Household Membership" rules on page 2 of your HIS-50 1 C CAPI Flashcard and Information Booklet.

2.    <u>Who Mav Respond to the Family Section</u>

Any family member, 18 years old or older, may respond to questions in the Family Section. 17 year-old family members may respond for themselves if an adult family member is present.

You should try to have all family members, 17 years old and older. who are at home at the time of interview present for the Family Section.

3. Who May Respond to the Sample Adult Section

Only the person selected as the Sample Adult can be the respondent for the Sample Adult section. No proxy respondents are allowed. If the person selected as the Sample Adult is not available you will need to make a callback to interview him/her

4. Who May Respond to the Sample Child Section

For the Sample Child Section, the respondent will be one of the people indicated (at the KNOWSC screen) as being knowledgeable about the health of the child. Potentially, any adult household member can be the respondent for the Sample Child section, so long as they are listed as being knowledgeable about the child's health.

5. Exceptions to Eligible Respondent Rules

a. If an unmarried couple (same-sex or opposite-sex) are living together as husband and wife, interview them together as a single family, regardless of their ages. Each may respond for the other. for any of their children, and for any other related household members.

b. Unmarried persons regardless of their age, living with one or more of their own children may respond for themselves and for their children even if living with their parents. However, persons under 18 who have never been married cannot respond for any household members other than themselves and their own children.

c. For persons who are not able to answer the questions for themselves and have no relative living in the household that can answer for them, you may interview someone who is responsible for their care. The person providing the care may or may not be a member of the household. In such situations, enter an F7 note to explain the circumstances, including the name and relationship of the respondent if he/she is not a household member.

6. Persons Not Related to the Reference Person

Persons living in the household who are not related to the reference person are interviewed as separate families. For example, the Jones family has a lodger that rents a room in their home. This person is treated as a separate "family" and is interviewed separately. The computer will automatically exclude this person from the Jones family and allow him to be interviewed separately.

7.   <u>Return Visit May Be Necessary</u>

In some instances, it may be necessary to make return visits to the household in order to interview an eligible respondent. If the Sample Adult is not available, and a respondent knowledgeable about the health of the Sample Child is also not available, you will need to return to the household to complete the interview. If possible. make an appointment to conduct the interview. If it is not possible to make a definite appointment, determine when would be a good time to call back. The interview may be completed over the telephone, if necessary.

# CHAPTER 2. SCREENING

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# CHAPTER 2. SCREENING

## A. Introduction

In order to increase the reliability of health statistics for Blacks and Hispanics, these groups are being "oversampled" for the HIS. This means that in most sample segments, additional units will be selected, but you will complete the entire HIS interview only if the household in such a unit contains at least one Black or Hispanic member. If such a sample unit contains no Black or Hispanic household members, the computer will classify the unit as a Type B noninterview. The procedure for determining whether to interview or not based on the race and ethnicity of the occupants of the household is called "screening".

## B. When to Screen

Screening is performed ONLY at those sample units that have been designated for screening. Your listing sheet will indicate which units have been selected for screening. Also, Case Management has an "SS" Screening Status column which will contain "I" for interview with certainty, regardless of race or ethnicity, or "S" which indicates screening. Within the CAPI instrument the screening is performed automatically by the computer after the race and ethnicity of each household member has been determined. For "screening" households that contain no Blacks or Hispanics, the interview is terminated, and the unit is coded a Type B noninterview. For those units designated for screening that do contain at least one Black or Hispanic, the interview is continued as any other interview.

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# CHAPTER 3. HOUSEHOLD MEMBERSHIP

# CHAPTER 3. HOUSEHOLD MEMBERSHIP

## A. OVERALL OBJECTIVE

The purpose of the Household Composition Section is to provide a record of individual household members, including their names, ages, sex, race and ethnicity, marital status, and relationships to the reference person (see definition on page B1-1).

## B. OBJECTIVE

> -RPNAME- "What are the names of all persons' living or staying here? Start with the name of the person, or one of the persons, who owns or rents this home."

> -NEXTNM- "What is the name of the next person living or staying here?"

The purpose of these questions is to obtain a complete list of all persons living or staying in the sample unit, and to identify non-household members. Attempt to get each person's full name. If the respondent is hesitant or refuses to give you names, explain that throughout the interview it is necessary to refer to the specific household members. Without the correct names. the interview will be confusing, more lengthy, and possibly result in recording inaccurate information.

Also, if the household is selected for one of the followback surveys it will be necessary to have the complete names of the household members. Make every effort to get complete names. If necessary, reassure the respondent that the information they give is completely confidential by law.

## C. FILLING THE HOUSEHOLD ROSTER

1.  Questions RPNAME and NEXTNM--Ask RPNAME and NEXTNM to obtain a list of all persons living or staying in the sample unit, whether or not you think they are household members. Always verify the correct spelling of names with the respondent.

    In all cases, ask for the full legal name, including middle initial. Some women use their maiden name as a middle name. If a full middle name is given, record the name, rather than just the initial.

    It is acceptable to record an initial as the first name if this is how the person is legally known. Always verify that this is the person's legal name. When entering an initial. be

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sure to enter a period (.) following the initial to distinguish it from certain letters which serve functions within the instrument, such as "R", "D", and "H".

a.  Preferred Order of Listing--List the names of persons in the following order, if possible.

  ● Reference person

  ● Spouse or unmarried partner of the reference person

  ● Unmarried children of the reference person or spouse in order of their ages. beginning with the oldest

  ● Married sons and daughters (in order of age) and their families in order: Husband, wife, children

  ● Other relatives

  ● Lodgers and other nonrelated persons

  ● If, among the persons not related to the reference person, there are married couples or persons otherwise related among themselves, list them in the above prescribed order.

  If you obtain the names in an order not described above, do not attempt to correct your entries. However, to avoid this you may ask, "Which of the children is the oldest?", "Begin with the oldest unmarried child", or some similar probe.

b.  Armed Forces Reference Persons--Avoid entering an Armed Forces member as the reference person if at all possible. In households which also contain civilian household members, chose the next person who owns or rents the unit, or who is oldest. If the entire household is Armed Forces. enter the household members as in a normal interview and the instrument will classify the case as a type B noninterview.

c.  How to Enter Names--If there are two persons in the household with the same first. middle and last names, they must be further identified as Sr., Jr., etc. Do not assume members of the household have the same last name.

d.  Household Roster Limit--The CAPI Household Roster can hold up to 30 people. It is highly unlikely that you will ever exceed this limit.

e.  Determine Who Constitutes a Household--All the persons that live and eat together at the sample unit constitute a household, regardless of their relationship to the reference person.

f.    <u>Determine Who Constitutes a **Family**</u>--**All** the household members related to the reference person are assigned family number I.  **All** household members not related to the reference person are assigned family number 2. After the household roster is complete, you must determine if **all** the people not related to the reference person are related to each other (family number 2). You may need to assign new family numbers to some of these household members. See "Identifying Families and Assigning Family Numbers" on page B5-15 for more information. Each family is interviewed separately and you will be asked to indicate which family you want to continue with in multiple  family  households.

2.    <u>Special Situations Regarding Household Membership</u>--You may encounter certain situations where household membership is unclear.  Below are guidelines for handling these situations.   You may have to ask several probe-type questions to determine the actual situation and therefore, make the proper decision as to household membership. *NOTE. Refer also to card **HM** on page 2 of the HIS-SO/C.*

a.    <u>Families with two or more homes</u>--Some families have two or more homes and may spend part of the time in each.  For such cases, the usual residence is the place in which the person spends the largest part of the calendar year. Only one unit can be the usual residence. For example, the Browns own a home in the city and live there most of the year. They spend their summer vacation at their beach cottage. Neither house is rented in their absence. The home in the city is their usual place of residence.

b.    <u>Students and student nurses</u>--Post-secondary students and student nurses away at college, trade commercial school in another locality are eligible to be interviewed in the locality <u>where they are attending school</u>.  That is, even if a student considers his/her parents' home to be the usual residence, consider him/her to be a household member where presently residing. Consider a student to be a household member of his/her parents' home only if he/she is at home for the summer vacation and has no usual residence at the school. **NOTE: The above applies only to post-secondary school students and student nurses. Children under 18 attending boarding school away from home should still be considered as household members in their parents' homes.**

c.    <u>Seamen</u>--Consider crew members of a vessel to be household members at their homes rather than on the vessel, regardless of the length of their trips and regardless of whether they are at home or on the vessel at the time of your visit (assuming they have no usual place of residence elsewhere).

d.    <u>Members of Armed Forces</u>--Consider active duty members of the Armed Forces as household members if they are stationed in the locality and usually sleep in the sample unit.

e.  <u>Citizens of foreign countries **temporarily** in the United States</u>--Determine whether to interview citizens of foreign countries staying at the sample unit according to the following' rules:

  - Do <u>not</u> interview citizens of foreign countries and other persons who are living on the premises of an Embassy, Ministry, Legation, Chancellery, or Consulate

  - Interview citizens of foreign countries and other persons who are living in the United States, but not on the premises of an Embassy, etc. This applies only if they have no usual place of residence elsewhere <u>in the United States</u>. However. do not consider as household members foreign citizens merely visiting or traveling in the United States.

f.  <u>Persons with two concurrent residences</u>--Ask how long the person has maintained two concurrent residences and consider the residence in which the greater number of nights was spent during that period as the person's usual place of residence.

g.  <u>Persons in vacation homes. tourist cabins. and trailers</u>--Interview persons living in vacation homes, or tourist cabins and trailers if they usually live there, or if they have no usual residence anywhere else. Do not interview them if they usually live elsewhere.

h.  <u>Inmates of specified institutions</u>--Persons who are inmates of certain types of institutions at the <u>time of interview</u> are not household members of the sample unit. They are usual residents at the institution. (See Chapter 4, Topics 1 and 3 in the I1-8 Listing and Coverage Manual for a definition and list of institutions.)

## D.   ESTABLISHING RELATPONSHIPS

-NXTRRP- "What is--relationship to (reference person)?"

(2) Spouse (Husband/Wife)
(3) Unmarried Partner
(4)  Child   (biological/adoptive/in-law/step/foster)
(5) Child of Partner
(6) Grandchild
(7)  Parent   (biological/adoptive/in-law/step/foster)
(8)  Brother/Sister   (biological/adoptive/in-law/step/foster)
(9)  Grandparent   (Grandmother/Grandfather)
(IO)  Aunt/Uncle
(I I )  Niece/Nephew
(12) Other Relative
(I 3)  Housemate/Roommate
(I 4) Roomer/Boarder
(I 5) Other Nonrelative
(16) Legal guardian
(17) Ward

*NOTE: Refer to Page C3-7 for details regarding these categories.*

By identifying each household member's relationship to the reference person, analysts' will be able to define family units, the basic unit for analysis.

1.    All persons listed must be identified by their relationship to the reference person. If the respondent has already given you the relationship of the household members, you may record the relationships without asking NXTRRP. However, this information should be verified. Remember that we are interested in the relationship to the reference person and not necessarily to the respondent.

2.    The first person entered in the roster is the reference person.  If this person is later deleted (for example, an Armed Forces member NOT LIVING AT HOME), you must select another household member to be the reference person. This may also require you to change the relationships of the other household members.  This can be done at screen UPDATE2, as described on page B5-12.

When selecting a new reference person, the second person entered in the roster is usually the best choice, if the household members were entered in the order prescribed above. If you are not Sure, ask an appropriate probe question to find the best person to be the new reference person (for example, "Who else besides      owns. or rents this house?").

3. For unmarried couples (same-sex and opposite-sex) living together, enter "3" (Unmarried Partner). If they do not report themselves as married, or the response is less explicit, such as "we share an apartment" or "we room together", enter " I3 " (Housemate/Roommate) for their relationship.

4. If two persons of the same sex (two males or two females) consider themselves as married, enter "2" (Spouse) for their relationship.

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# CHAPTER 4. FAMILIES

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# CHAPTER 4. FAMILIES

## A. INTRODUCTION

Most households that you interview will contain only one family. However, some households will contain more than one family. For HIS, a "Family" is defined as all household members related to each other by blood, marriage, or adoption, including foster relationships and unmarried (opposite sex) partners.

When there is more than one family in the household you will need to make certain that each family is identified by a distinct family number. Each family is interviewed separately, and it is the family number that allows you to select which family you want to interview.

## B. HOUSEHOLD ROSTER

Below is an example of a Household Roster with three families.

```
            HOUSEHOLD ROSTER
 LINE     HHSTAT      NAME                                   AGE FX REL
 -------------------------------------------------------------------------------------
 01       PR          JOHN DOE                                35  1    Ref Person
 02       S           JANE DOE                                34  1    Wife
 03       C           CORTNEY DOE                             4   1    Child
 04       S           STEVE  SMITH                            26  2    Boarder
 05                   EILEEN SMITH                            24  2    Boarder
 06       S           SCOTT  JONES                            22  3    Boarder
```

> *NOTE:     Refer to Part **C,** page **C3-3** for more information regarding the Household Roster.*

**LINE** refers to each individual's line or person number. You will use numbers to specify appropriate persons for conditions, income program participation, etc.

**HHSTAT** stands for Household Status and the single letter codes are called Flags (see page B5-3 for definitions of Flags). For the purpose of the HIS, if a person in a household has no other related person(s) living in the household, he/she is considered a separate family, so Scott Jones' family consists of only Scott Jones.

**REL** indicates the relationship of each person <u>to the reference person</u>. Notice that among family #2, the Roster gives no indication of the relationship between Steve Smith and Eileen Smith. You will determine the relationships within each family immediately following the screen on which the above roster appears.

**FX** displays family numbers which assigned in the following way: the first person entered is the reference person and is assigned family number 1. All persons related to the reference person will also be assigned family number 1. All persons not related to the-reference person are initially assigned family number 2. The instrument will give you the option of accepting all unrelated persons as family 2, or creating new family numbers. In the above example, Scott Jones was initially assigned family number 2 by the computer, but was later changed to family number 3 by the FR. (Refer to CORRECTING THE HOUSEHOLD ROSTER beginning on page C3-19 for details).

## C. SELECTING FAMILIES TO INTERVIEW

If there is more than one family in the household, you must enter the number of the family with which you wish to continue at the beginning of the Family Section. The following example is based on the Household Roster above.

```
-FAMINT-    ENTER THE FAMILY NUMBER OF THE FAMILY YOU WISH TO
CONTINUE WITH. IF ALL FAMILIES IN THE HOUSEHOLD HAVE BEEN
COMPLETED, ENTER (A) FOR ALL.


            Family Number: 1 2 3

            (A) All families are totally complete.

            (N) No one is available to interview now
            —
```

In a multiple family household, you will return to this screen at the completion (or partial interview) of each family. You have the option of choosing to continue with a different family or, if there are no available respondents for the other families, entering N to exit the case. After you have set final status codes.for all sections for all families, enter A to indicate that all families are totally complete and establish a final outcome code.

# CHAPTER 5. DEF'IN'ITIONS and PROCEDURES

# CHAPTER 5. DEFINITIONS and PROCEDURES

## A. DEFINITIONS

**Adult--A** person 18 years old or older.

**Armed** Forces--"Active duty in the Armed Forces" means full-time active duty in the United States Army, Navy, Air Force, Marine Corps, or Coast Guard, or any National Guard unit currently activated as part of the regular Armed Forces. Included in "active duty" is the 6-month period a person may serve in connection with the provisions of the Reserve Forces Act of 1955 and cadets appointed to one of the military academies, such as West Point, the Naval Academy, etc. Also include persons on full-time active duty in the military service of a foreign nation.

**B&**--Anything used for lying down or sleeping, including a sofa, cot, or mattress. For example, a person who stayed on the sofa watching TV because he/she was not feeling well enough to get around would be considered "in bed".

**Business--A** business exists when at least one of the following conditions is met:

- Machinery or equipment of substantial value in which the person has invested capital is used by him/her in conducting the business. Hand rakes, manual mowers, hand shears, and the like would not meet the "substantial value" criteria.

- An office, store, or other place of business is maintained.

- There is some advertisement of the business or profession by listing it in the classified section of the telephone book, displaying a sign, distributing cards or leaflets, or otherwise publicizing that a particular kind of work or service is being offered to the general public.

  a. Consider the selling of newspapers, cosmetics, and the like as a business if the person buys the newspapers, cosmetics, etc., directly from the publisher. manufacturer, or distributor, sells them to the consumer, and bears any losses resulting from failure to collect from the consumer. Otherwise, consider it as working for pay (job) rather than a business.

  b. Do not consider domestic work in other persons' homes, casual work such as that performed by a craft worker or odd-job carpenter or plumber as a business. This is considered as wage work. Whether or not the person is considered as having a job is described below under Job.

  c. Do **not** consider the sale of personal property as a business.

  d. For questionable or borderline cases, do not consider the persons as having their own business. Determine whether the person is considered as having a job, as described below.

CAPI--Computer Assisted Personal Interviewing.

**CAPI** Instrument--Computerized version of the survey questionnaire displayed on the laptop computer.

**Case Manaeement (CAPI)**--Case Management is a CAPI feature that allows you to manage and control    all of your assigned cases on the laptop computer. Several functions in case management allow you to:

- Display information for each case

- Make required address corrections    `

- Sort cases and get counts of cases for specific categories

- Interview households

- Transmit completed assignments

**Condition--The** respondent's perception of a departure from physical or mental well-being.  In general, consider as a condition any response describing a health problem of any kind.

**Direct** Access--A living quarters has direct access when the occupant(s) can either enter and leave directly from the outside, or enter and leave from a common hall or lobby that is used by occupants of more than one unit.  The hall or lobby must not be part of any unit and must be clearly separate from all units in the structure.

If the only entrance to a living quarters is through a room or hall of another living quarters, it does not have direct access.

**Doctor/Medical doctor** -- These terms refer to both medical doctors (M.D.'s) and osteopathic physicians (D.O.'s). Include general practitioners and all types of specialists. Do not include persons who do not have an M.D. or D.O. degree, such as dentists. oral surgeons, chiropractors, podiatrists, Christian Science healers, opticians, optometrists, psychologists. etc.

**Doctor's Assistant--** This term is respondent defined.  Include any person mentioned by the respondent, for example, general practitioners, psychologists, nurses, chiropractors. etc. However, do not include visits to dentists or oral surgeons.

**Eligible Respondent---any** responsible adult 18 years old or older, or less than 18 if ever married, is an eligible respondent for the Family Section.

**Emancipated Minor--a** person who is either 1)14 to 17 years old and married or living with a partner or 2) 14 to 17 years old and living without the supervision of an adult family member or a legal guardian.

**Extra Unit--An** unlisted living quarters that is discovered by chance during an interview, or when asking the household coverage questions.

**Family--A** single person or a group of two or more related persons living in the same household; for example, the reference person, his/her spouse (or unmarried partner), foster son, daughter, son-in-law, and their children, and the wife's uncle. Additional groups of persons living in the household who are related to each other, but not to the reference person, are considered to be separate families; for example, a lodger and his/her family, or a household employee and his/her spouse. Hence, there may be more than one family living in a household.

Flaps--There are seven different possible flags (single letter codes) that you may see to the left of a person's name in the household/family roster, Flags indicate the status of that person. They are defined below:

    **A** = Armed Forces Member Living at Home
    c = Sample Child
    **D** = Deleted (Nonhousehold Member)
    **P** = Reference Person
    **R** = Respondent
    **S** = Sample Adult
    **E** = Emancipated Minor

**Function Keys**--The function keys along the top of the keyboard, labeled F1 to F10, allow you to move around within the instrument, change answers. enter notes, and many other necessary functions. The Function Keys are defined below:

    F1 = Back-up one item
    F2 = Go forward one item
    F3 = Jump forward to next unanswered item
    F4 = Show all ANSWERED screens for current person
    F5 = Show all ANSWERED screens for ALL persons
    F6 = Change answer (the backspace key performs this function as well)
    F7 = Enter notes for specific question
    F8 = Not used "within instrument" in HIS
    F9 = Not used "within instrument" in HIS
    F10 = Skip to end of interview

    SHIFT-F1 = has no function for HIS
    SHIFT-F2 = Skip to end of Family Section (screen FSTAT)
    SHIFT-F3 = has no function for HIS
    SHIFT-F4 = has no function for HIS
    SHIFT-F5 = Language toggle (not functioning for HIS)
    SHIFT-F6 = Window toggle
    SHIFT-F7 = Show notes for specific question
    SHIFT-F8 = Skip to end of Sample Adult Section (screen ASTAT)
    SHIFT-F9 = Skip to end of Sample Child Section (screen CSTAT)
    SHIFT-F10 = Show Function Keys/Key Assignments

**Group Quarters (GQ)**--A GQ is a type of living quarters where the residents share common facilities or receive authorized care or custody. A GQ does not meet the regular housing unit definition.

**Health Care--Any** kind of medical treatment, diagnosis, examination, or advice provided by a doctor, doctor's assistant, or other health care professional.

Home--any place in which a family member was staying at the time of the doctor's or assistant's visit. It may be the person's own home, the home of a friend or relative, a hotel, or any other place the person may have been staying.

**Hospital Stay (Hospitalization)--A** stay of one or more nights in a hospital. Exclude visits to an emergency room or outpatient clinic, even if they occur at night, unless the person is admitted and stays overnight. Do not include stays in the hospital during which the person does not spend at least one night, even though surgery may have been performed. **Do not include any 'nights in the hospital during interview week.**

If a person was moved (transferred) from one hospital to another, for example, from a general hospital to a veteran's hospital, record each as a separate hospital stay if each lasted overnight or longer.

When a hospitalization is for childbirth, record one hospital stay for the mother and one for the baby.

**Household--The** entire group of persons who live in the sample unit. It may consist of several persons living together or one person living alone. It includes the reference person and any relatives living in the unit as well as roomers, employees, or other persons not related to the reference person.

**Household** Member--Consider the following two categories of persons in a sample unit as members of the household.

- Persons, whether present or temporarily absent. whose usual place of residence at the time of interview is the sample unit.

- Persons staying in the sample unit who have no usual place of residence elsewhere. Usual place of residence is the place where a person usually lives or sleeps the majority of the time. A usual place of residence must be specific living quarters held by the person to which he/she is free to return at any time. Living quarters which a person rents or lends to someone else cannot be considered his/her usual place of residence during the time these quarters are occupied by someone else. Likewise, vacant living quarters which a person offers for rent or sale during his/her absence should not be considered his/her usual place of residence while he/she is away.

**Housing Unit--A** group of rooms or a single room occupied or intended for occupancy as separate living quarters. A housing unit may be occupied by a family or one person, as well as by two or more unrelated persons who share the living quarters. A housing unit does not have

to be a structure. For example, trailers, tents, boats, trucks, buses, caves, and so forth may be housing units if they are used as separate living quarters (See page **B5-8** for the definition of Separate Living Quarters).

**Interview Week**--The week, Monday through Sunday, for which you have been given an assignment.

**Job**--A job exists if there is a definite arrangement for regular work <u>for pay</u> every week or every month. This includes arrangements for either regular part-time or regular full-time work. A formal, definite arrangement with one or more employers to work a specified number of hours per week or days per month, but on an irregular schedule during the week or month, is also considered a job.

*I.* Do not consider a person who is "on call" and works only when his/her services are needed as having a job during the weeks in which he/she does not work. An example of a person "on call" is a substitute teacher who was not called to work during the past week.

2. Consider seasonal employment as a job only during the season and not during the off-season. For example, a ski instructor would not be considered as having a "job" during the off-season.

3. Consider school personnel (teachers, administrators, custodians, etc.) who have a definite arrangement, either written or oral, to return to work in the fall as having a "job" even though they may be on summer vacation.

4. Consider persons who have definite arrangements to receive pay while on leave of absence from their regular jobs to attend school, travel, etc., as having a "job". This may be referred to as "sabbatical leave". Probe to determine if the person is receiving pay if this is not volunteered.

5. Do <u>not</u> consider persons who work on& at an unpaid job on a family farm or in a family business as having a "job" during a period when they are not working.

6. Do <u>not</u> consider persons who <u>do not have a definite iob to which thev can return</u> as having a "job". For example, do not consider a person to have a job if his/her job has been phased out or abolished, or if the company has closed down operations.

**Listing**--**Listing** is writing down on a listing sheet either the addresses or descriptions of living quarters where people live, or could live, within a segment.

**Merged Unit**--**A** unit that results from combining two or more units to form one basic address. **A** merger could involve two single-family homes or two or more apartments in a multi-unit structure. *For a more detailed discussion of Merged Units, refer to page 7-21 in your 11-8, Listing and Coverage Manual.*

**Noninterview Household**--**A** household for which information is not obtained because **1)** the unit is occupied but an interview was not possible, or 2) the unit is occupied entirely by persons

not eligible for interview, or 3) the unit is **not** occupied or not eligible for interview. You must classify noninterview households as either Type **A, B** or C (see Part C for a detailed discussion of each noninterview type).

Poisoning--Swallowing, drinking, breathing, or coming into contact with a poisonous substance or gas. Poisoning may also occur from an overdose of a substance that is nonpoisonous when taken in normal doses. Exclude conditions which are diseases or illnesses, such as poison ivy. poison oak, ptomaine or food poisoning.

**Primary Sampling Unit (PSU)**--PSUs are individual counties that are scientifically selected for the HIS. PSUs are divided into Segments, and you will be assigned to interview in one or more segment.

Probing--A technique used to get more information from a respondent when he/she has given an incomplete or inappropriate answer. See page A2-5 for a discussion of Probing.

**Reference Periods--There** are many different reference periods used in the HIS:

1. **Last** Week--this is the week (7 days) just prior to interview week. The Last Week reference period starts on the Monday, and ends with and includes the Sunday. just prior to interview week. It does not include any days of the interview week. For example. if the interview is conducted on Saturday, April 12, Last Week would refer to the period beginning on Monday, March 31 and ending Sunday, April 6.

2. **Two Week Reference** Period--this is the two weeks (14 days) just prior to interview week. The 2-week period starts on the Monday, and ends with and includes the Sunday, just prior to interview week. It does not include any days of the interview week. For example, if the interview is conducted on Saturday, April 5, the two-week period would refer to the two weeks beginning on Monday, March 17 and ending Sunday, March 30.

3. **30 Day Reference Period--This** is the period one month prior to the Sunday before interview week. It does not include any days of the interview week. For example, if the interview is conducted on Friday. July Il. the 30 day reference period would refer to the 30 day period beginning on Saturday, June 7th, and ending on Sunday, July 6th.

4. **Two Month Reference** Period--This is the period two months prior to the Sunday before interview week. It does not include any days of the interview week. For example, if the interview is conducted on Friday, July 11, the two-month reference period would refer to the two month period beginning on Thursday, May 8th, and ending on Sunday, July 6th.

5. **Three Month Reference** Period--this is defined as 9 l days prior to the day of interview. In most questions that use this reference period the computer will calculate the day that the period begins on and include that in the question. For example, if the day that you are interviewing is May 14, 1996, question FINJ3M in the Family Section will read as follows: "During the past three months, that is, since February 13, 1996, was anyone in the family injured seriously enough that they got medical advice or treatment?" However, not all questions that use this reference period will have the date included in the question.

This reference period is different from the other reference periods in that it ends on the day prior to the day of interview; it includes days in the interview week. Therefore, this reference period changes daily. (The 12-month reference period in the Family and Sample Child sections also ends on the day before the interview.)'

6. **Six Month Reference Period--This** is defined as the six months prior to the Sunday before interview week. It does not include any days of interview week. For example, if the interview is conducted on Monday, July 7th, 1997, the six month reference period would begin on Sunday, January 5th, 1997, and end on Sunday, July 6th, 1997.

7. **Twelve Month Reference Period--In** the Sample Adult section, the 12-month date is "last Sunday's" date a year ago; therefore the 12-month reference period begins on that date and ends on the Sunday night before interview week. For example, for an interview taking place on Wednesday, May 14, 1997, the 12-month period would begin on May 11, 1996, and end on Sunday, May 11, 1997. Again, note that the reference period does not include any days of the interview week. Some questions that use this reference period will include the date that the period begins on in the question. and others will not.

In the Family and Sample Child sections, the twelve month reference period is defined as today's date one year ago. For an interview taking place on Wednesday, May 14, 1997, for example, the 12-month period will begin on May 14, 1996, and end the day before the interview. This reference period does include days of the interview week. Some questions in the Sample Child section that use this period will include the starting date in the question, and others will not. None of the questions in the Family Section will include the starting date in the question.

Reference Person--This is the person *or* one of the persons, 18 years old *or* older, who owns or rents the sample unit, that is, the first person mentioned by the respondent in the household roster. If more than one household member owns or rents the sample unit, or if none of the household members owns or rents the sample unit, designate the oldest household member as the reference person. If no household member is 18 years old or older, designate the oldest person that owns or rents the sample unit as the reference person.

Related--Related by blood, marriage, or adoption. Consider foster children and wards as related.

**Realacement--A** structure or mobile home that now exists where a previously listed structure or mobile home once stood, but has been demolished or moved since it was originally listed.

**Respondent--A** person who provides answers to the survey questions.

a. **Self-resuondent--A** person who responds to questions about himself/herself.

b. **Proxv-resoondent--A** person who responds to questions about other family/household members.

**Responsible--Mentally** and physically able to provide adequate responses to the questions.

**Roster (Household/Family Roster)--At** the bottom of many screens there will be a household/family roster showing a list of all the people in the household or family. If the Roster is too long to fit all in one window, press SHIFT-F6 (window toggle) and then the Page Down key to view the rest of the roster. Some rosters will contain only those family members to which a question applies, such as only adults displayed at the wages and salary screen.

**Sample Adult--One** randomly selected adult is chosen from each family.

**Sample Child--One** randomly selected child is chosen from each family with one or more children.

**Sample Unit--The** individual addresses at which-you must conduct interviews.

**Screening--a** procedure used to "oversample" Blacks and Hispanics in order to increase the reliability of health statistics for these groups. In most sample segments, some units will be designated for screening and you will complete the entire HIS interview only if such a unit contains at least one Black or Hispanic member. If such a sample unit contains no Black or Hispanic residents, the instrument will classify the unit as a Type B noninterview.

**Segments (Sample Segments)**--A group of housing units or a well-defined land area. There are two types of segments in the HIS: Area Segments, which are defined land areas, and Permit Segments, which are samples of new construction addresses. Refer to your 1 l-8 Listing and Coverage Manual for a detailed discussion of each segment type.

**Separate Living Quarters**--One in which the occupants live and eat separately from all other persons on the property, and have direct access from the outside, or through a common hall or lobby *(such as in some apartment buildings)*.

**Surgery or Operation--These** terms are respondent defined.

Work--Include the following as work:

1. Working for pay (wages. salary, commission, piecework rates. tips. or "pay-in-kind" such as meals, living quarters, or supplies provided in place of cash wages).

2. Working for profit or fees in one's own business, professional practice, partnership. or farm even though the efforts may produce a financial loss.

3. Working as a civilian employee of the National Guard or Department of Defense.

4. Participating in a government sponsored work program such as Public Employment Program (PEP), Volunteers in Service to America (VISTA), Foster Grandparent Program, Work Incentive Program (WIN), etc.

Do not include the following as work:

1.   Unpaid work which does not contribute to the operation of a family business or farm (e.g., home  housework).

2.   Unpaid work for a related household member who is a salaried employee and does not operate a farm or business (e.g., typing for a wife who is a lawyer for a corporation).

3.   Unpaid work for an unrelated household member or for a relative who is not a household member.

4.   Volunteer or other unpaid work for a church, charity, political candidate, club, or other organization, such as the Red Cross, Community Fund, etc.

5.   Service in the Armed Forces, including time\ while on temporary duty with the National Guard or Reserves.

6.   Owning a business solely as an investment to which no contribution is made to the management or actual operation (e.g., owning a grocery store which someone else manages and  operates).

7.   Jury duty.

8.   Participating in a government sponsored program such as Job Training Partnership Act (JTPA) if it involves only training in a school or other institutional setting, and does not include on-the-job training (if it includes a combination of on-the-job training and classroom training, consider the person as working; count only the time spent on the job as working).

9.   Work without pay in a business or farm operated by a related household member.

**Work-Loss** Days--Missing more than one-half of the usual work day from a job or business because of illness or injury.

Year Built--refers to the original construction completion date. Consider construction as completed  when:

   ❖ All exterior windows and doors have been installed

   ❖ The usable floors are finished, **and**

   ❖ The unit is ready for occupancy

Year Built does not apply to:

   ❖ Any later remodeling

   ❖ Any additions to previously existing structures

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❖ Conversions (commercial or residential) within structure, **or**

❖ The date a house was moved to another site or lot.


## B.    PROCEDURES

1.   <u>Locating the Address</u>--**Most** addresses in your assignment can easily be located based on your general knowledge of your interviewing area.  If you have difficulty locating an address, see chapters 3 and 5 of your l 1-8, Listing and Coverage Manual. Other suggestions   include:

- <u>Maps</u> of your interview area may be available from various sources, such as the Chamber of Commerce, local government offices, automobile clubs, private firms that sell maps, some service stations, and local or state highway departments. Ask your supervisor before purchasing any maps, since you may be reimbursed for the cost of the maps.  Your Segment folders should contain maps done at the time of listing.

- Post Office employees are familiar with the locations of addresses, and are the best sources of information on the locations of "rural route" mail delivery addresses.

- Police, fire, and other local government officials, such as assessors, building inspectors, and zoning officials, may be helpful.

- Local business persons who deal with people in the area may be able to explain the location of an address.

- Utilities such as electric companies and telephone companies service most households in an area and may be helpful in locating many.

Remember when inquiring about addresses or residents, you may say you are a representative of the Bureau of the Census and you are conducting a survey for the National Center for Health Statistics, which is part of the U.S. Public Health Service. but you must not mention the particular name of the survey.

2.   <u>Contacting the Household</u>--**After** you locate an address, list or update at that address if applicable (see your 11-8 Listing and Coverage Manual for listing and updating instructions). Then, visit the household at the sample unit and introduce yourself using an introduction similar to the one discussed on page A2-1.

   a.   <u>No One Home on First Visit</u>--**If** no one is home on your first visit. find out from neighbors, janitors, etc., what the best time would be to contact the occupants of the sample  unit.

- Try to find out from neighbors, janitors, of other knowledgeable persons when the occupants will be home; however, do not identify the specific name of the survey. Note the time in the F7 notes section of the **CAPI instrument** and/or in a notebook, and call back at that time.

- Fill a Request for Appointment (Form I l-38 or I l-38a) indicating when you plan to call back. Enter your name and telephone number in the space provided. Also, enter the date and time you plan to call back in the F7 notes section of the **CAPI** instrument, and/or in a notebook. Do not leave this form where it is easily visible. as this may anger the respondent.

- , If you are able to determine that the occupants are temporarily absent (according to the conditions listed in Part C under Type A Noninterviews), follow the instructions under Type A Noninterviews in Part C.

   b.  **No One Home on the Second and Subsequent Visits--If** no one is home on the second and subsequent visits, use the suggestions below, as well as suggestions from your supervisor, as an aid in establishing contact with the household.

- Visit the address at different times of the day and night.

- Ask neighbors, janitors, and knowledgeable persons when the occupants will be at home.

- If the occupant's name is available from a mailbox or from a knowledgeable person, look up the name in a telephone directory.  If you find the name <u>at that address</u> in the directory, you may use the telephone in an effort to arrange a visit. (Do <u>not</u> look inside the mailbox to get the household name.)

Remember when inquiring of neighbors or other persons about the occupants, say that you are a representative of the Bureau of the Census and you are interested in contacting the occupants for a survey for the National Center for Health Statistics, which is part of the U.S. Public Health Service, but you must not mention the particular name of the survey.

   c.  **Number of Callbacks to Obtain an Interview--It** is important to obtain as many interviews as possible; therefore, we are not prescribing a specific number of callbacks. In some cases, you may have to make many callbacks before you are able to interview the respondent.  For most cases, however, one or two visits will be sufficient to obtain the interview.

3.  <u>**Changing the Reference Person and Relationships to the Reference** Person-</u>-In certain situations, it may be necessary to change the reference person. For example, a new reference person must be designated if the original one is not a household member, such as an Armed Forces member not living in the sample unit.

Whenever you change the Reference Person, you must also review all recorded relationships of the other household members and correct them as necessary for the new Reference Person.

Both of these corrections can be made on a screen called UPDATE2:

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-UPDATE2-    FR: ARE ANY CORRECTIONS NEEDED IN THE HOUSEHOLD
             ROSTER? FOR EXAMPLE, HAS THE APPROPRIATE PERSON BEEN
             DESIGNATED AS THE REFERENCE PERSON AND ARE ANY
             RELATIONSHIPS TO THE REFERENCE PERSON INCORRECT?
             PRESS "SHIFT-F6" TO SWITCH WINDOWS.

             (1) Yes, change Reference Person
             (2) Yes, change Relationships
             (3) No corrections/no more corrections
```

Choose option "1" to change the Reference Person; choose option "2" to change the relationships to the Reference Person; and choose option "3" to accept the roster and proceed with the interview.

4. **Two-Week Doctor Visits**

   a. **Include** as doctor visits:

   ● A visit by or for the person to the doctor or doctor's assistant for the purpose of obtaining medical advice, treatment, testing, or examination. For example, if a mother visits the doctor about her child, count this as a doctor visit for the child.

   ● A visit to a doctor's office, clinic, hospital emergency room, or outpatient department of a hospital where a person goes for treatment or examinations even though a doctor may not actually be seen or talked to.

   ● A visit by the doctor or doctor's assistant to the person. If the doctor or doctors assistant visits the home to see one patient and while there examines or professionally advises another member of the household, count this as a "doctor visit" for each individual receiving the doctor's or assistant's attention.

   ● Telephone calls to or from a doctor or assistant for the purpose of discussing the health of the person. Include calls to or from a doctor or assistant for obtaining or renewing a prescription or calls to obtain the results of tests or X-rays. Count the telephone call as a doctor visit for the person about whom the call was made. For example, if the wife calls the doctor about her husband's illness because he is too ill to call himself, count the call for the husband, not the wife.

- Medical advice obtained from any nonhousehold member (related or not) who is a doctor, even if this is done on an informal basis.

- Laboratory visits.

- Physicals for athletes or the U.S. Armed Services.

- Visits to a nurse at work or school unless such visits were mass visits. For example. include an individual visit, but exclude visits by all or many persons for the same purpose, such as for TB tests, hearing exams, etc.

b.    **Exclude as doctor visits:**                .

- Visits made by a doctor or assistant while the person was an overnight patient in the hospital.

- Visits for shots or examinations (such as X-rays) administered on a mass basis. If it is reported that the person went to a clinic, a mobile unit, or some similar place to receive an immunization, a chest X-ray, or a certain diagnostic procedure which was being administered identically to all persons who were at the place for this purpose, do not count this as a doctor visit. Do not include immunizations or examinations administered to children in schools on a mass basis as doctor visits. *(Physicals for athletes or the U.S. Armed Services are NOT considered mass visits; count these as doctor visits.)*

- Telephone calls made between a pharmacist and a doctor to obtain, renew, or verify prescriptions or calls made between the person and a pharmacist. Also EXCLUDE calls for appointments, inquires about a bill, and other topics not directly related to the person's health, and calls that are connected to a recording.

- Visits to dentists or oral surgeons.

- Self-treatment or medical advice prescribed for one's self

- Medical advice or treatment given at home by a related household member who is a       ˍ doctor.

c.    **Special Situations--The** following instructions apply to other medical contacts and special situations.  Do not probe to determine if any of these situations occurred.  If the respondent reports the information or raises a question. use the procedures given below so that all doctor visits will be properly counted.

   1.    **Two or more doctors seen on the same visit--If** two or more doctors are seen on the <u>same</u> visit, each doctor seen counts as a separate doctor visit. Indicate this type of situation in an F7 note.  Situations of this kind may occur when a person visits a clinic where he/she sees doctors with different specialties; for example, a dermatologist in one office and an internist in another office. It

might also occur when a person visits his/her family doctor, who, in the course of the visit, calls in a specialist to examine or treat the person.

2. **Doctors and assistants seen on the same visit--A** visit in which the person sees both a doctor and one or more of the doctor's assistants who work under <u>this</u> doctor's supervision should be counted as only <u>one</u> doctor visit. For example, if the person sees a nurse and then the doctor who supervises that nurse, count this as only one visit. If, however, the person sees both a doctor and a doctor's assistant supervised by a <u>different</u> doctor, this counts as two visits. For example. if a patient sees a doctor and then is referred to a physical therapist who works under the supervision of another doctor, two visits should be recorded.

3. **More than one assistant seen on the same visit--When** the person sees more than one assistant on the same visit, count as a separate visit each assistant seen who works under the supervision of a <u>different</u> doctor. If each of the assistants seen on the same visit works under the supervision of the same doctor, count this as only one visit. For example, count it as two visits if the person first saw one doctor's nurse and then was referred to another doctor's therapist. Count it as one visit if the person first had his/her blood pressure checked by one nurse and temperature checked by another, both working for the same doctor.

4. **Laboratory visits--Do** not probe to determine if a visit took place at a laboratory. However, if a laboratory visit is reported, count this as a doctor visit.

5. **Identifying Families and Assigning Family Numbers--The** reference person and all persons related to the reference person will be assigned family number 1. All persons unrelated to the reference person will be assigned family number 2. If all those assigned family number 2 are not related to each other, you will need to assign new family numbers. You can change family numbers at screen FAMNUM in the Household Composition section:

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FAMNUM-   FR:PROBE AS NECESSARY TO ESTABLISH RELATIONSHIPS OF PERSON(S) NOT RELATED TO THE REFERENCE PERSON. THE REFERENCE PERSON'S FAMILY NUMBER IS NUMBER "1"; THE FIRST UNRELATED PERSON OR FAMILY IS NUMBER "2"; THE SECOND UNRELATED PERSON OR FAMILY IS NUMBER "3", AND SO FORTH. PRESS "SHIFT-F6" TO SWITCH WINDOWS.

DO NEW FAMILY NUMBERS NEED TO BE ASSIGNED TO ANY HOUSEHOLD MEMBERS?

   (1) Yes, additional numbers
   (2)   No, all are in family "2"

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6. **Industry and Occuation--For** currently employed Sample Adults, describe the person's main job or business. The detail asked for in these questions is necessary to properly and accurately code each occupation and industry. This information can be combined with various health data collected in the HIS to compare the **relationships** between jobs and health, exposure to hazards, time lost from work, and other variables.

   a. **Definitions**

      1. **Kind of business or industry--The** major activity of the establishment or business in which the person worked.

      2. **Employee of a PRIVATE company, business, or individual for wages, salary, or** commission--Working for a private employer for wages, salary, commission. or other compensation such as tips, piece-rates, or pay-in-kind. The employer may be a large corporation or a single individual, but must not be part of any government organization. This category also includes paid work for settlement houses, churches, union, and other nonprofit organizations and work for private organizations doing contract work for government agencies.

      3. **FEDERAL Government employee--**Working for any branch of the Federal Government, including persons who were elected to paid federal offices and civilian employees of the Armed Forces and some members of the National Guard. Also include employees of international organizations (e.g., United Nations) and employees of foreign governments such as persons employed by the French Embassy of the British Joint Services Mission. Exclude *employees of the American Red Cross, the U.S. Chamber of Commerce, and similar civil and natiortal organizations which are considered as **PRIVATE** businesses.*

      4. **STATE Government Employee--**An employee of a state government, including paid state officials (including statewide JTPA administrators), state police; employees of state universities, colleges, hospitals, and other state institutions; and most full-time employees of the National Guard.

      5. **LOCAL Government Employee--**An employee of cities, towns, counties, and other local areas, including city-owned bus lines; municipally-owned electric power companies, water and sewer services; local JTPA offices; and employees of public elementary and secondary schools.

      6. **Self-Emploved--Persons** working for profit or fees in their own business, shop, office, farm, etc. Include persons who have their own tools or equipment and provide services on a contract, subcontract, or job basis such as carpenters, plumbers, independent taxicab operators, or independent truckers. *This does not apply to superintendents, foremen, managers, or other executives hired to manage a business or farm, salesman working for commission, or officers of corporations. Such persons are considered as employees of PRIVATE companies.*

7. **Working WITHOUT PAY in a Family Business or** Farm--Working on a farm or in a business operated by a related member of the household, without receiving wages or salary for work performed. *Room **and** board and a cash allowance are **not** considered as pay for these family **workers**.*

b. **General Instructions--The** work related questions are asked near the end of the Sample Adult Section. These questions provide a full description of a person's job or business.

1. There are different paths through this set of questions, depending on the Sample Adult's work status as reported in the family section. If the Sample Adult was working at a job or business LAST WEEK you will go through several screens to collect a full description of his/her job or business and some of the benefits of the job.

2. All entries in these items must refer to the <u>same</u> job or business and must present a <u>consistent</u> picture since you are describing only one job, business, or profession. When you find an inconsistency, probe to obtain complete and consistent entries. For example, if a respondent told you that he works at Bob's Surf Shop and his most important activities are selling ice cream, this may be inconsistent. Probe to determine the correct information.

3. If a person worked at (or held) more than one job during the past week, or operated a farm or business and also worked for someone else, describe the one job or business at which he/she worked the <u>most hours</u>. If the person worked the same number of hours at all jobs, enter the one job or business at which he/she has been <u>employed the longest</u>. If the person was employed at all jobs the same length of time, enter the one job or business which the respondent considers to be the <u>main</u> one. You will have the opportunity to record multiple jobs at the end of this question set.

4. Consider persons who are working through an employment contractor to be working for the contractor, <u>not</u> the individual employer to whom they are assigned. For example, a person assigned a job by "Kelly Girls" as a typist for an insurance firm, you would enter "Kelly Girls" at the screen which asks "for whom did you work?", and "Temporary employment contractor" at the 'screen which asks "what kind of business or industry is this?"

5. For persons enrolled in government-sponsored programs, record the specific employer rather than the government program. For example, in the case of JTPA programs, it is possible for an individual to actually work for either the local government or a private employer. If in doubt as to whom the employer is, ask who pays the wages or salary and consider them the employer.

6. Whenever you have difficulty determining who the actual employer is, apply the "who pays" rule of thumb-ask who pays the wages or salary and consider the payer as the employer.

*Example: A person may say that he/she works for **Local #212** of the plumber's union. However, during the past. week he/she was working on a new construction project and was paid by Acme Contractors. **Therefore,** "Acme Contractors" would be the employer, not the union.*

7. Distinguish between different types of farm workers. The table on the following page gives <u>examples</u> of the proper entries for various types of farm workers.

| Kind of Farm Worker | For whom did you work at your main job or business? | What kind of business or industry is this? | What kind of work were you doing? | What were your most important activities on this job or business? | Were you ...* |
|---|---|---|---|---|---|
| a. Person responsible for operation of farm. as owner, tenant. or sharecropper. | own farm or self | farm | farmer or sharecropper | all farm work | 5 |
| b. Person doing general farm work for <u>wages</u>. | Martin Farm, Inc. or father's farm | farm | farm hand | runs a tractor | 1 |
| c. Household relative of farmer doing work on the family farm without pay. | Oliver's Acres or family farm | farm | farm helper | repairing fences | 6 |
| d. Person hired to manage a farm for someone else. | Jones' Plantation | farm | farm manager | keeping records | 1 |
| e. Person who goes from farm to farm performing farm operations on a contract basis, using own equipment. | own business | harvesting farm crops | farm service worker | running own combine | 5 |
| f. Person hired to supervise a group of farm hands. | Baker's Farm | farm | farm foreman | supervise farm laborers | 1 |
| g. Person hired to do a specific farm job. | Seaview Farm | farm | fruit picker, cotton chopper, etc. | picking fruit, chopping cotton, etc. | 1 |
| h. Farm worker on Government-operated farm. | state farm agency | state agric. exper. farm, county farm, etc. | farm manager, farm hand, fruit picker, etc. | keeping records, feeding livestock, picking fruit, etc. | 2, 3, or 4 |

\* Were you-

    (1)    An employee of a PRIVATE company, business, or individual for wages, salary, or commission?
    (2)    A FEDERAL government employee?
    (3)    A STATE government employee?
    (4)    A LOCAL government employee?
    (5)    Self-employed in your OWN business. professional practice, or farm?
    (6)    Working WITHOUT PAY in a family business or farm?

When the place of work is a ranch, follow the same procedures used for a farm. Use the terms "rancher" instead of "farmer", "ranch hand" instead of "farm hand". etc. If you have difficulty deciding whether a place is a farm or ranch. consider it to be a farm.

c. **Determining Employer--**"For whom did you work at your <u>main</u> job or business'?" (EMPLYR)

1. Enter the full and esact <u>name</u> of the company, business. government agency. or other employer. Do <u>not</u> use abbreviations unless that is all the respondent can give you for the name of the employer. For persons who work or last worked for employers without company names (such as a farm. dentist's or layer's office. etc.). enter the name of the owner. For persons who worked for several different employers. like odd-job or domestic workers. day workers. baby-sitters, etc.. enter "various persons".

2. Government--For employees of a government agency, record the specific organization and indicate whether the organization is Federal (U.S.). state. county. etc. For esample. <u>U.S.</u> Treasury Department. STATE Highway police. <u>CITY</u> tax office. <u>COUNTY</u> highway commission. It is notcient to report merely "U.S. Government". "City Government". "police department". etc. *NOTE: There are some persons who work full-time for the National Guard. These are considered civilian employees of the State, and should have this item completed as any other State employee. regardless of whether or not they normally wear a uniform.*

3. Self-Employed--If the person is self-employed. ask if the place of business or establishment has a name (such as Twin City Barber Shop. Capitol Construction. etc.) and enter this as their employer. If there is no business name. enter "self-employed", "own busines"family farm". etc.

d. <u>Kind of Business or **Industry**--</u>"What kind of business or industry is this'?"

1. In order to give a clear and esact description of the industn-, the entry must indicate both a general and a specific function for the employer; for example. copper mine. fountain pen manufacturer. wholesale grocery retail bookstore, road construction. shoe repair service. etc. The words "mine". "manufacturer". "wholesale". "retail", "construction". and "repair service" show the general function. The words "fountain pen". "grocery". "bookstore". "road". and "shoe" indicate the specific function.

2. Do <u>not</u> use the word "company" in this entry. It does not give useful information. If the respondent reports that he/she works for a metal furniture company. ask. "What does the company do?" Ii they sell furniture. ask. "Do they sell to other stores (which would be wholesale) or to individuals (which would be retail)'?" In this example. the possible replies would be "metal fumiture'manufacturer". "furniture wholesaler". or "furniture retailer". *Now that. where possible. you should specify for furniture manu facturers the major material used--wood. metal.*

*plastic, etc., but for the selling operation, it is not necessary, since furniture wholesalers and retailers very often sell various types.*

3.     Some firms carry on more than one kind of businkss or industrial activity. If several activities are carried on at the same location. describe only the major activity of the establishment. *For example, employees in a retail salesroom located at the factory of a company primarily engaged in the manufacturing of men's clothing should he reported as working in "Men's clothing manufacturing".*

  a.   If the different activities are carried on at separate locations. describe the activity at the place where the person works. *For example, report a coal! mine owned by a large steel manufacturer as "coal mine"; report the separate paint factory of a large chemical! manufacturer as "paint manufacturing".*

  b.   A few specified activities, when carried on at separate locations. are exceptions to the above. Record the activity of the parent organization for research laboratories, warehouses. repair shops. and storage garages. when these kinds of establishments exist primarily to serve their own parent organizations rather than the public or other organizations. *For example, if a retail department store has a separate warehouse for its own use. the entry for the warehouse employees should he "retail department store" rather than "warehouse ".*

4.     It is essential to distinguish among manufacturing. wholesale, retail. and service companies. Even though a manufacturing plant sells its products in large lots to other manufacturers. wholesalers. or retailers. report it as a manufacturing company  Use the following as a guide:

  a.   A wholesale establishment buys. rather than makes, products in large quantities for resale to retailers, industrial users. or to other wholesalers.

  b.   A retailer sells primarily to individual consumers or users but seldom makes products.

  c.   Establishments which render services to individuals and to organizations *such as hotels. laundries. cleaning, dyeing shops, advertising agencies. and automobile repair shops* are engaged in providing services. Report them as retailers, but show the type of services provided. *for example, "Retail TV and VCR repair ".*

5.     Manufacturer's Sales Office: Record a separate sales office set up by a manufacturing firm to sell to other business organizations and located away from the factory or headquarters of the firm as "(product) manufacturers' sales office". *For example. a St. Louis shoe factory has a sales office in Chicago: "shoe manufacturer's sales office" is the correct entry for workers in the Chicago office.*

6.     Business in own home: Some people carry on business in their own homes. Report these businesses as if they were carried on in regular stores or shops. *For example. dressmaking shop. lending library. retail antique furniture store.*

*insurance agency. piano teaching boarding house. rest home, boarding children (for a foster home), etc.*

7.	Domestic and other private workers: When the name of a single individual is given as the employer. find out whether the person works at a place of business or in a private home. The proper industry entry for a domestic worker employed in the home of another person is "private home". For a person cleaning a doctor's office which is in the doctor's own home. the proper entry is "doctor's office". This also applies to other types of offices. such as dentists or lawyers.

8.	Persons placed on jobs through union hiring halls or other similar registers often report working for the union, In this situation. probe to determine who pays the person--the union or the site employer--and complete this item for the one who pays.

	*Note: See Appendix B.5 for examples of adequate and inadequate entries for the kind of business and industry.*

e.	**Kind of Work and Work** Activities--"What kind of work were you doing?" and "What were your most important activities on this job or business?".

The answer to "what kind of work were you doing'?" should describe clearly and specifically the kind of work or nature of duties performed by the person. The answer to "what were your most important activities on this job or business?" should tell you the person's most important activities or duties, The responses to these two questions will give the sponsor the information needed to accurately classify the person's occupation

1.	When the combination of entries to these two questions does not give you an adequate description of the persons occupation. ask additional probing questions until the total combined information adequately describes the person's job.

2.	Examples of combined entries: The following example is provided to help clarify the use of the combined information in these two work questions.

| Inadequate | Adequate | Adequate |
|---|---|---|
| Mechanic | Mechanic | Mechanic. auto body repair |
| Repairs cars | Fixes dents. | Repairs cars |
|  | replaces fenders. |  |
|  | and other repairs |  |
|  | to auto bodies |  |

	In this example. it is important to distinguish between the person who works on auto bodies from the person who does automobile engine repair work. Either of the above adequate combined responses does that.

	*Note: See Appendix B.5 for more examples of adequate and inadequate entries for "what kind of work were you doing?"*

*3.*     When a person is self-employed, ask the occupation question as worded: "What **kind** of work were you doing?" Do **not** enter "manager" as the occupation unless the person actually spends most of the time in the management of the business. If the person spends most of-the time in his/her trade or **craft.** record that as the occupation. that is, shoe repair, beautician, or carpenter, as the case may be.

**4.**     You may encounter occupations which sound strange to you. Accept such entries if the respondent is sure the title is correct. *For example, "sand hog" is the title for a certain worker engaged in the construction of underwater tunnels, and "printer's devil" is sometimes used for an apprentice printer.* Where these or any other unusual occupation titles are entered, add a few words of description if the combined entries are not **sufficiently** clear.

5.     <u>Some special situations</u>

a.     <u>Aourentice versus trainee</u>--An apprentice is under **written** contract during the training period but a trainee may not be. Include both the occupation and the word "apprentice" or "trainee". as the case may be. in the description. *for example. "apprentice plumber" or "buyer trainee".*

b.     <u>Baby-sitter versus boarding children</u>--A baby-sitter usually cares for children in the home of the employer. However. when the children are cared for in the worker's own home. the occupation is "boarding children".

c.     <u>Contractor versus skilled worker</u>--A contractor is engaged principally in obtaining building or other contracts and supervising the work. Classify a skilled worker who works with his/her own tools as a carpenter. plasterer. plumber. electrician. and the like. even though he/she hires others to work for him/her.

d.     <u>Paid housekeeper versus housemaid</u>--A paid housekeeper employed in a private home for wages has the full responsibility for the management of the household. A housemaid (general house-work). hired helper. or kitchen help does not.

e.     <u>Interior decorator versus painter or paperhanger</u>--An interior decorator designs the decoration plans for an interior of homes, hotels. offices, etc., and supervises the placement of the furniture and other decorations. A house painter or paperhanger only does painting or hangs paper.

f.     <u>Machinist versus mechanic versus machine operator</u>--A machinist is a skilled craftsman who constructs metal parts. tools. and machines through the use of blueprints. machine and hand tools. and precise measuring instruments. A mechanic inspects. services. repairs. or overhauls machinery. A machine operator operates a factor), machine *(drill press operator. winder. etc.)*

g.  Secretary versus official secretary--Use the title "secretary" for secretarial work in an office; report a secretary who is an elected or appointed officer of a business, lodge, or other organization as an "official secrete".

h.  Names of departments or places of work--Occupation entries which give only the name of the department 'or a place of work are unsatisfactory. *Examples of such unsatisfactory entries are "works in warehouse". "works in shipping department ". "works in cost control".* The occupation entry must tell what the worker does. not what the department does.

6.  Importance of the Work Activity question--The responses to the activity question are very important for coding purposes. Although the question may seem redundant in some cases. the responses often permit more accurate coding of the occupation. We cannot provide you with a complete list shouing when an activity response together with the job title is adequate or when additional probing is necessary.

## f. Class of Worker

-WRKCAT-
    FR:HAND CARD A8.

    Looking at the card. which of these best describes your current job or work situation?
            (H)
     FR: READ IF NECESSARY.

        ( 1) An employee of a PRIVATE company. business, or individual
            for wages, salary, or commission?
        (2) A FEDERAL government employee?
        (3) A STATE government employee'?
        (4) A LOCAL government employee'?
        (5) Self-employed in OWN business. professional practice or farm?
        (6) Working WITHOUT PAY in family business or farm'?

Record the class of the worker by choosing one of the six categories. The information on the screen which asks "What kind of business or industry is this'?" will usually be sufficient for identifying "class of worker". If the information previously supplied is not adequate for this purpose. ask additional questions as necessary, for example. "Were you a local government employee?"

When in doubt. use the "Who pays" criterion. that is, record the class of worker category according to who pays the person's wages or salary.

1.  If a person has more than one job or business. be sure to select the category that applies to the one job or business entered in the previous questions in this section.

2. Cautions regarding class-of-worker entries:

(a) <u>Corporation employees</u>--Report employees of a corporation as employees of a <u>private</u> employer (except for a few cases of employees of government corporations, such as the Commodity Credit Corporation. who must be properly reported as Federal Government employees). Do <u>not</u> report corporation employees as owning their business even though they may own part or all of the stock of the incorporated business.

(b) <u>Domestic work in other persons' homes</u>--Report house cleaner, launderer. cook. or cleaning person working in another person's home as working for a <u>private</u> employer.

(c) <u>Partnerships</u>--Report two or more persons who operate a business in partnership as self-employed in own business. The word "own" is not limited to one person..

(d) <u>Public utility employees</u>--Although public utilities (such as transportation. communication. electric light and power. gas. water. garbage collection. and sewage disposal facilities) are subject to government regulations. they may be owned by either government or private organizations. Distinguish between government-operated and privately-owned organizations in recording class of worker for public utility employees.

(e) <u>Work for pay "in kind"</u>--Pay "in kind" includes room. board. supplies. and food. such as eggs or poultry on a farm. This is considered pay except for a member of the family. Report persons who work for pay "in kind" as employees of a private company or individual.

(f) <u>Work on an odd-job or casual basis</u>--Report work on an odd-job or casual basis as work by an employee for a private company. business. or individual *For example, do nor report the baby-sitter employed in other people'? households as self-employed.*

(g) <u>Clergymen and nuns</u>--Enter "1" for preachers. ministers. priests. rabbis. and other clergymen except in the following two cases:

Record clergy working in a civilian government job. such as a prison chaplain. as a government employee--"2." "3." or "4".

Record clergy not attached to a particular congregation or church organization. who conduct religious senices in various places on a <u>fee</u> basis. as <u>self-employed</u> in their <u>own</u> professional practice--"5".

Enter "1" for nuns who receive pay in kind

(h) <u>Registered and practical nurses</u>--private duty--For nurses who report "private duty" for kind of business. enter "5".

(i) <u>PX (Post exchange). officer's club. N.C.O. club employees. etc.</u>-- Record persons working in a PX, officer's club, N.C.O. club, or similar organization which is usually located on a government reservation as " 1 ". Such nonprofit organizations are controlled by private individuals elected by some form of membership.

(j) <u>Foster parents and child care in own home</u>--Foster parents and other persons who consider themselves as working for profit and who provide child care facilities in their own homes are furnishing the shelter and meals for certain time periods and are to be considered as operating their own business: enter "5".

(k) <u>Boardinghouse keepers</u>--For boardinghouse keepers who consider themselves as working and who perform this work in their <u>own homes</u>. enter "Own home" for industry. and enter "5" for class of worker. Record "boarding house" for industry with " 1 " for class of worker for those who do this work for someone else for wages or salary or pay in kind.

(l) <u>Sales or merchandise emulovees</u>--Report persons who own a sales franchise and are responsible for their own merchandise and personnel as "Retail or Wholesale Sales" for industry with "5" for class of worker. Report persons who do sales work for someone else *(such as an Avon or Tupperware representative)* as " 1" for class of worker. Also for such people. indicate whether they sell do&-to-door or use the party plan method.

(m) <u>Post office and TVA employees</u>--Report persons who work for the Postal Service and Tennessee Valley Authority as Federal employees and enter "2" for class of worker.

(n) <u>Comsat. Amtrak. and Conrail</u>--Comsat. Amtrak. and Conrail are private companies and you should report the employees of these companies as " 1 ."

(o) <u>Persons who work for public transportation, harbor. airport. housing. etc.. Authorities</u>. such as the Chicago Transportation Authority or the New York Port Authority. who get their money from any combination of Federal. State or Local funds and user fees. should be reported as " 1."

(p) <u>Persons who work full-time for the National Guard</u> are considered as civilian employees of the State and therefore be recorded as "3".

7.    **Making** Corrections--It may be necessary to change an answer the respondent has given you. This can happen because the respondent gives you incorrect information. such as the wrong month for another household member's date of birth. or reporting injuries/poisonings. hospital stays or doctor  visits that are not within the correct reference period. When this happens you will have to make the   necessary corrections. If you have not yet left the screen where the correction needs to be made. you can either press F6 (Change entry) and enter the correct answer. or you can use the backspace key to erase the incorrect answer and then enter the correct   information.

---

If you have already left the screen where the correction needs to be made, you will have to go back to that screen using the F l key (back up one item) and *then* make the necessary change(s), using either the F6 key, or the backspace key.  Changing an answer may require pressing F l several times to reach the necessary screen.

**APPENDIX B.5 Examples of Adequate and Inadequate Entries for Type of Occupation and Kind of Work**

**APPENDIX B.5**      **EXAMPLES OF ADEQUATE AND INADEQUATE ENTRIES FOR TYPE OF BUSINESS OR INDUSTRY AND TYPE OF WORK.**

**A. Examples of adequate and inadequate entries for type of business or industry.**

| Inadequate | Adequate |
|---|---|
| Agency | Collection agency, advertising agency, real estate agency, employment agency, travel agency, insurance agency. |
| Aircraft components<br>Aircraft parts | Airplane engine parts factory, propeller manufacturing, electronic instruments factory, wholesale aircraft parts, etc. |
| Auto or automobile components<br>Auto or automobile parts | Auto clutch manufacturing, wholesale auto accessories, automobile tire manufacturing, retail sales and installation of mufflers, battery factory, etc. |
| Bakery | Bakery plant *(makes and sells to wholesalers, retail stores, restaurants, or home delivery)*, wholesale bakery *(buys from manufacturer and sells to grocers, restaurants, hotels, etc.)*, retail bakery *(sells only on premises to private individuals but may bake its own goods on premises,)*. |
| Box factory | Paper box factory, wooden box factory, metal bos factory. |
| City or city government | City street repair department, City Board of Health, City Board of Education. |
| Private club | Golf club, fraternal club, night club, residence club. |
| Coal company | Coal mine, retail coal yard, wholesale coal yard. |
| Credit company | Credit rating service, loan service, retail clothing store *(sometimes called a credit company)*. |
| Dain | Dairy farm, dairy depot, dairy bar, wholesale dairy products, retail dairy products, dairy products manufacturing. |
| Discount house<br>Discount store | Retail drug store, retail electrical appliances, retail general merchandise, retail clothing store, etc. |
| Electrical components manufacturer<br>Electrical parts manufacturer<br>Electronic components manufacturer<br>Electronic parts manufacturer | Electronic tube factor\, memory core manufacturing, transistor facto?, manufacturer of tape readers, etc. |

| Inadeauate | Adeauate |
|---|---|
| Engineering company | Engineering consulting firm. general contracting. wholesale heating equipment. construction machinery factor).. |
| Express company | Motor freight. railway express agency. railroad car rental (for Union Tank Car Company. etc.). armored car service. |
| Factory. mill. or plant | Steel rolling mill. hardware factory. aircraft factory. flour mill. hosiery mill. commercial printing plant. cotton testile mill. |
| Foundry | h-on foundry. brass foundry. aluminum foundry. |
| Freight company | Motor freight. air freight. railway. water transportation. etc. |
| Fur company | Fur dressing plant. fur garment factory. retail fur store. wholesale fur store. fur repair shop. |
| Laundry | Own home laundry *(for a person doing laundry for pay in own horns)*. laundering for private family *((for a person working in the home of a private family)*. commercial laundry *(for a person working in a steam laundry. hand laundry. or similar establishment)*. |
| Lumber company | Sawmill. retail lumber y-d. planing mill. logging camp. wholesale lumber. lumber manufacturer. |
| Manufacturer's agent Manufacturer's representative | Specify product being sold. such as jewelry manufacturer's representative. lumber manufacturer's agent. electric appliance manufacturer's representative. chemical manufacturer's agent. etc. |
| Mine | Coal mine. gold mine. bauxite mine. iron mine. copper mine. lead mine. marble quarry. sand and gravel pit. |
| Nylon or rayon factory | Nylon or rayon chemical factory *(where chemicals are made into fibers)*; nylon or rayon textile mill *(where fibers are made into yarn or woven into cloth)*; women's nylon hosiery factory *(where yarn is made into hosiery)*; rayon dress manufacturing *(where cloth is made into garments)*. |
| Office | Dentist's office. physician's office. public stenographer's office. |
| Oil company Oil industry Oil plant | Oil drilling. petroleum refinery. retail gasoline station. petroleum pipeline. wholesale oil distributer. retail fuel oil. |
| Packing house | Meat packing plant. fruit cannery. fruit packing shed *(wholesale packers and shippers)*. |

| Inadequate | Adequate |
|---|---|
| Pipeline | Natural gas pipeline. gasoline pipeline. petroleum pipeline, pipeline construction. |
| Plastic factory | Plastic materials factory *(where plastic materials are made)*, plastic products plant *(where articles are actually manufactured from plastic materials)*. |
| Public utility | Electric light and power utility, gas utility, telephone company, water supply utility. *If the company provides more than one service, specify the services; such as gas and electric utility, electric and water utility.* |
| Railroad car shop | Railroad car factory, diesel railroad repair shop, locomotive manufacturing plant. |
| Repair shop | Shoe repair shop. radio repair shop. blacksmith shop. welding shop auto repair shop. machine repair shop. |
| Research | (1) "Permanent-press dresses" (product of the company for which research is done, when the company or organization does research for its own use). "Brandeis University" (name of university at which research is done for its own use). "St. Elizabeth's Hospital" (name of hospital at which medical research is done for its own use). |
| | (2) Commercial research *(if research is the main service which the company sells, and the research is done under contract to another company)*. |
| | (3) "National Geographic". "Cancer Association". "Brookings Institution" *(name of the nonprofit organization)*. |
| School | City elementary school. private kindergarten, private college, state university *Distinguish between public and private, including parochial, and identify the highest level of instruction provided, such as junior college, senior high school, etc.* |
| Tailor shop | Dry cleaning shop *(provides valet service)*, custom tailor shop *(makes clothes to customer's order)*, men's retail clothing store. |
| Terminal | Bus terminal. railroad terminal. boat terminal. airport terminal |
| Textile mill | Cotton cloth mill. woolen cloth mill. cotton yarn mill. nylon thread mill |

| Inadequate | Adequate |
|---|---|
| Transportation company | Motor trucking. moving and storage, water transportation. air transportation. airline. taxicab service. subway. elevated railway. railroad. petroleum pipeline. car loading service. |
| Water company | Water supply irrigation system. water filtration plant. |
| Well | Oil drilling. oil well. salt well. water well |

## B. Examples of adequate and inadequate entries for type of work.

| Inadequate | Adequate |
|---|---|
| Accounting<br>Accounting work | Certified public accountant. accountant. accounting machine operator. tax auditor, accounts-payable clerk. etc. |
| Adjuster | Brake adjuster. machine adjuster. merchandise complaint ad-juster. insurance adjuster. |
| Agent | Freight agent. insurance agent. sales agent. advertising agent. purchasing agent. |
| Analyst<br>Analyzer | Cement analyst. food analyst. budget analyst. computer-systems analyst. etc. |
| Carctaker<br>Custodian | Janitor. guard. building superintendent. gardener. grounds keeper. sexton. property clerk. locker attendant. |
| Claim examiner<br>Claim investigator<br>Claims adjuster<br>Claims analyst<br>Claims authorizer | Unemployment benefits claims taker. insurance adjuster. right-of-way claims agent. merchandise complaint adjuster. etc. |
| Clerical<br>Clerical work<br>Clerk | Stock clerk. shipping clerk. sales clerk. *A person who sells goods in a store is a <u>salesperson</u> or <u>sales clerk</u>--do not report them merely as a clerk.* |
| Data processing | Computer programmer. data typist. keypunch operator. computer operator. coding clerk. card tape converter operator. |
| Doctor | Physician. dentist. veterinarian. osteopath. chiropractor. |
| Engineer | Civil engineer. locomotive engineer. mechanical engineer. aeronautical engineer. |
| Entertainer | Singer. dancer. acrobat. musician. |
| Equipment operator | Road grader operator. bulldozer operator. trencher operator |
| Factory worker | Electric motor assembler. forge heater. turret lathe operator. weaver. loom fixer. knitter. stitcher. punch-press operator. spray painter. riveter |

| Inadequate | Adeauate |
|---|---|

Farmworker — Farmer: owner. operator. tenant or sharecropper who is self-employed. Farm manager: for the person hired to manage a farm for someone else. Farm foreman/forewoman: for the person who supervises a group of farmhands or helpers.

Farmhand or farm helper: for those who do general farm work for wages. *Fruit picker or cotton chopper are examples of persons who do a particular kind of farm work.*

*When the place of work is a ranch, indicate specifically rancher. ranch manager. ranch foreman forewoman and ranch hand or helper. as shown above in the case for similar types of farm workers.*

Firefighter — Locomotive fire stoker. city firefighter (city fire department). stationary tire engineer. fire boss.

Foreman/forewoman — Specify the craft or activity involved: foreman/forewoman carpenter. foreman/ forewoman truck driver.

Graphic arts — Illustrator. commercial artist. poster artist. art layout specialist. etc.

Group leader — Group leader on assembly line. harvest crew boss. clerical group leader. labor gang leader. recreation group leader. etc.

Heavy equipment operator — Specify the type of equipment. such as: clam-shovel operator. derrick operator. monorail crane operator. dragline operator. Euclid operator.

Helper — Baker's helper. carpenter's helper. janitor's helper.

IBM clerk
IBM machine operator
IBM operator — IBM card puncher. IBM tabulator. sorting machine operator. proof machine operator. etc.

Interior decorator — *Be sure that entries in the kind of work question differentiate between the interior decorator who plans and designs interiors for homes. hotels, etc.. and those who paint. paper-hang. etc.*

Investigator — Insurance claim investigator. income tas investigator. financial examiner. detective. social welfare investigator. etc.

Laborer — Sweeper. cleaning person. baggage porter. janitor. stevedore. window washer. car cleaner. section hand. hand trucker.

| Inadequate | Adeauate |
|---|---|
| Layout worker | Pattern-maker. sheet-metal worker. compositor, commercial artist. structural steel worker. boilermaker. draftsperson. coppersmith. |
| Maintcnancc worker | Grounds keeper. janitor. carpenter. electrician. |
| Mechanic | Auto engine mechanic. dental mechanic. radio mechanic. airplane structure mechanic. office machine mechanic. |
| Nun | Specify the type of work done. if possible. as grammar school teacher. housekeeper. art teacher..organist. cook. laundress. registered nurse. |
| Nurse<br>Nursing | Registered nurse. nursemaid. practical nurse. nurse's aide. student nurse. professional nurse. |
| Office clerk<br>Office work<br>Office worker | Typist. secretary. receptionist. operator. file clerk. bookkeeper. physician's attendant. |
| Program analyst | Computer-systems analyst. procedure analyst. vocational director. manufacturing liaison planner. etc. |
| Program specialist | Program scheduler. data-processing-systems advisor. metal-flow coordinator. etc. |
| Programmer | Computer programmer. electronics data programmer. radio or TV program director. senior computer programmer. production planner. etc. |
| Research<br>Research and development<br>Research and testing<br>Rcscnrch assistant<br>Research associate<br>Research specialist<br>Research work | Specify field of research. as research chemist. research mathematician. research bioloeist. etc. Also. if associate or assistant. research associate chemist. assistant research physicist. research associate geologist. |
| Salesperson | Advertising sales. insurance sales. bond sales. canvasser. driver-sales (route-person). fruit peddler. newspaper sales. |
| Scientist | Specify field. for example. political scientist. physicist. sociologist. home econoinist. oceanosauher. soil scientist. etc. |

| Inadequate | Adeauate |
|---|---|

Specialist

*If the word "specialist" is reported as part of a job title. be sure to include a brief description of the actual duties in screen IMPACT (most important activities or duties). For example. for a "transportation specialist" the actual duties might be any one of the following: "gives cost estimates of trips." "plans nips or tours." "conducts tours," 'schedules trains." or "does economic analyses of transportation industry."*

Shipping department

*What does the <u>worker</u> do?* Shipping and receiving clerk. crater. order picker. typist. wraps parcels. etc.

Supervisor

Typing supervisor. chief bookkeeper. steward. kitchen supervisor. buyer. cutting and sewing foreman/forewoman. sales instructor. route foreman/ forewoman.

Systems analyst
Systems specialist

Computer-systems analyst. contract coordinator-manufacturer. production planner. etc.

Teacher

*Teacher should report the level of school they teach and the subject. Those below high school who teach many subjects may just report level. College teachers should report title. Following are some illustrations:*

| <u>Level</u> | <u>Subject</u> |
|---|---|
| Preschool | |
| Kindergarten | |
| Elementary | |
| Elementary | Music |
| Junior High | English |
| High School | Physical Ed. |
| College | Mathematics professor |

Technician

Medical laboratory technician. dental laboratory technician. X-ray technician

Tester

Cement tester. instrument tester. engine tester. battery tester

Trucker

Truck driver. trucking contractor. electric trucker. hand trucker.

Works in stock room. bakery office. etc.

*Names of departments or places of work are unsatisfactory. The entry must specify what the <u>worker</u> does: for example. "shipping clerk" or "truck loader." <u>not</u> "works in shipping department." OR "cost accountant" or "filing clerk." <u>not</u> "works in cost control."*

# Part C

## National Health Interview Survey

## INSTRUMENT

PART C, CHAPTER 1:
      OVERVIEW OF THE
      HIS INSTRUMENT

Table of Contents

# PART C, CHAPTER 1
## OVERVIEW OF THE HIS INSTRUMENT

## 1 .A  INTRODUCTION

We refer to the computer software that runs the questionnaire as the instrument.

This chapter describes how the questions are selected for each interview, general contents of each screen, methods for entering responses, and the uses of the special function keys. There are instructions for starting the interview, for resuming a partially completed interview, and recovering from program errors.

Other chapters cover the various "sections" of the HIS instrument: the FRONT, the HOUSEHOLD COMPOSITION, the FAMILY, the SAMPLE ADULT, the SAMPLE CHILD. the RECONTACT, and the BACK sections.

## 1.B  AUTOMATIC SELECTION OF QUESTIONS

The instrument decides which questions to display for you to ask, based on information previously entered about the sample address *(such as Screening Status, Year **Built**, Land Use, and the like)* and the information you enter about the household.

For example, questions concerning pregnancy and visits to a gynecologist are not asked for males. Questions about school attendance are not asked for anyone over 17 years of age.

You first determine the composition of the household and individual families within the household. Then, you are taken through the appropriate questions, based on this composition.

## 1.C    CONTENTS OF EACH SCREEN

Throughout the instrument, each screen displays as appropriate:

- The question you will ask
- Special instructions
- Response options (if applicable)

Many screens also display previous information necessary for completion of the current question *(such as a list of the family members in questions that ask "Who in the family" did something).*

The computer fills appropriate proper names, pronouns, verbs, and reference dates into the text of the questions.

The following is a sample screen from the HIS instrument:

```
-HLTH_BEG-                              Subject:    Family 1
                                        Respondent: JOHN DOE
        FR: READ THE FOLLOWING INTRODUCTION:

            I am now going to ask about the general health
        of family members and the effects of any physical,
        mental, or emotional health problems.

        PRESS (P) TO PROCEED
```

### 1.    Instructions

There are two types of on-screen instructions - general and specific. The general instructions are in regular type and tell you the screen name *(-HLTH_BEG-in* the above *example),* subject (Family 1 *in the above example),* and respondent (JOHN DOE *in the above example).*

Specific instructions are usually in bold capital letters and give you instructions for completing the item. *(FR: READ THE FOLLOWING INTRODUCTION in the above example).*

### 2.    Errors

Above the question is an administrative part of the screen.  In this area will be displayed the "CASE ID" *(a number used by the computer to keep track of the case), the* name of each answer space on the screen *(this may be useful to you in certain lighting situations where it is hard to see the cursor),* and error messages when you make an inappropriate entry.

For example, the appropriate entry for the question in the sample screen above is P to Proceed. If you enter something else, or attempt to press enter without making an entry, you might get an error message such as:

┌─────────────────────────┐
│ *"O"* is invalid         │
└─────────────────────────┘

Simply make a valid/correct entry and the program will continue.

3.    **"Blind" Entries**

There are two entries you can make that are generally accepted by each screen, but are not usually displayed on the screen. We call these "blind" entries and they are "D" for Don't Know and "R" for Refused.

If after probing, the respondent still cannot answer the question, enter "D" for Don't Know.

If a respondent refuses to answer a particular question, explain the need to have all applicable questions answered. If the respondent still refuses, enter "R" for Refused.

*4.*    **Lists**

Frequently, a list *(such as a roster of family members)* will be displayed at the bottom of the screen to help you ask or answer the question. This is called a "window".

Due to space limitations, lists of more than four lines cannot be displayed in one "window". When this occurs, you will see an instruction to:

        **Press SHIFT-F6 to switch windows.**

To view the remainder of the list in another "window", hold the **SHIFT** key while pressing F6. Then, press **PAGE DOWN** and **PAGE** UP to switch back and forth between the "windows".

        *NOTE: You cannot enter a response to the question while in a list "window".*

When you are finished reading or viewing the list, press **"Q"** for quit and the cursor will return to the answer field.

The following is an example of a multi-window list:

```
┌─────────────────────────────────────────────────────────────┐
│ Press Shift-F6 to switch windows            page   1 of 2    │
│      ─────────────────        ─────                          │
│          HOUSEHOLD ROSTER                                    │
│ LINE HHSTAT NAME                            AGE FX REL        │
│                                                              │
│ 01   P R    JOHN DOE                        29  1  Ref Person │
│ 02   s      JANE DOE                        26  |  Wife       │
│ 03   c      JIMMY DOE                        6  |  son        │
│ "PgDn = BOTTOM of screen      " for next page                │
│                                                              │
│                                                              │
└─────────────────────────────────────────────────────────────┘
```

Press Shift-F6 and then Page Down to get:

```
┌─────────────────────────────────────────────────────────────┐
│                                        page 2 of 2           │
│ ----------------------------------------------------------   │
│ 04           JANET DOE                 1  1  daughter        │
│                                                              │
│                                                              │
│                                                              │
│                                                              │
│ "PgUp  = TOP of screen      " for prior page; 'q' to quit    │
│                                                              │
└─────────────────────────────────────────────────────────────┘
```

## 5. Multiple Questions or Answers

Usually the instrument displays just one item or question and one answer space on each screen. In some situations, however, two or more related questions appear on the same screen, or the question accepts multiple answers. The following are examples of these situations:

·        **Multiple Questions**

```
                                   ·
-REGCOV-
        Are there any other living quarters - either occupied or
        vacant - in this building?

              (1) Yes
              (2) No

        Is there any other building, mobile home, or trailer -
        either occupied or vacant - on this property for people
        to live in?

              (1) Yes
              (2) No
```

**Multiple Answers - A**

```
-RPDOB- What is JOHN DOE's date of birth? Month, day and year, please.

        (1) January     (5) May      (9)  September      (H)
        (2) February   (6) June     (10) October
        (3) March       (7) July     (11) November
        (4) April        (8) August   (12) December

           MONTH:

           DAY:

           YEAR:
```

```
┌─────────────────────────────────────────────────────────────────────┐
│                                                                       │
│  -HISPAN-                                    Subject:   JOHN DOE       │
│                                              Respondent: JOHN DOE      │
│                                                                       │
│      Please give me the number of the group.                          │
│                                                                       │
│      FR: IF A NONHISPANIC GROUP IS NAMED, PRESS "F1" TO RETURN TO      │
│   NATOR AND CHANGE THE ANSWER FROM "YES" TO "NO". ENTER (N) FOR        │
│   NO MORE                                                             │
│                                                                       │
│          (1) Puerto Rican                        (H)                  │
│          (2) Cuban                                                    │
│          (3) Cuban American                                           │
│          (4) Other Caribbean                                          │
│          (5) Mexican/Mexicano                                         │
│          (6) Mexican American                                         │
│          (7) Chicano                                                  │
│          (8) Hispanic                                                 │
│          (9) Other Latin American                                     │
│          (10) Other Spanish or Hispanic                               │
│                                                                       │
│       □    □    □    □    □                                           │
└─────────────────────────────────────────────────────────────────────┘
```

## 1.D   METHODS OF MAKING ENTRIES

For most items, you make an entry by pressing the number or letter corresponding to the appropriate listed answer, followed by pressing the **<ENTER>** key.

For some questions, you must type words or names, and then press **the <ENTER>** key. (An *example of this would be the question that asks:* "What is the name of the next person living here?" *or the instruction that says:* **"FR: SPECIFY THE OTHER RACE".)**

For still others, you make a number entry *(such as a Person Number, a **date,** the number of doctor visits,* **and so** *forth)* and then press **the <ENTER > key.**

There are only two instances in which **you DO** NOT press **the <ENTER>** key.

●    After pressing a function key (see *1.E on page C1-10)*,

and

●    After pressing "Q" to leave a list window ('see *1.C4* on *page C1-4).*

1.    **Unacceptable Entries**

If you make an unacceptable-entry *(such as pressing "3" when the only options are "I" and "2", or making an entry that is not within an acceptable range),* a message such as **"3 is invalid"** will appear in the administrative section above the question and the instrument will not continue to the next question.

When this happens, simply make the correct entry and press **<ENTER>.**

2.    **Blanks**

YOU CANNOT LEAVE AN ITEM BLANK. If you press **<ENTER>** without first typing a valid response, the instrument will give you a message that your entry is invalid. Make an appropriate entry and press **<ENTER >.**

NOTE:    There are two exceptions to the "blank" rule -

◆   *When entering the names of household members, press <ENTER > without making an **entry** if a person has no middle initial. This is also true of **the** last name field **if** the person you are currently entering has the same last name as the last person entered.*

◆   *When instructed to press <ENTER>, do so without any other entry.*

*3.* **"Same as" Entries**

In some items *(such as the following example),* known information is displayed with the answer spaces.

```
-CHNGADD- FR: ENTER ADDRESS OR ENTER (S) FOR SAME IF NO CHANGE

  HOUSE NUMBER: 123       HOUSE NO SUFFIX: Al2

                                  .

  STREET NAME: MAIN STREET

  UNIT DESIG:                            (H)

  COUNTY: Jefferson

  CITY: ANNANDALE         STATE: VA

  ZIP CODE: 22230
```

✧If you need to correct the information, type in the correction.

✧If the information is correct as shown, enter **"S"** in the available answer field and press **<ENTER>.**

*4.* **"No more" Entries**

Many questions accept multiple answers. After each entry,, press **<ENTER>** to go to the next answer space. Once you have entered all the answers that apply, enter **"N"** (for "no more") and press **<ENTER>**.

```
┌──────────────────────────────────────────────────────────────────────────┐
│                                                                            │
│   -RACE-                                      Subject:    JOHN DOE          │
│                                               Respondent: JOHN DOE          │
│    FR: HAND FLASHCARD R                                                     │
│    What race do you consider yourself to be?                               │
│                                                                            │
│        FR: ENTER (N) FOR NO MORE                                           │
│        (1) White                              (9) Korean           (H)     │
│        (2) Black/African American             (10)  Vietnamese             │
│        (3) Indian (American)                  (11)  Japanese               │
│        (4) Eskimo                             (12)  Asian Indian           │
│        (5) Aleut                              (13)  Samoan                 │
│        (6) Chinese                            (14)  Guamanian              │
│        (7) Filipino                           (15)  Other Asian, Pacific Islander │
│        (8) Hawaiian                                                         │
│                                                                            │
│          1   8   13   N                                                    │
│                                                                            │
└──────────────────────────────────────────────────────────────────────────┘
```

*5.* **Dates**

Dates must be entered as follows:

●     Enter the numeric month and press **<ENTER>**.

●     Enter **the** day of **the** month and press **<ENTER>**.

●     Enter all four digits of **the** year and press **<ENTER>**,

*NOTE: It is NOT necessary to enter months and days in two digits. If a **year field** is four characters wide, you must enter four digits. **If** the **field** is two characters wide, you must enter the last two digits of the year, such as **"79"**.*

If any part of the date is unknown, probe for the respondent's best estimate of the exact date and enter that. *(If you want to note that this is an estimate, press the **F7 function** key.)*

If probing does not yield an estimated date, enter **"D"** *(for Don't Know)* for the unknown part of the date.

6. **Telephone Numbers**

The Area Code must be included with all telephone numbers. `

- Enter the 3-digit Area Code. The cursor will automatically move to the first digit of the exchange.

- Enter the 7-digit telephone number and press **CENTER >** .

    *NOTE: Do NOT type in the dash between the exchange and number. It is already in the instrument. Also, do NOT press <ENTER > after the exchange -- enter all seven digits before pressing < ENTER > .*

7. **Open-Ended Questions**

For open-ended or "Specify" questions, type the complete answer <u>without abbreviating,</u> at the time of interview. After the interview is completed, you CANNOT go back into it and edit your answers.

Space should be sufficient for most "type-in" entries. However, if an entry requires more than the allotted space, press F7 and finish the entry in the notes.

8. **Correcting Entries**

If BEFORE PRESSING **<ENTER >** you realize an entry is incorrect *(for example, you inadvertently pressed a wrong* key), press either F6 or the backspace key ( ⁻) to delete the entry. Then type the correct entry and press **CENTER >.**

If AFTER PRESSING **CENTER >** you go to an inappropriate question or simply realize the previous entry was incorrect, press **F1** to return to the erroneously answered question. Then press either F6 or the backspace key ( ⁻ ) to delete the incorrect entry. Finally, type in the correct answer and press **< ENTER >.**

## 1.E FUNCTION KEYS

The function or "**F**" keys allow you to do several useful things during the interview. For example, you can back up to a previous screen to review or correct the entry, you can add notes to explain an entry, and you can skip to the end if a respondent is unable or unwilling to continue the interview.

Many operations require you to simply press the function key *(you don't have to press* <ENTER >*)*, while some require you to use the **< SHIFT >** key with the function key. The easiest way to do this is to hold down the **< SHIFT >** key while pressing the function key.

**F1  Back up one screen**

Moves you backwards one screen at a time through previously answered questions. On screens with multiple answers, it moves you backward through each 'entered answer.

**F2  Go forward one screen**       .

Moves you forward one screen at a time through previously answered questions; however, you cannot move forward past an unanswered screen.  On screens with multiple answers, it moves you forward through each entered answer.

**F3 - Jump forward to next unanswered screen .**

Moves you forward to the next appropriate unanswered question faster than repeatedly pressing F2. Most useful when you have backed (**F1**) over several questions and need to return to the appropriate screen to continue the interview.

**F4 - Show all ANSWERED screens for current person**

This screen is a "jump" screen which allows you to jump back to a previously answered question for a particular person who is the subject of the questions you are currently asking.

**F5 - Show all ANSWERED screens for ALL persons**

The F5 key allows you to jump back to previously answered questions for all persons on the household roster based on certain "entities".  An "entity" is a logical data storage unit. As you conduct the interview, sections of information are stored in separate entities, An "entity" will close when it is full of information and new entities will be created as you continue the interview.

**F6 - Change entry**

Deletes the current entry in an item so that you can enter the correct one.

**F7 - Enter notes**

Allows you to enter comments, explanations, continuations, and so forth for the screen currently displayed.  Upon completion of the note, type two slash marks (*//*) and press **<ENTER>**.

**F8 - Skip return**

**F9 - Skip forward**

These two function keys are not used on HIS, since questions cannot be asked out of sequence.

---

## F10 - Skip to END

Allows you to break off the interview in "emergency" situations when you have to leave the sample unit quickly. *(For other situations, see SHIFT-F2, SHIFT-F8, and SHIFT-F9 below.)*

## SHIFT-F1:

Not used for HIS.

## SHIFT-F;?: Skip to end of Family Section .

Allows you to break off the interview in the Family Section without affecting the status of the entire household.

*For example, if the Family Section respondent has to leave before completing the Family Section and no other adult respondent is available, press SHIFT-F2. This allows you to make an appointment to continue the interview and to check on the availability of the Sample Adult, the respondent for the Sample Child, or the respondent for an unrelated family group living in the household.*

## SHIFT-F3:

Not used for HIS.

## SHIFT-F4:

Not used for HIS.

## SHIFT-F5: Language Toggle

This combination is reserved for switching between English and Spanish questionnaires. HIS does not currently have a Spanish version.

## SHIFT-F6: Window Toggle

Allows you to shift between "windows" when the list is too long to display on one screen. (See I. C4 *on page C1-3)*

## SHIFT-F7: Show notes

Allows you to review the notes made previously on the screen.

**SHIFT-F8: Skip to end of Sample Adult Section**

Allows you to break off the interview in the Sample Adult Section without affecting the status of the entire household.

*For example, if the Sample Adult cannot or will not continue the interview while completing the Sample Adult section, press SHIFT-F8. This allows you to indicate the status for this section, make an appointment if appropriate, and continue with any other applicable sections.*

**SHIFT-F9: Skip to end of Sample Child Section**

Allows you to break off the interview in the Sample Child Section without affecting the status of the entire household.

*For example, if the respondent for the Sample Child has to leave, but wants to make an appointment to finish the section later, press SHIFT-FP, record the status and arrange for the callback.*

**SHIFT-F10: Show Function Key Settings**

Displays the short definitions of the function keys.

> NOTE: *The function key settings for the Case Management system are **different** than above for the HIS instrument. Your HIS-510 **CAPI** template has a two sided design which allows you access to both the instrument function **kevs** and the Case Manaaement **function kevs.***

## 1.F    STARTING THE INTERVIEW

When you are ready to go to the door of a sample household, it is time to start up the HIS interview program.

♦    Beginning from the main menu, select CASE MANAGEMENT.

♦    On your case list, highlight the case you intend to interview and press **F2**.

If the first screen in the HIS instrument does not appear within a few seconds, write down any error messages that may be on the screen and try to restart the program.  If you are unable to restart, report the situation and error messages to your RO.

**l.G    EXITING FROM A PARTIALLY COMPLETED INTERVIEW**

At times, you may have to exit from the instrument even though you have only partially completed the interview. *For example, the respondent may not have time to complete the interview because of another engagement.*

How you exit depends on the situation:

●    If you must leave the household quickly press **F10**.

●    To exit after starting the content portion of the interview, press SHIFT-F'2 in the Family Section, **SHIFT-F8** in the Sample Adult Section, or **SHIFT-F9** in the Sample Child Section or the Immunization Section..

**DO NOT TRY TO EXIT FROM THE INTERVIEW BY SIMPLY SHUTTING OFF THE COMPUTER.** To do so will cause the partial information collected so far to be lost, the case management file will not be updated, and you will be prevented from going back into this case to complete the interview.

Regardless of whether you exit the entire interview **(F10)**, or only one of the sections (SHIFT-**F2/F8/F9**), you will be prompted to specify the status and make an appointment for a callback or return visit to obtain the remaining information.

Partially completed cases remain on your case management main display, so that you can select the case and resume the interview when appropriate.


**l.H    COMPLETING A PARTIAL INTERVIEW**

When you make your return visit (or telephone call), highlight the address on your case management display and press **F2** to run the interview.

The instrument reminds you of some information about the case and presents a lead-in remark *(such as, "Some of the questions were already answered. Let me see where we should begin ")*. The interview then continues with the first appropriate unanswered question.

Do your best to complete all partial interviews by closeout for the week.  If you cannot get more information for a case, make sure that you have a transmittable outcome code *(refer to the outcome code list and status card in your HIS-501C Flashcard and Information booklet)*, highlight the case on your case management display and press **F2**. On the -START- screen, enter **"R"** for ready to transmit and follow the instructions.


**1.1    EXITING FROM A COMPLETED INTERVIEW**

Once all appropriate questions have been answered, the computer exits the instrument, updates the case management file, assesses the final status, and returns you to the main menu.

The computer moves completed cases from your case management main display and prepares them for transmittal to HQ.

Currently, you cannot re-enter a completed case to make changes to the data. If you are accustomed to editing your paper questionnaires after leaving the household, you may at first feel you have lost control of the interview. However, many of the problems you might look for when editing are handled automatically by the computer.

## 1.J   PROGRAM ERROR RECOVERY

Occasionally, a problem in the computer may prevent the interview from continuing in a normal way. The following types of problems may occur:

- You may see a screen that contains only a DOS prompt *(C>* or *something like it).* This tells you that the HIS interview program is no longer running.

- Although the screen appears normal, it does not change or respond to entries of any kind from the keyboard.

- You may see an error message containing an error number and the words "RUN-TIME ERROR". If, along with the error message, the computer prompts you to press "< CR > to continue", ignore it. **DO NOT PRESS <ENTER>,** as to do so may result in erroneous updating of the case management file and may prevent you from getting back into the case.

In any of these situations when the interview program will not go forward normally, you should "reboot" *(that is, re-start)* the computer.

**Warm Boot**
First try a "warm boot", since it is faster and causes less wear and tear on the computer. In a "warm boot", the computer runs the same start-up self-test as when it is first started.

While holding down the keys marked **CTRL** and **ALT,** press the key marked **DEL.**

If this is not effective, try a "cold boot".

**Cold Boot**
Turn off the computer. Wait at least 30 seconds before restarting to allow the disk drive to stop spinning. When you turn the computer back on, it should behave normally.

If you cannot resume the interview after "rebooting", use the troubleshooting instructions in Part D and notify your RO of the problem.

> *NOTE: When you "reboot", the information collected so far in the current interview is lost, and some previously collected information (if any) may be erased.*

**PART C, CHAPTER 2:**
**THE "FRONT" OF**
**THE INSTRUMENT**

# PART C, CHAPTER 2
# THE "FRONT" OF THE HIS INSTRUMENT

## 2.A OVERVIEW

The beginning of the HIS instrument consists of a series of questions that establish if you are interviewing the correct household, provide listing coverage, and obtain information about the sample unit. This is also where you classify noninterviews, which are covered in detail in Chapter 8.

This is the "FRONT" of the interview.

## 2.B INTRODUCTION

Because the HIS interview depends on various reference periods *(for example Z-week, 3-month, and 12-month)*, it is vitally important that your computer has the correct date and time.

**-PRE_START-**
Therefore, the first screen, called "PRE_START", allows you to verify and make any needed corrections to the computer's date and time.

```
-PRE_START-

        FR: VERIFY  CORRECT  DATE  AND  TIME
                The Time is: 01:35 pm
                The Date is: February 22, 1996

                        FR: ARE THESE CORRECT?
                        (1) Yes, resume interview.
                        (2) No, correction required.

        CORRECT:     (1) Time
                         (2) Date
```

If **both** the date and time are correct, enter **(1)** and continue with the interview. Otherwise, enter **(2)**, indicate whether you need to change the time **(1)** or date **(2)**, and make the necessary correction(s) before continuing with the interview.

**-COVER1-**

The COVER1 screen contains information you can use to answer respondents' questions relating to the ,confidentiality of the information they provide and the estimated length of the interview. You do not have to read this screen to respondents. Just press **"P"** to proceed.

```
-COVER 1-          OMB No. 0920-0214: Approval Expires 4/30/98
                 NATIONAL  HEALTH  INTERVIEW  SURVEY
 NOTICE - Information contained on this form which. would permit identification of any individual or
establishment has been collected with a guarantee that it will be held in strict confidence, will be used only
 for purposes stated for this study, and will not be disclosed or released to others without the consent of the
individual or establishment in accordance with Section 308(d) of the Public Health Service Act (42 USC 242m).
 Public reporting burden of this collection of information is estimated to average 66 minutes per response,
including the time for reviewing instructions, searching existing data sources, gathering and maintaining the
 data needed, and completing and reviewing the collection of information. An agency may not conduct or
sponsor, and a person is not required to respond to a collection of information unless it displays a currently valid
OMB control number.  Send comments regarding this burden estimate or any other aspect of
 this collection of information, including suggestions for reducing this burden to DHHS Reports Clearance Officer;
Paperwork Reduction Project (0920-0214); Rm 531-H, H. H. Humphrey Bg.; 200 Independence Ave., SW.
Washington, DC 2020 1.
                 ENTER (P) TO PROCEED                    (H)
```

**-START-**

The next of the introductory screens is the "START" screen. It introduces you to the sample case by displaying the Control Number and status of the case.

```
-START-                        CENSUS CATI/CAPl SYSTEM              DATE: S-22-95
                                        NHIS                        VER:  1
                               National Health Interview Survey
 SAMPLE:    Y96            Quarter: 3              WEEK: 7
                                                            CASE  STATUS: New  Case
 PSU:       13199
 SEGMENT: 1002                          DATE IS: February  22, 1996
 SERIAL:    02                          TIME IS: 01:35 pm

       (P) Proceed
       (Q) Quit - Do Not Attempt Now
       (N) Noninterview
       (V) View Call Record
```

Compare the Control Number *(Sample, PSV, Segment, and Serial number)* to the listing sheet in the segment folder to verify that you are at the correct sample unit. If you are not, enter (Q) to quit this case.

The "date" in the upper right corner of the screen is the instrument date, that is when this version of the HIS CAPI instrument was programmed.

The "CASE STATUS" field will contain one of the following entries:

New Case                            *This is the **first** time you ·**have** called up this case.*

**Unreached Household**             *You **called** up the case before, but did not proceed with the interview, such as finding no one home.*

**Household Reached**               *You **contacted the** household, **but** did not conduct any of the interview, such as arranging to callback later.*

**Household Refused**               *You contacted the household, but **they** refused to be interviewed.*

**Need Coverage**                   *You contacted **the** household, but did not complete **the** required items in. the "FRONT" section.*

**Need Control Card**               *You contacted the household, but did not complete **the** interview **through** the Household Composition.*

**Need Core**                       *You completed the interview through the Household Composition, but not the Family, Sample Adult, and (if appropriate) Sample Child sections.*

**Fully Complete**                  *You previously completed all applicable sections of the interview.*

**Other Resolution**                *A status other than one of the above.*

- - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -

Enter (**P**) to continue with the interview and the instrument will take you to the appropriate screen based on the Case Status.

If you are unable to continue the interview at this time *(for example, no eligible respondent is available or the respondent has no time and asks **you** to come back later),* enter (Q). The instrument will take you to the closing where you can enter appointment arrangements and notes about the case.

Enter (**N**) for any Type A, Type B, or Type C noninterviews. (See *Chapter 8 for more details.)*

Currently, the View Call Record Option (**V**) appears on your screen. However, the follow-up programming has been removed. Therefore, if you enter "**V**", you will get an error message stating "**H_CALLHIST**" is not a valid item name.

## 2.C  ADDRESS

After your introduction, begin the initial interview by verifying the "exact" address and asking about the "mailing" address.

In addition to assuring you are at the correct sample unit, this information may be used by NCHS to select and/or contact persons or units included in one of the population-based surveys sampled from HIS.

**-VERADD-**
You may reword this question as follows:  "What is your exact address, including county and ZIP code?"

```
-VERADD-                                                                    (H)

    What is your exact address?

    ADDRESS:      100  MAIN  STREET
                       APT  202
                       CENTERVILLE
                       LINCOLN  PA  15555

                  (1) Address  correct  as  listed
                  (2) Address  correct,  but  some  additions/revisions
                  (3) Incorrect  address  -  TERMINATE  INTERVIEW  AND  FIND  CORRECT  ADDRESS
```

Enter (3) only if you determine you are not at the correct sample unit. Otherwise, enter (1) or (2) based on the response to this question:

♦   If the "exact" address is the same as displayed, enter **(1).**
♦   If there are any differences whatsoever between the "exact" address and the one displayed, enter (2).

> *NOTE:*   *Always enter (2) if a descriptive address is displayed, such as "brick colonial, picket fence . . . " and enter a more exact name on the address correction screen.*

**-CHNGADD-**
Make all address changes or corrections on this screen.  If part of the address requires no change, enter "S" for same; otherwise, type in the part to be changed.

```
-CHNGADD-
    FR: ENTER ADDRESS OR ENTER (S) FOR SAME IF NO CHANGE.

HOUSENUMBER:  100          HOUSE NO. SUFFIX:
              _____       _____

STREETNAME:  MAIN  STREET
             _____

UNIT DESIG:     APT 202
                _____

COUNTY:         LINCOLN           .
                _____

CITY:           CENTERVILLE    STATE:  PA
                _____      _____

ZIP  CODE:      15555
                _____       _(H)
```

For addresses in Alaska or Louisiana, enter the name of the borough or parish, respectively, for the "County".

If the address is in an independent city *(as described in the list of independent cities in your Information and Flashcard Booklet),* enter the city name followed by the letters "IC" (for independent city) for the "County".  If the name identifies both an independent city and a county, probe to determine if the location is inside or outside the limits of the city.  If it is within the city limits, enter the name of the city followed by the letters "IC"; otherwise, enter only the county name.

Make any address corrections on the listing sheet also, as instructed in your Form 11-8, Listing and Coverage Manual.

**-MAILADD-**
The "exact" address may or may not be the address at which occupants of the sample unit receive mail.

```
-MAILADD-

    Is this also your mailing address?
    ADDRESS:       100 MAIN STREET
                       AFT 202
                       LINCOLN
                       CENTERVILLE PA 15555

                   (1) Yes
                   (2) No
```

If the "exact" address and the "mailing" address are the same, enter (1). Otherwise, enter (2) and enter the mailing address in the same manner as instructed for the "exact" address *(-CHNGADD-)* .

The mailing address should be as complete as possible. For example, an adequate urban mailing address includes the house number, street name, an apartment number *(if appropriate).* the name of the city supplying postal services, County, State, and ZIP code.

In rural areas, an adequate mailing address includes the route number and box number *(if appropriate),* name of the post office *(City),* County, State. and ZIP code.

Specifying "General Delivery", a Post Office box number, etc. along with the City, County, State, and ZIP code are also acceptable mailing addresses.


## 2.D YEAR BUILT

The HIS sample is kept up-to-date by supplementing it with a sample of building permits issued since the last decennial census *(April 1,* 1990). The selected permit addresses are included in the survey in Permit Segments.

In area segments located in permit-issuing areas, each newly constructed unit *(built after April 1, 1990)* must be excluded from the sample or it could have a chance of coming in sample more than once. Determining year built during the interview is required only when it was not determined at the time of listing or updating.

```
-YRBLT-

        FR: IF THIS ADDRESS IS A GQ, MOBILE HOME, TRAILER, TENT, BOAT, OR OTHER
        UNIT NOT IN A STRUCTURE, ENTER (N) WITHOUT ASKING ABOUT YEAR BUILT.

        When was this structure originally built?
        (1) Before April 1, 1990
        (2) After April 1, 1990
        (N) Not asked
```

Year built refers to the original construction completion date. Consider construction as completed  when:
- ◆ All exterior windows and doors have been installed,
- ◆ The usable floors are finished, **and**
- ◆ The unit is ready for occupancy.

If the respondent is uncertain about whether the structure was built before or after April 1, 1990, choose "before" and enter (1) **after** pressing **F7** and noting the situation.

Make **no** entries on the listing sheet based upon this item.

## 2.E COVERAGE

Based on how the sample unit was listed, you may be required to ask one or more "coverage" questions to determine if there are any additional living quarters - either occupied or vacant - in the building or on the property.

-REGCOV- represents two coverage questions:

"Are there any other living quarters - either occupied or vacant in this building?"

and
.

"Is there any other building, mobile home, or trailer - either occupied or vacant - on this property for people to live in?"

If the answer to one of these coverage questions is "Yes", you will be taken through a series of questions designed to determine whether or not you have discovered an EXTRA unit.

An EXTRA unit is any unlisted separate living quarters discovered during the interview. (For *a more detailed discussion of EXTRA units, refer to page 7-15 in your Form 11 -8, Listing and Coverage Manual.)*

```
-OTHADD-                                                              (H)

   F R :        PROBE AS NECESSARY AND ENTER THE ADDRESS OR DESCRIPTION OF
                EACH ADDITIONAL LIVING QUARTERS. ENTER (N) FOR NO MORE AFTER
                THE LAST ONE.

                Original Address:
                123 Al2 Main St.
                Annandale VA 2230

                _____

                _____

                _____

                _____
```

Separately for each additional living quarters entered, you will be taken through the following screens, as appropriate.

```
-LISTED-        ADDITIONAL QUARTER IS:

                FR: CHECK THE LISTING SHEETS. IS THIS ADDITIONAL LIVING
                QUARTERS ALREADY LISTED?
```

```
-SEGBND-        ADDITIONAL QUARTER IS:

                FR: IS THE ADDITIONAL LIVING QUARTERS WITHIN THE AREA SEGMENT
                BOUNDARIES?
```

```
-GRPQRT-        ADDITIONAL QUARTER IS:

                FR: IS THIS ADDITIONAL LIVING QUARTERS IN A GROUP QUARTERS (GQ)?
```

```
-LIVESEP-       ADDITIONAL QUARTER IS:

                FR: DO THE OCCUPANTS OR INTENDED OCCUPANTS OF THE ADDITIONAL
                LIVING QUARTERS LIVE AND EAT SEPARATELY FROM ALL OTHER
                PERSONS ON THE PROPERTY?
```

```
-DIRACC-        ADDITIONAL QUARTER IS:                                    (H)

                FR: DO THE OCCUPANTS OR INTENDED OCCUPANTS OF THE ADDITIONAL
                LIVING QUARTERS HAVE DIRECT ACCESS FROM THE OUTSIDE OR
                THROUGH A COMMON HALL?
```

*Refer to your Form I I-8 Listing and Coverage Manual for definitions and instructions concerning the housing unit definition (separateness), segment boundaries, Group Quarters, and direct access.*

Depending upon the answers to these, you may or may not have actually discovered an EXTRA unit. In either case, the instrument will display a message advising you of the situation.

**EXTRA Units**

If you have discovered an EXTRA unit, you will be instructed to record it on the listing sheet.

```
-SEGLIST-          ADDITIONAL  QUARTER  IS:

                   FR: LIST THE FIRST (OR ONLY) EXTRA UNIT ON THE "EXTRA UNIT" LINE
                   FOR THE ORIGINAL SAMPLE UNIT IN
                   COLUMN (c) OF THE AREA SEGMENT LISTING SHEET. (IF MORE THAN
                   ONE EXTRA UNIT, ENTER THE ADDITIONAL EXTRA UNIT(S) IN THE
                   "FOOTNOTES" SECTION OF THE LISTING SHEET, ALONG WITH THE SHEET
                   AND LINE NUMBER OF THE ORIGINAL UNIT.)
                   .
                   ENTER (P) TO PROCEED
```

The instrument will automatically add the EXTRA unit(s) to your workload in the Case Management system.

**More Than Three Extra Units**

If you have identified more than 3 EXTRA units for this one sample unit, you must call your office for instructions before continuing this interview at the sample unit or beginning the interview at any of the EXTRA units.

Your office may need to subsample all the associated units in order to keep your assignment from becoming too large.

The instrument will automatically take you to a screen where you can make an appointment to continue this interview if necessary.

> NOTE: *If* you are instructed *not* to interview the sample unit, call *and* cancel the appointment.

**2.F    CLASSIFICATION OX? LMNG QUARTERS**

Complete by observation the screens necessary to classify the unit as a housing unit or a Group Quarters (GQ) unit.

```
-LOCATE-

                   FR: INDICATE WHETHER THIS SAMPLE UNIT IS LOCATED IN GROUP QUARTERS
                   OR NOT.

                   (1) Not in Group Quarters
                   (2) In Group Quarters
```

```
-ACCESS-                                                              (H)

                    FR: ASK IF NOT APPARENT.

        (Is access to the unit direct or through another unit?)

                            (1) Direct
                            (2) Through another unit
```

A <u>housing unit</u> is a room or group of rooms occupied or intended for occupancy as separate
l iving quarters.  Units not in structures maybe housing units if they are used/intended as
separate living quarters and have direct access *(for example, trailers, tents, boats, motor
vehicles, and so forth).*

A <u>separate living quarters</u> is one in which the occupants:

    ◆    Live and eat separately from all other persons on the property,
<div align="center"><u>and</u></div>

    ◆    Have direct access from the outside or through a common hall or lobby.

A living quarters has <u>direct access</u> when the occupants can enter and leave either directly from
the outside of the structure, or from a common hall or lobby used by other occupants of the
structure.  If the <u>only</u> entrance to a living quarters is through a room or hall that is part of
another living quarters, the unit does not have direct access, is not a separate housing unit, and
should be considered as part of the living quarters through which access is gained.

```
-MERGE-               .
                    FR: THIS IS NOT A SEPARATE HOUSING UNIT AND MUST BE COMBINED WITH
                    THE UNIT THROUGH WHICH ACCESS IS GAINED. APPLY THE MERGED UNIT
                    PROCEDURES IN YOUR 11-8 LISTING AND COVERAGE MANUAL, THEN COMPLETE
                    THIS ITEM TO INDICATE WHETHER THIS SAMPLE UNIT SHOULD BE RETAINED
                    FOR INTERVIEW OR MADE A TYPE C NONINTERVIEW.

                    (1) Retain/interview
                    (2) Type C Noninterview
```

If the merger procedures indicate that you should interview the result of the merger, enter (1)
and continue the interview.  If the merger procedures instruct you to classify the sample unit
as a Type C noninterview, enter (2) and the instrument will automatically classify it as such.

**Type of Living Quarters**

The final classification screen is one on which you will indicate the-specific type of housing unit or Group Quarters unit that applies to the sample unit. You will first specify if the unit is or is not a Group Quarters unit. You will then specify the specific type of unit on the LIVQRT screen.

If the sample unit is not in a Group Quarter, you will see:

```
-LIVQRT-              FR: ENTER APPROPRIATE TYPE OF HOUSING UNIT.              (H)
                                    .
              (1) House, apartment, flat, condo
              (2) Housing unit in nontransient hotel, motel, etc.
              (3) Housing unit - permanent in transient hotel, motel, etc.
              (4) Housing unit in rooming house
              (5) Mobile home or trailer with no permanent rooms added
              (6) Mobile home or trailer with one or more permanent
                  rooms added
              (7) Housing unit not specified above
```

If the sample unit *is* a Group Quarter, you will see:

```
-LIVQRT-              FR: ENTER APPROPRIATE TYPE OF GROUP QUARTERS.            (H)


              (8) Quarters not housing unit in rooming or boarding house
              (9) Unit not permanent in transient hotel, motel, etc.
              (10) Unoccupied site for mobile home, trailer, or tent
              (11) Student quarters in college dormitory
              (12) Group quarter unit not specified above
```

Enter the number for the one category that best describes the type of living quarters:

**(1) House, apartment, flat, condo** A house or apartment; an apartment over a garage or behind a store; janitor's quarters in an office building; and housing units in such places as converted barns or sheds.

**(2) Housing unit in nontransient hotel** All separate living quarters in a motel, nontransient hotel, motor *court,* or YMCA. *(See Form 1 l-8 Listing and Coverage Manual for dejinitions of nontransient hotels and motels.)*

**(3) Housing unit - -permanent in transient hotel** All separate living quarters in a hotel, motel, transient hotel, motor court, etc. and occupied or intended for occupancy by permanent guests or resident employees. *(See Form 11-8 Listing and Coverage Manual for definitions of transient hotels and motels.)*

---

**(4) Housing unit in rooming house** Housing units in rooming houses or combination rooming and boarding houses. *(See Form I 1-8 Listing and coverage Manual for **definitions of** rooming and combination rooming and boarding houses.)* ,

**(5) Mobile home or trailer with no. permanent rooms added** Do <u>not</u> consider open or unheated porches or sheds built onto trailers as rooms.

**(6) Mobile home or trailer with one or more permanent rooms added** Do <u>not</u> consider open or unheated porches or sheds built onto trailers as rooms.

**(7) Housing unit not specified above** Any living quarters that meets the housing unit definition, but cannot be described by categories (1)-(6). *(For example, tents, houseboats, railroad cars.)*

**(8) Quarters not housing unit in rooming or boarding house** Any unit in a rooming, boarding, or combination rooming and boarding house that does not meet the housing unit definition. *(See Form I I-8 Listing and Coverage Manual for **definitions.**)*

**(9) Unit not permanent in transient hotel, motel, etc.** Any unit in a transient hotel, motel, motor court, etc. occupied or intended for occupancy by transient guests or not meeting the housing unit definition. *(See Form 11-8 Listing and Coverage Manual **for** definitions **of** transient hotel and motel.)*

**(10) Unoccupied site for mobile home, trailer or tent** Although not a Group Quarters, an unoccupied site for a tent, trailer, or mobile home is not a housing unit either. Enter **(10)** if the sample address identifies such a site.

**(11) Student quarters in college dormitory** A room in a college dormitory occupied or intended for occupancy by a student.

**(12) GQ unit not specified above** Any unit in a GQ or not meeting the housing unit definition that cannot be described by categories **(8)**-( *11). (For example, quarters **for nurses or** quarters in a bunkhouse.)*


## 2.G    TELEPHONE  COVERAGE

In case of missing information or to complete a portion of the interview with a designated respondent, it may be more efficient to make a telephone callback than another personal visit. In addition, the NCHS is considering several different random digit dialing **(RDD)** telephone surveys to augment the HIS. To properly weight the RDD data, they need to know the number of HIS sample units with a telephone, with access to a telephone, and with loss of telephone service for extended periods in the past 12 months.

**Telephone Number**

Enter the telephone number on which members of the household can be reached.

```
-TELENUM-                                                                    (H)

              What is the telephone number here?

                  FR: ENTER THE AREA CODE AND THE NUMBER, OR ENTER (N) IF NO PHONE.
              ( I   -   -   -
```

If the respondent wants to know why you want the number, explain that it will save the expense and time of a personal visit if you find that some needed information is missing.

If you are given a number for a telephone not in the household *(such as a neighbor's number, a work number, a common phone in the hall or lobby, etc.),* press F7 and note the location of the telephone. Also press **F7** to note anything else about the telephone *(such as an unlisted number, only operational during certain hours, etc.).*

If the sample unit has no phone and no access to a telephone for receiving calls, enter (N).

**Coverage**

Regardless of whether or not a telephone number was reported, ask the "coverage" questions, as appropriate, to determine if and how long the household was without telephone service in the past 12 months.

```
-INSIDE-                                                                     (H)

              Is there at least one telephone INSIDE your home that is currently working?

                  (1) Yes
                  (2) No
```

```
-NOSERV-

              During the past 12 months, has your household been without telephone service for more than 1
              week?

                  (1)  Yes
                  (2) No
```

```
-HOWLONG-                                                                              (H)

            For how long was your household without telephone service in the past 12 months?

            FR: ENTER NUMBER. PRESS RETURN, AND ENTER PERIOD. IF ONE WEEK OR
            LESS, ENTER (0) FOR THE NUMBER.

            __NUMBER       -PERIOD
                        (1) Day(s)
                        (2) Week(s)
                        (3) Month(s)
```

These questions concern telephones <u>inside</u> the sample unit.  Substitute a more appropriate word
for "home" if necessary.  *(For example, in a dorm you might say, "Is there at least one
telephone INSIDE your <u>room</u> that is currently working? "I*

The telephone service questions concern only telephone service <u>in the sample unit for the
current occupants</u>, not previous occupants (if any) or previous residences of the current
occupants (if any).

♦    If none of the current occupants lived in the sample unit for the entire past 12 months.
     these questions apply only to the time at least one has been an occupant.

♦    If the current occupants recently moved into the sample unit and do not yet have
     telephone service, these questions apply to the time they have resided in the sample unit
     without telephone service.

Enter in -HOWLONG- the <u>total</u> amount of time the sample unit was without telephone service
during the past 12 months.

•    If telephone service was interrupted more than once <u>for at least a week each time</u> during
     the past 12 months, add each period and enter the total. Do <u>not</u> count periods when the
     unit was without telephone service for less than a week, except for current occupants that
     moved into the sample unit within the past week and are still without service.

     *For example, if during the past 12 months, the sample unit was without telephone service
     for 8 days because of an ice storm, 2 days because they didn't pay the phone bill on
     time, and 6 hours while the telephone company reprogrammed their computers, enter "8
     days".*

•    If the sample unit did not have a working telephone for the entire 12-month period. enter
     " 12 months".

# PART C, CHAPTER 3
# THE HOUSEHOLD COMPOSITION SECTION

## 3.A  OVERVIEW

The Household Composition Section provides a record of individual household members.  In addition to names, this includes age, sex, ethnicity, race, relationship to the reference person, and relationships to each other.

After identifying the household and the composition of families in the household, one Sample Adult and one Sample Child is selected in each family.  You then identify the appropriate respondent(s) for the remainder of the interview.

## 3. B  DEFINITIONS

The following terms apply throughout the HIS interview.

**Reference Person**

The first household member 18 years of age or older mentioned by the respondent as the person who owns or rents the sample unit.  If no occupant owns or rents the unit, the Reference Person is the first household member 18 years of age or older mentioned.

If no household members are 18 years of age or older, the Reference Person should be:

● The household member who owns or rents the sample unit

● The oldest household member if more than one owns or rents the sample unit

● The oldest household member if no one owns or rents the sample unit.

**Household**

The entire group of persons who live in one housing unit or one GQ unit.  It may be several persons living together or one person living alone. It includes the Reference Person, any relatives living in the unit, and may include roomers, servants, or other persons not related to the Reference Person.

**Household Member**

Consider the following two categories of persons in the sample unit as members of the household:

● Persons, whether present or temporarily absent, whose usual place of residence at the time of the interview is the sample unit.

● Persons staying in the sample unit who have no usual place of residence elsewhere.

**Usual Residence**

The place where a person usually lives and sleeps. This must be specific living quarters held by the person to which he/she is free to return at any time.

Living quarters which a person rents or lends to someone else cannot be considered as his/her usual residence during the time these quarters are occupied by someone else.

Likewise, vacant living quarters offered for rent or sale during a person's absence should not be considered as his/her usual residence while he/she is away.

**Family**

Household members related to each other by blood, marriage, adoption, or foster relationships are considered to be a "family" for the purposes of the HIS interview. Likewise, one person not related to any other household members constitutes a separate "family."

An unmarried couple living together as if they are legally married also should be considered as related. This includes same sex couples as well as opposite sex couples.

## 3.C  HOUSEHOLD  ROSTER

Create the household roster by entering one at a time each person staying in the sample unit at the time of interview, including persons temporarily absent for reasons such as traveling, visiting friends or relatives, or in a hospital.

**Reference Person**

List the Reference Person for the household first.

```
-RPNAME-
       What are the names of all persons living or staying here?
       Start with the name of the person, or one of the persons, who owns or rents this home.

       FR: BEFORE PROCEEDING, PLEASE MAKE SURE THE REFERENCE
       PERSON IS NOT AN ACTIVE ARMED FORCES MEMBER.

       PROBE FOR MIDDLE INITIAL IF NOT REPORTED.
       PRESS "ENTER" TO SKIP TO LAST NAME IF NO MIDDLE INITIAL.

       FIRST NAME: _____           (H)
       MIDDLE  NAME: _____
       LAST NAME: _____
```

Ask for and enter the full legal name, including middle name, or middle initial. Always verify the correct spelling of names with the respondent.

If two or more persons in the household have the same first, middle, and last name, further identify them by entering SR., JR., etc. with the last name.

If the person has a title that the respondent requests be used, enter it 'with the first name, such as *"DR. JOHN", "GENERAL WILLIAM",* and so forth.

Make every effort to obtain the Reference Person's full and complete name. However, if the respondent refuses to provide it, or does not know it:

♦ Enter "R" for "refused" if the respondent refuses to give the name of the Reference Person, or "D" if they do not know the-Reference Person's name. Enter "R" or "D" in first and last name fields.

♦ This will take you to screen RPALIAS where you will ask the respondent to provide you with an alias to identify the Reference Person. If this is refused, enter an alias of your own making, such as "reference person", or "Mr X".

**Other Persons**

After entering information about the Reference Person, enter the same type of 'information for the other persons living or staying in the sample unit.

The preferred order for entering such persons is as follows:

● Reference Person

● Spouse of Reference Person (or Unmarried partner)

● Unmarried children of the Reference Person, beginning with the oldest

● Married children of the Reference Person (by age), with each followed by his/her spouse and children

● Other relatives of the Reference Person (with each's family in the prescribed order)

● Persons not related to the Reference Person (with each's family in the prescribed order)

If you enter the persons in a different order, do NOT attempt to correct it. However, to avoid this, you may ask the respondent to *"Begin* with *the oldest child"* or something similar.

Make every effort to obtain and enter the full, complete name of each person you list. However, if the respondent refuses to provide a name:

♦ Enter "R" for "refused" if the respondent refuses to give the name of the person, or "D" if they do not know the person's name, Enter "R" or "D" in first and last name fields.

♦    This will take you to screen ALIAS where you will ask the respondent to provide you with an alias to identify this person.  If this is refused, enter an *alias* of your *own* making, such as "spouse", or "Miss **X**".

## Usual Residence

As you enter each person, you must determine if he/she is a household member or has a usual residence elsewhere.

```
-USUALRES-

    Does JOHN DOE usually live here'?
    (I) Yes
    (2) No
```
```
ASKURE-

    Does JOHN DOE have some other place where he usually lives'?
    (1) Yes
    (2) No
```

Persons with a usual residence elsewhere will be automatically "deleted" from the household. If this applies to the Reference Person, you will be directed to enter another household member as the Reference Person.

You may encounter certain situations where household membership is unclear. Below are some guidelines for handling such situations.  *(Refer also to card HM on page 2 of your Flashcard and bnformation  Booklet.)*

♦  <u>Two or more homes</u> - If a person has two or more homes in which he/she spends part of the time, the usual residence is the one in which the person spends the largest part of the calendar year.

♦  <u>Students/Student nurses</u> - Post-secondary school students away at college, trade or commercial schools are eligible to be interviewed in the locality where they are attending school. Therefore, consider such a person to be a non-household member of his/her parent's home unless he/she is home for summer vacation and has no usual residence at the school.

> *NOTE: This applies only to post-secondary school students a**nd** student nurses. Children **under** 18 attending boardi**ng** school away **from** home should still be considered **as** household members in their parents' hom*e.

♦ <u>Seamen</u> - Consider crew members of vessels to be household members at their homes, rather than on the vessel, if they have no usual place of residence elsewhere.

♦ <u>Armed Forces Members</u> - Active duty armed forces members are considered household members if they are stationed locally and usually sleep in the sample unit. They are <u>not</u> considered household members if they are stationed elsewhere (for example, overseas. or a different state).

♦ <u>F</u>oreign Citizens - Apply the following rules to determine whether or not to interview foreign citizens staying in the sample unit:

    1) Do NOT interview persons living on the premises of an Embassy, Ministry, Legation. Chancellery, or Consulate of a foreign country.

    2) Interview foreign citizens and any other persons living or staying in the United States (other than these excluded above) if they have no usual residence elsewhere <u>in the United States</u> and have no living quarter held for them in the home country while visiting the United States.

♦ <u>Two Concurrent Residences</u> - Ask how long the person has maintained two concurrent residences and consider him/her to be a household member at the one in which he/she spent the greater number of nights during the period of having two concurrent residences.

♦ <u>Vacation homes/tourist cabins</u> - Consider persons in transient units to be household members of such units only if they have no usual residence elsewhere.

♦ <u>Inmates/Patients in institutions</u> - Persons who are inmates or patients in certain types of institutions at the time of interview are not household members of the sample unit. Instead, they are considered residents of the institution. *(See Chapter 4 in your form I I-8 Listing and Coverage Manual for definitions and lists **of** institutions.)*

*Sex*

A person's sex can usually be determined from the name and/or relationship to the Reference Person.

If there is any doubt, ask about the person's sex. Otherwise, you may enter the sex without asking.

```
-NXTSEX-
   FR: ASK IF NOT APPARENT

      Is JOHN DOE male or female'?
      (1) Male
      (2) Female
```

Regardless of whether you ask about a person's sex or enter it without asking, be sure to enter each person's sex accurately. If not, you may get questions for a male about visits to a gynecologist or hysterectomies,

## Date of Birth

After entering the person's sex, you will ask for their date of birth. Age is an important characteristic, since whether *or* not to ask certain questions is based on age, and age is often used to select the sample for followback surveys *(for example, the National Survey of Family Growth selects only females within a certain age range).*

After entering the date of birth, the computer will calculate the age, and you will then verify this with the respondent. Correct as necessary.

```
-DOB-

    What is JOHN DOE's date of birth? Month, day, and year, please.

    (1)  January      (5)  May     (9)       September
    (2)  February     (6)  June    (10)      October
    (3)  March        (7)  July    (11)      November
    (4)  April        (8)  August  (12)      December

         MONTH: ____
         DAY:   ____
         Y E A R : _____
```

Enter one or two digits, as appropriate, for the month and day, but always enter the year of birth in four digits.

If any part of the birth date is unknown, enter **"D"** *(for Don't Know)* for that part.

Based on your entries, the instrument will compute an age for you to verify with the respondent, compute two possible ages from which the respondent will choose the most appropriate, or instruct you to enter an estimated age.

```
-AGEVER-                                        Subject:  JOHN  DOE
                                             Respondent:  JANE  DOE

         That would make JOHN DOE 52.
         Is that correct?
         (1)      Yes
         (2)      No
```

```
-AGEPIC-                                                    Subject:  JOHN  DOE
                                                          Respondent:  JANE  DOE


                    Would  you  say  JOHN  DOE  is:

              (1)       52  years  of  age?
              (2)       53  years  of  age?
              (3)       Neither  is  correct
```

```
-AGEGES-                            .                        Subject:  JOHN  DOE
                                                          Respondent:  JANE  DOE


              FR:      ASK  IF  APPROPRIATE;  OTHERWISE,
                ENTER  YOUR  BEST  ESTIMATE  OF  THE  PERSON'S  AGE.
                ENTER  "0"  IF  UNDER  1.  ENTER  (C)  FOR  COMPUTE  IF  THE  RESPONSE  IS
                A  RANGE  OF  AGES.

              What  is  JOHN  DOE's  age?

                AGE:  ____
```

If you get to screen "AGEGES", you must make an age entry --- either your estimate or the respondent's estimate of the person's age.

Try not to compute from a range that contains " 18".  That is, ask the respondent for the more appropriate age range over 18 or under 18.

**Relationship to the Reference Person**

Relationships are generally reported based on self-identification. That is, the respondent selects the appropriate answer category from the options on Flashcard F1.

```
-NXTRRP- FR: HAND  CARD  F1.
       What  is  JANE  DOE'S  relationship  to  JOHN  DOE?
                                          (H)
(2) Spouse  (husband/wife)         (9) Grandparent(Grandmother/Grandfather)
(3) Unmarried  Partner            (10)  Aunt/Uncle
(4) Child  (biological/adoptive/   (11)  Niece/Nephew
        in-law/step/foster)        (12)  Other  relative
(5) Child  of  partner             (13)  Housemate/roommate
(6) Grandchild                     (14)  Roomer/Boarder
(7) Parent  (biological/adoptive/  (15)  Other  nonrelative
        in-law/step/foster)        (1 6) Legal  guardian
(8) Brother/sister  (biological/   (17)  Ward
    adoptive/in-law/step/foster)
```

While most of these relationship categories should be self-evident to the respondents, a few may need additional explanation to help the respondent better pick the best category.

(2) Spouse - This applies to a person of the same sex as well as the opposite sex of the Reference Person.

(3) Unmarried Partner - This applies to a person of the same sex, as well as the opposite sex, who shares living quarters with the Reference Person because they have a close, personal relationship, but is not married to the Reference Person

(4) Child - This applies to all sons and daughters of the Reference Person, including natural-born. adopted, in-law, step, and foster, regardless of age. *Do not enter category (4) for children of an unmarried partner (see (5) Child of Partner below).*

(5) Child of Partner - This applies to all sons and daughters of Reference Person's unmarried partner, for which the Reference Person is not the biological parent.

(12) Other Relative - This applies to persons related to the Reference Person by blood, marriage, or adoption that cannot be included in categories (2), (4), or (6)-(11).

(13) Housemate/Roommate - This applies to all unrelated persons of either sex who share living quarters with the Reference Person primarily to share expenses or reduce costs.

(14) Roomer/Boarder - This applies to a person not related to the Reference Person who occupies a room(s) in the Reference Person's home, pays rent for the room(s), and may or may not take meals with the Reference Person.

(15) Other Nonrelative - This applies to any persons not related to the Reference Person that cannot be included in categories (3), (5), (13), (14), (16), or (17).

(16) Legal guardian - This applies to a person appointed to take charge of the affairs of a minor, or a person not capable of managing his/her own affairs.

(17) Ward - This applies to a child or incompetent person placed by law under the care of a guardian or court.

**Verification of Household Roster**

After entering all persons living or staying in the sample unit, ask about persons who may have been overlooked.

```
-MISPERS- FR: READ FIRST TIME ONLY: I have listed (READ NAMES)
        PRESS "SHIFT-F6" TO SWITCH WINDOWS

    Have I missed --                                    (I) Yes (2) No
    -Any hahies or small children'?                         ----
    -Any lodgers, hoarders or persons you
          employ who live here'?                            ___
    -Anyone who usually lives here hut is now
          away from home traveling or in a hospital?        ----
    -Anyone else staying here'?                             ----
```

Read the list of names already entered in the household from the "window" at the bottom of the screen. *(If you entered four or more persons, press SHIFT-F6 and PgDn to see the rest of the list. Be sure to press Q before trying to enter responses to this question.)*

If the answer to a question is "No", enter "2" and ask the next question.

If the answer to a question is "Yes" (you missed someone), enter " I " and the instrument will take you through the appropriate questions for entering the missed person.

After entering all appropriate information for the missed person, you will be returned to this screen. Reask the question to which you received the "Yes" answer. If the answer is still "Yes", press **<ENTER>** (since *"1" should already be in the answer space)* and enter the information for this other missed person. If the answer is now "No", delete the " 1" and enter "2".

**Household Verification**

After verifying the completeness of the household roster, verify that you have listed only one complete household.

In certain situations, you may have listed persons who actually occupy separate living quarters (such as unrelated persons *or* separate family groups) or missed persons who do not occupy separate living quarters (such as may result from a merger or may include separate apartments in the basement, garage, etc.)

```
-LIVEAT-

    Do all the persons I have now listed live and eat together?

    FR:    READ NAMES IF NECESSARY.
           PRESS "SHIFT-F6" TO SWITCH WINDOWS.

    (1)    Yes
    (2)    No
```

```
-TABLEX-  FR:    ENTER THE PERSON NUMBER OF EACH PERSON WHO DOES
                 NOT LIVE AND EAT WITH THIS HOUSEHOLD.
                 PRESS "SHIFT-F6" TO SWITCH WINDOWS.
                 ENTER (N) FOR NONE/NO MORE.


                 _      _      _      _      _
                 ____   ____   ____   ____   ____
```

Persons who do not live and eat, with the household and occupy a separate "housing unit" will be deleted from this household. **(Refer to page 4 in the Glossary of your 11-S Listing and Coverage Manual for a definition of "Housing Unit".)**

```
-OTHLIV-

    Does any other household on the property live and eat with this household?

    (1)      Yes
    (2)      No
```

```
-ADDOTH-
      FR:  THIS UNIT (HOUSEHOLD) INCLUDES THE SPACE OCCUPIED
           BY ALL PERSONS WHO LIVE AND EAT TOGETHER.



           ENTER (P) TO ADD THE ADDITIONAL PERSON(S)
           TO THE HOUSEHOLD ROSTER
```

**Property** includes:

◆   The entire structure *(or other type of living quarters such as a mobile home or trailer)* which contains the sample unit;

◆   The land it stands on;

◆   Any additional structures *(or other types of living quarters)* on the same plot of land as the structure containing the sample unit. that is owned by the same person;

◆   Any adjacent land and structures *(or other types of living quarters)* which are owned by the same person who owns the structure containing the sample unit.

For cooperative and condominium units, include only *the* structure *(or other type of living quarters)* containing the sample unit and the ground on which it stands as the property.

## 3 .D  RESPONDENT

*Refer to Part B, Chapter 1 for the HIS respondent rules.*

```
-HHRESP-

   FR:    ASK IF NECESSARY:  With whom am I speaking?
          ENTER PERSON NUMBER OF THE RESPONDENT.
          IF MORE THAN ONE, ENTER THE NUMBER OF THE
          ONE YOU CONSIDER TO BE THE MAIN RESPONDENT.
          PRESS "SHIFT-FE;" TO SWITCH WINDOWS.
```

For persons who are not able to answer questions for themselves and have no relative living in the household who can answer for them, you may interview someone who is responsible for their care. This respondent may or may not be a household member.

♦    If the respondent is a household member, enter his/her Person Number.

♦    If the respondent is <u>not</u> a household member, but is being assisted by a household *member,* enter the household member's Person Number.  Also, press F7 and note the situation, including the name and relationship to the Reference Person of the non-household member.

♦    If the respondent is <u>not</u> a household member and is <u>not</u> being assisted by a household member, press **F7** and note the situation, including the name and relationship of the respondent to the Reference Person. Then enter "**N**".

If more than one person has been responding to this point, enter the Person Number of the one <u>you</u> consider the main respondent. This may be the one who gave the best answers or who will be available for the rest of the interview.


## 3.E  ARMED FORCES STATUS

Armed forces members living in the sample unit are still considered as household members, but are excluded from some of the survey's questions.

Armed forces members not currently living in the sample unit are not household members and will be deleted from the household.

```
-NOWAF-                                        Subject: JOHN DOE
                                             Respondent: JANE DOE


           Is JOHN DOE now on active duty with the armed forces?
           (1) Yes
           (2) No
```

Refer to the following table to determine if specific service is considered "active duty".

| TYPE OF SERVICE | ACTIVE DUTY? | |
|---|---|---|
| Now serving full-time *(including the 6-month period of training)* in:<br>• U.S. Army/Navy/Air Force/Marine Corps/Coast Guard<br>• Military service of a foreign country | YES | |
| In a Reserve branch of any of the above currently activated as part of the regular forces | YES | |
| U.S. Public Health Service commissioned officers currently assigned to any branch of the armed forces | YES | |
| Members of the National Guard currently blanketed into the regular forces by Presidential Order | YES | |
| Cadets in U.S. military academy (West Point, Naval Academy, Air Force Academy or Coast Guard Academy) | YES | |
| Persons whose only service is in the Coast Guard Temporarily Reserve | | NO |
| Employees of the Merchant Marine, Maritime Commission, or American Field Service | | NO |
| Civilian employees of the Department of Defense | | NO |
| Persons in a National Guard or reserve unit not currently activated as part of the regular armed forces, even though:<br>• currently attending meetings or summer camp<br>• currently activated by Gubernatorial order because of a disaster or civil disorder *(flood, riot, etc.)* | | NO |

## 3.F    NATIONAL ORIGIN

National origin or ancestry is the national or cultural group from which the person is descended. as determined by the nationality or lineage of the person's ancestors.  There is no set rule as to how many generations are to be considered in determining origin: a person may report his/her origin based on that of a parent, grandparent, or some far-removed ancestor.

```
-NATOR-                                                    Subject:    JOHN DOE
                                                           Respondent: JANE DOE
        FR: HAND FLASHCARD 0
        Do any of these groups represent JOHN DOE's national
        origin or ancestry?
        FR: ASK IF NECESSARY:    (Where did JOHN DOE's
        ancestors come from?)
        (1) Yes
        (2) No
```

```
-HISPAN-                                                   Subject:    JOHN DOE
                                                           Respondent: JANE DOE
        Please give me the number of the group.

        FR: IF A NONHISPANIC GROUP IS NAMED, PRESS "F1" TO RETURN TO
            NATOR AND CHANGE THE ANSWER FROM "YES" TO "NO".
            ENTER (N) FOR NO MORE.
            (1)  Puerto Rican
            (2)  Cuban
            (3)  Cuban American
            (4)  Other Caribbean
            (5)  Mexican/Mexicano
            (6)  Mexican American
            (7)  Chicano
            (8)  Hispanic
            (9)  Other Latin American
            (10) Other Spanish or Hispanic
```

If the respondent does not understand "national origin or ancestry", read the probe: *"Where did _ 's ancestors come from?"*

If questioned as to why only Hispanic groups are included, say that we collect information on different groups of people, and are trying to increase the reliability of the data on Hispanics.

If the respondent reports a name instead of the number of a group:

◆    Enter the number corresponding to the name.

◆    Probe by repeating the question: *"Please give me the number of the group."* if the name does not correspond to a listed group.

◆    Press **F1** to return to "NATOR" if the reported group is <u>not</u> Hispanic. Then, change "NATOR" from "Yes" to "No."

Refer to the following table to help respondents distinguish between "9. Other Latin American" and " 10. Other Spanish or Hispanic."

| 9 - OTHER LATIN AMERICAN | 10 - OTHER SPANISH OR HISPANIC |
|---|---|
| Argentina<br>Bolivia<br>Chile<br>Honduras<br>Columbia<br>Costa Rica<br>Dominican Republic<br>Ecuador<br>El Salvador<br>Guatemala<br>Nicaragua<br>Panama<br>Paraguay<br>Peru<br>Uruguay<br>Venezuela | Baleric Islands<br>Basque<br>California<br>Canary Islands<br>Catalonia<br>Hispanic<br>Iberian *(i.e.. Spain)*<br>Majorcan<br>Spanish<br>Spaniard<br>Spanish-American<br>Spanish speaking |

## 3.G    RACE

The Bureau of the Census and National Center for Health Statistics base race on self-identification by respondents. It does not reflect clear-cut definitions of biological stock or conform to any scientific definition.

```
-RACE-                                               Subject:    JOHN DOE
                                                     Respondent:  JANE DOE

       FR: HAND FLASHCARD R
       What race does JOHN DOE consider himself to be?
       FR: ENTER (N) FOR NO MORE

       (1) White                      (9)          Korean
       (2) Black/African American     (10)         Vietnamese
       (3) Indian (American)          (11)         Japanese
       (4) Eskimo                     (12)         Asian Indian
       (5) Aleut                      (13)         Samoan
       (6) Chinese                    (14)         Guamanian
       (7) Filipino                   (15)         Other Asian,
                                                   Pacific Islander
       (8) Hawaiian                   (16)         Other
```

Do **not** suggest answers to respondents and do **not** try to explain or define any of the groups.

Since it is important to the HIS screening (see 3.H *below)* that all Blacks/African Americans be identified, enter 2 *(instead of 1 6)* for responses of Afro-American. Colored, Negro, Mulatto. Haitian. Jamaican, West Indian, Nigerian, or any of the countries or tribes of Black Africa.

If multiple races are reported. enter up to five. Then ask "MLTRAC" to determine the <u>one</u> that best represents the person's race.  If the respondent cannot report just one race. enter **"D"** *for* Don't Know.

## 3.H    SCREENING

To improve the reliability of health statistics for Blacks and Hispanics. these groups arc being "oversampled". Households in this additional sample are designated for "screening" and will be interviewed only if they contain at least one Black or Hispanic member.

Based on the screening status code for that unit and your entries for the race and origin items. the instrument will determine whether you should continue the interview or assign a Type B "Screened Out" noninterview.

## 3.I    CORRECTING THE HOUSEHOLD ROSTER

Before separating unrelated families, or selecting the Sample Adult and Sample Child. you must verify that the household roster is as accurate as possible.  This means checking that the appropriate person is designated as the Reference Person, correct relationships are shown to the Reference Person. and unrelated families in the household have been assigned the correct "Family Number".

The majority of your interviews will not require such adjustments; however. in a situation such as the Reference Person being deleted from the household. you may need to perform one or more of' these corrections.

```
-UPDATE-

        FR: ARE ALL LISTED PERSONS FLAGGED WITH A "D" OR "A"?
            PRESS "SHIFT-F6" TO SWITCH WINDOWS
        (1) Yes
        (2) No
```

Households occupied entirely of armed forces members are Type B noninterviews.

```
-UPDATE2-  FR:  ARE ANY CORRECTIONS NEEDED IN THE HOUSEHOLD ROSTER?
                FOR EXAMPLE, HAS THE APPROPRIATE PERSON BEEN SELECTED AS
                THE REFERENCE PERSON AND ARE ALL RELATIONSHIPS TO THE
                REFERENCE PERSON CORRECT?
                PRESS "SHIFT-F6" TO SWITCH WINDOWS
           (1) Yes, change Reference Person
           (2) Yes, change relationships
           (3) No corrections/no more corrections
```

If the original Reference Person'is an armed forces member not living at home. or has otherwise been deleted from the household. you must designate a new Reference Person. Enter "1" and follow the instructions displayed. When completed. you will return to the "UPDATE2" screen.

Verify that all relationships to the Reference Person are correct. Particularly after designating a new Reference Person, the relationships may need to be corrected. Enter "2" and specify/respecify the relationship of each person in the household. When completed, you will return to the "UPDATE2" screen.

If no corrections are required or once all such corrections have been completed, enter "3".

```
-FAMNUM-  FR: PROBE AS NECESSARY TO ESTABLISH RELATIONSHIPS OF PERSON(S)
              NOT RELATED TO THE REFERENCE PERSON.  THE REFERENCE PERSON'S
              FAMILY NUMBER IS "1"; THE FIRST UNRELATED PERSON OR FAMILY IS
              NUMBER "2"; THE SECOND UNRELATED PERSON OR FAMILY IS NUMBER "3"
              AND SO FORTH.
              PRESS "SHIFT-F6" TO SWITCH WINDOWS.
              DO NEW FAMILY NUMBERS NEED TO BE ASSIGNED TO ANY HOUSEHOLD
              MEMBERS?

                        (1)  Yes, additional numbers            (H)
                        (2)  No, all are in family "2"
                        (P)  Proceed, no more corrections
```

```
-FAMNUM2-   FR:  ENTER PERSON NUMBER BELOW AND CHANGE FAMILY NUMBER.
                 PRESS "SHIFT-F6" TO SWITCH WINDOWS.  ENTER (N) FOR NO MORE.
                   PERSON NUMBER       NEW FAMILY NUMBER
```

While completing the household composition, all persons not related to the Reference Person are assigned Family Number 2. Probe to determine if such persons are related to each other. If so. all should remain in Family Number 2. However, anyone not related to Family 2 members must be assigned to family number 3, 4, and so forth as appropriate.

Enter the person number in the left column and the Family Number to be assigned to that person in the right column. When finished making changes. enter "N" for no more and you will be returned to "FAMNUM". Make sure all Family Numbers have been assigned appropriately and enter P ("P" will only be an option when you return to FAMNUM from FAMNUM?).

## 3.J    MARITAL STATUS

Determine current marital status for each household member 14 years of age or older. This usually will be known by the time you get to this item. so you can verify it without asking in most cases. If there is any doubt. however. ask. Also, if a household member is either married or living with a partner, you will identify the spouse or partner, thus identifying marital relationships.

```
-MARITL-                                 Subject:     JOHN DOE
                                         Respondent:  JOHN DOE
          FR: ASK OR VERIFY.

          Are you now married, widowed,
          divorced,  separated,  never married or living with a partner?

               (1)  Married                                    (H)
               (2)  Widowed
               (3)  Divorced
               (4)  Separated
               (5)  Never Married
               (6)  Living with a partner
```

MARITL will not be asked for the Reference Person if he or she has a spouse or unmarried partner. In this case. MARITL also would not be asked for the spouse or unmarried partner. This is because this information was determined when the relationship was entered in NXTRRP.

Enter "1" for persons who are legally married, including those who state that they have a common-law marriage. Also. enter "1" for same-sex couples that claim they are married.

Enter "6" for unmarried opposite-sex and same-sex couples living together as if they were married.

Enter "4" for married persons who are legally separated, or who have parted because of marital discord, but have not yet obtained a divorce.

Consider a legally annulled marriage as never having taken place. For example, enter "5" for a person whose only marriage has been annulled; or enter "3" for a person whose first marriage ended in divorce and whose most recent marriage was legally annulled. A person whose marriage has been annulled only through a religious decree is to be classified according to his/her legal status.

Probe for clarification as necessary.

**Identifying the Spouse or Unmarried Partner**

If you enter "1" in MARITL you will go to SPOUS I :

```
-SPOUS1-                 Subject:  JOHN DOE
                    Respondent: JOHN DOE
    FR: ASK OR VERIFY.
    Is your spouse living in the household'?


        (1) Yes                    (H)
        (2) No
```

If you enter "2" in SPOUS 1 you will go to SPOUS2 where you will enter the person number of the spouse.

If you enter "6" (Living with a partner) in MARITL you will go to COHAB 1:

```
-COHAB1-                  Subject: JOHN  DOE
                     Respondent: JOHN DOE
     Have you ever been married?


         (I)  Yes                  (H)
         (2)  No
```

If "Yes" you will go to COHAB2:

```
-COHAB2- What is your current legal marital status?

     ( I ) Married                  (H)
     (2)  Widowed
     (3)  Divorced
     (4)  Separated
```

After making an entry in COHAB2 you will got to COHAB3 where you will enter the person number of the unmarried partner.  An entry of "2" in COHAB 1 will also take you to COHAB3.


3.K     **Parent-Child   Relationships**

Next you will identify any parent-child relationships that may exist within the household.  Of course. some of these relationships may have already been identified.  For example, if the Reference Person has any children, a parent-child relationship was identified when you entered the relationship of the child in NXTRRP.  Therefore, you will not need to ask any questions regarding that particular parent-child relationship. Other parent-child relationships can be inferred. For example, if the Reference Person has a spouse, it is reasonable to assume that there is some degree of parent-child relationship between the Reference Person's child and spouse.

DEGREE4, shown below, is used when the Reference Person is female, and she has both a husband and a child. The instrument will make the connection that there is some degree of parent-child relationship between the Reference Person's husband and child.

```
-DEGREE4- I recorded that JOHN DOE is the father of
     BILLY DOE. Is BILLY DOE his biological (natural). adoptive.
     step. foster child. or son daughter-in-law?
                              (H)
          (I)  Biological (natural) child
          (2)  Adoptive child
          (3)  Step child
          (4)  Foster child
          (5)  Son/daughter-in-law
```

DEGREES, shown below, is used when the Reference Person is male, and he has both a wife and a child. The instrument will make the connection that there is some degree of parent-child relationship between the Reference Person's wife and child.

```
-DEGREE5- I recorded that JANE DOE is the mother of
     BILLY DOE. Is BILLY DOE her biological (natural). adoptive.
     step. foster child. or sowdaughter-in-law'?
                              (H)
          (I ) Biological (natural) child
          (2)  Adoptive child
          (3)  Step child
          (4)  Foster child
          (5)  Son/daughter-in-law
```

Screens MOTHER and FATHER, combined with screens DEGREE6 and DEGREE7, shown below. will be used to identify parent-child relationships not associated with the Reference Person (unless the Reference Person's mother or father are household members).

MOTHER will be asked only if a persons' mother has not already been identified, and there is at least one female in the family that is at least 12 years older than that person. There is a roster at the bottom of MOTHER that will contain all the females in the family that are. at least 12 years older than the person who's mother you are attempting to identify.

```
-MOTHER-                Subject:  TOM SMITH
                        Respondent: JOHN DOE
     Is TOM SMITH's mother a household member? (Include mother-in-law)
     ENTER THE PERSON NUMBER OF THE MOTHER. IF THE MOTHER IS NOT A
     HOUSEHOLD MEMBER. ENTER "0". IF THE PERSON HAS   NO PARENTS PRESENT HI JT
     HAS A LEGAL GUARDIAN. ENTER "G".
         (G) No Parent in Household: Has legal guardian.


        __ Person Number of Mother               (H)
--------------------------------------------------------------
LINE  HHSTAT  NAME           AGE FX REL
--------------------------------------------------------------
04          EVA SMITH                 37 2  boarder
```

Enter "0" if subject's mother is not a household member, "G" if the subject has no parent present, but does have a legal guardian, or the line number of the mother.  If you enter a line number you will go to screen DEGREE6:

```
-DEGREE6- Is EVA SMITH TOM SMITH's biological.
     adoptive. step. foster mother. or mother-in-law'?
                                (H)
         (1)  Biological  mother
         (2)  Adoptive  mother
         (3)  Step  mother
         (4)  Foster  mother
         (5)  Mother-in-law
```

FATHER will be asked only if a persons' father has not already been identified, and there is at least one male in the family that is at least 12 years older than that person. There is a roster at the bottom of FATHER that will contain all the males in the family that are at least 12 years older than the person who's father you are attempting to identify.

```
FATHER-              Subject: TOM  SMITH
                     Respondent: JOHN DOE
        Is TOM SMITH's father a household member? (Include father-in-law)
        ENTER THE PERSON NUMBER OF THE FATHER. IF THE FATHER  IS NOT A
        HOUSEHOLD MEMBER. ENTER "0". IF THE PERSON HAS NO PARENTS PRESENT BUT
        HAS A LEGAL GUARDIAN. ENTER "G".
                                                         `
          __  Person Number of Father              (H)

        ------------------------------------------------------------------------
        LINE  HHSTAT  NAME             AGE FX REL
        --------------------------------------------------------------------
        05        HARRISON  SMITH              42  2  boarder
```

Enter "0" if subject's father is not a household member, "G" if the subject has no parent present, but does have a legal guardian, or the line number of the father.   If you enter a line number you will go to screen DEGREE7:

```
-DEGREE7- Is HARRISON  SMITH  TOM  SMITH's biological.
      adoptive. step, foster father, or father-in-law?
                                 (H)
            (1)  Biological  father
            (2)  Adoptive  father
            (3)  Step  father
            (4)  Foster  father
            (5)  father-in-law
```

## 3.L    VERIFYING  DEMOGRAPHIC  DATA

At screen CHGMORE, shown below, you can verify that the demographic data you have entered is correct, and make changes if necessary. Each person you have entered in the roster will be displayed one at a time in CHGMORE for you to review their name, age, sex, national origin and race. If all the information is correct enter "1" and the next person's data will be displayed.

```
Item.  CHGMORE


----------------------------------------------------------------              .    .              `
Line FX First name       MI Last name       Age Sex
--------------------------------------------------------------
 01 01 JOHN                     DOE           36 M

  Race: Black/African American
Origin: No Hispanic Origin

   FR: VERIFY THE ABOVE INFORMATION AND MAKE CORRECTIONS IF
       NECESSARY.                    /

       (I ) Yes, information is correct
       (3) No. correction neededimore corrections needed
```

If you discover an error enter "2" and you will go to screen C-WHAT:

```
-C_WHAT- What change(s) is/are needed for JOHN DOE?

      (M) Mistake -- No correction needed.

      (1) Name              (4) National origin
      (2) Age               (5) Race
      (3) Ses


      FR: Enter N for No More

      --    --    --    --    --
```

Enter the number of the item(s) that you need to change and you will be taken to the appropriate
screen(s) where the changes can be made.  You can enter up to 5 items. If you enter less that 5. enter
N after the last item. After you have made all the changes necessary for a given person. you will be
returned to CHGMORE, for that same person.  The changes you have made will be displayed in
CHGMORE, and you can enter "2" to make more changes if necessary, or enter "1" and verify the
nest person's data.

## 3.M   EMANCIPATED MINORS

An Emancipated Minor is 1) any person 14 to 17 years of age that is currently married, or living
with an unmarried partner, or 2) any person 14 to 17 years of age that has no adult relative or legal
guardian living with them.  Emancipated Minors are not eligible to be either the Sample Adult or
Sample Child. Emancipated Minors will be identified and "flagged" with E after the verification of
demographic data. There are no screens associated with this; the computer will do this internally.
If a household has an Emancipated Minor you will see the flag E in the roster, to the left of their
name.

## 3.N    SAMPLE PERSONS

### Sample Adult

In _each_ family with one or more members 18+ years of age. the instrument will select one person as the Sample Adult. The Sample Adult Section (see _Part C. Chapter 5)_ requires self-response by the selected Sample Adult.

### Sample Child

In each family with one or more children under 18 years of age. the instrument will select one as the Sample Child (excluding Emancipated Minors: see 3.M). The designated respondent for the Sample Child Section will be one of the persons reported as knowing about the Sample Child's health

```
-KNOWSC-                                              Subject: BILLY DOE
                                                   Respondent: JANE DOE
                          We select one child in each family for additional health questions. In this
                          family, that is BILLY DOE.

                          Who in the family would you say knows about the health of BILLY
                          DOE?

                          FR:   ENTER UP TO THREE PERSON NUMBER. IF LESS THAN
                                THREE, ENTER "N" FOR NO MORE AFTER THE LAST
                                ONE. IF NO ONE OTHER THAN THE SAMPLE CHILD,
                                ENTER "0".
```

It is not necessary to ask this if you know the answer. _For example. enter the person number of the Sample Child's parent if it is obvious that the parent is competent or the only possible respondent._

Even if given in response to this question, do **not** enter the Sample Child's person number. Enter all persons, up to three, that are knowledgeable about the child's health. Only the person(s) entered in KNOWSC can be respondents for the Sample Child section.

# Table of Contents

**PART C, CHAPTER 4
THE FAMILY
SECTION** `

# PART C, CHAPTER 4
# THE FAMILY SECTION

## 4.A QVERVIEW

Topics in the Family Section include:

- Health Status and Limitations
- Injuries and Poisonings
- Health Care Access and 'Utilization
- ˙ Health Insurance
- Demographic Background
- Family Income

Most questions in this section are directed toward the entire family and are asked "family style" (e.g., *"Because of a health problem, does anyone in the family have difficulty walking without using any special equipment?").* These questions will not have the roster displayed at the bottom of the screen, because it is not necessary to read names, since the question is about the entire family.

Some questions will be directed toward a specific group of persons within the family and are asked as follows: *"Is/Are {READ NAMES BELOW) limited in the kind or amount of play activities he/she/they can do because of a physical, mental, or emotional problem?".  These* types of questions will have the roster displayed at the bottom of the screen.  The roster will be limited to only those family members to which that question applies.  You will have to make the correct choice between *"Is/Are"* and *"he/she/they"* in these types of questions.  You may need to use SHIFT-F6 and Page Down to see all the names in the roster, if the roster contains more than 2 or 3 names.

Other questions are directed toward an individual family member as a follow-up to a previous question, and are asked "individual style" (e.g. "How many different times did Jane Doe stay in any hospital overnight or longer during the past 12 months?"). These questions will have the name of the person filled-in within the question.

If there is more than one family in the sample household, upon completion of the Household Composition Section, you will be asked to indicate with which family you wish to continue the interview. This selection takes place at the FAMINT screen which appears below. The numbers of applicable families will appear above the answer categories. Enter the number of the family you wish to continue with.  Enter A if you have completed all families . Enter N if there is no one available to respond for any incomplete sections of this case.

```
-FAMINT- FR: ENTER THE FAMILY NUMBER OF THE FAMILY: YOU WISH TO
     CONTINUE. IF ALL FAMILIES IN THE HOUSEHOLD HAVE BEEN COMPLETED, ENTER (A)
     FOR ALL.


          Family Number: 1 2
             (A) All families are totally complete .
             (N) No one is available to interview now
```

## 4.B  FAMILIES AND RESPONDENTS

The first family-specific item you will see asks if you can continue with the Family Section. This screen allows you to continue, arrange a callback, or classify the section as a noninterview.

```
-RESPID-
                 FR: CAN YOU CONTINUE WITH THE FAMILY SECTION,
                 OR DO YOU NEED TO ARRANGE A CALLBACK?

                 (1) Continue with Family Section
                 (2) Arrange callback
                 (3) Noninterview
```

If you enter " 1 " the next item will be an introductory screen. The purpose of this item is to ask the respondent to have all adult family members who are currently at home, take part in this section of the interview.  After these persons (if any) have entered the room, you will need to enter the line numbers of each person who is present.

```
-FINTRO-                         Subject:   Family 1
                                 Respondent: JOHN DOE
       FR: IF ANY PERSONS LISTED BELOW ARE NOT PRESENT, SAY:
       We would like to have all adult family members who are at home take part in the interview.  Are
 ⌐   (READ NAMES BELOW) at home now? IF YES, ASK: Could they join us? (ALLOW TIME)
       FR: ENTER LINE NUMBER(S) OF FAMILY MEMBERS LISTED BELOW THAT ARE CURRENTLY
       PRESENT. ENTER UP TO 10 NUMBERS. ENTER (N) FOR NO MORE.


                      _ _ _ _ _ _ _ _ _ _

  ----------------------------------------------------------------------
  LINE  HHSTAT  NAME                          AGE  FX
  - - - - - - - - B - - - I - W -- - - u - u - -................................
  01    P R  S  JOHN DOE                       29   1
  02            JANE DOE                        26   1
```

The person who was the Household Respondent (identified at screen HHRESP) in the Household Composition section will also be the designated respondent for the Family Section. If you have more than one family, the person identified at the FAMRESP screen will be the respondent. His or her name will fill in as the Respondent in the upper right hand corner of the screen on all questions. However, any family member, 18 years old and older may respond for themselves or other family members in this section. In general, 17 year old family members may respond for themselves if an adult family member is present, but may not respond for other family members The exceptions to this rule are emancipated minors, who may always respond for themselves.

The wording of the questions in the Family Section may be awkward at times, because the computer will automatically word the questions as though you are asking the question of the person designated as the respondent. You may need to change the wording to eliminate this possible awkwardness. For example, suppose that John Doe is the designated respondent, and an injury has been reported for Jane Doe (John Doe's spouse), who is currently present. Question IJDATE will be worded as follows: *"When **did Jane Doe's injury happen?"**. **Since** Jane Doe is present, and an adult, she may respond for herself. In this situation, it would not be appropriate to ask the question as worded. You should direct this question to Jane Doe and reword as follows: *"When **did your injury happen?"**.

Since any responsible adult family member can respond to questions in the Family Section, you may continue this section even if the person designated as the respondent is not present. Do not arrange a callback for this section just because this person cannot be present. You may conduct the Family Section with any responsible adult family member.

## 4.C   ENDING THE FAMILY SECTION

The instrument will automatically lead you through the Family Section based on the composition of the family and your entries to the questions.

It is VERY important that you complete the Family Section. Answers to questions in the Family Section are used as input to questions in the Adult and Child sections. Failure to complete these items will cause problems in the instrument.

If for some reason you have to break off the interview before completing the entire section, press **SHIFT-F2**. This will take you to the end of the section where you indicate if a callback is required to complete this partial interview or whether no callback is possible; that is, a noninterview.

Regardless of the situation, the instrument will take you to the Sample Adult Section following your completion of the family status item. If, however, you must exit the interview quickly and completely, press **F10** rather than "SHIFT-F2". This lets you quickly terminate the interview for this sample household.

## 4.D    HEALTH STATUS AND LIMITATION OF ACTIVITIES

After screen FINTRO, the next item, HLTH_BEG, is an 'introduction to the Family Health Status and Limitations of Activities section of the Family Section.

```
-HLTH_BEG-                    Subject:    Family 1
                          Respondent: JOHN DOE
        FR: READ THE FOLLOWING INTRODUCTION:


        I am now going to ask about the general health of family members and the
      effects of any physical, mental, or emotional health problems.
                                              \
        PRESS (P) TO PROCEED
```

For family style questions and introduction screens such as this one, "Family", followed by the appropriate family number, will fill in as the subject.

This first series of questions in the Family Section identifies any family members that are limited because of a physical, mental or emotional problem. The questions that are asked will depend in part on the structure of the family; some questions are for specific age groups.

A **problem** is defined as the respondent's perception of a chronic, perhaps permanent, departure from physical, mental or emotional well being. Short-term disabilities (such as pregnancy or injury where full recovery is expected) should not be included as problems.

A person is **limited** if he or she can only partially perform an activity, can do it fully only part of the time, or cannot do it at all.  Do not define this term to the respondent; if asked for a definition, emphasize that we are interested in whether the respondent thinks the person is limited in the specific activity or not.

Question FLAPLYLM is the first question in the Family section, and is asked only for children less than five years old.  In a family with no children less than five, you will not see this question, nor any of the follow-up questions, PLAPLYLM and PLAPLYUN. These three questions are shown below:

```
-FLAPLYLM-                            Subject:    Family 1
                                  Respondent: JOHN DOE
        Are/is (READ NAMES BELOW) Limited in the kind or amount of play activities he/she/they can do
because of a physical, mental, or emotional problem?        .        (H)


            (1) Yes
            (2) No                                        .


----------------------------------------------------------------
LINE HHSTAT NAME                              AGE FX
 -      -    -- - " - - - - I - __      -        -
04                    BILLY DOE                 2  1
```

As you will notice, the Family roster at the bottom of the FLAPLYLM screen will fill with only those family members to which this question applies.

A "Yes" answer in FLAPLYLM prompts the following two questions':

```
-PLAPLYLM-

    FR: ASK OR VERIFY, ENTER APPLICABLE PERSON NUMBER(S). ENTER
        (N) FOR NO MORE AFTER THE LAST NUMBER.

                    Who ,is this?   (Anyone else'?)


                    __  __  __  __  __
```

```
-PLAPLYUN-
    Is BILLY DOE able to take part AT ALL in the usual kinds of play activities done by most children
    BILLY DOE's age?
```

PLAPLYUN is asked of each child entered in PLAPLYLM, and CAP1 will automatically fill in the names for you in this question. This set of questions is typical of questions in the Family Section: first there will be a question asking if anyone in the family, or part of the family, is limited in a particular way (e.g. FLAPLYM); if so, a question follows identifying those who are limited (PLAPLYM); and perhaps a follow-up question for each of the limited persons (PLAPYUN). In a question like FLAPLYLM, which is directed at only part of the family, names will not be filled-in at the question. However, the roster will be displayed at the bottom of the screen, limited to those family members to whom the question is directed. In the case of question FLAPLYLM, the roster will be limited to family members less than five years old. You may need to press SHIFT-F6 and PgDn to see the rest of the names, if there are more than two or three persons to whom the question applies.

```
-FSPEDEIS-

    Do any of the children under 18 in this family, (READ NAMES BELOW),  receive Special Educational or
    Early Intervention Services?
```

This question applies only to children less than 18 years old, so you will not see this question, nor its follow-up question, in a family with no children below the age of 18.

**Special Education** is teaching designed to meet the needs of a child with special needs and/or disabilities. It is designed for children and youths aged 3 to 21. It is paid for by the public school system and may take place at a regular school, a special school, a private school, at home, or at a hospital.

**Early Intervention Services** are services designed to meet the need of very young children with special needs and/or disabilities. They may include but are not limited to: medical and social services, parental counseling, and therapy. They may be provided at the child's home, a medical center, a day care center, or other place. They are provided by the State or school system at no cost to the parent.

```
-FLAADL-

     Because of a physical, mental, or emotional problem, does anyone in the family need the help of other
     persons with PERSONAL CARE NEEDS, such as eating, bathing, dressing, or getting around inside this
     home?
```

Since this question is directed at the entire family, there is no need to read names, so the roster will not be displayed with these types of questions. If there are no family members below the age of 18, this will be the first question in the Family Section.

For this question, **help** from another person is considered to be hands on assistance with performing an activity. An **other person** may be a friend, relative, paid helper, volunteer from an agency or organization or anyone else who helps the family member in doing the activities mentioned. He or she may be a household member or a non-household member.

```
-PLAADL2-                          Subject:    JOHN  DOE
                                   Respondent: JOHN DOE
        Do you need the help of other
        persons with . ...?     (1) Yes    (2)   No    (H)

             Bathing or showering?  __
             Dressing?              __
             Eating?                __
             Getting in or out of bed
               or chairs?           __
             Using the toilet, including
               getting to the toilet?  __
             Getting around inside the
               home?                __
```

PLAADL2 is asked for each family member that has been reported as needing the help of other persons with their personal care needs.

A **bed** is anything used for lying down or sleeping, including a sofa, cot, or mattress.

-FLAIADL-

> **Because of a physical, mental, or emotional problem, does anyone in the family need the help of other persons in handling ROUTINE NEEDS, such as everyday household chores, doing necessary business, shopping, or getting around for other purposes?**

FLAIADL similar to FLAADL, except FLAIADL is concerned with <u>routine needs</u>, whereas FLAADL is concerned with <u>routine needs</u>.

-FLAWKNOW-

> **Does a physical, mental, or** emotional **problem NOW keep any of these family members. (READ NAMES BELOW), from working at a job or business?**

-FLAWKLIM-

> **(Other than the persons mentioned above) Are any of these family members (repeat *adult names* if *needed*) limited in the kind OR amount of work they can do because of a physical, mental or emotional problem'?**

**FLAWKNOW** and FLAWKLIM are directed at all family members 18 years old and older. FLAWKLIM is further restricted to those persons not reported in PLAWKNOW (the "Who is this?" question that follows a "Yes" response to FLAWKNOW).

-FLAWALK-

> **Because of a health problem, does anyone in the family have difficulty walking without using any special equipment?**

The term **health problem** is respondent defined, but should be limited to chronic conditions.

**Special equipment** is any device, tool, utensil, instrument, implement, etc. used as an aid in performing an activity because of a physical mental or emotional problem.

-FLAREMEM-

> Is anyone in the family **LIMITED In ANY WAY by difficulty remembering or by experiencing periods of** confusion?

**In any way** refers to activities that are normal for most people of that age.

-FLIMANY-

Are any members (READ NAMES BELOW) **limited in ANY WAY 'in any, activities because of physical, mental or emotional problems?**

**1**

**FLIMANY** is directed at any family members that have not already been reported as having a limitation in any of the previous questions. The roster will include only those persons that have not been entered in a previous item in this section. If every family member was reported to have at least one limitation, **FLIMANY** will not appear

-LAHCC-                                        Subject:    BILLY DOE
                                        Respondent: JOHN DOE

**What conditions or health problems cause BILLY DOE's limitations? FR: HAND CARD F2. DO NOT READ. CODE ALL THAT APPLY, UP TO 5, BUT DO NOT PROBE. ENTER (N) FOR NO MORE.    (H)**

**(1) Vision/problem seeing**          **(8) Other developmental problem**
**(2) Hearing problem**                      **(e.g., cerebral palsy)**
**(3) Speech problem**                 **(9) Other mental, emotional or**
**(4) Asthma/breathing problem**              **behavioral problem**
**(5) Birth defect**                   **(I 0) Bone, joint, or muscle problem**
**( 6 )  I n j u r y**                 **(11) Epilepsy**
**(7) Mental retardation**             **( 12) Other impairment/problem (Specify one)**
                                       **(13) Other impairment/problem (Specify one)**

LAHCC is asked for each child, less than 18 years of age, who has been reported as having a limitation in any of the previous questions. You can enter up to five conditions. If the respondent names a condition that is not on this list, you can enter up to two such conditions, by selecting "12", and entering the first "other" condition, and then "13", and entering the second "other" condition.

Consider as a **condition** any response describing a health problem of any kind.

For each condition entered, the respondent will be asked how long the child has had that particular limitation.

LAHCCL@TI

    **How long has BILLY DOE had this hearing problem?**
    **FR: ENTER NUMBER, PRESS RETURN, AND ENTER TIME PERIOD.**

    ___ **Number      (ENTER "96" IF SINCE BIRTH)**

    ___ **Time Period    (1) Day(s)**
                    **(2) Week(s)**
                    **(3) Month(s)**
                    **(4) Year(s)**

The same sequence of questions (what conditions exist; how long have they exited) is repeated for family members 18 years old and older who were reported as having a limitation. The categories of conditions/health problems vary slightly from those asked of the children family members.

```
-LAHCA-                                    Subject: JANE DOE
                                           Respondent: JOHN DOE
What condition or health problem causes JANE DOE's limitations?
FR: HAND CARD F3. DO NOT READ. CODE ALL THAT APPLY. UP TO 5,
BUT DO NOT PROBE. ENTER (N) FOR NO MORE.                    (H)

( 1) Vision/problem seeing            (12) Cancer
(2) Hearing problem                   (13) Birth defect
(3) Arthritis/rheumatism              ( 14) Mental retardation
(3) Back or neck problem              ( 15) Other developmental problem
(5) Fracture. bone joint injury          (e.g.. cerebral palsy)
(6) Other injury                      (16) Senility
(7) Heart problem                     (17) Depression/anxiety/
(8) Stroke problem                        emotional problem
(9) Hypertension/high blood pressure  ( 18) Weight problem
( 10) Diabetes                        ( 19) Other impairment/problem (Specify one)
( 1 1) Lung/breathing problem         (20) Other impairment/problem (Specify-one)
```

You can enter up to five conditions in LAHCA. If the respondent names a condition that is not on this list, you can enter up to two such conditions, by selecting " 19", and entering the first "other" condition, and then "20", and entering the second "other" condition.

Consider as a **condition** any response describing a health problem of any kind.

```
-PHSTAT-

      Would you say JOHN DOE's health in general is excellent, very good, good, fair, or poor?
```

PHSTAT is the last question in this first part of the Family section. You will ask this question of each family member. The computer will fill-in the names for you. If the response is not one of the given categories *(For example, "pretty good" or "up and down ")*, repeat the question. emphasizing **"In GENERAL"** and clearly state the answer choices. If the second answer still does not fit one of the categories, press **F7** and enter the response in a note. Then enter **"D"** for don't know for this item. <u>In no instance should you choose an answer for the respondent</u>.

## 4.E    INJURIES AND POISONINGS

The questions in this section are divided between questions about injuries and questions about poisonings. The reference period for all questions in this section is 3 months, which is defined as 9 1 days prior to the day of interview. You will not need to calculate this date yourself? the computer will do that for you.

**Injuries** include such things as cuts, bruises, burns, sprains, fractures, insect stings, animal bites. and anything else that the respondent considers an injury. Injuries can result from accidental causes, such as falls or motor vehicle collisions, or from intentional incidents, such as stabbing, gunshot wounds, or other assaults. **Poisonings** include coming into contact with harmful substances, and overdose or wrong use of any drug or medication. Illness, such as poison ivy or food poisoning, should not be included as poisoning.

```
-FINJ3M-                          Subject:    Family 1
                                  Respondent: JOHN  DOE

          Injuries are a major health problem.   In order to develop new ways to help prevent both
          accidental and intentional injuries,  we need to know more about them. In this next set of questions, I will
          ask about injuries that happened in the past 3 months; note here that we are only interested in injuries that
          required medical advice or treatment.  DURING THE PAST THREE MONTHS, that is since (computer
          fills date) was anyone in the family injured seriously enough that they got medical advice or treatment'?
                                        (H)

              (1) Yes        (2) No
```

**Medical Advice** is advice from a trained medical or dental professional. This advice may be given in a formal office setting, over the phone, in informal settings such as a dinner party, or from a friend or relative that is a trained medical professional.

**Treatment** 'is defined as medical treatment received from a trained medical or dental professional.

For each person that has had an injury in the past three months you will ask a set of questions to determine how many times he or she was injured in that time period. For each injury of each person, you will record the injury date and specific details of the injury, how it happened, the primary cause, and if hospitalization or additional care was/is required. The injury screens are shown below:

```
-IJNO3M-                        Subject: JOHN  DOE
                                Respondent: JOHN  DOE
          How many different times in the PAST 3 MONTHS were you injured seriously enough to seek medical
advice?
                                        (H)

          _____    Times injured
```

```
-IJDATE-                          Subject:    JOHN  DOE        .
                                  Respondent:   JOHN   DOE  .
          When did your injury happen?

          MONTH:    _____
          DAY:      _____
          YEAR:     _____
```

```
-IJTYPE-

    At the time of this injury, what part(s) of your body was hurt? What kind of injury was it? Anything
    else?

    FR: RECORD THE BODY PART, THEN THE KIND OF INJURY. RECORD UP TO FOUR
    PART/KIND COMBINATIONS. ENTER "N" WHEN ALL ENTRIES HAVE BEEN MADE.

    Body Part                              Kind of injury
    1._____        _____
    2._____        _____
    3._____        _____
    4._____        _____
```

Enter the specific **Body Part** that was injured. For example, "upper right arm", and "lower back" are specific, but "right arm" and "back" are not specific enough. Enter each specific body part/kind of injury combination on a separate line.

Enter **the** specific **Kind of Injury** that the body part sustained. For example, "broken bone", "Cut", "sprained", "bruised", etc. Probe for as specific a description as possible.

General or vague answers *such as "hit"* **or** *"hurt"* **are not acceptable** for "kind of injury" because they do not provide sufficient information on the nature of the injury. The following are several good examples of part/kind combinations:

Body Part                         Kind of Injury

Upper right arm                   Broken bone
. Right upper leg                 Bruised
Left upper leg                    Bruised
Right eye                         cut
Back of head                      Concussion
Index finger on left hand         Broken

You should note that the detail questions for each injury event are worded to account for multiple "injuries" resulting from the same event (for example, broken arm and concussion from a fall). You will need to use whatever language is most appropriate to get information about the injury event as a whole.

```
-IJ HOW-

        How did your injury(s) happen?  Please describe fully the circumstances or events leading to the
        injury(s), and any object, substance, or other person involved.

        _____
        _____
        _____
        _____
        _____
```

Enter the verbatim response, probing for as much detail as possible, including specifically what the injured person was doing at the time and all circumstances surrounding the event. record all volunteered information.

Entries such as "sports injury" or "auto accident" are insuffkient. For a sports injury, determine whether there was a collision with another person or object, or if a fall, what caused the fall. For an auto accident, determine whether the vehicle was moving or stopped, and if a collision, what it collided with.

```
-CAUS-

    FR:   ENTER THE FIRST APPROPRIATE BOX WHICH DESCRIBES THE CAUSE OF THE
          PERSON'S INJURY FROM THE LIST BELOW.

          1. Vehicle as transportation, including motor
                  vehicle/bicycle/motorcycle/pedestrian/train/boat/airplane
          2. Gun/being shot
          3. Fire/bum/scald related
          4. Near drowning/water in lungs
          5. Fall
          6. Other
```

You should have learned enough information about the injury from question IJHOW to make the appropriate entry in item CAUS.

From this item you will ask one of six different sets of questions about the injury. There is a different set of questions for each entry in CAUS. The purpose of these questions is to verify details of the circumstances surrounding the injury. Each of these sets of questions shares core questions regarding when and where the injury occurred and what resulted from the injury. These common questions are shown below:

```
-WHAT-

        What were you doing when the injury(s) happened? . .      · . . ᷓ

        1     Driving
        2     Working at paid job
        3     Working around the house or yard
        4     Attending school
        5     Unpaid work (inch. housework, shopping, volunteer work)
        6     Sports (organized team or individual sport such as running, biking, skating)
        7     Leisure activity (excluding sports)
        8     Sleeping, resting,, eating, drinking
        9     Cooking
        10    Being cared for (hands on care from other person)
        11    Other
```

```
-WHER-

        Where were you when the injury(s) happened?

        1     Home (inside)
        2     Home (outside)
        3     School (not residential)
        4     Child care center or Preschool
        5     Residential institution (excluding hospital)
        6     Health care facility (including hospital)
        7     Street/highway
        8     Parking lot
        9     Sport facility, athletic field or playground
        10    Trade and service area (restaurant, store, bank, gas station)
        11    Farm
        12    Park/recreation area (fields, bike or jog path)
        13    River/lake/stream/ocean
        14    Swimming pool
        15    Industrial or construction area
        16    Mine/quarry
        17    Other public building
        18    Other
```

```
-IHOSP-

        Were you hospitalized for at least one night as a result of this injury/these injuries?
```

**Hospitalized** means a stay of one or more nights in a hospital. Exclude visits to an emergency room or outpatient clinic, even if they occur at night, unless the person was admitted and stayed overnight. Hospitalized persons are referred to as "patients in the hospital". Do not include stays in the hospital during which the person did not spend at least one night, even though surgery may have been performed.

```
-IHNO-

        How many nights were you in the-hospital?.
```

If the respondent answers in terms of <u>days</u>, repeat the question so that it is understood we are interested'only in the number of nights. For example, a first answer of, "I was in for 7 days", could mean 6, 7, or 8 nights.  Always follow up such answers by repeating the question, emphasizing the word "nights".

If the person was moved (transferred) from one hospital to another, for example, from a general hospital to a veteran's hospital, enter the total number of nights spent in both hospitals. if both were for the same injury.

```
-WKLS-

    As a result of this injury/these injuries, how much work did you miss?

        0  None
        1 Less than 1 day
        2 One to five days
        3 Six or more days
        6 Not employed at the time of the injury
```

WKLS is asked for persons 14 years old and older.

```
-SCLS-

    As a result of this injury/these injuries, how much school did you miss?

        0 None
        1 Less than 1 day
        2 One to five days
        3 Six or more days
        6 Not in school at the time of the injury
```

SCLS is asked for persons 5 years old and older.

```
-IJADL-

    As a result of this injury/these injuries do you now need the help of other persons with your personal care
    needs, such as eating, bathing, dressing or getting around this home?
```

(if "yes" at IJADL)

-LIMTM-

**Do you expect you will need this help for a total of 6 months or longer?**

-IJIAD-

**As a result of this injury/these injuries do you** now **need the help of other persons in handling routine needs such as everyday household chores, doing necessary business, shopping or getting around for** other **purposes?**

(if "yes" at IJIAD)

-HLIMT-

**Do you expect you will need this help for a total of 6 months or longer?**

Questions IJADL through HLIMT are skipped for anyone less than 5 years old.

After all the details about each injury have been entered, you will ask about poisonings that have occurred in the past three months:

-FPOIS3M-

**The next questions are about POISONING, which includes coming into contact with harmful substances, and overdose or wrong use** of **any drug or medication. Do not include illness such as poison ivy or food poisoning.**

FR: HAND CALENDAR CARD

**DURING THE PAST THREE MONTHS, that is, since (computer fills date) did anyone in the** family **have any kind of poisoning that caused someone to seek medical advice or treatment, including calls to a poison control center?**

If the response to **FPOIS3M** is "yes" you will enter the line numbers of each person who was poisoned at screen **PPOIS3M**. Next you will ask a couple of questions to determine how many times each person entered in **PPOIS3M** was poisoned during the reference period, and the date of each poisoning.

For each poisoning you will ask the date of the poisoning and the details surrounding the poisoning:

-POITP-

> FR: READ ALL
> **Did JANE DOE's poisoning result from:**
>
> 1 **a drug or medical substance used mistakenly or in overdose**
> 2 **a harmful or toxic solid or liquid substance**
> 3 **inhaling gases or vapors**
> 4 **eating a poisonous plant or other substance mistaken for food**
> 5 **a venomous animal or plant**
> 6 **something else**

If the response to POITP is "6" (something else) you will enter the verbatim response in a specify screen. You will have 4 lines to type in exactly what the respondent tells you.

-POICC-

> **Did you or did someone else call a poison control center for advice in treating JANE DOE's poisoning:'**

From this item you will ask questions similar to those for injuries - about hospitalizations, work loss and school loss as a result of the poisoning.

-PHOSP-

> **Was JANE DOE hospitalized for at least one night as a result of this poisoning?**

-PHNO-

> **How many nights was JANE DOE in the hospital?**

-PWKLS-

> **As a result of this poisoning, how much work did JANE DOE miss?**

-PSCLS-

> **As a result of this poisoning, how many days of school did JANE DOE miss?**

## 4.F    HEALTH CARE ACCESS AND UTILIZATION

The first two questions in this section are intended to determine if the family's access to health care is restricted because of financial concerns.

---

-FDMED12M-

**The following questions are about the use of health care.   Do not include dental care.**

**DURING THE PAST 12 MONTHS, has anyone in the family delayed seeking medical care because of worry about the cost?**

---

-FNMED12M-

**DURING THE PAST 12 MONTHS, was there any time when someone in the family needed medical care but did not get it because the family couldn't afford it?**

---

**Delayed** assumes that medical care has been or will eventually be received.

The last part of the Health Care Access and Utilization section consists of questions to determine the overall utilization of health care services by the family. The basic questions are given below.  Each has one or two follow-up questions to a "Yes" response.

---

-FHOSPYR-

**DURING THE PAST 12 MONTHS was anyone in the family a patient in a hospital OVERNIGHT? Do not include an overnight stay in the emergency room.**

---

Include as a **patient in a hospital** only persons who were admitted and stayed overnight or longer.

Exclude peisons who visited emergency rooms or outpatient clinics, unless that person was admitted and stayed overnight and exclude stays for nonmedical reasons, such as staying with a sick family member.

-FHCHM2W-

**These next questions are about health care received during the 2 WEEKS outlined on that calendar. Include care from ALL types of medical doctors, such as dermatologists; psychiatrists, ophthalmologists, and general practitioners. Also include care from OTHER health professionals such as nurses, physical therapists, and chiropractors.**

**Do not include care while an overnight patient in a hospital.**

**During those 2 WEEKS, did anyone in the family receive care AT HOME from a nurse or other health care professional?**

-FHCPH2W-

**During those 2 WEEKS, did anyone in the family talk over the PHONE with a doctor, nurse. or other health care professional? Include phone calls for medical advice, prescriptions or test results, but do NOT include phone calls to make appointments.**

-FHCDV2W-

**During those 2 WEEKS did anyone in the family see a doctor or other health care professional at a doctor's OFFICE, a clinic, an emergency room, or some other place? (Do not include times during an overnight hospital stay.)**

-F10DVYR-

**During the past 12 MONTHS did any member of the family receive care from doctors or other health care professionals 10 or more times?**

## 4.G HEALTH INSURANCE

The purpose of this section is to get information about the type(s) of health insurance, if any. that the family has.

In this section there are several places where you will enter **"X"** to identify which person the question applies to, rather than enter a line number as you do with the rest of the instrument.

```
-FHICOV-

    FR: HAND CARD F9
     The next questions are about health insurance.

    Is anyone in the family covered by health insurance or some other kind of health care plan?

            1 Yes - Everybody Covered
            2 Yes - Some Covered, Some Not Covered
            3 No

            FR: NOTE THAT THE FIRST RESPONSE COVERS THE ENTIRE FAMILY
```

If you enter "1" the computer will automatically fill the line numbers of all the family members in PHICOV - the screen where all persons with coverage are listed. If you enter "2" you will go to screen PHICOV where you can type an "X" beside only those family members who are covered. Press the Enter key to bypass family members who have no coverage.

```
-PHICOV-

    ASK OR VERIFY. MARK "X" ALL THAT APPLY.
    Who has coverage? (Anyone else?)

    x  JOHN DOE
    x  JANE DOE
    __ BILLY DOE
```

After PHICOV, or if you entered "1" in FHICOV, HIKIND appears. Enter an "X" next to each kind of health insurance coverage for the person mentioned. Again, just press the Enter key to bypass any insurance which does not apply. Question HIKIND is asked of each person who is covered by some type of health insurance.

```
-HIKIND-

    What kind of health insurance or health care coverage does JANE DOE have?  EXCLUDE private plans
    that only provide extra cash while hospitalized or pay for only one type of service (nursing home care,
    accident, or dental care). MARK "X" ALL THAT APPLY

    ___    1    Private health insurance plan from employer or workplace
    ___    2    Private health insurance plan purchased directly
    ___    3    Medicare
    ___    4    Medi-Gap
    ___    5    Medicaid
    ___    6    Military health care/VA
    ___    7    CHAMPUS/TRICARE/CHAMP-VA
    ___    8    Indian Health Service
    ___    9    State-sponsored health plan
    ___   10    Other government program
```

**Private Health Insurance Plan** is any type of health insurance, including Health Maintenance Organizations (HMOs), other than the public programs in categories (3)-(10). These plans may be provided in part or full by the persons' employer or union,& may be purchased directly by an individual.

**Medicare** refers to the Federal health insurance coverage for persons 65+ years of age and certain disabled persons under 65.

**Medi-Gap** refers to private he&h insurance purchased to supplement Medicare.  Medi-Gap . will be treated as a private health insurance plan in the detail questions.

**Medicaid** refers to a medical assistance program that provides health care coverage to low income and disabled persons.  The Medicaid program is a joint federal-state program which is administered by the States.  The State names for Medicaid can be found in the Flashcard and Information Booklet.

**Military health care/VA** refers to health care available to active duty personnel and their dependents; in addition, the VA provides medical assistance to veterans of the Armed Forces, particularly those with service-connected ailments.

**CHAMPUS/TRICARE/CHAMP-VA** -- CHAMPUS (Comprehensive Health and Medical Plan for the Uniformed Services) provides health care in private facilities for dependents of military personnel on active duty or retired for reasons other than disability. TRICARE is the "managed care" version of CHAMPUS. CHAMP-VA (Comprehensive Health and Medical Plan of the Veterans Administration) provides health care for the spouse, dependents, or survivors of a veteran who has a total, permanent service-connected disability.

**Indian Health Service** is the Federal health care program for Native Americans.

**State-sponsored health plan** refers to any other health care coverage run by a specific state, including public assistance programs other than "Medicaid" that pay for health care.

**Other Government Program** is a catch-all category for any public program providing health care coverage other than those programs in categories (3)-(9).

After indicating the type of health insurance applicable, there is the opportunity to switch to a more knowledgeable respondent.

```
-------------------------------------------------------------------
| -HRFHI-                              Subject:    Family 1        |
|                                      Respondent: JANE DOE        |
|                                                                 |
|    Are you familiar with the family's health care coverage?  (H)|
|                                                                 |
|       (1) Yes                                                   |
|       (2) No                                                    |
|        2                                                        |
-------------------------------------------------------------------
```

```
-------------------------------------------------------------------
| -PHIWHO-          Subject:    Family  1                          |
|                   Respondent: JANE DOE                           |
|                                                                 |
|    ASK OR VERIFY. MARK "X" ALL THAT APPLY.                      |
|    Who else in the family could answer questions about the      |
|    family's health insurance?                                   |
|                                                                 |
|    JOHN DOE          X                                          |
|    BILLY DOE        ___                                         |
-------------------------------------------------------------------
```

```
-------------------------------------------------------------------
| -FAVAIL-          Subject:    Family 1                           |
|                   Respondent: JANE DOE                           |
|                                                                 |
|    Is anyone that you just mentioned available now to answer    |
|    questions about health insurance?                            |
|       (1) Yes                                                   |
|       (2) No                                                    |
|        1                                                        |
-------------------------------------------------------------------
```

```
-------------------------------------------------------------------
| (kern: FAVAIL_A@sel)                                            |
|                                                                 |
|    FR:   SELECT APPROPRIATE PERSON TO ANSWER DETAILED HEALTH     |
|          INSURANCE QUESTIONS. MARK "X" - SELECT ONLY ONE.        |
|                                                                 |
|    JOHN DOE X                                                   |
|    BILLY DOE ___                                               |
-------------------------------------------------------------------
```

If you do change respondents and you believe that your original respondent did not give you accurate information, you may want to correct screens FHICOV, **PHICOV** and **HIKIND** before continuing with the interview.

The bulk of the health insurance questions collect detailed information about each type of coverage specified in **HIKIND**.

Detailed information about private health insurance plans is collected at the plan level, meaning that you will ask detailed questions about each separate plan rather than asking questions about each person covered by this plan. The detailed Medicare, Medicaid and other government plan questions, however, will be asked for each person individually with such coverage. The screens for collecting information on private plans are shown below.

```
-HIPNAM-

    it's important that we have the complete and accurate name of each health insurance plan.  What is the
    COMPLETE name of each plan? (Any more?)

        FR: If "DK", probe: Do you have something with the plan name on it?

        Plan Name:

        _____

        _____
```

When recording the health insurance plan name, probe for and record only the full specific name of the plan. Do not record the type of plan (e.g. family plan, high-option, etc). Do not record abbreviations for plan names except for AARP (American Association of Retired Persons).

If the respondent doesn't know the complete name, ask to see a membership card or other document with the complete name. If nothing with the complete name is available, record as much of the name as the respondent knows, and enter an F7 note stating that the full name is unknown.

If a plan name is reported twice, for example two policies with the same company for separate family members, record both plans separately.

If you listed a family member as having private insurance in the **HIKIND** screen, but you have not marked this person as being covered by any of the private health insurance plans listed, HIVER 1 verifies your entries.

```
-HIVER1-                        Subject:    JANE  DOE
                                Respondent: JOHN  DOE


    JANE DOE is listed as having private insurance but was not mentioned as being covered by any of the plans
    we just discussed.  Is JANE DOE covered by private insurance?


      (1)  Yes
      (2)  No
```

If the person truly does not have private insurance, enter "2", and **HIKIND** will reappear. Revise **HIKIND** for this person using the backspace key at private health insurance to remove the entry.

If the family member actually does have private insurance, enter "1" and HIVER2 will appear with a listing of the previously reported private health insurance plans. Enter an "X" next to the applicable plan under which this person has coverage. If needed, use the "Some other plan not already mentioned" category to add a new plan for this person.

```
-HIVER2-                                          `

    Is the health insurance plan of JANE DOE the same as one of those already mentioned?

    FR: MARK "X" ANY THAT APPLY.

_____   HealthPlus
_____   Aetna Health Plans
Some other plan not already mentioned
```

```
-NEXTPNM2-                     Subject:    Family 1
                               Respondent: JOHN DOE

    What is the name of the next plan?

    Blue Cross and Blue Shield of Maryland
```

```
(Item: NEXTPNM2 B@cov)

    Which family members are covered by this plan?
    FR: MARK "X" ALL THAT APPLY.

    JOHN DOE                          X
    JANE DOE                          _
```

Once all plans have been listed, you see the questions to give the details of each plan. Screen **-HICOST-** appears only if you indicate that self/family pays for the health insurance.

```
-PLNPAY-                        Subject:   Family 1
                           Respondent: JOHN DOE
                           Plan name: HealthPlus


   Who pays for this health insurance plan?


      ENTER ALL THAT APPLY. ENTER (N) FOR NO MORE. IF GOVERNMENT PROGRAM IS
   REPORTED, PROBE FOR MEDICARE OR MEDICAID BEFORE ENTERING CODE 6. IF GOVERNMENT
 . IS THE EMPLOYER, ENTER CODE 2.


      (1) Self or Family              /
      (2) Employer or Union
      (3) Someone outside the household
      (4) Medicare
      (5) Medicaid
      (6) Government Program
       1    2   N   __  __  __
```

```
-HICOST-                        Subject:    Family 1
                           Respondent: JOHN DOE


   FR: HAND CARD F10. During the past 12 months, how much did your family spend for health insurance
   premiums for HealthPlus? Please include payroll deductions for premiums.


      (1) Less than $500
      (2) $500-$999
      (3) $1,000-$1,999
      (4) $2,000-$2,999
      (5) $3,000 or more
       __
```

HICHECK is asked for each family member who is not listed as having any kind of health
insurance coverage.

```
-HICHECK-                       Subject:   BILLY  DOE
                           Respondent: JOHN DOE


   According to the information we have, BILLY DOE does not have health care coverage of any kind.
   Does he have Medicare, Medicaid, (FR: READ STATE NAME FOR MEDICAID AND STATE
   SPONSORED HEALTH INS. PROGRAM FROM FLASHCARD PG. 19), or CHAMPUS, or
   CHAMPVA..or any private insurance?


      (1) Yes
      (2) No
       __
```

If the person really **does** have coverage, you will return to the PHICOV screen at the beginning of the Health Insurance section. Enter "**X**" next to the person's name to indicate that he/she has coverage. You should also double check **any** other "non-covered" persons while you are updating PHICOV. The instrument will show the **HIKIND** screen where you can put an "**X**" by the appropriate type of insurance. From here, press function key F3 to get to the next unanswered question or press the Enter key through all of the already answered questions until an unanswered question appears for the missed family member(s).

If the person really **does** not have any insurance., enter "2" and **HILAST** will appear. If the person has had insurance within the past 3 years, **HISTOP** is also asked.

---

-HILAST-                              Subject:    BILLY  DOE
                              Respondent: JOHN  DOE
   **When was the LAST time BILLY DOE had health care coverage?**                         (H)


   **(1) Less than 6 months ago**
   **(2) 6 months ago, but less than 1 year ago**
   **(3) 1 year ago, but less than 3 years ago**
   **(4) 3 or more years ago**
   **(5) Never had health insurance**

---

-HISTOP-                              Subject:    BILLY  DOE
                              Respondent: JOHN  DOE


   **Which of these are reasons BILLY DOE stopped being covered by health insurance?**
   **FR: HAND CARD F11.**
   **ENTER UP TO 5 REASONS. ENTER (N) FOR NO MORE.**

   ——    ——    ——    ——    ——

   **(1) Lost job or changed employers**
   **(2) Spouse/parent lost job or changed employers**
   **(3) Got divorced or separated/death of spouse or parent**
   **(4) Became ineligible because of age/left school**
   **(5) Employer stopped offering coverage**
   **(6) Cut back to part-time/became temporary employee**
   **(7) Benefits from employer/former employer ran out**
   **(8) Couldn't afford to pay the premiums**
   **(9) Insurance plan raised cost of premiums**
   **(10) Insurance company refused coverage**
   **(11) Other (specify)**
                         (H)

---

The concluding health insurance question simply asks for an estimate of the family expenditures on medical care.

```
-HCSPFYR-

    FR: HAND CARD F12

    During the PAST 12 MONTHS, about how much did your family spend for medical care, including dental
    care? Do NOT include the cost of health insurance premiums, over-the-counter remedies, or any costs for
    which you expect to be reimbursed.

            0  Zero          ,
            1  Less than $500
            2  $500 - $1,999
            3  $2,000 - $2,999
            4  $3,000 - $4,999  .          .
            5  $5,000  or more
```

Include in screen HCSPFYR only **medical expenditures** which could be counted as itemized deductions on income tax forms such as mental health care, eye-exams and glasses and prescription medicines.


## 4.H   DEMOGRAPHIC BACKGROUND

In this section you will collect demographic information about each family member. Information collected includes birthplace, education level, employment status and earnings. The education, employment status and earnings questions are further explained below.

```
-EDUC-

    FR:   HAND CARD F13

    What is the HIGHEST level of school JOHN DOE has completed or the highest degree he has received?
    Please tell me the number from the card.
```

Include only regular schooling which advances a person toward an elementary or high school diploma, or a college/university/professional school *(such as law, medicine, dentistry)* degree. Count schooling in other than regular schools only if the credits obtained are acceptable in a regular school system.

Do not include "adult education" classes not taken for credit in a regular school system. *For example: Do not consider a person to have had "some college" simply because he/she took an "'adult education" class in Conversational French at a local university.*

Enter "( 13) High School Graduate" if the person received a high school diploma even if he/she did so in less than 12 years.

For persons who have attended "post-graduate" high school courses, but have not attended college, probe to determine if a high school diploma was received. If so, enter "(13) High School Graduate".  If not, enter "( 12) 12th grade, no diploma". if appropriate (*or the actual grade* **completed if less than the 12th).**

For nurses, determine whether training was received in a college or in a nursing school. If college ,**enter** the appropriate college-related category.  If not college, enter the grade/level completed at the last regular school.

For persons still in school, be sure to report the highest grade/level completed. For example, a person currently in the 10th grade probably completed the 9th grade.

For persons who attended "special education" classes or a school for persons with mental, physical or developmental disabilities, probe to determine which grade on the Flashcard accompanying this question most closely matches the **person's** education level.

```
-DOINGLW-

    Which of the following was JOHN DOE doing LAST WEEK?

        1 Working at a job or business
        2 With a job or business but not at work
        3 Looking for work
        4 Not working at a job or business
```

Enter the person's MAIN activity LAST WEEK.

To be looking for work, a person has to have conducted an active job search.  An active job search means that the person took steps necessary to put him/herself in a position to be hired for a job. Active job search methods include:
    1) Filled out applications or sent out resumes
    2) Placed or answered classified ads
    3) Checked union/professional registers
    4) Bid on a contract or auditioned for a part in a play
    5) Contacted friends or relatives about possible jobs
    6) Contacted school/college university employment office
    7) Contacted employment directly

Job search methods that are not active include:
    1) Looked at ads without responding to them
    2) Picked up a job application without filling it out

Include as working:
    Work for pay.
    Work for profit in one's own business, practice or farm.
    Work without pay in a business or farm operated by a related household member.
    Work as a civilian for the National Guard or Dept. of Defense.

```
-WRKHRS-

    How many hours did JOHN DOE work LAST WEEK at ALL jobs or businesses?
```

Include only the actual hours spent on the job last week.  Exclude time off for any reason, even if the person was paid for the time off. For example, exclude a half-hour paid lunch break, any "sick leave" used due to illness or to see a doctor, and any "vacation" time or "personal days".

Enter hours in whole numbers, rounding 30 minutes or more UP to the next whole number and dropping 29 or fewer minutes.

For persons with businesses, include hours spent setting up a new business or profession, even if it is not opened yet.  Also, include hours worked at a person's business, even if he/she actually transacted no business .

Include extra hours worked last week, even if they were without compensation.  For example: include the time a teacher spent at home grading papers.

Do NOT include hours spent on jury duty or on the National Guard duty.

```
-WHYNOWRK-

    What is the main reason JOHN DOE did not work last week?

           1  Keeping house
           2  Going to school
           3  Retired
           4 Unable to work for health reasons
           5 On layoff
           6  Other
```

**Keeping house** is any type of work around the house such as cleaning, cooking, maintaining the yard, caring for children or family, etc.

**Going to school** means attending any type of public or private educational establishment both in and out of the regular school system.

**Unable to work for health reasons** and **Retired** are respondent defined.

**On layoff** means that the person is waiting to be **called** back to a job from which they have been temporarily laid-off or furloughed.  Layoffs can be due to slack work, plant retooling or remodeling, inventory taking, and the like.' Do not consider a person who was not working because of a labor dispute at his/her own place of employment as being on layoff.

---

```
-WRKLYR-                                                    `

    Although you reported that JOHN DOE did not work at any time in the LAST week, did he work for pay
    at any time in 1996
```

```
-ERNYR-

    What is your best estimate of JOHN DOE's earnings (include hourly wages, salaries, tips and
    commissions) before taxes and deductions from ALL jobs and businesses in 1996
```

**Earnings** includes:

1) Wages and salaries including tips, commissions, Armed Forces pay and cash bonuses, as well as subsistence allowances.
2) Net income from unincorporated businesses, professional practices, farms, or from rental property. ("Net" means after deducting business expenses, but before deducting personal taxes .)
3) Social Security, or Supplemental Security Income.
4) Retirement, disability, and survivors pensions.
5) Interest and dividends.
6) Cash public assistance payments (welfare), excluding food stamps.
7) Veteran's payments.
8) Unemployment or workman's compensation.
9) Alimony and child support
10) Money regularly received from friends or relatives not living in the household.
11) Other periodic money income.

Earnings does not include:

1) Income " in kind", such as the value of room and board, free meals in restaurants, food stamps, free or reduced rent, value of crops produced by a farmer but consumed by his/her family, etc.
2) Lump sum payments of any kind, such as insurance payments, inheritances, or retirement.
3) Occasional gifts of money from persons not living in the household or any exchange of money between relatives living in the same household.
4) Money received from selling one's own house, car, or other personal property.
5) Withdrawals of savings from banks, retirement funds, or loans.
6) Tax refunds or any other refund or rebate.

## 4.1    FAMILY INCOME

This last part of the Family Section collects information to give. policy makers an accurate estimate of the total family income.

```
-INTROINC-

    FR:    READ THE FOLLOWING: The next questions are about your combined family income.

                    ENTER "P" TO PROCEED
```

```
-FCINC-

    When answering these questions, please remember that by "combined family income", I mean your income
    PLUS the income of all persons Living in this household (including cohabiting partners, and armed forces
    members living at home) BEFORE TAXES.

    Are you knowledgeable about your family's finances?
```

Income is an important factor in the analysis and interpretation of the health information we collect.

For example, the use of and access to medical care depends partly on the financial resources of the family. In addition, federal, state, and local. health policies and programs are developed based on the data from our survey.  So that these programs may be better planned we need to know how much income the families in our survey have from all sources.

If necessary, assure the respondents that this information will be held in the strictest confidence.

If the response to FCINC is "no", you will go through a set of questions to identify a family member that is knowledgeable about the family's finances. However, as with other questions in the Family Section, any responsible adult family member may respond, as well as 17 year old family members, if an adult family member is present.

After you have identified a respondent for this part of the Family Section, you will ask a set of questions about different possible sources of income.  If any family member has income from one of those sources you will be asked to enter the line numbers of each person that receives this source of income. The different sources of income asked about are:

Income from. . .

1)    Wages and Salaries including tips, bonuses and overtime, commissions, Armed Forces pay and cash bonuses, as well as subsistence allowances.

2)    Self-employment including business and farm income

3)   Social Security or Railroad Retirement

U. S. Government Railroad Retirement Benefits are based on a person's long-term employment in the railroad industry.

Social Security payments are received by persons who have worked long enough in employment which had SS deductions taken from their salary in order to be entitled to payments.

SS payments may be made to the spouse or dependent children of the covered workers. SS also pays benefits to student dependents (under 19 years of age) of eligible social security annuitants who are disabled or deceased.

4)   Pensions from other sources

5)   Supplemental Security Income

SSI pays monthly benefits to aged, disabled, and blind people who have limited income and assets, regardless of age.  A person may be eligible for SSI payments even if they have never worked.

SSI is NOT the same as Social Security.  A person can get SSI in addition to Social Security.

The SSI program is issued by the Social Security Administration. Each state may add to the Federal payment from it's own funds. This additional money may be included in the federal payment or it may be received as a separate check. If it is combined with the Federal payment, the words "STATE PAYMENT INCLUDED" will appear on the Federal check. A few states make SSI payments to individuals who do not receive a Federal  payment.

6)   Social Security Disability Insurance

7)   Welfare, Aid for Families with Dependent Children, or General Assistance

Aid to Families with Dependent Children (AFDC) or Aid for Dependent Children (ADC) is a program that is state and locally administered.  Eligibility for AFDC/ADC is based on (1) the incapacity or death of a parent; (2) a parent's continued absence from the home; or (3) the unemployment of a parent.

General Assistance, also called General Relief, are State and Local programs that provide cash assistance to persons not eligible for AFDC or SSI, and to persons awaiting enrollment in AFDC or SSI. These programs are also available to persons out of work who cannot qualify for unemployment insurance or whose benefits under that program are inadequate or have been exhausted. General Assistance or General Relief programs are often called by other names.

8) Interest from savings or other bank accounts.

9) Dividends received from stocks or mutual funds, or net rental income from property, royalties, estates or trusts

10) Child Support

11) Other income source such as alimony, contributions from family/others, VA payments, Worker's Compensation, or unemployment compensation

After asking about these specific sources of family income, you will ask for the total family income.

```
-FAMINC-

    Now I am going to ask about the total combined income of your family in 1996, including income from all
    sources we have just talked about such as wages, salaries, Social Security or retirement benefits, help from
    relatives and so forth. Can you tell me that figure before taxes?

    FR:    IF NECESSARY REMIND RESPONDENTS THAT TOTAL COMBINED FAMILY INCOME
           IS THEIR INCOME PLUS THE INCOME OF ALL FAMILY MEMBERS INCLUDING
           COHABITING PARTNERS AND ARMED FORCES MEMBERS LIVING AT HOME
           BEFORE TAXES

                            _____ [dollars]
```

If the respondent'does not know this amount, enter "D" for "don't know" and you will be taken to screen FINC20 and FINCCAT.

```
-FINC20-

    You may not be able to give us an exact figure for your total combined family income, but can you tell me
    if your income in 1996 was.. . .

                        1        $20,000 or more?
                        2        Less than $20,000?

    FR:    IF 1 ($20,000 OR MORE) HAND CARD F14
           IF 2 (LESS THAN $20,000) HAND CARD F15
```

```
-FINCCAT- .

    Of those income groups, can you tell me which letter best represents the total combined FAMILY income
    during 1996?
```

Other questions in this section ask if the housing unit is owned, being bought or rented, and there are some follow-up questions about Supplemental Security Income, Social Security Disability Income, Welfare and -Aid to Families with Dependent Children.

The last question in this section asks if any family members receive food stamps.

## 4.J    FSTAT - Coding the Status of the Family Section

At the end of the Family Section is screen FSTAT, where you will enter the status of the Family Section.

The status categories are defined as follows:

(1) Complete - All appropriate questions in the section were completed, even if some were "DK" or "refused".

(2) Partial-callback required - Some, but not all appropriate questions were complete before the section was interrupted and a callback to complete the section is necessary and possible.

(3) Partial-no callback - Some, but not all appropriate questions were completed before the section was interrupted and no callback to complete the section is possible.

(4) Noninterview-callback required - None of the questions in the section have been completed and a callback to complete the entire section is necessary and possible.

(5) Noninterview-no callback - None of the questions in the section have been completed, no callback to complete the section is possible, so in effect the section is a final noninterview.

(6) Others - A situation that cannot be covered by categories (1)-(5). ation in detail on the "SPECIFY" screen.

If you want to note additional information for any status category, press F7.

For either of the "callback" categories (2 and 4), you will be asked to specify the callback arrangements *(date, time, and telephone/personal).* For nonresponse categories (3, 5, *and 6)*, you must specify the reason the Family Section cannot be completed.

**Table of Contents**

PART C, CHAPTER 5:
      THE SAMPLE ADULT
      SECTION

# PART C, CHAPTER 5
# THE SAMPLE ADULT SECTION

## 5.A OVERVIEW

Topics in the Sample Adult Section include:

- Medical Conditions
- Hearing, Vision and Teeth
- Feelings
- Health Status
- Smoking
- Physical Activity
. Alcohol
- Height and Weight
- Health Care
- Demographics
. AIDS

All questions in this section apply to the one selected Sample Adult only, and require self response by the Sample Adult.

## 5.B RESPONDENT

| -SADULT- | Sample Adult: JANE DOE |
|---|---|

FR: The next questions must be answered by the selected sample adult--no proxies permitted. Probe as necessary to determine the availability of this sample adult.

(1) Available
(2) Not available
(3) Noninterview

If the Sample Adult is not available at this time, make an appointment to return (or telephone) and conduct the interview when he/she is available. Do not make any appointments for later than closeout for the weekly assignment.

If the Sample Adult will not be available before your closeout, refuses to participate, is incapable of responding, or cannot be interviewed for some other reason, consider the Sample Adult Section as a noninterview. DO NOT SUBSTITUTE NOR ATTEMPT TO COMPLETE THE SAMPLE ADULT SECTION WITH A PROXY RESPONDENT.

## 5.C ENDING THE SAMPLE ADULT SECTION

The instrument will automatically lead you through the appropriate questions based on the Sample Adult's sex and responses to the questions.

If for some reason you have to break off the interview before completing the entire section, press **SHIFT-FS.** This will take you to the end of the section where you indicate the status of the section and whether or not a callback is required to complete this partial interview.

## 5.D MEDICAL CONDITIONS

For the most part, the "Medical Conditions" questions in the Family Section determined only who in the family had certain conditions, The "Medical Conditions" questions in the Sample Adult Section, however, obtain additional information on the effect and/or treatment of the conditions.

Do NOT accept any volunteered conditions. For example, if the Sample Adult reports having "colitis" when you ask about "arthritis", repeat the question.

### Hypertension

♦ "Have you ever been told by a doctor or other health professional that you had hypertension, also called high blood pressure?"

♦ "Were you told on two or more DIFFERENT visits that you had hypertension, also called high blood pressure?"

Include only reports of hypertension/high blood pressure by a doctor or other health care professional *(such as a nurse, dentist, chiropractor, and so forth.)* Do NOT include home blood pressure testing and testing by machine in a mall, store, or other commercial area.

Do NOT include reports of "potential hypertension" or "borderline hypertension".

### Heart Conditions

♦ "Have you EVER been told by a doctor or other health professional that you had coronary heart disease?"

♦ "Have you EVER been told by a doctor or other health professional that you had angina, also called angina pectoris?"

♦ "Have you EVER been told by a doctor or other health professional that you had a heart attack (also called myocardial infarction)?"

♦ "Have you EVER been told by a doctor or other health professional that you had any kind of heart condition or heart disease (OTHER than the ones I just asked about)?"

Do NOT include self-diagnosed conditions or conditions' repotied 'by a person who is not a doctor and not working with or for a doctor.

Include as heart disease or heart condition any of the following: *heart failure, chronic heart condition, rheumatic* **hear-1** *disease, atrial or mitral valve* **disease** *damage, etc.*

♦ "Have you EVER been told by a doctor or other health professional that you had a stroke?"

Include strokes, cerebrovascular accidents and brain hemorrhages.

## Emphysema, Asthma, and Ulcer

♦ "Have you EVER been told by a doctor or other health professional that you had emphysema?"

♦ "Have you EVER been told by a doctor or other health professional that you had asthma?"

♦ "During the past 12 months, have you had an episode of asthma or asthma attack?"

♦ "During the past 12 months, have you had to visit an emergency room or urgent care center because of asthma?"

Accept asthma of any kind such as smoker's asthma, bronchial asthma, allergic asthma, and the like. Do not accept self-diagnosed lung problems or conditions reported by a person who is not a doctor and not working with or for a doctor.

♦ "Have you EVER been told by a doctor or other health professional that you had an ulcer? This could be a stomach, duodenal, or peptic ulcer."

♦ "During the past 12 months have you had an ulcer?"

## Cancer

This set of questions concerns cancers and other malignancies diagnosed by a doctor at any time in the Sample Adult's life ("Ever".) Do NOT include self-diagnosed conditions or conditions reported by a person who is not a doctor and not working with or for a doctor.

♦ "Have you EVER been told by a doctor or other health professional that you had cancer or a malignancy of any kind?"

♦ "What kind of cancer was it?"

Count the same type of cancer or malignancy on different body parts as only <u>one</u> kind. *For example, malignant moles on the face, neck and trunk should he counted as only one kind of cancer.*

MARK up to 3 kinds. Indicate codes of body parts. If the sample adult says "more than 3" but cannot remember more than 1 or 2, enter DK in the 2nd and 3rd boxes as appropriate and enter 96 in the 4th box. If Respondent offers more than 3, code "96" in the fourth box. Do not use the 4th box for anything else.

Enter "N" for no more after the last body part.

---

**-CANKIND-**                                    Sample Adult: **JANE DOE**

What kind of cancer was it?

**FR:     MARK up to 3 kinds. If Respondent offers more than 3, code "96" in the fourth box. Do not use the 4th box for anything else.**

| | | |
|---|---|---|
| (1) Bladder | (11) Larynx-Windpipe | (21) Rectum |
| (2) Blood | (I 2) Leukemia | (22) Skin (non-melanoma) |
| (3) Bone | (13) Liver | (23) Skin (don't know what kind) |
| (4) Brain | (14) Lung | (24) Soft Tissue (muscle or fat) |
| (5) Breast | (15) Lymphoma | (25) Stomach |
| (6) Cervix | (16) Melanoma | (26) Testis |
| (7) Colon | (17) Mouth/tongue/lip | (27) Throat - pharynx |
| (8) Esophagus | (18) Ovary | (28) Thyroid |
| (9) Gallbladder | (19) Pancreas | (29) Uterus |
| (10) Kidney | (20) Prostate | (30) Other |
| | | (96) More than 3 kinds |

[ ] [ ] [ ] [ ]

---

Do NOT read the alphabetized answer categories to the Sample Adult. If a technical name *(other than 'Leukemia", "Lymphoma", or "Melanoma")* is reported, ask what part of the body this affected and enter that.

Enter "30-Other" and specify the response if the answer does not fit one of the categories

♦ "How old were you when your *(fill in from CANKIND)* cancer was first diagnosed?"

---

Probe for a specific age. Record a best estimate if that is what the sample adult gives you

Enter the age in whole numbers only, dropping any fractions reported. *For example: if the Sample Adult says he was "46½" years old, enter* "46". If the cancer was first diagnosed before the Sample Adult's first birthday, enter "0".

### Diabetes

♦ "Other than during pregnancy, have you EVER been told by a doctor or health professional that you had diabetes or sugar diabetes?"

Do not include self-diagnosed diabetes, pre-diabetes, high sugar, or any condition other than "diabetes" or "sugar diabetes." Do NOT include a doctor's diagnosis of "gestational diabetes" or diabetes present only when a woman is pregnant.

♦ "How old were you when a doctor FIRST told you that you had diabetes?"

Probe for a specific age. Record a best estimate if that is what the sample adult gives you.

♦ "Are you NOW taking insulin?"

♦ "Are you NOW taking diabetic pills to lower your blood sugar? These are sometimes called oral agents or oral hypoglycemic agents."

### Other 12-Month Conditions

The next set of "condition" questions concern specific ones present in the past 12 months. Do NOT accept any volunteered conditions.

♦ "During the past 12 months, have you been told by a doctor or other health professional that you had...

hay fever?"
...sinusitis?"
. . . chronic bronchitis?"
. ..weak or failing kidneys? Do NOT include kidney stones, bladder infections or incontinence."
.any kind of liver condition?"

### Joint Problems

Unlike the previous conditions, joint problems do not have to have been diagnosed by a doctor. Simply having the symptoms is enough.

♦ "During the past 12 months, have you had pain, aching, stiffness or swelling in or around a joint?"

♦ "Were these symptoms present on most days for at least one month?"

"Being present" means only that the Sample Adult had one or more of the symptoms, and does not imply any degree of suffering. *For example, enter "Yes" for the Sample Adult who had slight stiffness, as well as the Sample Adult who had debilitating pain.*

"Most days" means more than half the days in any l-month period during the past 12 months.

♦ "Did these symptoms begin only because of an injury?"

♦ "How many weeks or months, in the past year, did you have joint symptoms due to an injury?"

Probe to determine a more exact number of weeks or months.   If an exact number cannot be reported, enter the sample adult's best estimate.

---

**-JNTYRP-**                                                    **Sample Adult: JANE DOE**

    **FR:**    **HAND CARD Al. READ CATEGORIES ONLY IF NECESSARY. MARK ALL THAT APPLY. ENTER (N) FOR NO MORE AFTER LAST JOINT.**

Which joints are affected? (Any others?)

| | | |
|---|---|---|
| (1) Shoulder-right | (7) Wrist-right | (13) Toes-right |
| (2) Shoulder-left | (8) Wrist-left | (14) Toes-left |
| (3) Elbow-right | (9) Knee-right | (15) Fingers/thumb-right |
| (4) Elbow-left | (10) Knee-left | (16) Fingers/thumb-left |
| (5) Hip-right | (11) Ankle-right | (17) Other joint not listed |
| (6) Hip-left | (12) Ankle-left | |

Indicate codes of body parts

[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]

---

Hand Flashcard Al to the Sample Adult before 'reading the question. This flashcard is in your HIS-501C and contains a picture of a torso with the joints numbered the same as the answer categories.  Ask the Sample Adult to report the numbers of the affected joints and

then enter those numbers. Continue asking "Any others?" until you get a "No" response
Enter N for "no more" after the last one.

## Pain

The following questions are about pain you may have experienced in the <u>past three months</u>, Please refer to pain that lasted a whole day or more. Do not report aches and pains that are fleeting or minor.

If asked, the "past 3 months" is from last Sunday's date three months ago through last Sunday. For example, if you are interviewing on Tuesday, February 13, 1996, the past 3 months will be from November 11, 1995 through February 11, 1996. Although "pain" is respondent-defined, we are interested only in four specific pains; neck pain, low back pain (which spread down either leg to areas below the knees), facial ache or pain in jaw muscles or joint in front of ear, and severe headache or migraine.

♦ "During the past three months, did you have neck pain?"

♦ "During the past three months, did you have low back pain?"

♦ "Did this pain spread down either leg to areas below the knees?"

♦ "During the past three months, did you have facial ache or pain in the jaw muscles or the joint in front of the ear?"

♦ "During the past three months, did you have severe headache or migraine?"

"Pain" is respondent-defined, but must have lasted a whole day or more *or* have occurred several (more than 3) times during the past 3 months.

Do NOT accept pain in any other part(s) of the body. *For example, if when you ask about "Low back pain" the Sample Adult reports "upper back pain", repeat the question, emphasizing low back pain.*

## Other 2-Week Conditions

These next questions are about your recent health. They concern specific conditions present in the past 2 weeks. Do NOT accept any volunteered conditions.

♦ "Did you have a head cold or chest cold that started during the past two weeks?"

♦ "Did you have a stomach or intestinal illness with vomiting or diarrhea that started during the past two weeks?"

These conditions are respondent-defined and may include such things as *stomach flu,* *gastroenteritis, and so forth,* but should NOT include ulcers, which are not infectious,

## **Pregnancy**

Questions on current pregnancy apply only to female Sample Adults under the age of SO.

♦   "Are you currently pregnant?"

If from previous questions, you know that the Sample Adult is or is not currently pregnant, verify this information and enter the appropriate answer without asking the question.   If in doubt, or if you don't remember previous answers, ask the questions as worded.

## 5.E   HEARING, VISION, AND TEETH

♦   "Have you ever worn a hearing aid?"

♦   "Which statement best describes your hearing (without a hearing aid): good, a little trouble, a lot of trouble, deaf!"

If the sample adult gives an answer which does not match the categories read in the question, reread the question emphasizing the wording of the answer categories.

♦   "Even when wearing glasses or contact lenses, do you have any trouble seeing?"

♦   "Are you blind or unable to see at all?"

♦   "Have you lost all of your upper natural (permanent) teeth?"

♦   "Have you lost all of your lower natural (permanent) teeth?"

## 5.F FEELINGS

These questions ask about feelings the sample adult may have experienced over the past 30 days. Use flashcard A2 to display the answers to the questions for this section. The answers for these questions are *all of the time, most of the time, some of the time, a little of the time, or none of the time.*

♦   "Now I am going to ask you some questions about feelings you may have experienced over the PAST 30 DAYS."

"During the past 30 days, how often did you feel...

. ..so sad nothing could cheer you up?"
...nervous?"
.restless or fidgety?"
hopeless?"
that everything was an effort?"
.worthless?"

♦ "We **just** talked about a number of feelings you had during the past 30 days. Altogether, how <u>much</u> did these feelings interfere with your life or activities: a lot, some, a little, or not at all?"

If the sample adult gives an answer which does not match the categories read in the question, reread the question emphasizing the wording of the answer categories.

"Everything" and "worthless" are respondent defined.

## 5.G HEALTH STATUS

Health status consists of two parts--health indicators and limitation of activities

### Health Indicators

♦ "Earlier I recorded that you were working last week. Is that correct?"

### OR

♦ "Earlier I recorded that you were not working last week. Is that correct?"

Work includes the following:

- Work for wages, salary, commission, tips or pay-in-kind.
- Work for pay, profit or fees in one's own business, professional practice or farm
- Work as a civilian employee for the Department of Defense.

♦ "Although you did not work last week, did you have a job or business at any time in the past 12 months?"

A job exists when there is:
1. A definite arrangement for regular work,
2. The arrangement is on a continuing basis (like every week or month), and
3. A person receives pay or other compensation for his/her work.

The schedule of hours or days can be irregular as long as there is a definite arrangement to work on a continuing basis.

Include:
- Persons who worked for wages, salary, commission, tips, piece-rates, or pay-in-kind.
- Unpaid workers in a family business or farm, persons who worked without pay on a farm or unincorporated business operated by a related member of the household.

A business exists when one or more of the following conditions are met:
1. Machinery or equipment of substantial value is used in conducting the business, or
2. An office, store, or other place of business is maintained, or
3. The business is advertised to the public, (Some examples of advertising are: listing in the classified section of the telephone book, displaying a sign, distributing cards or leaflets, or any type of promotion which publicizes the type of work or services offered.)

Examples of what to include as a business:
- Sewing performed in the sewer's house using her/his own equipment.
- Operation of a farm by a person who has his/her own farm machinery, other farm equipment, or his/her own farm.

Do not count the following as a business:
- Yard sales; the sale of personal property is not a business or work.
- Seasonal activity during the off season; a seasonal business outside of the normal season is not a business. For example, a family which chops and sells Christmas trees from October through December does not have a business in July.
- Distributing products such as Tupperware, or newspapers. Distributing products is not a business unless the person buys the goods directly from a wholesale distributor or producer, sells them to the consumer, and bears any losses resulting from failure to collect from the consumer.

♦ "During the past 12 months, {that is, since (12-month date) a year ago}, ABOUT how many days did you miss work at a job or business because of illness or injury (do not include maternity leave)?"

♦ "During the past 12 months, {that is, since (12-month date) a year ago}, ABOUT how many days did illness or injury keep you in bed more than half of the day? (Include days while an overnight patient in a hospital.)"

♦ "Compared with 12 months ago, would you say your health is better, worse, or about the same?"

Always probe for an exact number. If the sample adult reports a range or interval, assist the sample adult in making an estimate by probing. For example, you might ask "Could you give me a more exact number?".

**Days in bed** are any days during which the sample adult stayed in bed MORE than half of the day because or illness or injury "More than half of the day" is defined as more than half of the hours that the sample adult is usually awake. Count as days in bed all days a sample adult spent as an overnight patient in a hospital, sanitarium, nursing home, etc., whether or not the patient was actually lying in bed, even if there was no illness or injury.

A **bed** is anything used for lying down or sleeping, including a sofa, cot or mattress.

If the sample adult gives an answer which does not match the categories read in the question, reread the question emphasizing the working of the answer categories.


## Limitation of Activities

These questions ask about difficulties the sample adult may have doing certain activities because of a HEALTH PROBLEM, By "health problem" we mean any physical, mental. or emotional problem or illness (not including pregnancy).

♦  "Do you now have any health problem that requires you to use special equipment, such as a cane, a wheelchair, a special bed, or a special telephone?"

♦  "By yourself, and without using any special equinment, how difficult is it for you to...

. ..walk a quarter of a mile – about 3 city blocks?"
. ..walk up 10 steps without resting?"
stand or be on your feet for about 2 hours?"
. sit for about 2 hours?"
..stoop, bend, or kneel?"
. ..reach up over your head?"
. ..use your fingers to grasp or handle small objects?"
...lift or carry something as heavy as 10 pounds, such as a full bag of groceries?"
. ..push or pull large objects like a living room chair?"
. ..go out to things like shopping, movies, or sporting events?"
..participate in social activities, such as visiting friends or relatives, attending clubs and meetings, or going to parties?"
...do things to relax at home or for leisure, such as reading, watching TV, sewing, or listening to music?"

**"Problem"** is the sample adult's perception of a departure from physical, mental or emotional well-being. This includes specific health problems, such as a disease or condition, a missing extremity or organ, or any type of impairment. It also includes more

vague disorders not always thought of as health related problems or illnesses, such as alcoholism, drug dependency or reaction, senility, depression, retardation, etc.

In general, **"special equipment"** is any device, tool utensil, instrument, implement, etc., used as an aid in performing an activity because of a physical, mental or emotional problem. This includes the use of adult "diapers" for incontinence. However, ordinary eyeglasses and hearing aids should not be considered "special equipment". For example: a spoon is not normally considered as "special equipment"; however, a uniquely designed or functioning one **used** for eating by a person because of physical, mental or emotional problems is considered "special equipment".

"**Difficult**" is respondent-defined.

If the sample adult gives an answer which does not match the categories on the flashcards. reread the question emphasizing the wording of the answer categories.

Use flashcard A3 to identify answers for the first nine activities and flashcard A4 to identify answers for the last three activities.

♦   "What condition or health problem causes you to have difficulty with *{fill in names of activities if less tharr 4 are mentioned}/these activities?"*

Conditions/health  problems:

01  Vision/problem  seeing
02  Hearing problem
03  Arthritis/rheumatism
04  Back  or  neck  problem
05  Fractures,  bone/joint  injury
06  Other  injury
07  Heart  problem
08  Stroke  problem
09  Hypertension/high  blood  pressure
10  Diabetes
11  Lung/breathing  problem
12  Cancer
13  Birth  defect
14  Mental  retardation
15  Other developmental problem (e.g. cerebral palsy)
16  Senility
17  Depression/anxiety/emotional   problem
18  Weight  problem
19  Other  impairment/problem  (Specify)
20  Other  impairment/problem  (Specify)

Record up to two "Other Impairments or Problems" not specified on the list of conditions Enter 19 to specify the first other impairment or problem and 20 to specify the second. if appropriate.

Enter the sample adult's response verbatim. Do not alter his/her response, even if you know a more technical name for the condition.

Use flashcard A5 to identify answers for this question

♦   "How long have you had {Fill name of condition or health problem}?"

Always probe for an exact number. If the sample adult reports a range or interval, assist the sample adult in making an estimate by probing. For example, you might ask "Could you give me a more exact number?".

## 5.H SMOKING

The questions in this section concern <u>cigarette</u> smoking only. Accept whatever the Sample Adult reports, except if it is volunteered that he/she smoked a pipe, cigars of any kind, marijuana, hashish, "crack", or the like.

After a common set of questions for persons who ever smoked at least 100 cigarettes, different questions are asked of current smokers and those who have quit smoking cigarettes.

### Ever Smoked Cigarettes

♦   "Have you smoked at least 100 cigarettes in your entire life?"

♦   "How old were you when you first started to smoke fairly regularly?"

<u>First started to smoke fairly regularly</u> is respondent-defined. If asked about what this means, say that, "It's whatever you consider as first starting to smoke fairly regularly."

Always probe for an exact age. If the sample adult reports a range or interval, assist the sample adult in making an estimate by probing. For example, you might ask "Could you give me a more exact age?".

♦   "Do you NOW smoke cigarettes every day, some days, or not at all?"

If the sample adult gives an answer which does not match the categories read in the question, reread the question emphasizing the wording of the answer categories.

### Former Smoker

♦    "How long has it been since you quit smoking cigarettes?"

If less than one day, enter "0"; otherwise, enter the length of time since the Sample Adult quit smoking cigarettes in whole days, weeks, months, or years. Convert fractions to a different unit, if possible, *(for example, record "1 ½ years" as "18 months'?;* otherwise round the fraction to the nearest whole period.

Always probe for an exact number. If the sample adult reports a range or interval, assist the sample adult in making an estimate by probing. For example, you might ask "Could you give me a more exact number?".

### Current Smoker

♦    "On the average, how many cigarettes do you now smoke a day?"

Always probe for an exact number. If the sample adult reports a range or interval, assist the sample adult in making an estimate by probing. For example, you might ask "Could you give me a more exact number?".

If the response is given in packs rather than the number of cigarettes, multiply the number of packs by 20, verify the result with the Sample Adult, *(some brands have 25 cigarettes per pack).,* and enter the number of cigarettes per day.

♦    "On how many of the past 30 days did you smoke a cigarette?"

Always probe for an exact number.  If the sample adult reports a range or interval, assist the sample adult in making an estimate by probing: For example, you might ask "Could you give me a more exact number?".

If asked, explain that "past 30 days" includes up to the day before the interview and not the day of the interview.

Your entry must be 30 or less--it cannot be greater than 30.

♦    "On the average, when you smoked during the past 30 days, about how many cigarettes did you smoke a day?"

Always probe for an exact number.  If the sample adult reports a range or interval, assist the sample adult in making an estimate by probing. For example, you might ask "Could you give me a more exact number?".

Do NOT include days when the Sample Adult did NOT smoke in computing the average.

If the response is given in packs rather than the number of cigarettes, multiply the number or packs by 20, verify the result with the Sample Adult *(Some brands have 2.5 cigarettes per pack),* and enter the number of cigarettes.

♦ "During the past 12 months, have you stopped smoking for one day or longer BECAUSE YOU WERE TRYING TO QUIT SMOKING?"

"Trying" means making an effort, not simply thinking about it or desiring it.

'This means stopped smoking altogether. If the Sample Adult says he/she smoked a pipe or cigars on the days he/she did not smoke cigarettes, enter "2-No."

## 5.1 PHYSICAL ACTIVITY

These next questions are about physical activities, including exercise, sports and physically active hobbies, that the sample adult may do in his/her LEISURE time. Exercise, sports or physically active hobbies are respondent defined.

### Vigorous Activities

♦ "How often do you do VIGOROUS activities for at least 20 minutes that cause HEAVY sweating or LARGE increases in breathing or heart rate?"

Vigorous activities might include fast walking, fast bicycling, jogging, strenuous swimming or sports play, vigorous aerobic dance, and strenous gardening.

Prompt with "How many times per day, per week, per month, or per year do you do these activities?".

Always probe for an exact number. If the sample adult reports a range or interval, assist the sample adult in making an estimate by probing. For example, you might ask "Could you give me a more exact number?".

♦ "About how long do you do these vigorous activities each time?"

♦ "Each time you do these vigorous activities, do you do them 20 minutes or more, or less than 20 minutes?"

Always probe for an exact number. If the sample adult reports a range or interval, assist the sample adult in making an estimate by probing. For example, you might ask "Could you give me a more exact number?".

If the sample adult says they don't know how long they do these activities, the followup question will ask if it is 20 minutes or more or less than 20 minutes.

### Light or Moderate Activities

♦    "How often do you do LIGHT OR MODERATE activities for at least 20 minutes that cause ONLY LIGHT sweating or a SLIGHT to MODERATE increase in breathing or heart rate?"

Light or moderate activities include such activities as leisurely walking or bicycling, slow swimming or dancing, and simple gardening.

Prompt with "How many times per day, per week, per month, or per year do you do these activities?".

Always probe for an exact number.  If the sample adult reports a range or interval, assist the sample adult in making an estimate by probing. For example, you might ask "Could you give me a more exact number?".

♦    "About how long do you do these light or moderate activities each time?"

♦    "Each time you do these light or moderate activities, do you do them 20 minutes or more, or less than 20 minutes?"

Always probe for an exact number.  If the sample adult reports a range or interval, assist the sample adult in making an estimate by probing. For example, you might ask "Could you give me a more exact number?".

If the sample adult says they don't know how long they do these activities, the followup question will ask if it is 20 minutes or more or less than 20 minutes,


### Strengthening Activities

♦    "How often do you do physical activities specifically designed to STRENGTHEN your muscles such as lifting weights or doing calisthencis? (Include all such activities even if you have mentioned them before.)"

Exercises to strengthen muscles are activities that require strenuous muscular contractions such as weight lifting, resistance training, push-ups, sit-ups, etc.

Prompt with "How many times per day, per week, per month, or per year do you do these activities?".

Always probe for an exact number.  If the sample adult reports a range or interval, assist the sample adult in making an estimate by probing. For example, you might ask "Could you give me a more exact number?".

## 5.J ALCOHOL

These next questions are about drinking alcoholic beverages., Included are liquor (such as whiskey or gin), beer, wine, wine coolers, and any other type of alcoholic beverage.

♦  "In ANY ONE YEAR, have you had at least 12 drinks of any type of alcoholic beverage?"

♦  "In your ENTIRE LIFE, have you had at least 12 drinks of any type or alcoholic beverage?"

♦  "In the PAST YEAR, how often did you drink any type of alcoholic beverage?"

♦  "In the past year, on those days that you drank alcoholic beverages, on the average, how many drinks did you have?"

♦  "In the past year, on how many DAYS did you have 5 or more drinks of any alcoholic beverage?"

Include as alcohol all types of beer (including stout, ale, malt liquor, or light beer, but does not include alcohol-free beer), wine (including port, sherry, sangria wine coolers, and champagne), and liquor (including brandy, liqueurs, scotch, whiskeys, tequila and gin).

Always probe for an exact number.  If the sample adult reports a range or interval, assist the sample adult in making an estimate by probing. For example, you might ask "Could you give me a more exact number?".


## 5.K HEIGHT AND WEIGHT

♦  "About how tall are you without shoes?"

Enter the Sample Adult's height in whole feet and inches only, recording any fraction of inches to the nearest inch. Convert any fractions of feet to inches. For *example: If the response is "6½ feet", convert the ½ foot to inches and record "6 feet, 6 inches."*

If the Sample Adult can report his/her height only in metric measures *(meters, centimeters)*, press F7 and enter the response verbatim in a note, then enter **"D"** for don't know.

♦  "How much do you weigh without shoes?"

Enter the Sample Adult's weight in whole pounds only, rounding any fractions to the nearest  pound.

If the Sample Adult can report his/her weight in metric measure only *(grams, kilograms)*, press F7 and enter the response verbatim in a note, then enter **"D"** for don't know.

## 5.L HEALTH CARE

Questions in the Family Section determined 12-month hospital stays and 2-week doctor visits for each person in the family. This section gets detailed information on the Sample Adult's health care practices, including:

- When a medical doctor was last seen.
- Where the Sample Adult usually goes for health care.
- Whether the Sample Adult has different places of health care because of specific needs.
- Type of physician usually seen.
- Recent *(past 12 months)* changes in where the Sample Adult gets health care.
- Pap smears *(female Sample Adults only.)*
- Types of physicians seen in past 12 months.
- Emergency room visits.
- Doctor's "house calls."
- 12-month doctor visits.
- Alternative health care services.

For these questions, "Medical Doctor" refers to both medical doctors (MDs) and osteopathic physicians (DOs), including general practitioners, and all types of specialists *(such as surgeons, internists [internal medicine], pediatricians, psychiatrists, obstetricians, proctologists, ophthalmologists, and so forth.)* It also includes physician assistants who work with or for a **MD** or **DO,** but does NOT include health care providers who do NOT have an **MD** or **DO** degree *(such as dentists, oral surgeons, chiropractors, podiatrists, naturopaths, Christian Science Healers, optometrists, psychologists, and the like.)*

### Usual Source of Care

♦ "Is there a place that you USUALLY go to when you are sick or need advise about your health?"

This is not necessarily the doctor most recently contacted. *(For example, the most recent contact may have been with a specialist never seen before.)* Also, it need not be a doctor or clinic the Sample Adult has ever contacted. In this case, the question refers to the doctor or place the Sample Adult would contact if he/she is sick or needs advise about his/her own health.

A place to USUALLY go when sick or in need of advice about one's health includes:

- Walk-in clinic
- Doctor's office
- Clinic
- Health Center
- Health Maintenance Organization
- Hospital - Emergency room or outpatient clinic
- Military or VA health care facility

♦ "What kind of place is it - a clinic, doctor's office, emergency room, or some other place?"

♦ "What kind of place do you go to most often - a clinic, doctor's office, emergency room, or some other place?"

**"Doctor"** includes medical doctors, as well as other health care professionals, such as general practitioners, psychologists, nurses, chiropractors, etc.

♦ "Is that {Fill kind of place} the same place you usually go when you need routine or preventive care, such as a physical examination or check-up?"

**Routine or preventive care** is a health procedure or series of health procedures done to help a person avoid illness or to detect problems early.

A **general physical exam or check-up** is an examination not for a specific condition or problem. This may include the following: a periodic health examination, a complete medical examination, an annual health check-up or a comprehensive physical examiniation. It does NOT include dental exams and vision tests.

♦ "What kind of place do you go to when you need routine preventive care, such as a physical examination or check-up?"

Accept whatever the sample adult reports.

♦ "At any time in the past 12 months did you CHANGE the place(s) to which you USUALLY go for health care?"

"Change the place" refers to a change in health care providers, not a change of address for a current provider.

♦ "Was this change for a reason related to health insurance?"

♦ "There are many reasons people delay getting medical care, Have you delayed getting care for any of the following reasons in the past 12 months?"

- "You couldn't get through on the telephone."
- "You couldn't get an appointment soon enough."
- "Once you got there, you have to wait too long to see the doctor."
- "The clinic/doctor's office wasn't open when you could get there."
- "You didn't have transportation."

**"Delayed"** assumes that medical care has been or will eventually be received

**Waiting time to see the doctor** includes only time from arrival until the health care provider is seen.

♦ "During the past 12 months, was there any time when you needed any of the following, but didn't get it because you couldn't afford it?"

- "Prescription medicines"
- "Mental health care or counseling"
- "Dental care (including check-ups)"

Include all types of financial limitations that prevented the person from getting medical services.

**Prescription Medicines** are medication which can only be obtained with the approval of a licensed health care professional. The medication is usually obtained through a pharmacy using a written note or telephoned instructions from the health care professional to the pharmacy.

**Mental Health Care** is respondent-defined

♦ "About how long has it been since you last saw or talked to a dentist? Include all types of dentists, such as orthodontists, oral surgeons, and all other dental specialists, as well as dental hygienists."

1 "6 months or less"
2 "More than 6 months, but not more than 1 year ago"
3 "More than 1 year ago, but not more than 3 years ago"
4 "More than 3 years"
5 "Never"

Always probe for an exact number. If the sample adult reports a range or interval, assist the sample adult in making an estimate by probing. For example, you might ask "Could you give me a more exact number?".

Use flashcard T to identify answers for this question.

## Health Care Provider Contacts

This series of questions determine the type of health care-providers <u>seen or talked to</u> by the Sample Adult in the past 12 months.

♦ "During the past 12 months, have you SEEN or TALKED TO any of the following health care providers about your own health?"

- "A mental health professional, such as a psychiatrist, psychologist, psychiatric nurse, or clinical social worker?"
- "An optometrist, optician, or eye doctor (someone who prescribes eyeglasses)'?"
- "A foot doctor?"
- "A chiropractor?"
- "A physical therapist, speech therapist, respiratory therapist, audiologist, or occupational therapist?"
- "A nurse practitioner, physician assistant, or midwife?"
- "A doctor who specializes in women's health (an obstetrician/gynecologist)?"
- "A medical doctor who specializes in a particular medical disease or problem (other than an obstetrician/gynecologist, psychiatrist, or ophthalmologist?"
- "A general doctor who treats a variety of illnesses (a doctor in general practice, family medicine, or internal medicine)?"

♦ "Does that doctor treat children and adults (a doctor in general practice or family medicine)?"

If you know from previous questions that a specific type of doctor was seen in the past 12 months, verify this with the Sample Adult before entering (1) "Yes".

Do NOT include an optician or an ophthalmologist as an optometrist, An ophthalmologist should be counted as a specialist and an optician should not be counted at all in this item.

Seeing different types of providers all on one visit should be reported separately. *For example: If the Sample Adult saw a physician's assistant who checked his temperature and blood pressure before seeing the general practitioner, count this as both 'a general doctor..." and "a . . . physician's assistant," even though they were both seen on the same visit.*

A **physical therapist** is a health care professional who administers therapy to develop, improve, or restore gross motor skill movements, such as walking.

**An occupational therapist** is a health care professional who works to develop, improve, or restore fine motor skills which usually involves the use of the fingers, hands, or arms. It may involve working on activities like dressing, feeding, and writing.

An **audiologist** is a person skilled in working with hearing problems. These services include: identifying a hearing problem; determining the range and nature of the hearing problem; training the individual to deal with the problem, such as teaching lip-reading; and counseling the family members on how to deal with'the problem.

A **speech therapist** is a person who works to improve speech or oral communication for problems such as stuttering, impaired articulation, or a language or voice impairment.

**Recreational therapy** includes art, music or dance therapy, as well as evaluating leisure and recreational activities, participation in school and community activities and/or providing leisure education. ,

A **nurse practitioner** is a registered nurse who has completed a program of study leading to an expanded role in health care.  Nurse practitioners function under the supervision of a doctor, but not necessarily in the presence of the doctor. Nurse practitioners often perform duties similar to those of a physician's assistant.

**An obstetrician/Gynecologist** is a medical doctor who treats women, pregnancy, and diseases of the female reproductive system, including the breasts.

♦   "During the past 12 months, HOW MANY TIMES have you gone to a HOSPITAL EMERGENCY ROOM about your own health? (This includes emergency room visits that resulted in a hospital admission.)"

**Hospital Emergency Room** is an emergency care facility at a hospital. Do NOT include emergency care received at a clinic or HMO. Include emergency room visits which resulted in admission for inpatient care.

Do not include visits to outpatient clinics, urgent care facilities and the like.

Use flashcard A6.

♦   "During the PAST 12 MONTHS, did you receive care AT HOME from a nurse or other health care professional?"

♦   "During how many of the PAST 12 MONTHS did you receive care AT HOME from a health care professional?"

♦   "What was the total number of home visits received during that/those months?"

**AT HOME** refers to the sample adult's own home and everyone else's home in which the sample adult was staying at the time. This could be a house, apartment, motor home, houseboat, trailer, or other dwelling. Do not include visits by a doctor while the sample person was in a hospital or institutionalized.

Always probe for an exact number.  If the sample adult reports a range or interval, assist the sample adult in making an estimate by probing. For example, you might ask "Could you give me a more exact number?".

Use flashcard A7

♦ "During the PAST 12 MONTHS, HOW MANY TIMES have you seen a doctor or other health care professional about your own health at A DOCTOR'S OFFICE, A CLINIC, OR SOME OTHER PLACE? DO <u>NOT</u> INCLUDE TIMES YOU WERE HOSPITALIZED OVERNIGHT, VISITS TO HOSPITAL EMERGENCY ROOMS, HOME VISITS, OR TELEPHONE CALLS."

♦ "During the PAST 12 MONTHS, have you had SURGERY or other surgical procedures either as an inpatient or outpatient?"

♦ "Including any times you may have already told me about, HOW MANY DIFFERENT TIMES have you had surgery during the PAST 12 MONTHS?"

**"Doctor"** includes medical doctors as well as other health care professionals, such as general practitioners, psychologists, nurses, chiropractors, etc.

Always probe for an exact number.  If the sample adult reports a range or interval, assist the sample adult in making an estimate by probing. For example, you might ask "Could you give me a more exact number?".

Use flashcard A6.

**Surgery** includes both major surgery and minor procedures such as setting bones or removing growths.

♦ "About how long has it been since you last saw or talked to a doctor or other health care professional about your own health? Include doctors seen while a patient in a hospital."

    1   "6 months or less"
    2   "More than 6 months, but not more than 1 year ago"
    3   "More than 1 year, but not more than 3 years ago"
    4   "More than 3 years ago"
    5   "Never"

Always probe for an exact number.  If the sample adult reports a range or interval, assist the sample adult in making an estimate by probing. For example, you might ask "Could you give me a more exact number?".

**"Medical doctor"** refers to both medical doctors (M.D.s) and osteopathic physicians (D.O.s), including general practitioners and all types of specialists; and their assistants. Do not include persons who do not have an M.D. or D.O. degree, such as dentists, oral surgeons, chiropractors, chiropodists, podiatrists, naturopaths, Christian Science healers, opticians, optometrists, psychologists, etc., unless they assist an M.D. or D.O.

♦ "During the PAST 12 MONTHS, have you had a flu shot? A flu shot is usually given in the fall and protects against influenza for the flu season."

♦ "Have you EVER had a pneumonia vaccination? 'This shot is usually given only once in a person's lifetime and,is different from the flu shot."

## SM. DEMOGRAPHICS

♦ "Earlier I recorded that you were born in {Fill with place born from the Family Demographics section}. Is this correct?"

♦ "What is your correct place of birth?"

You will be able to display a list of 3-digit state-and-territory-and-country codes in order to answer this question.

♦ "Earlier I was told that your date of birth is {Fill with DOB}. In what year did you come to the United States to stay?"

If the sample adult reports a year which is prior to his/her year of birth, probe for the correct year. If the sample adult insists on the year reported, enter this year and create a F7 note explaining the situation.

♦ "About how many years have you been in the United States?"

If the sample adult reports a number of years which is greater than his/her age, probe for the correct number of years. If the sample adult insists on the number of years reported, enter this number and create an F7 note explaining the situation.

♦ "Earlier I recorded that in the last week you were {Fill with text corresponding to this question from the Family Demographics section}. Is that correct?"

♦ "What is your correct working status?"

A job exists when there is:
1. A definite arrangement for regular work,
2. The arrangement is on a continuing basis (like every week or month), and
3. A person receives pay or other compensation for his/her work.

The schedule of hours or days can be irregular as long as there is a definite arrangement to work on a continuing basis.

Include:
- Persons who worked for wages, salary, commission, tips, piece-rates, or pay-in-kind.
- Unpaid workers in a family business or farm, persons who worked without pay on a farm or unincorporated business operated by a related member of the household.

A business exists when one or more of the following conditions are met:
1. Machinery or equipment of substantial value is used in conducting the business. or
2. An office, store, or other place of business is maintained, or
3. The business is advertised to the public. (Some examples of advertising are: listing in the classified section of the telephone book, displaying a sign, distributing cards or leaflets, or any type of promotion which publicizes the type of work or services offered.)

Examples of what to include as a business:
- Sewing performed in the sewer's house using her/his own equipment.
- Operation of a farm by a person who has his/her own farm machinery, other farm equipment, or his/her own farm.

Do not count the following as a business:
- Yard sales; the sale of personal property is not a business or work.
- Seasonal activity during the off season; a seasonal business outside of the normal season is not a business, For example, a family which chops and sells Christmas trees from October through December does not have a business in July.
- Distributing products such as Tupperware, or newspapers. Distributing products is not a business unless the person buys the goods directly from a wholesale distributor or producer, sells them to the consumer, and bears any losses resulting from failure to collect from the consumer.

To be looking for work, a person has to have conducted an active job search.

Active Job Search: A person took the steps necessary to put him/herself in a position to be hired for a job. As a result, an employer could have made a job offer without having to do anything else. Examples:
Filled out applications or sent out resumes
Places or answers classified ads
Checked union/professional registers
Bid on a contract or auditioned for a part in a play
Contacted friends or relatives
Contacted school/college university employment office

Contacted employment directly

♦ "For whom did you work at you main job or business? *(Name of company, business, organization or employer)*"

Enter the sample adult's verbatim response for the name of his/her employer, business, company, or organization.

♦ "What kind of business or industry is this? *(For example: TV and radio mgt., retail shoe store, State Department of Labor)*"

Indicate both a general and specific function for employers and businesses. For example. in "copper mine" the word "mine" is general and the word "copper" is specific.

**For Government Agencies:** If the title clearly designates the main function of the agency. enter the name of the agency (e.g., the U.S. Census Bureau). If the main function is not clear from the title, ask for and report the division or branch for which the person works.

**For Firms with more than one business:** If activities are carried on in separate places describe the business in which the person actually worked. If activities are carried on in the same place, describe the main activity.

**For household or domestic workers:** Determine if the person works for a business or private home. If it is a business, enter the name of the business. If it is a private home, enter "private home".

**Manufacturing:** Makes and sells its products in large lots to other manufacturers, wholesalers, or retailers.

**Wholesale trade: Buys** products in large quantities for resale to retailers, industrial users, or to other wholesalers.

**Retail trade:** Sells primarily to individual consumers and seldom makes products.

**Some other kinds of business:** Any other type of establishment which renders a service to individuals and/or organizations. Examples are hotels, dry cleaners, advertising agencies, restaurants, and automobile repair shops.

♦ "What kind of work were you doing? *(For example: farming, mail clerk, computer specialist)*"

The entry should clearly state the kind of work or nature of duties **performed** by the person. The occupation entry should describe what the person does (e.g., shipping department supervisor, inventory clerk).

One word occupational descriptions are usually not adequate. For example, we need to know what type of nurse, engineer, clerk, or teacher a person is.

For Example:

| Inadequate | Adequate |
|---|---|
| Adjuster | Claims adjuster, brake adjuster, machine adjuster, merchandise adjuster, complaint adjuster, insurance adjuster |
| Engineer | Civil engineer, locomotive engineer, mechanical engineer, aeronautical engineer |
| Scientist | Specify the field; for example, political scientist, physicist, sociologist, oceanographer, home economist |

♦ "What were your most important activities on this job or business? *(For example. sells cars, keeps account books, operates printing press)*"

Detail the kind of work or duties the person performs,

The entry to this item must include enough additional information for a precise occupational classification. Usually a few words telling what the person actually does or the tools he/she uses will suffice.

For example, two people with the same job title; Telephone Co. serviceman, may have different activities such as installing phones in homes or repairing telephone transmission lines,

♦ "Looking at the card, which of these best describes your current job or work situation?"

1 An employee of a PRIVATE company, business, or individual for wages, salary or commission?"
2 A FEDERAL government employee?"
3 A STATE government employee?"
4 A LOCAL government employee?"
5 Self-employed in OWN business, professional practice or farm?"
6 Working WITHOUT PAY in family business or farm?"

**PRIVATE company or business:** This employer may be a large corporation or a single individual, but must not be part of any government organization. This category also includes work for private organizations doing contract work for government agencies.

**FEDERAL government:** Include persons working for any branch of the federal government including persons who were elected to paid federal offices and civilian employees of the Armed Forces and some members of the National Guard. Include

employees of international organizations like the United Nations and employees of foreign governments such as persons employed by the French embassy.

**STATE government:** Report this category for employees of·State governments which include paid state officials, state police, employees of state universities and colleges, and statewide JTPP administrators.

**LOCAL government:** Report for employees of counties, cities, towns, and other local areas. Included here would be city-owned bus lines, electrical power companies, water and sewage services, etc. Employees of public elementary and secondary schools who worked the local government should also be here.

**SELF employed:** Person working for profit or fees in their own business, shop, office, farm, etc. Include persons who have their own tools or equipment and provide services on a contract, subcontract; or job basis such as carpenters, plumbers, independent taxicab operators, or independent truckers.

**Working WITHOUT PAY:** Working on a farm or in a business operated by a related member of a household, without receiving wages or salary for work performed.

Use flashcard A8

♦    "Thinking about this main job or business, how many people are employed there full and part time, including employees at all locations?"

♦    "Thinking about the particular location or facility where you worked in last week, how many people are employed there full and part time?"

Probe for the sample adult's best estimate of the number of persons who work for his/her employer at all locations and at the same location **only.**

Use flashcard A9.

♦    "About how long have you worked at this MAIN {job/business}?"

♦    "Have you worked at this MAIN job or business for one year or less, or more than one year?"

♦    "Are you paid by the hour on this MAIN {job/business}?"

♦    "Do you have paid sick leave on this MAIN {job/business}?"

Main job or business refers to the job or business which is the primary source of a person's income.

Always probe for an exact number. If the sample adult reports a range or interval, assist the sample adult in making an estimate by probing. For example, you might ask "Could you give me a more exact number?".

If the sample adult says they don't know how long they have worked at this main job or business, the followup question will ask if it is one year or less or more than one year.

**4**    "Do you have more than one job or business?"

♦    "In your other jobs/businesses, do you work for an employer, are you self-employed. or both?"

4    "Is this business incorporated?"

For those sample adults who are self-employed only in their other job, you will ask the followup question about whether this business is incorporated or not.


## 5. N  AIDS

The purpose of the AIDS questions is to obtain information about blood testing for the AIDS virus infection. The data will be used to determine the general population's acceptance and practice of blood testing for the AIDS virus infection.

If the respondent refuses any items, enter "R" for Refused.  If the respondent says they don't know any items, enter "D" for Don't know. The following are some examples of questions from the AIDS part of the Sample Adult Section.

-BLDGV-
    Now, I am going to ask about giving blood donations to a blood bank
    such as the American Red Cross. This does NOT include blood
    drawn at a doctor's office for laboratory analysis.

    Have you given blood since March 1985?

        (1) Yes
        (2) No

-AIDSTST-
The next questions are about the blood test for the AIDS virus
infection. No questions will ask what the results are of any
tests that you may have had.

Except for tests you may'have had as part of blood donations,
have you ever had your blood tested for the AIDS virus infection?

(1) Yes
(2) No

---

-TST12M-
Not including blood donations, during the past 12 months, that is,
since December 8, 1995, have you had your blood tested?

(1) Yes
(2) No

---

-REATST-
FR: HAND CARD A10.
Not including your blood donations, which of these would you say
were the reasons for your last AIDS blood test?
FR: ENTER ALL THAT APPLY. ENTER (N) FOR NO MORE.          (H)
    (1) Just to find out/Worried that you are infected
    (2) Because a doctor asked you to
    (3) Because the Health Department asked you to
    (4) Because sex partner asked you to
    (5) For hospitalization or surgical procedure
    (6) To apply for health insurance or 'life insurance
    (7) To comply with guidelines for health workers
    (8) To apply for a new job
    (9) For military induction, separation, or during
        military  service
    (10) For immigration
    (I 1) Because of pregnancy
    (12) Other reason - specify

Record up to 2 other reasons not specified on the list. Enter 12 to specify the first other reason and 13 to specify the second, if appropriate. Enter sample adult's response verbatim.

Entries of D or R are acceptable in the first answer field only.

---

-LASTST-
Not including blood donations, where did you have your last blood test for the AIDS Virus?
FR: IF "CLINIC", PROBE: "WHAT KIND OF CLINIC IS THAT?"

(1) AIDS clinic/counseling/testing site
(2) Community health clinic
(3) Clinic run by employer
(4) STD clinic
(5) Family planning
(6) Prenatal clinic
(7) Other clinic
(8) Doctor/HMO
(9) Hospital/emergency room/outpatient clinic
(10) Military induction, separation or military service site
(11) Immigration site
(12) At home/home visits by nurse/health worker
(13) At home - self testing kit
(14) Other location(specify)

---

```
-STMTRU- FR: HAND CARD A12.
   Tell me if ANY of these statements is true for YOU. Do NOT tell me
   WHICH Statement or statements are true for you. Just IF ANY of them are.
   FR: READ ONLY IF TELEPHONE INTERVIEW:'          `
   I am going to read five statements. After I have read them all, tell
   me if ANY of these statements is true for you. Do not tell me WHICH
   statement or statements are true for you. Just IF ANY of them are.
                                                    (H)
   (a) You have hemophilia and have received clotting factor concentrations.
   (b) You are a man who has had sex with another man at some time
        since 1980, even one time.
   (c) You have taken street drugs by needle at any time since 1980.
   (d) You have traded sex for money or drugs at any time since 1980.
   (e) Since 1980, you are or have been the sex partner of any person who
        would answer "Yes" to (any of the items on this card/any of the items
        I have read).

                (1) Yes to at least one statement
                (2) No to all statements
```

If the interview is conducted by personal visit, Hand Card Al2 to the sample adult
and DO NOT read statements A-E. DO NOT probe for which of the statements apply
if the answer is "Yes".

If the interview is conducted by telephone, read the appropriate introduction and all of
the statements in this question before accepting a response. DO NOT probe for which
of the statements apply if the answer is "YES".

## 5.0 STATUS

Each of the three main sections in the interview *(Family, Sample Adult, and Sample Child)*
requires you to specify the "status"; that is, the current situation regarding that section.
The status categories are defined for the Sample Adult Section the same as for the Family
Section. (See Cd-2 7)

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**THE SAMPLE CHILD**
**SECTION**

# PART C, CHAPTER 6
## THE SAMPLE CHILD SECTION

**6.A    OVERVIEW**

Topics in the Sample Child Section include:

- Conditions
- Limitations of Activities
- Health Status
- Mental Health
- Access to Care
- Dental Care
- Health Care Provider Contacts
- Immunization

All questions in the Sample Child section apply to the one selected Sample Child only. The immunization questions will apply to the Sample Child, regardless of age, as well as all non-selected children 19-35 months old.

**6.B   RESPONDENT  IDENTIFICATION/VERIFICATION**

```
-CURRES-                              Subject: JOSEPH DOE
      FR: ENTER THE NUMBER OF THE PERSON TO WHOM YOU ARE
SPEAKING.


----------------------------------------------------------------------------
      HOUSEHOLD  ROSTER
LINE HHSTAT NAME                              FX
-----------------------------------------------------------
01  P  R  JOHN  DOE                     |
02    s     JANE DOE                    |

```

```
┌─────────────────────────────────────────────────────────────────┐
│ -CRESP-                                    Sample Child: JOSEPH DOE │
│                                                                   │
│     The next questions are about JOSEPH DOE.           `          │
│     Are you able to answer questions about his health at this time? │
│                                                                   │
│            (I)  Yes                                               │
│            (2)  No                                               │
│                                                                   │
└─────────────────────────────────────────────────────────────────┘
```

Knowledgeable respondents for the Sample Child were identified at the end of the
Household Composition Section at the KNOWSC screen. If the person to whom you
are speaking when you begin asking the Sample Child questions is listed in
KNOWSC, you will continue with that person if he or she is able to continue.

```
┌─────────────────────────────────────────────────────────────────┐
│ -CSPAVAIL-                                                        │
│                                                                   │
│     Is JEREMY DOE available to answer some questions about JOSEPH DOE's │
│     health?                                                       │
│                                                                   │
│                    (1)  Yes                                       │
│                    (2)          No                                │
│                                                                   │
└─────────────────────────────────────────────────────────────────┘
```

If the person to whom you are speaking is not knowledgeable. about the child or is not
able to continue with the interview, the instrument will cycle through the person
numbers of all family members listed in KNOWSC until an available respondent is
identified.

If no other knowledgeable respondents are available, or if there are no other
knowledgeable respondents in the family, the instrument will take you to the child
status item where you can begin to closeout this case. For the status of the Sample
Child Section, enter **"4"**, Not interviewed--Callback required, and make arrangements
to callback at a later date, when a knowledgeable respondent will be available to
complete the Sample Child section.

Once you have identified the respondent for the Sample Child section, you will verify
this person's relationship to the Sample Child. You will also verify the sample
Child's sex, age and birth date if the respondent for the Sample Child section
did not respond for the household composition questions.

● If during the verification of the Sample Child's age you determine
the child is over 17 years old, the instrument will reselect a new
sample child under 18 years of age if possible.

The secondary purpose of the Respondent Identification/Verification part of the Sample Child section is to identify any additional 19-35 month old children in the family; these children will then be asked immunization questions after the Sample Child core has been completed and the immunization questions have been completed for the Sample Child.

If the Sample Child section respondent is not the same person who completed the Household Composition, you will be asked to verify the gender, age and birth date of these children and determine their age in months. These identification items will appear for all children l-4 years of age. All children who are 19-35 months old become "additional sample children" and are included in the immunization section.

---

-ICVERF- **FR: PLEASE VERIFY THE FOLLOWING INFORMATION ABOUT THE CHILD.**

                                      (1) Yes (2) No (H)

JOSEPH DOE

Gender = male    Is it correct?

Age = 2    Is it correct?

Birthday = February 25, 1994 Is it correct?

---

## 6.C CONDITIONS

This set of questions collects information about the Sample Child's weight, both current and at birth, and height as well as a variety of conditions the child may have including colds, intestinal illness, difficulty hearing and seeing, impairments in ability to crawl, walk, run and play, and learning disabilities as well as the conditions which appear on the screens displayed below..

---

-BWGT- What was JOSEPH DOE'S birth weight?   **(H)**

                Pounds        Ounces

---

-CHGHT- About how tall is JOSEPH DOE now?
    **FR: IF THE CHILD'S HEIGHT IS GIVEN IN INCHES, PRESS "ENTER" AT 'Feet' AND ENTER THE MEASURE IN 'Inches' (36 INCHES MAXIMUM).**

        Feet        Inches

-ADD-

 Has a doctor or health professional ever told you that JOSEPH DOE had :
                                        (l)Yes      (2)No

            Attention Deficit Disorder?
            Mental Retardation?
            Other Developmental Delay?

**Attention Deficit Disorder** is diagnosed by a mental health professional and is characterized by developmentally inappropriate inattention, impulsiveness, and varying hyperactivity. This question does not appear for children who are less than 2 years old.

**Mental Retardation** refers to someone who is significantly below average in intellectual functioning in addition to having problems with adaptive behavior.

**Developmental delay** is a significant delay in mental and physical development defined by the state and measured by appropriate diagnostic tests in one of several areas: physical development, cognitive (mental) development, social or emotional development, or adaptive development.

```
-CONDL-

Looking at this list, has a doctor or health professional ever told you that JOSEPH
DOE had any of these conditions?

  (0) None

  (1) Down's Syndrome          (6) Autism
  (2) Cerebral Palsy           (7) Diabetes
  (3) Muscular Dystrophy       (8) Arthritis
  (4) Cystic Fibrosis          (9) Congenital Heart Disease
  (5) Sickle Cell Anemia       (10) Other Heart condition

Which ones?

FR: ENTER CODE FROM LIST ABOVE, ENTER "N" IF NO MORE.
```

**Cerebral Palsy** is pronounced ( ce - Re - bral Pawl - zee)

**Muscular Dystrophy** is pronounced ( Dis - tro - fee )

**Cystic Fibrosis** is pronounced (Sis - tic fi - Bro - sis )

**Autism** is pronounced (Aw - tizm) and is a developmental disability
affecting verbal and nonverbal communication as well as social
interaction.

**Heart Disease** or **heart condition** include any of the following: congenital heart
disease, chronic heart condition, rheumatic heart disease, heart murmurs, atrial
or mitral valve disease/damage, etc.

**Asthma** includes smoker's asthma, bronchial asthma, allergic asthma, etc.
Do not accept self-diagnosed lung problems or conditions reported by a
person who is not a doctor and not working with or for a doctor.

-CCONDT-

During the past 12 months, has JOSEPH DOE had any of the following conditions?

(1) Yes (2) No

Hay fever?
Any kind of respiratory allergy?
Any kind of food or digestive allergy?
Eczema or any kind of skin allergy?
Frequent or repeated diarrhea or colitis?
Anemia?
Frequent or severe headaches, including migraines?
Three or more ear infections?
Seizures?
Stuttering or stammering?

**Diarrhea** is considered to be **frequent** if it occurs 3 or more times in a day.

The instrument will not ask about frequent or severe headaches or stuttering or stammering for children who are 2 years old or younger.

-SCHDAYR- During the past 12 months, that is, since February 09, 1996, about how many days did JOSEPH DOE miss school because of illness or injury?
**FR: ENTER 996 IF CHILD DID NOT GO TO SCHOOL IN THE PAST 12 MONTHS.**

Days

Question SCHDAYR - Number of school days missed in a year, is asked only for children over 4 years of age.

## 6.D  MENTAL HEALTH

The next set of questions concerns mental health.  A different combination of behaviors is asked about based on the age and sex of the Sample Child.

For example, you will ask the respondent if a male Sample Child age 2-3 years:

- Has been uncooperative
- Has trouble getting to sleep
- Has speech problems
- Has been unhappy, sad, or depressed

Whereas, you will ask if a female Sample Child age 12- 17 years:

- Lies or Cheats
- Does poorly at school work
- Has trouble sleeping
- Has been unhappy, sad, or depressed

Ask if each of these behaviors is Not true, Sometimes true, or Often true.   If the respondent gives an answer which does not match the categories read in the question, reread the question emphasizing the wording of the answer categories.   The following example is for Janet Doe, who is 6 years old.

---

-CMHAGF21-I am going to read a list of items that describe children.
  For each one, tell me if it has been NOT TRUE, SOMETIMES TRUE, or
  OFTEN TRUE, of JANET DOE during the past two months.
  **FR: HAND CARD C3**

  (0) Not True (1) Sometimes True (2) Often True (H)

  Can't concentrate or pay attention long?

  Has been nervous, high strung or tense?

  Acts too young for her age?

  Has been unhappy, sad, or depressed?

---

## 6.E ACCESS TO CARE

This set of questions records detailed information on the Sample Child's health care practices and are similar to the Sample Adult Access to Care questions.

If the Sample Child was taken to a doctor, but the respondent is unable to classify the place as a doctor's office, clinic or health center, probe to determine how many doctors work out of the "place".

●     If 3 or less doctors, consider the place a doctor's office.
●     Enter clinic or health center if the respondent defines the place as such.

Include all types of financial limitations that prevented the person from getting medical services.

---

-CUSUALPL-

    Is there a place that JOSEPH DOE USUALLY goes when he is sick or you need advice about this

        (1)  Yes
        (2) There is NO place
        (3)  There is MORE THAN ONE place

---

    **Usual place** includes a walk-in clinic, Doctor's office, clinic, health center, Health Maintenance Organization, hospital emergency room or outpatient clinic or a military or VA health care facility.

---

-CPLKIND-

    What kind of place is it - A clinic, doctor's office, emergency room, or some other place?

        (1) Clinic or health center
        (2)   Doctor's office or HMO
        (3) Hospital Emergency room
        (4) Hospital outpatient department
        (5) Some other place

---

**Doctor** includes medical doctors as well as other health care professionals such as general practitioners, psychologists, chiropractors, etc.

---

-CHCPLROU-

Is that doctor's office or HMO the place that JOSEPH DOE usually goes when he needs routine or preventive care, such as a physical examination or well baby/child check-up?

(1) Yes
(2) No

---

**Routine or Preventive care** is a health procedure or series of health procedures done to help a person avoid illness or to detect problems early.

**A general physical exam or check-up** is an examination not for a specific condition or problem. This may include the following; a periodic health examination, a complete medical examination, an annual health check-up or a comprehensive physical examination. It does not include dental exams and vision tests.

**Change of place** refers to a change in health care providers not a change of address for a current provider.

---

-CHCDYLR1-

There are many reasons people delay getting medical care. Have you delayed getting care for JOSEPH DOE for any of the following reasons in the past 12 months?

(1) Yes (2) No

You couldn't get through on the telephone:
You couldn't get an appointment for JOSEPH DOE soon enough:
Once you get there, JOSEPH DOE has to wait too long to see the doctor:
The clinic/doctor's office wasn't open when you could get there:
You didn't have transportation:

---

**Delayed** assumes that medical care has been or will eventually be received.

---

**Waiting time to see the doctor** includes only time from arrival until the health care provider is seen.

```
-CHCAFYR1-

        During the past 12 months, was there any time when JOSEPH DOE needed
        any of the following, but didn't get it because you couldn't afford it?
                                                    (1)  Yes  (2)  No


        Prescription medicines?

        Mental health care or counseling?

        Dental care (including check-ups)?
```

**Prescription Medicines** are medication which can only be obtained with the approval of a licensed health care professional. The medication is usually obtained through a pharmacy using a written not or telephoned instruction from the health care professional to the pharmacy.

**Mental Health Care** is respondent defined.

The instrument will not display the mental health care or dental care items for children who are two years old or younger.

## 6.F   HEALTH CARE PROVIDER CONTACTS

This set of questions asks about the types of health care provider seen by the Sample Child in the past 12 months. There are two types of questions. The first ask "have you seen or talked to.. . "; the second asks "How many times did you see. . . " .   The reference period is the past 12 months for both types of questions.

When recording the number of visits to a health care provider or the length of time since a health care provider was last seen, always probe for an exact number. If the respondent reports a range or interval, assist the respondent in making an estimate by probing.

For example: "Could you give me a more exact number of times your child has had outpatient surgery in the past 12 months?"

-CHCSYR1-

During the past 12 months, that is, since June 03, 1996 have you seen or talked to any of the following about JOSEPH DOE's health?
(1)  Yes  (2)  No

A mental health professional such as a psychiatrist, psychologist, psychiatric nurse, or clinical social worker?
An optometrist, optician, or eye doctor (someone who prescribes eyeglasses)?
A foot doctor?
A chiropractor?
A physical therapist, speech therapist, respiratory therapist, audiologist, or occupational therapist?
A nurse practitioner, physician assistant, or midwife?

CHCSYR8- During the past 12 months, have you seen or talked to the following about JOSEPH DOE's health:   (I) Yes (2) No

A medical doctor who specializes in a particular medical disease or problem (other than obstetrician/ gynecologist, psychiatrist or ophthalmologist)?

A general doctor who treats a variety of illnesses (a doctor in general practice, pediatrics, family medicine, or internal medicine)?

A **foot doctor** is someone who treats diseases of the foot and is commonly known as a podiatrist.

**A chiropractor** is a licensed professional, but not a medical doctor who uses manipulation of the body joints, especially -the spine to restore normal nerve function.

**A physical therapist** is a health care professional who administers therapy to develop, improve, or restore gross motor skill movements, such as walking.

**A speech therapist** is a person who works to improve speech or oral communication for problems such as stuttering, impaired articulation, or a language or voice impairment.

**A respiratory therapist** is a person who provides services prescribed by a physician for the assessment, diagnostic evaluation, treatment, management and monitoring of patients with deficiencies and abnormalities of cardiopulmonary function.

**An audiologist** is a person skilled in working with hearing problems. These services include: identifying a hearing problem, determining the range and nature of the hearing problem; training the individual to deal with the problem, such as teaching lip-reading; and counseling the family members on how to deal with the problem.

**An occupational therapist** is a health care professional who works to develop, improve or restore fine motor skills which usually involves the use of the fingers, hands or arms.  It may involve working on activities like dressing, feeding and writing.

**A nurse practitioner** is a registered nurse who has completed a program of study leading to an expanded role in health care.  Nurse  practitioners function under the supervision of a doctor, but not necessarily in the presence of a doctor.  Nurse practitioners often perform duties similar to those of a physician's assistant.

**An obstetrician/gynecologist** is a medical doctor who treats women, pregnancy, and disease of the female reproductive system including the breasts.

**Medical doctor** refers to both medical doctors (M.D.s) and osteopathic physicians (D.O. s) including general practitioners and all types of specialists; and their assistants.  Do not include person who do not have an M.D. or D.O. degree, such as dentists, oral surgeons, chiropractors, chiropodists, podiatrists, naturopaths, Christian Science healers, opticians, optometrists, psychologists, etc. unless they assist an M.D. or D.O.

-CHERNOYR-

During the past 12 months, how many times has JOSEPH DOE gone to a hospital emergency room about her health? (This includes emergency room visits that resulted in a hospital admission.)

**FR: HAND CARD C4**

(0) None
(1) 1
(2) 2-3
(3) 4-9
(4) 10-12
(5) 13 or more

**A hospital emergency room** is an emergency care facility at a hospital. Do NOT include emergency care received at a clinic or HMO. Include emergency room visits which resulted in admission for inpatient care. Do not include visits to outpatient clinics, urgent care facilities and the like.

**At home** refers to the child's own home and anyone else's home in which the child was staying at the time.   This could be a house, apartment, motor home, houseboat, trailer, or other dwelling. Do not include visits by a doctor while the child was in a hospital or institution.

**Surgery** is any cutting of the skin including stitching of cuts or wounds. Include cutting or piercing of other tissue, scraping of internal parts of the body and setting of fractures and dislocations.

-CHCHYR- During the past 12 months, did JOSEPH DOE receive care at home from a nurse or other health care professional?

(1) Yes                                    (H)
(2) No

Home is any place in which the child was staying at the time of the health care professional's visit. It may be the child's own home, the home of family friends or a relatives, a hotel, or any other place the child may have been staying.

---

-CMDLONG- **FR:** HAND CARD **T.**
About how long has it been since anyone in the family last
saw or talked to a doctor or other health care professional about
JOSEPH DOE's health?
Include doctors seen while she was a patient in a hospital.

(1) 6 months or less                            **(H)**
(2) More than 6 months, but not more than 1 year ago
(3) More than 1 year, but not more than 3 years ago
(4) More than 3 years
(5) Never

---

CARD T referred to in this question can be found at the back of your **HIS**-501C Flashcard and Information booklet. This card applies to questions in the Family, Adult and Child sections of the instrument.

## 6.G  IMMUNIZATION

The immunization questions will be asked of all sample children, regardless of age, as well as all non-selected children ages 19-35 months.

You will ask a detailed set of questions collecting the number of shots administered as well as the date of each shot for children for whom a shot record is available.

You will ask a different set of questions, collecting only the number of shots administered if a shot record is not available and cannot be obtained for a child by closeout. In this case, you will be asking the respondent to report from memory the number of shots the child has had.

The questions asked for the additional 19-35 month old children are exactly the same as those for the sample child, if the sample child is under 7 years of age.

## 1. The Shot Record

-SHOTRC-

These questions are about immunizations that JOSEPH DOE may have received. It would be helpful if we could refer to his shot record.

We also may need to see shot records for any children 19-35 months of age.

Are shot records available for JOSEPH DOE?

(1) Yes
(2) No

Emphasize to the respondent the importance of using the child's shot record to complete this set of questions. If the child has a shot record, encourage the respondent to make it available during your initial contact; otherwise, arrange a callback to complete the immunization section when the shot record will be available.

If a child does not have an up-to-date shot record, encourage the respondent to obtain it from the child's physician, if possible, and arrange for a callback to complete this section after the information has been obtained.

Do not complete this section from the respondent's memory if there is any chance of having the up-to-date shot record before your closeout.

## 2. The Immunizations

The immunization questions ask about 7 specific shots:

- **DTP shot - The Diphtheria-Tetanus-Pertussis vaccine.** A total of 5 doses is recommended to be given at ages 2 months, 4 months, 6 months, 15-18 months, and 4-6 years. It may -sometimes be referred to as a DT(without Pertussis) shot or DPT shot.

- **Polio vaccine -** this includes both orally administered vaccines and shot/injections. A total of 4 doses is recommended to be given at ages 2 months, 4 months, 15-18 months and 4-6 years.

- ***HIB-Haemophilus influenzae (HA-MA-FI-LUS IN-FLU-EN-ZI) vaccine.***
  This relatively new vaccine protects against a certain type of bacterial
  meningitis that affects young children. It may be knows as the 'H-I-B' or
  'Hib' or 'H.flu' vaccine. It currently is given at ages 2 months, 4
  months, 6 months and in the past was given between 15 and 24 months of
  age.

- ***Measles/MMR shot*** - This is usually given as a combination shot
  called MMR (Measles, Mumps, and Rubella) and is usually
  given once at 15 months of age. However, there has been a
  recent effort to have all school-age children revaccinated.
  Consider a single shot for German measles only as a 'Measles
  shot'.

- ***HEP Hepatitis B shot -*** this relatively new vaccine protects
  against a certain type of viral liver infection (hepatitis) which
  affects many adolescents to young adults. It is usually given as
  a series of 3 injections in the first two years of life, beginning
  between birth and 2 months of age.

- ***VAR Varicella (Chickenpox) shot*** -This new vaccine protects
  against chickenpox. It is given at 12-18 months of age.
  Children who have not been vaccinated previously and who lack
  a reliable history of chickenpox should be vaccinated by 13
  years of age.

- ***TDB Tetanus-Diphtheria booster (Td) shot***- this refers to the
  Tetanus-Diphtheria toxoid, adult type. This is usually given at
  age 12 and recommended every 5 to 10 years thereafter.
  **Questions about TDB will be asked only of children 7 years
  of age and older.**

## 3. The Shot Screen

-DTP- FR: TRANSCRIBE FROM SHOT RECORD OR ASK:

> Looking at the shot record, please tell me how many times JOSEPH
> DOE has received a DTP, DTaP, DT shot (Sometimes called a DPT
> shot, diphtheria-tetanus-pertussis shot, baby shot, or three-m-one
> shot)?
>
> -Number of shots

- If a respondent reports more than 8 shots for DTP, Polio, HIB, or Hepatitis B.
enter '8' and begin with the oldest shot.

- If a respondent reports more than 4 shots for MMR, Varicella (Chickenpox),
or TDB enter '4' and begin with the oldest shot.

The number of additional shots will be recorded later during a question about
additional immunizations for each specific shot.

## 4. The Shot Dates

```
-DTPDT- FR: Enter the date for each shot,
            Press N for no more

            First shot date      MM_DD_YY_

            Second shot date  MM_DD_YY_

            Third shot date      MM_D D_Y Y_

            Fourth shot date  MM_DD_YY_

            Fifth shot date      MM_DD_YY_

            Sixth shot date      MM_DD_YY_

            Seventh shot date  MM_DD_YY_

            Eighth shot date    MM_DD_YY_
```

Transcribe the date from the shot record for each shot.

For each shot date, a 1 or 2 digit number may be entered for the month and day,
**but** a 2 digit number must be entered for the year. Enter a 'D' or 'R' in the
month, day and/or year fields for an answer of Don't Know or Refused.  Each date
must have all three fields filled even if some or all of the information is unknown.

-SHOTAY- Has JOSEPH DOE ever received an immunization
(that is a shot or drops)?

(1) Yes                                    (H)
(2) No

You will ask if the child has had each kind of shot. If the child has had the shot.
you will then ask how many shots the child has received.   You will not be
recording dates of any kind for shots not listed on a shot record.

DTPEV- Has JOSEPH DOE ever received a DTP,DTaP,DT shot
(sometimes called a DPT shot, diphtheria-tetanus-pertussis shot,
baby shot, or three-in-one shot)?

(1) Yes                                    (H)
(2) No

-DTPENO- How many DTP shots did JOSEPH DOE ever receive?
FR: ENTER 96 IF "ALL" IS REPORTED.          (H)

2 Number of shots

## 6.H  IMMUNIZATION  PROVIDER  PERMISSION

Complete a separate HIS-2A Provider Permission for. each. 19-35 month old child with any immunizations reported.

Do not complete an HIS-2A if the child is not 19-35 months old.

Clearly print all entries on the HIS-2A. While all other entries may be in pencil, the parent/guardian must sign the Permission item in blue or black ink.

Carefully and completely transcribe the control information (RO, Sample, Week and Control Number) from the case Management Full Case Display screen to the shaded area at the top of the HIS-2A.

### 1.  Provider

Question 1 - part a - Mark the "Refused" box if the respondent refuses to give you the provider's name, address, and telephone number. Footnote the situation in the notes space and ask part b.

Mark the "Don't Know" box if the respondent doesn't know the provider's name, address and telephone number.   Footnote the situation in the notes space and ask part b.

If the respondent doesn't know or refuses part of the name, address and telephone number, complete the parts which are volunteered and enter **"DK"** or **"REF"** as appropriate for the missing parts.

Question 3 - Ask question 3, excluding the parenthetical if only one other place was reported in 2b.   Present the Permission item on the back of the HIS-2A after completing question 3.

Ask question 3 and 4 if two or more other places are reported.   Present the Permission item on the back of the HIS-2A after completing questions 3 and 4.

### 2.  Permission

Do not present the Permission item on the back of the HIS-2A if no provider's names and addresses are reported on the front of the HIS-2A.

The Permission item can only be signed by the parent or legal guardian of the child.

---

Before presenting the Permission item to the parent/guardian complete items 1 through 3 on the bottom of the back of the HIS-2A. Verify this information with the respondent. IF any information is unknown or refused, enter DK on the HIS-2A for this item.

When presenting the Permission item to the parent/guardian, say something like:

> *"The Centers for Disease Control and Prevention want to contact some immunization providers to obtain additional information on immunizations. To do this, however, they need your permission. Please read and sign this permission form."*

If the parent/guardian does not print his/her name and enter the date after signing the form, complete these items yourself.

If the parent or guardian is unable to read, read the permission item to him/her before showing the parent/guardian where to sign.

If the parent/guardian is unable to sign, ask him/her to make his/her official mark and print the name and date yourself. If the person cannot make any kind of mark, leave the HIS-2A blank and enter 2 'Other' on the -PERMIS- screen of your CAP1 instrument. Enter an explanation of the situation on the EXPLAIN line you see next.

If the parent/guardian refuses to sign the HIS-2A, write "refused" across the form and enter 2 "other' on the -PERMIS- screen. Enter an explanation of the refusal on the EXPLAIN line you see next.

If a parent or legal guardian is not available leave the item blank and enter 0 'Respondent not parent/legal guardian not signed'.

## 6.1   STATUS

Each of the three main sections in the interview *(Family, Sample Adult, and Sample Child)* as well as the Immunization section requires you to specify the "status"; that is, the current situation regarding that section. The status categories are defined for the Sample Child section and Immunization section the same as for the Sample Adult section.   You will complete a separate Immunization section status screen for the sample child and each additional 19-35 month old child.

```
CSTAT-
              INDICATE THE STATUS OF THE SAMPLE CHILD
              SECTION.

              (0) No sample child in the family
              (1) Complete
              (2) Partial - callback required
              (3) Partial - no callback
              (4) Not interviewed - callback required
              (5) Not interviewed - noninterview
              (6) Other
```

**(0) No sample child in the family** - None of the family members is under the age of 18.

(1) **Complete** - All appropriate questions in the section were completed, even if some were **"DK"** or "Refused".

**(2) Partial - Callback required** - Some, but not all appropriate questions were completed before the section was interrupted and a callback to complete the section is necessary.

**(3) Partial - No callback** - Some, but not all appropriate questions were completed before the section was interrupted and no callback to complete the section is possible.

**(4) Noninterview - Callback required** - None of the questions in the section have been completed and a callback to complete the entire section is necessary.

**(5) Noninterview - No callback -** None of the questions in the section have been completed, no callback to complete the section is possible, so in effect the section is a final noninterview.

**(6) Other -** A situation that cannot be covered by categories (1) - (5). Describe this situation in detail on the "SPECIFY" screen.

For either of the "callback" categories, (2) and (4), you will be asked to specify the callback arrangements (date and time). For nonresponse categories (3), (5), and (6), you must specify the reason the section cannot be completed.

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**PART C, CHAPTER 7:**
**THE "BACK" OF**
**THE INSTRUMENT**

# PART C, CHAPTER 7
## THE "BACK OF THE INSTRUMENT

**7.A OVERVIEW**

After completing all appropriate sections for the sample household. you are ready to end the HIS interview. The "BACK" section of the instrument wraps up the interview. You also set appointments for callbacks to finish an incomplete interview.

In the "BACK" section there are also a few items that you fill to describe the interview. such as language *(English. Spanish, or other)* and mode *(telephone or personal visit)*.

Based on entries you made in the "status" items of the sections. the instrument evaluates the overall status of the case and sets "OUTCOME" and "ACTION" codes which determine what happens to the case. *For example: If you indicated that a callback is required to complete the Sample Adult Section, the instrument will assign the proper OUTCOME/ACTION codes to retain this case for follow-up.* This also is done in the "BACK" section.

**7.B CHECK ITEMS**

Complete the two "check-items" to indicate the language and mode of the interview.

*1.* **Language -** Indicate in this check-item whether the interview was conducted primarily in English. Spanish. both English and Spanish. or in another language.

If an interpreter was used. indicate the language in which the interpreter and the respondent(s) communicated.

It is <u>not necessary</u> to specify the language if the interview was conducted in a language other than English and/or Spanish. However, to advise any interviewer conducting follow-ups with this household of the language, you may want to specify it in the final "INOTES" screen.

2. **Mode**

All HIS interviews should be conducted by personal visit. However, there may be times when the only way you can complete the interview is by telephone.

Indicate how all or most of the interview was conducted--personal visit or telephone. *For example.. If you completed the Household Composition by personal visit, but had to callback by phone to complete the Family, Sample Adult. and Sample Child sections. enter (2) "Telephone "since this was how **most** of the interview was conducted.*

For "telephone" interviews. briefly explain in the "**specify**" space why you conducted the interview by telephone.

---

**7.c**    CLOSINGS

"Closings" are statements you read to the respondent or statements describing the situation. There are several "closings" in the HIS CAPI "BACK" Section. You will get only the one(s) most appropriate for the situation.

1.    <u>4+ EXTRA Units</u>

♦        "Because of the unlisted living quarters we just discussed. I have to call my office before conducting any interviews. It may or may not be necessary for me to call on you again."

As noted in Chapter 2 of Part C of this manual. you must call your office for instructions whenever you discover four or more EXTRA units. This closing briefly explains this to the respondent.

Before closing this type of case. you will collect the respondent's full name. title. address and telephone number in case further contact is necessary.

2.    <u>**Respondent's Name and Address for Type** B **and C Noninterview Verification**</u>

The following closing screen will appear for cases you have determined to be Type B or Type C noninterviews.

```
-CLOSE4-
     FR: IF APPROPRIATE, READ TO RESPONDENT AND ENTER (P, TO
        PROCEED. OTHERWISE, ENTER (N) FOR NOT APPROPRIATE.

     In case I or someone from my office needs to
     get in touch with you, we need your name, address,
     and telephone number.

        (P) Proceed after reading
        (N) Reading not appropriate
```

It would <u>**not**</u> be appropriate to read the statement if you determined the status of the case on your own without verifying it with anyone. In this situation, enter **"N"** for reading <u>not</u> appropriate.

It would be <u>**appropriate**</u> to read this statement if you have verified the status of this case with a household member or other knowledgeable respondent, such as the mailman who verifies that the unit has been demolished. Read the closing statement and enter **"P"** to proceed with collecting the name. address, and telephone number for the respondent.

## 3. Callback Status

Indicate if a callback is necessary for this household, and if it can be arranged.

```
-CALLBACK- FR: INDICATE IF A CALLBACK IS NECESSARY FOR THIS
        HO1 JSEHOLD, AND IF IT CAN BE ARRANGED.

        (0) No callback necessary
        (1) Callback can be arranged
        (3) Callback cannot be arranged
```

&#10022;      If you have completed as much of the case as possible, or completed it entirely. enter "0" to indicate that a callback is not necessary.

&#10022;      If you have made previous arrangements for a callback at the end of any section. or if you would like to make arrangements at this time. enter "1" to indicate that a callback has been or will be arranged. You must then enter your callback time and date at the ARRANGE4 screen displayed below.

&#10022;      If you have not been able to make contact with any household member on this call or visit, enter "2". callback cannot be arranged.

&#10022;      If you will need to return to this household to complete a sample section or to obtain missing data, enter " I" even if you have entered callback information on a previous callback screen. This will keep the case open for your re-entry.

## 4. Callback Arrangements

```
-ARRANGE4-
        I need to schedule a return visit to conduct this interview.
        What date and time would be best to return?

        FR: ENTER (N) IF YOUR RETURN CANNOT BE ARRANGED.

        FR: TODAY IS: Wednesday. February 3. 1997
```

If the respondent gives a specific date and time, you are obligated to make the callback as near that time as possible. Therefore. it is OK to enter a specific date, but try to avoid arranging for specific times. If you can get the respondent to agree to a wider range of times. enter "A" for any time and specify the acceptable range of time(s) in the "NOTES."

If you and the respondent cannot arrange for a callback, enter "N" for no time. This means that you may have to make more definite arrangements when you attempt a callback.

Remember to enter your FR code along with the date and time of the scheduled callback.

5. **"Thanks!"**

There are different "Thank You" statements for different situations.

If you have only partially completed the interview at a particular household. the following Thank you message will appear:

♦ "Thank you for your help. I'll call back as suggested. I just have to make a few more keystrokes and we'll be done for non."

Read this statement after arranging a callback. then enter **(P)** to proceed with ending the interview.

If you have completed the interview. the following message will appear:

♦ "Thank you for your cooperation. Here is a letter from the U.S. Public Health Service also thanking you. I just have to make a few more keystrokes and we'll be done."

Read this statement to the respondent(s) after completing an interview. Then enter **(P)** to proceed with ending the interview.


### 7.D    NOTES

Before exiting a case, enter any notes about the case that you think may be helpful to you if you still need to make callbacks to complete the interview or to others who may get this household in sample for another health-related survey.

If you previously entered any notes about the household, these "MOTES" will be displayed for you. You will be given the opportunity to retain these "old" notes or replace them with new notes.

If you do not wish to enter notes, enter "2" at the INOTES screen.

If you do wish to enter notes. enter "1" at INOTES and continue. You have four lines on which to enter notes, Press **<ENTER>** at the end of one line to go to the next line (like **"RETURN"** on a typewriter). When you are finished entering notes. enter **"N"** on the next available line.

If you don't wish to enter any notes, enter **"N"** on the first available line. Likewise. when you are finished entering notes, enter **"N"** on the next available line.


### 7.E    HOUSEHOLD VISITS

Before exiting a case which is a complete interview, a partial interview with no chance for follow-up. or a Type A noninterview, you will be asked to enter the number of personal visits you made to achieve a final outcome for this case.

```
-VISITCNT- QUESTION TO THE FR:
        How many times have you attempted personal contact (actually
        visited the address) at this address?
```

Include visits to the sample unit for which no one was home and all visits to the sample unit for which you made contact with a household member. **DO NOT INCLUDE** any contact made over the telephone.  For cases you complete over the telephone. enter only the number of personal contacts made prior to the telephone contact.


## 7.F    ENDING THE INTERVIEW

After completing the last appropriate item in the "BACK" section. enter **"P"** at the END screen to proceed with ending this case. When you do. there may be a slight delay while the instrument prepares and accesses the case before returning you to Case Management.   You will then see the SHOFINAL screen which will display your outcome code for the interview. A list of the possible outcome codes and a description of each can be found at the back of your HIS-50 1 C Field Representative's  Flashcard  and  Information  Booklet.

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**PART C, CHAPTER 8
NONINTERVIEWS**

# PART C, CHAPTER 8
# NONINTERVIEWS

## 8.A INTRODUCTION

A Noninterview household is a household for which information is not obtained because:

1) The unit is occupied but an interview was not possible.

2) The unit is occupied entirely by persons not eligible for interview.

3) The unit is not occupied or not eligible for interview.

You must classify noninterviews as either Type A, Type B, or Type C. Each type of noninterview is described below.


## 8.B NONINTERVIEWS

1. **Type A Noninterviews--this** type of noninterview occurs in the case of households occupied by persons eligible for interview, whom you should have interviewed, but could not. If the Family Section is completed, but the Sample Adult and/or the respondent for the Sample Child refuses to cooperate, this will be considered a partial interview. If the Family Section is refused, or cannot be completed before the close-out date, the case will be recorded as a Type A noninterview. There are five categories of Type A noninterviews and each is described below.

   a. Refused--Occasionally, a household may refuse to give any information. In a F7 footnote, explain the pertinent details regarding the respondent's reason for refusing to grant the interview.

      ✳ Explain the circumstances on an Inter-Comm and send it to the regional office. Your office will send a letter to the respondent (copy to you) requesting the household's cooperation and stating that someone will call on them again. If your supervisor will be in the area on other business, he/she may also visit the refusal household to try to obtain their cooperation, or the case may be assigned to another **FR/SFR** for follow-up.

   b. No One Home-Reseated Calls--If no one is at home on your first call, proceed as follows:

      ✳ Try to find out from neighbors, janitors, or other knowledgeable persons when the occupants will be home.

      ✳ Fill a Request for Appointment (Form 11-38 or 11-38a) indicating when you plan to call back. Enter your name and telephone number in the space provided.

✳ Also enter the date and time you said you would call back in an F7 note and/or in a note-book.

✳ Regardless of whether or not you leave an appointment form, call back at the most appropriate time to contact the household.

✳ If you have made a number of callbacks at various times of the day and still have been unable to contact the respondent, transmit the case as a Type A, "No one at home", noninterview. Do not confuse this reason with the noninterview reason "Temporarily absent".

C.   Temporarily Absent--When no one is home at the first visit, find out from neighbors, janitors, etc., whether the occupants are temporarily absent. Report a household as "Temporarily absent" if all of the following conditions are met:

1.   All the occupants are away temporarily on a vacation, business trip, caring for sick relatives, or some other reason, and will not return before your close-out date for that interview week.

**AND**

2.   The personal effects of the occupants, such as furniture, are there.  Even if the furniture is there, be sure it is the occupant's furniture because it could be a furnished unit for rent.

**AND**

3.   The unit is not for rent or sale during the period of absence.

*EXCEPTION:  **The** unit is for rent or sale; however, it is not available until a **specified** time when the present occupants will leave the unit.  For example, the present occupants are trying to sell their house with an agreement that they would not have to move until 2 weeks **after** the selling date.  **If,** when you arrive to interview the unit, you discover that it has not been sold and that the occupants are away **for** the interview period, mark "Temporarily' absent" as the **noninterview** reason.*

**AND**

4.   The unit is not a summer cottage or other seasonal-type unit.

✳ If the occupants will return on a certain date, record this date in an F7 footnote, and/or in a note-book, and note the source of the information, such as a neighbor.  If the date of their expected return is before the end of the interview period, make a return visit, if feasible.

∗    If the occupants are definitely not expected to return before the end of the interview period, enter their temporary address and telephone number, if possible, and <u>call</u> the information to your office immediately. Depending upon where the occupants are, your office may be able to arrange for someone else to obtain the interview.

d.    <u>Language Problem</u>--If you cannot conduct the interview with the sample household because no one there speaks English and you cannot use an interpreter, the case will be recorded as Type A "Language Problem" noninterview. Check with your office before transmitting the case as a noninterview--they may be able to arrange for an interpreter or another FR who speaks the language to assist you.

e.    <u>Other</u>--Mark occupied units which are Type A noninterviews for reasons other than "Refusal", "No one at home", "Temporarily absent", and "Language Problem" as "Other" with the specific reason entered in the space provided.

Among others, these reasons could include the following:

"No eligible respondent available"

"Death in family"

"Household quarantined"

"Roads impassable"--During the winter months or in the case of floods or similar disaster, there may be households which cannot be reached because of impassable roads. In such cases, ascertain whether or not it is occupied from neighbors, local grocery stores, gasoline service stations, Post Office or rural mail carrier, the county recorder of deeds, the U.S. Forest Service (Department of Agriculture), or other local officials.

•    If you determine the unit is occupied, record it as a Type A, "Other", noninterview, and describe the circumstances in the space provided.

•    If you determine the unit is vacant, determine which Type B noninterview to record it as.

Under some circumstances, Type A noninterviews are unavoidable. However, if you establish good relations with your respondents and make your visits when people are likely to be home, you can avoid many noninterviews.

For each Type A noninterview a pop-up screen (screen TYPEA2) will ask you about the race of the household members as follows:

---

**-TYPEA2- FR: BASED ON YOUR OBSERVATIONS, INDICATE YOUR BEST ESTIMATE OF THE RACE AND ETHNICITY OF THE OCCUPANTS**

        (1) Black and/or Hispanic
        (2) Not Black or Hispanic
        (3) Unknown

---

2. **Type B** Noninterviews--unlike Type A noninterviews, Type B noninterviews are beyond your control. There are 10 categories of Type B noninterviews. Each category is described below.

    a. Vacant Units---Vacant units include the bulk of the unoccupied living quarters, such as houses and apartments which are for rent or for sale or which are being held off the market for personal reasons. This includes places which are seasonally closed. It also includes units which are dilapidated if they are still considered living quarters. (Units that are unfit for human habitation, being demolished, to be demolished, or condemned are defined below.) Also report unusual types of vacant living quarters, such as mobile homes, tents and the like as vacant. Do **not** consider as vacant, a unit whose occupants are only temporarily absent.

       GQ units are also included in this category; for example, vacant transient quarters, or vacant units in boarding houses or rooming houses.

       Mark one of the vacant categories for sample units that are presently unoccupied because the structure is undergoing extensive remodeling.

       Report vacant units as follows:

       ● Nonseasonal--A vacant unit intended for year-round occupancy, regardless of where it is located.

       ● Seasonal--A vacant unit intended for only seasonal occupancy. These may be in summer or winter resort areas, used only during the hunting season, etc. (except units for migratory workers).

    b. Occupied entirely by persons with Usual Residence Elsewhere (URE)--Mark this category when the entire household consists of persons who are staying only temporarily in the unit and who have a usual place of residence elsewhere. Do not interview persons if the sample unit is only a temporary place of residence.

---

c.  <u>Occupied entirelv bv Armed Forces members</u>--Select this category if all the occupants are active duty members of the Armed Forces.

d.  <u>Occupied--Screened Out by Household</u>-- The instrument will automatically select this category for occupied households that have been designated for screening and contain no Black or Hispanic household member. This category will not appear as an option on the Type B specification screen. You must complete the Household Composition section through the Race and Ethnicity questions in order to achieve this outcome.

e.  <u>Unfit or to be demolished</u>--Select this category for an unoccupied sample unit that is unfit for human habitation. An unoccupied sample unit is unfit for human habitation if the roof, walls, windows, or doors no longer protect the interior from the elements. This may be caused by vandalism, fire, or other means such as deterioration. Some indications are: windows are broken and/or doors are either missing or swinging open; parts of the roof or walls are missing or destroyed leaving holes in the structure; parts of the building have been blown or washed away; part of the building *is* collapsed *or* missing.

    *CAUTION: If doors and windows have been boarded up to keep them from being destroyed, they are not to be considered as missing. Also, in the few rural sections of the country where doors and windows are not ordinarily used, do not consider them as missing. Regardless of the condition of the unit, do not mark this category if it is occupied.*

    Also mark this category for <u>unoccupied</u> units which are to be demolished if there is positive evidence, such as a sign or notice that the unit is to be demolished, but has not yet had demolition work started.

f.  <u>Under construction. not ready</u>--Select this category for sample units which are being newly constructed but are <u>not</u> completed to the point where all the exterior windows and doors have been installed and usable floors are in place.. (Usable floors can be cement or plywood; carpeted, tiled, or hardwood flooring is not necessary.) If construction has proceeded to this point, classify the unit as one of the vacant categories.

g.  <u>Converted to temporarv business or storage</u>--Select this category for sample units intended for living quarters but which are being temporarily used for commercial or business purposes, or for the storage of hay, machinery, business supplies, and the like.

    •   *Report unoccupied units in which excess household furniture is stored as one of the vacant categories.*

    •   *Report unoccupied units <u>permanently</u> converted to business or storage as Type C-- "Converted to permanent business or storage. "*

- *Report unoccupied units which are to be used for business or storage purposes in the **future**, but in which. no change or alteration has taken place at the time **of** interview as one **of** the **vacant** categories.*

h.  Unoccupied site for mobile home. trailer. or tent--Select this category for an unoccupied <u>site</u> for a mobile home, trailer, or tent. This category should be used in a mobile home park or recreational park when a site was listed and the site is still present. This category should <u>not</u> be used when a mobile home is <u>not</u> in a mobile home or recreational park and has been listed by a basic address or description only; instead, mark the Type C category "House or trailer moved."

i.  Permit granted. construction not started--Select this category for a sample unit in a permit segment for which a construction permit has been granted, but on which construction has not yet started.

j.  Other Type B--Select this category and specify the reason for units which cannot be classified under any of the above reasons.

3.  **Type C Noninterviews--Like** Type B noninterviews, Type C noninterviews are beyond your control. There are nine categories of Type C noninterviews. Select the appropriate category based on the description below. Explain the situation on an inter-Comm and send it to your regional office.

a.  Unused line of listing sheet--This category applies to permit segments only. If you list fewer units than expected in permit segments, select this category for any unused serial numbers which the office had preassigned.

b.  Demolished--Select this category for sample units which existed at the time of listing, but have since been torn down, or destroyed, or are in the process of being torn down.

c.  House or trailer moved--Select this category for a structure or trailer moved from its site since listing. (This rule applies for trailers or mobile homes only when: (1) a basic address (e.g., 801 Main St.) on the listing sheet identifies a trailer, or (2) trailers rather than sites were listed by description only. See section 2.i. above for instructions when sites are listed.) If a site <u>or</u> an address/description plus a site in a mobile home park was listed, and it is now unoccupied (no mobile home on it), select Type B noninterview "Unoccupied site for mobile home, trailer, or tent."

d.  Outside segment boundaries--Select this category for area segments if you find that the sample address is located outside the segment boundaries.

e.  Converted to **permanent** business or storage--Select this category for units which were living quarters at the time of listing, but are now being used permanently for commercial or business purposes, or for the storage, machinery, business supplies, and the like.

f.   Merged--Select this category for any current sample unit(s) eliminated after applying the rules for mergers. (See page B5-6 for a definition of a Merged Unit). An unoccupied sample unit resulting from the merger should be reported as one of the vacant categories.

g.   Condemned--Select this category for unoccupied sample units only if there is positive evidence such as a sign, notice, or mark on the house or in the block that the unit is condemned. Be sure this refers to unoccupied units. If occupied units are posted "Condemned", ignore the sign and interview the occupants of the unit.

   *NOTE.   If there is no such evidence, report fhe unit as one of the vacant categories unless the unit is unfit for human habitation, in which case select "Unfit or to be demolished."*

h.   Built after April 1. 1990--You may select this category from the Type C specification screen if you are able to determine that the unit was constructed after April 1, 1990 prior to actually entering the case. This outcome may also be automatically selected for you for units which were built after April 1, 1990, as determined at screen YRBLT ("When was this structure originally built?"). This situation will occur only in certain area segments for which your office has instructed the CAPI instrument to display YRBLT.

i.   Other - specify--Select the "Other" category and specify the reason for units which cannot be classified in any of the above categories. Some examples in Permit Segments might be "abandoned permit", "replacement structure", or "permit address identifies a GQ". Some examples in Area Segments might be "duplicate listing" or "never living quarters".

## C. SELECTING A NONINTERVIEW TYPE

If you need to classify a case as a noninterview, you can select "Noninterview" at screen START in the Front Section of the CAPI instrument. This will take you to screen TYPEABC where you can select Type A, Type B or Type C noninterview. Once you have selected the appropriate type of noninterview, screen TYPEA1, TYPEB1 or TYPEC1 will come up and you can then select the specific Type A, Type B or Type C noninterview.

```
-TYPEABC-
        FR: IS THIS A TYPE A, TYPE B, OR TYPE C NONINTERVIEW?
        (IF NECESSARY, PRESS (H) FOR EXAMPLES OF EACH TYPE)    (H)

              (1) Type A
              (2) Type B
              (3) Type C
```

Certain Type B and Type C noninterviews will be automatically recorded for you, as mentioned above under Type C "Built after April 1, 1990".

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**PART C, CHAPTER 9**
**RECONTACT**

**9A.    Background**

The Recontact Section collects not only contact person information, but also individual response status, father and maiden names, as well as Social Security numbers. These items are critical for locating household members who may later be identified as sample persons for follow-up surveys to the HIS.

**9B.    Placement**

You have the option of completing the Recontact Section after the Family Section, Adult Section or Child Section, if applicable.  If you do not complete the Recontact Section at your first opportunity after the Family Section, you will be forced to do so after the Adult Section, or if the family contains children, after the Child Section.   Screen RECINFO presents you with the option of completing the Recontact Section or proceeding  with  the  next  section.

```
-RECINFO- FR: (Do not ask respondent)

    IS THIS A GOOD TIME TO ASK FOLLOW-UP AND RECONTACT
    INFORMATION?

        (1)  Yes
        (2)  No
```

**9c.    Content**

*Response Status*

The PROXY screen will appear for each family member 17 years of age and older to establish his or her presence during the interview. This question helps determine how much of the interview data was collected by self-response.

```
-PROXY- FR: Mark first category that applies for John Smith.


        (1) Present for all questions
        (2) Present for some questions
        (3) Not present
```

## Name Identification

The NCNAM or nickname screen allows us to collect other names by which a person may identify him/herself This data will aid in locating a person for a follow-up survey

```
-NCNAM- Does John Smith usually go by another first name?

        (1)  Yes
        (2)  No
```

FATHNAM collects the fathers' name for each male family member as well as those female family members who have never been married. MAIDNAM appears for all females who are currently married, or have ever been married. In most cases, a woman's maiden name will be the same as her father's name. The instruction to enter (S) for same last name applies only to the last name filled into the question above, not to names entered on any previous screen.   If the father's last name differs in any way, you must retype it. This information is especially useful in tracking persons who come from families experiencing divorce, remarriage or single parenthood.

```
-FATHNAM- What is John Smith's FATHER'S last name?

        (S) Same as current last name (displayed above)
```

```
-MAIDNAM- What is Mary Smith's maiden name?

        (S) Same as current last name (displayed above)
```

## Social Security Number

SSN - It is required by law that the introduction to SSN be read.' Read it the first time you ask the question for a particular family. If you are asked for the legal authority for collecting Social Security Number, cite the title and section of the United States Code as printed on the screen, If you are questioned as to the need for obtaining the number, reread the introductory statement. If you are given more than one number, record the first 9 digit number the respondent mentions, not the first one issued. If the number has more than 9 digits, record only the first 9 digits. Do not record alphabetic prefixes or suffixes. If anything other than a standard 9 digit number is reported, enter the extra information in an F7 note.

Enter N if the person does not have a Social Security number. This may be common among children under l who have not yet received their number. If you enter D for Don't Know or R for refused, you will be asked if you have been able to convince the respondent to give you the number. A Yes response will return you to SSN where you may enter the number. If the answer is No, you will simply proceed with the interview

---

-SSN- FR: READ TO RESPONDENT(S):
  We also need John Smith's Social Security Number. The National
    Center for Health Statistics will use John Smith's Social Security
    Number to conduct health-related research by linking your survey data
    with vital statistics and other records, We may also use it if we need
    to recontact you or your family. Except for these purposes, the
    National Center for Health Statistics will not release John Smith's
    SSN to anyone, including any government agency. Providing this
    information is voluntary and is collected under the authority of the
    Public Health Service Act. There will be no effect on John Smith's
    benefits if you do not provide it.

FR: READ IF NECESSARY: The Public Health Service Act is title 42,
    United States Code, section 242k.

    What is John Smith's Social Security Number?

FR: Enter (N) if no Social Security Number.

---

After recording a Social Security number, you will then be asked if this information was obtained from memory, or from records, that is from a Social Security Card, bank or employment record, or some other document. You will also collect SSNPROXY which

will determine if the Social Security Number was obtained by self-response or by prosy and the mode by which it was obtained - telephone or personal interview.

---

-SSNPRXY- FR: SELECT ONE CATEGORY BELOW TO INDICATE REPORTING
      OF SOCIAL SECURITY NUMBER

        (1) Self - in person
        (2) Self - telephone
        (3) Proxy - in person
        (4) Proxy - telephone

---

*Contact Person*

The next set of questions collect Contact Person information to be used when attempting to make further contact with the sample household for follow-up surveys or for reinterview. We are attempting to collect names, phone numbers and addresses for two contact persons.

Read the introductory statement to the family respondent to explain the purpose of the question. If, when explaining the purpose of the Contact Person, you are asked when the household will be recontacted, say that NCHS periodically conducts other health surveys with a sample of person or families who participate in HIS. If asked, just say that you don't know when this may take place. Do not, however, state that there will be no other contacts. A respondent's refusal of these items will not disqualify the family from being selected for future surveys. If the respondent is reluctant to give this information, explain how it can save the tax payers money if, at a later date, the family moves or proves difficult to contact.

-CP 1 NAME- FR: READ TO RESPONDENT: The United States Public Health Service
    may wish to contact you again to obtain additional health related
    information. Please give me the names, addresses, and telephone
    numbers of TWO relatives or friends who would know where you could
    be reached in case we have trouble reaching you.

    (Please give me the names of persons not currently living in the
    household.)

    FIRST CONTACT PERSON'S NAME:

     First  Name:

     Middle  Initial:

     Last Name:

Enter as complete a name as possible using the same rules you applied when entering the
household members. The Contact Persons do not need to be related to the sample family,
but should have knowledge of the family's whereabouts. Collect as complete an address
and telephone number for each Contact Person as possible,, including trailer site numbers
and house or apartment numbers if applicable. You will also collect the Contact Person's
telephone number and his or her relationship to the sample family.

-CP1ADDR- What is this person's address?

    FR: READ IF NECESSARY: If there is more than one address, please
    give us the address used most often.
                                (H) (At STATE only)
    Number and street:

        City:            State:  Zip:

If the respondent refuses any part of the Contact Person's name, enter R for refused.  If
the respondent refuses to provide any Contact Person information, enter R in the first,
middle **and** last name fields of the name screen. This will skip you past the remaining
Contact person questions and will take you out of the Recontact section.

# Part D

## National
## Health Interview
## Survey

## COMPUTER
## PROCEDURES

# PART D
# GENERAL PROCEDURES FOR COMPUTER-ASSISTED INTERVIEWING,  ,  .  .  `

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# PART D
# GENERAL PROCEDURES FOR COMPUTER-ASSISTED INTERVIEWING

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# PART D
# GENERAL PROCEDURES FOR COMPUTER-ASSISTED INTERVIEWING

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# PART D
# CHAPTER 1. INTRODUCTION TO COMPUTER-ASSISTED INTERVIEWING

**Topics in this chapter**

| Topic | See Page |
|-------|----------|
| **A.** Advantages for FRs | Dl-2 |
| **B.** Questions about Skills and Experience | Dl-2 |
| **C.** Job Overview | Dl-3 |
| **D.** A Note on FR Evaluation | Dl-3 |

**A. Advantages for FRs**

Field data collection using laptop computers is a new approach for the Census Bureau. Advantages include high data quality without extensive editing and quicker availability of results. Using a laptop computer to collect interview data offers some important advantages to you as well.

**CHECK ITEMS, SKIP PATTERNS, REFERENCE DATES AND PRONOUNS:** The computer presents the correct sequence of questions based on the information and the responses already entered. The correct name or pronoun is inserted into each question as it appears on the screen,

**AUTOMATIC EDITING:** The laptop computer checks responses to ensure that all applicable items are answered appropriately. For example, where possible answers to a question are 1 (YES) or 2 (NO), the laptop rejects other answers such as 3 or 12 or Q.

**RAPID TRANSMISSION OF DATA:** Connecting your laptop to a modem and telephone lines enables you to transmit daily interview data' directly to Headquarters. Your Regional Office knows by the next morning what work you have completed and sent in.

**OVERALL EFFECT OF LAPTOP COMPUTERS:** The use of laptop computers is expected to help you do your job more efficiently by eliminating tedious paperwork and freeing you to concentrate on the actual data collection and building rapport with respondents.

**B. Questions About Skills and Experience**

If you have little or no prior experience with computers, you may wonder whether you will enjoy working with the laptop and can learn to use it skillfully.

**EARLY RESULTS:** Several data collection agencies, including the Census Bureau, have switched to Computer-Assisted Personal Interviewing (CAPI) and the feedback has been quite favorable. Interviewers consistently report finding CAP1 to be more satisfactory than Paper and Pencil Interviewing (PAPI) because it eliminates editing activities.

---

**COMPUTER EXPERIENCE NOT REQUIRED:** Prior experience with computers is not necessary to be successful with computer-assisted interviewing. Your computer work consists primarily of 1) making selections from "menus" displayed on the computer screen, and 2) entering respondents' answers in the appropriate spaces on the screen, just as you would fill appropriate blanks on a paper form.

**TRAINING PROVIDED:** A full program of hands-on training is provided for you. All necessary procedures are covered in self-studies, classroom training, on-the-job training and instruction manuals.

**KEYBOARD SKILLS:** You don't need to be a skilled typist. Although a little experience with typewriters or a computer keyboard may be helpful, it isn't necessary. Typing with a few fingers is sufficient for the types of entries that you will make on the keyboard.

**C. Job Overview**

As a CAP1 FR you will use a laptop computer, rather than paper questionnaires, to conduct personal visit and telephone interviews. Assignments will be sent to your laptop electronically, via your home telephone line. You will send back your completed work in the same manner.

In other respects, your job is very similar to that of a non-CAP1 FR. For example, your work will be observed regularly. Your performance evaluations will be based on factors such as response rate, accuracy, and production.

**D. A Note On FR Evaluation**

The use of laptop computers has greatly changed the way that interviewing is done which makes it necessary to update our methods for evaluating the performance of FRs. Measurements used in evaluating FR's work include response rate, number of don't know and refusal entries. Availability for assignments and the results of observation are also included in the evaluation.

**Notes**

# PART D
# CHAPTER 2. YOUR LAPTOP COMPUTER

**Topics in this chapter**

**A. Receiving, Unpacking, Checking**

**THE COMPUTER IS SENT TO YOU FROM** THE **RO:** Each FR receives a laptop computer (shown in Figure **2-1),** a self-study guide, and all of the computer's required accessories such as cables, batteries, and a battery charger. **This package** is sent to the FR prior to initial training. For new **FRs, the package** may be delivered by an SFR, because the new FR must be sworn in as a Census Bureau employee before receiving the equipment. (You may also receive a "Getting to Know Your Laptop" video that explains the laptop and it's accessories.)

Figure 2-l
Your Laptop Computer
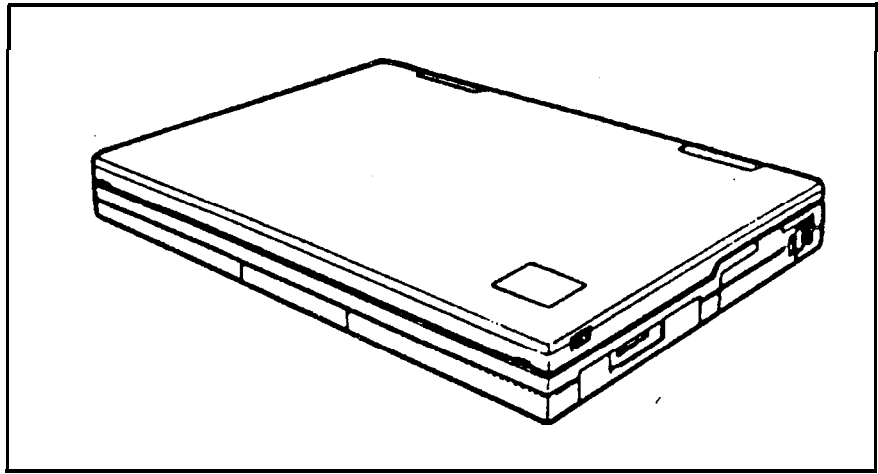


OPEN CAREFULLY AND SAVE **THE BOX:** Open and unpack your computer kit with care. You may use a letter opener or knife to slit the sealing tape, but try to avoid tearing or shredding the box. You must save the box and all internal packaging materials. Store these where they will not get wet, damaged, thrown out, or used for other purposes.

**USE THE BOX FOR** RETURNS: You will use the same box for mailing, whenever you have to return the computer to the RO, for repair or exchange, or at the completion of the project. Without the original packaging, preparing the computer for shipment is inconvenient and the chances that it will be damaged in transit are increased.

**CHECK ALL THE PARTS:** When you receive your computer, fill out the Receipt of Government Property form included, and return it to your RO to indicate that all items were received. Before attempting to use the computer, review this chapter and become familiar with all the pieces of the laptop equipment.

**B. Battery, Power,**
**and Electricity**

Your computer can be powered by an electrical current from an outlet (AC power) or by a rechargeable battery pack, shown in Figure 2-2. Battery **power** may be required **for** field interviewing. Several batteries are provided, to get you through a day of field work.

Figure 2-2
Additional **Parts** and Equipment
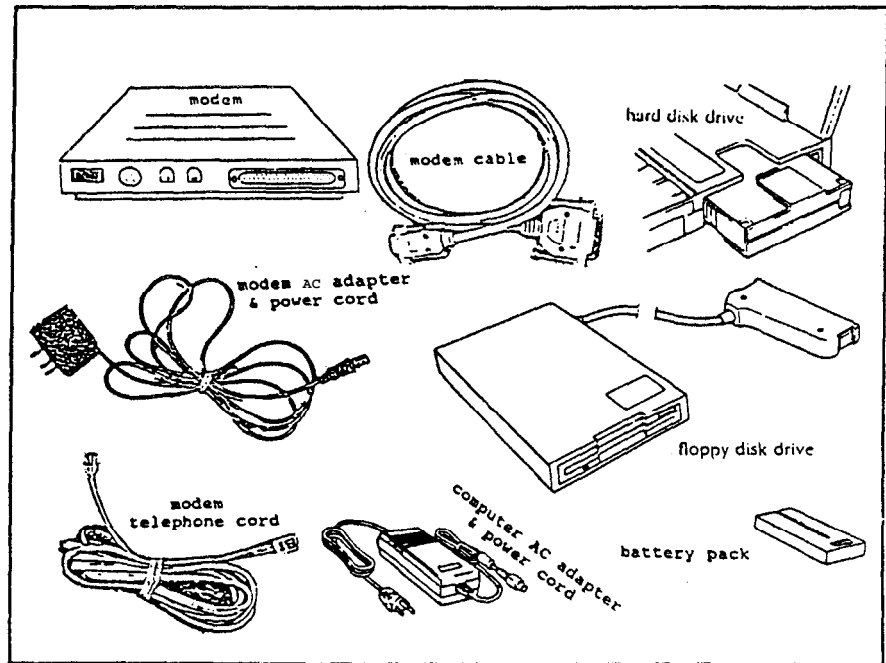


**B.l.    Using AC**
**Power**

Your computer's 2-part AC adapter/power cord is illustrated in Figure 2-2. When properly connected to an electrical outlet using this adapter, the computer will not draw from its battery pack.

Plug the small round end of the adapter cord, arrow side up, into the DC In Connector on the left side of the computer near the screen. Next, connect the AC cord to the adapter and plug the 3 prong end of the adapter into a wall outlet. These instructions and illustrations are for the Librex laptop. Since there could be five different laptops, please refer to the User Manual for further instructions.

**Figure 2-3**
**LAPTOP AC POWER CONNECTION**
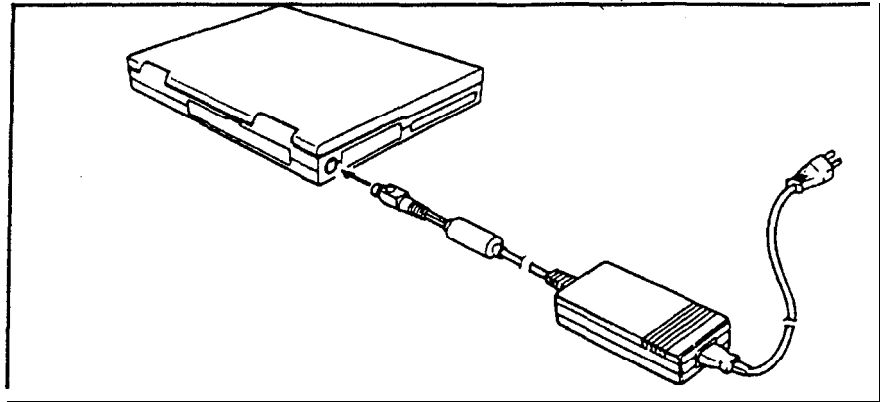


NOTE: To avoid damaging the computer, **first** connect the adapter to the computer, **second** plug the adapter into the outlet, and **third** turn on the computer.

**Do not disconnect the adapter while the power is on. If you want to switch from one power source to another, turn the computer off first.**

**3-PRONG ADAPTER:** The outlets in many homes may not accept a 3-prong grounded plug. Therefore, you will need to purchase a 3-prong adapter. These are available at hardware stores or supermarkets.

**When not using AC power, unplug the adapter from the outlet and the computer.**

**B.2.    Using Battery Power**

Whenever the computer is not plugged into an electric outlet, it will run on battery power. When fully charged, a properly maintained battery should power the computer for about 2.5 hours. See specific User Manual for further instructions.

a. **LOW BATTERY WARNING:** When your battery power is running low, the power/battery light alternates between blinking orange and green and the computer beeps. Whenever this happens during an interview, you must change the battery.

Because a lithium battery has been built into your computer, you can make this change "on-the-fly," meaning that you do not need to stop and exit the interview you are working on.

**To monitor the amount of battery life, hold down the < Fn >
key and press B. Watch the LED indicators (shown in
Figure 3-3). The number of LEDs that light up (for about a
second) indicates the approximate amount of battery life
remaining. This tells you how long you can go without
needing to change the battery or plug in the computer.**

b. **TO CHANGE BATTERIES:** The battery compartment is located
along the left-hand edge of the laptop near the-screen next to the
connection port for the AC adapter. Again, this may vary   .
depending on the laptop. Please refer to the Users Manual for
further instructions.

Figure 2-4
BATTERY COMPARTMENT
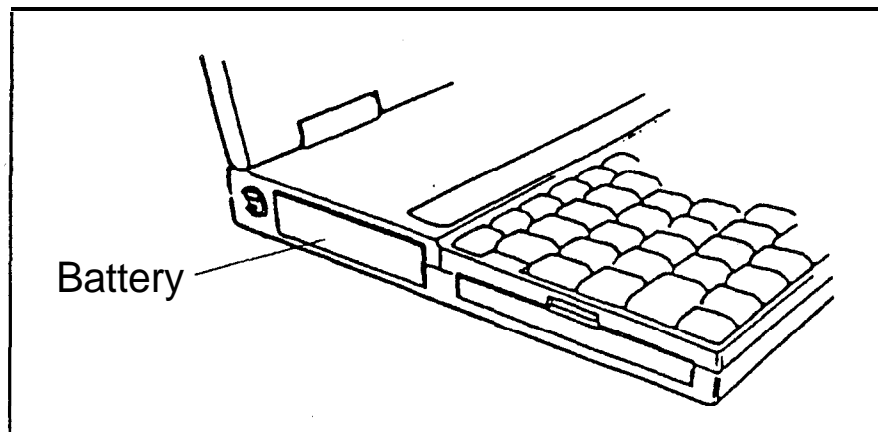


Battery

1. With the cover closed, turn the laptop upside-down so that the
   battery compartment is facing you.

2. Slide the two latches on the bottom of the laptop outward to
   release the battery.

3. Pull the battery completely out.

4. Position the **charged** replacement battery so that the side with
   the double groove is facing the bottom of the computer and
   slide it into the storage compartment. The battery should slide
   easily into the computer.

Figure 2-5
BATTERY COMPARTMENT RELEASE
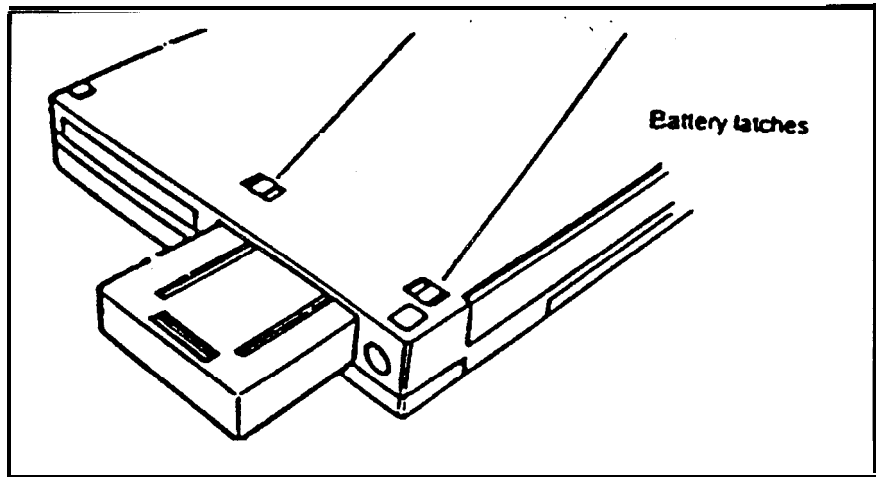


5. Push the battery into the compartment until the latches on the bottom of the computer snap into place.

Figure 2-6
PROPER BATTERY PLACEMENT
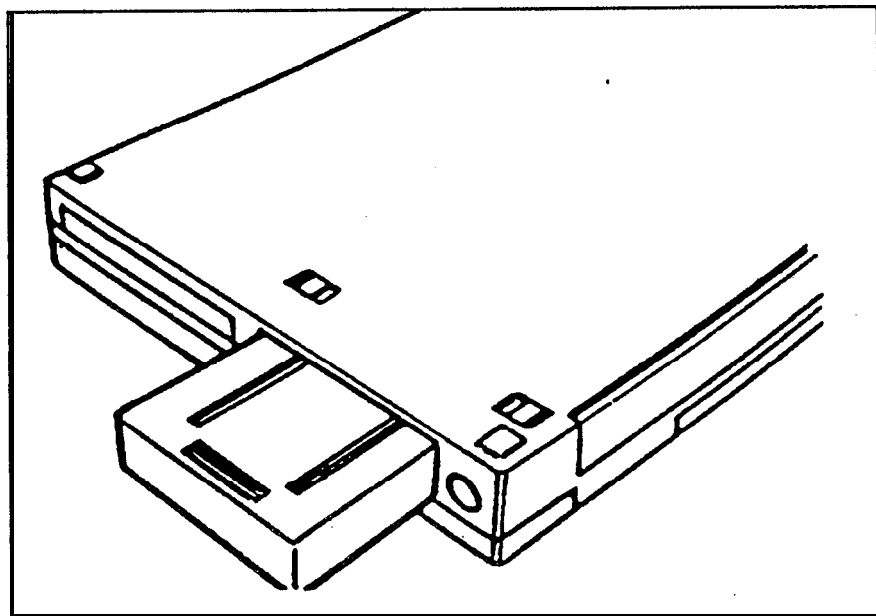
c. **DISCHARGE BATTERIES BEFORE RECHARGING:** Before recharging the battery that is in your computer, run it all the way down. Unplug your computer from the outlet and leave it on **after** the low battery warning has gone off. It will lose all power and shut off.

**You will always want to completely rundown the battery before recharging. Recharging partially used batteries will shorten battery life.**

d. **RECHARGING THE BATTERY INSIDE THE COMPUTER:** You can recharge the computer's battery pack inside the computer, by plugging in the computer and leaving it turned **off** for approximately 3.5 hours. Check the Power/Battery indicator light occasionally. It glows orange until the battery is fully recharged and then it goes out.

**The battery will not recharge while the computer is turned on.**

e. **RECHARGING THE BATTERY USING THE QUICK CHARGER:**

With the charger facing so that you can READ the words beneath the LED indicators:

1. Slide the battery into the charger so that the double grooves face the left.

   **When properly inserted, you will hear the battery** click **into place.**

2. The CHARGING indicator glows red while the battery is charging. The READY indicator will glow green when the battery is completely charged.

3. Allow about 3.5 hours for battery charging in the CHARGER.

f. **WHICH BATTERIES ARE CHARGED?** Devise a system for keeping track of which battery packs are charged and which are discharged. For example, placing a rubber band on each freshly charged battery and removing it when you Swap the battery in the computer is one method of doing so. The specifics of this routine are not important, however, attempt to avoid confusion about which batteries are charged.

**C. The Floppy Disk
   Drive (FDD)**

On some laptops the 3.5" floppy disk drive is **not** built into the
laptop. It is necessary for you to **connect** this drive whenever you use
a diskette. For example, you will need to connect the floppy disk
drive when you make your daily backup as discussed in Chapter 6.
See specific User Manual for further instructions.

**c.1.    Connecting
         the Floppy
         Disk Drive
         (FDD)**

a.   Locate the connector near the front of the left side of the laptop,
     next to the battery compartment.

Figure 2-7
FLOPPY DISK DRIVE
**CONNECTOR**
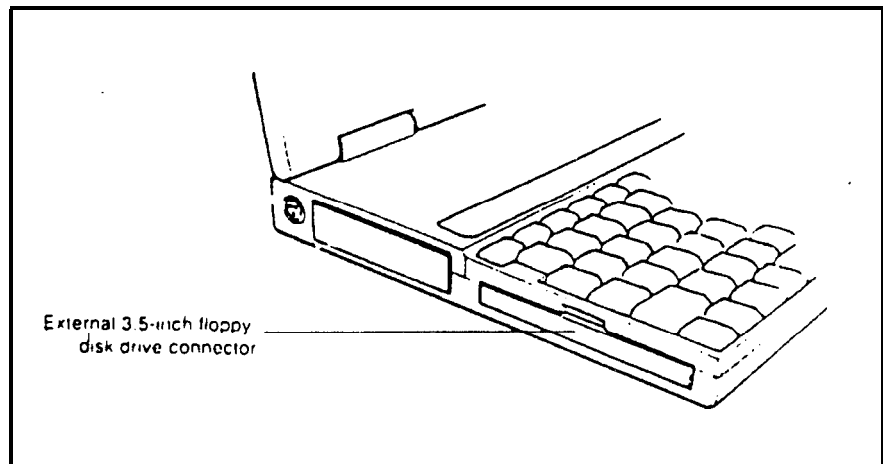


Make sure that all covers are closed and that the computer is
turned off.

b.   Pull the connect& cover straight out. Use the opening at the top
     center of the cover. **Place the cover onto the grooves along the
     rear of the disk drive.**

c. Insert the FDD connector.

   ● Squeeze the latches on both sides of the FDD connector so
     that it fits into the connector.

Figure 2-g
FDD COVER REMOVABLE
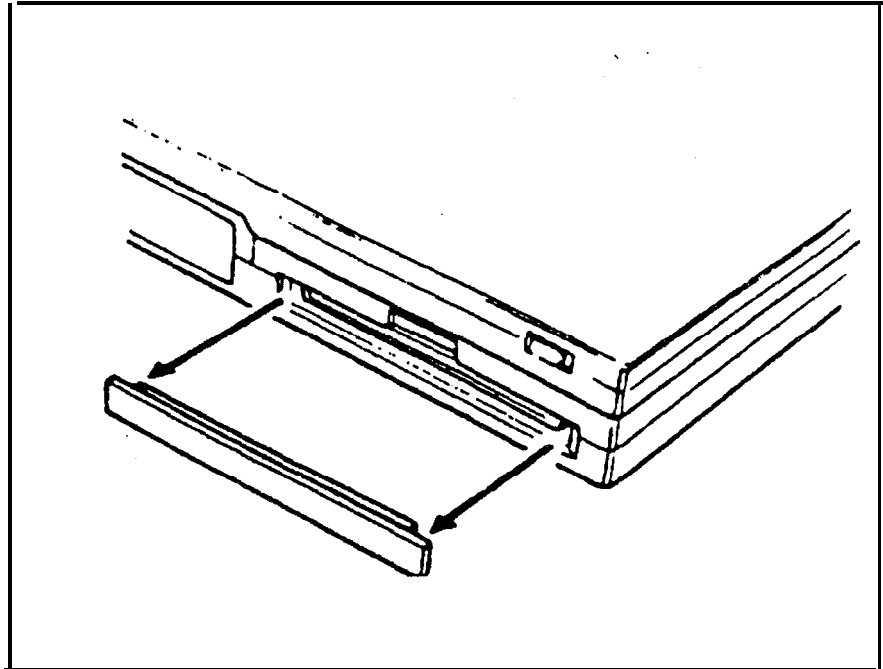


Figure 2-9
CONNECTING THE FDD
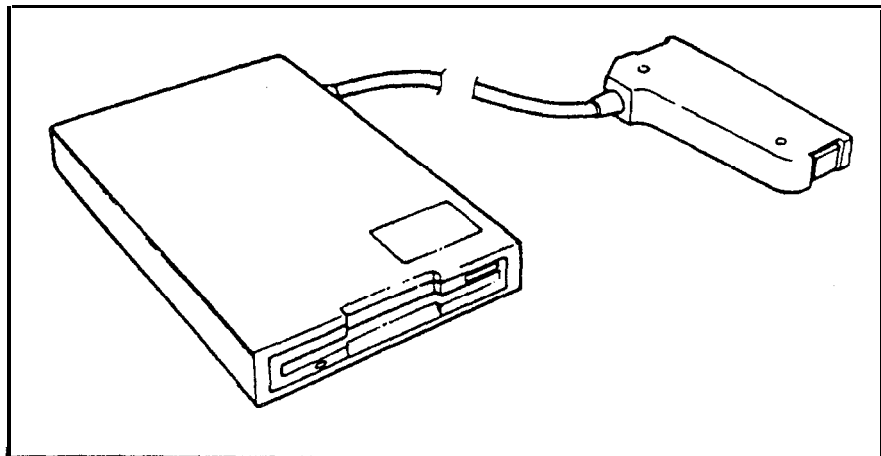
**d.** **Release the buttons and press the connector. The buttons pop out when the diskette drive connector is connected.**

Figure 2- 10
**FDD RELEASE LATCHES**
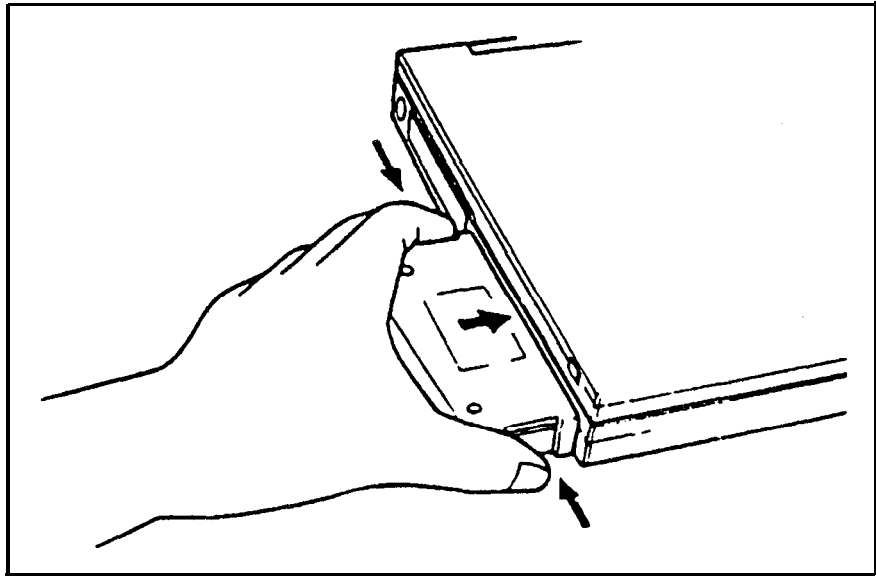


**c.2.** **Disconnecting the Floppy Disk Drive (FDD)**

a. With the computer turned off, press the buttons on both sides of the connector (Figure 2-10) to detach the FDD from the computer.

b. Replace the cover stored on the rear of the diskette drive.

**D. The Removable Hard Drive (HDD)**

Your supervisor may, for some reason, ask you to remove your hard drive and send it into the RO. For instance, your hard drive, alone, may be responsible for certain laptop problems. This option allows you to continue interviewing with a replacement hard drive while the defective one is repaired. See specific User Manual for further instructions.

**D.l.** **To Remove the Hard Drive (HDD)**

a. Turn the computer off and open the cover.

b. The HDD is located along the right edge of the computer.

c. Push the grooved latch toward the rear of the computer.

Figure 2-11
HARD DRIVE RELEASE LATCH
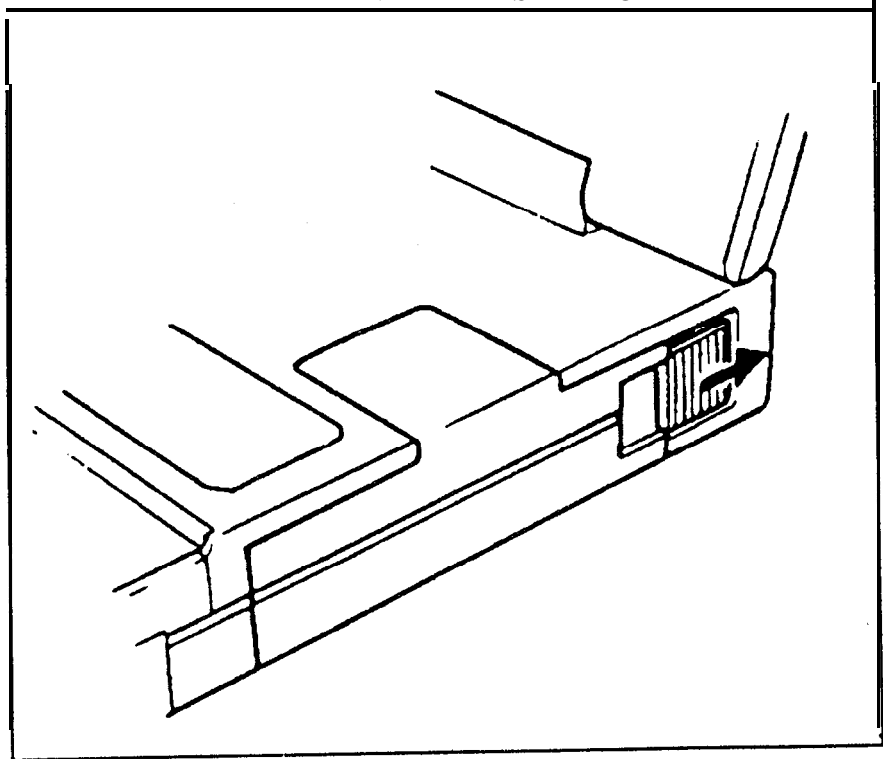


d. Firmly pull the drive from its compartment.

Figure 2-12
**REMOVING THE HARD DRIVE**
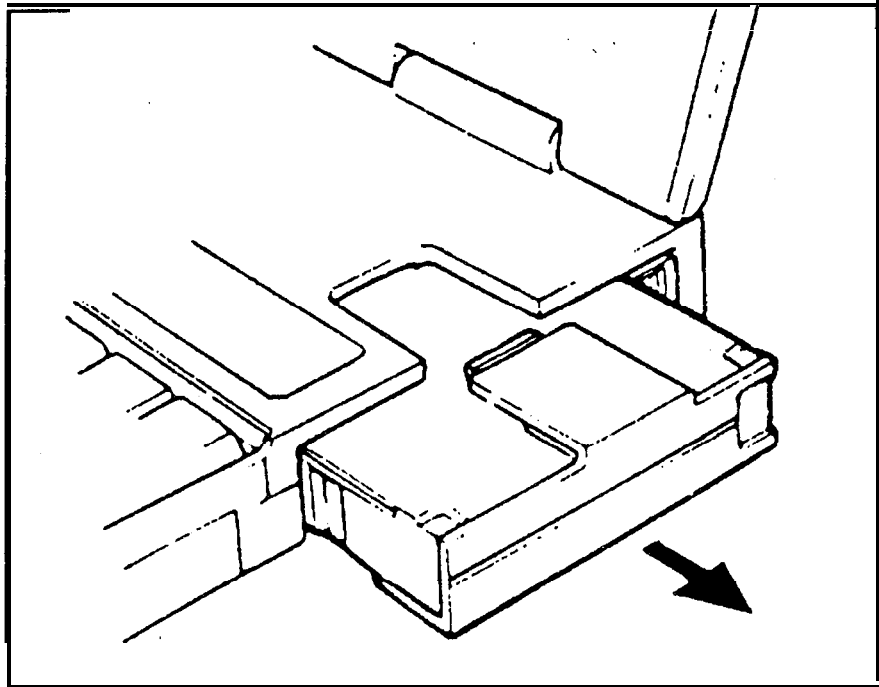


**D.2.** **To Install the
Hard Drive
(HDD)**

To install the HDD, slide it into its compartment, with the label
side facing up, until the latch locks into place.

# PART D
# CHAPTER 3. ACCESSING YOUR LAPTOP

**Topics in this chapter**

**A.** **Advance Preparation: Choosing a Password**

When using **your laptop for the first time,** you **musc** know your 2 digit RO **code (e.g., 25 for Chicago), and your 3 character FR code (e.g., A23). Choose a unique** password. 'You will select a new one at the **beginning of each month.**

A password is like a combination lock that allows only you access to the confidential data stored in your computer. It prevents others from gaining **access** to **it**. When you choose your new password each month, avoid **commcn** English words. A password can consist of any combination of letters and numbers as long as the total number of characters equals **8**.

An ideal password is a totally obscure mixture of numbers and letters, but you might also use fragments of several words, or one badly misspelled word. For example, try to think up a really unusual word (a foreign one, perhaps?), then misspell it or rearrange the letters, and finally throw in a digit or **two** someplace for extra security. However, don't make it so obscure that you'll forget it.

Memorize your password! Never write a password down, lest someone finds it and uses it to gain access to your laptop's confidential data. You must remember this password reliably, but after you type it a few times that should not be a problem.

If you ever forget your password, call your RO for assistance.

**B.** **Power On**

To turn on your computer, locate the power button on the right-hand side of the back edge of your laptop. See specific User Manual for location of the Power button.

**Figure 3-1**
**Power Button Location**



Power switch
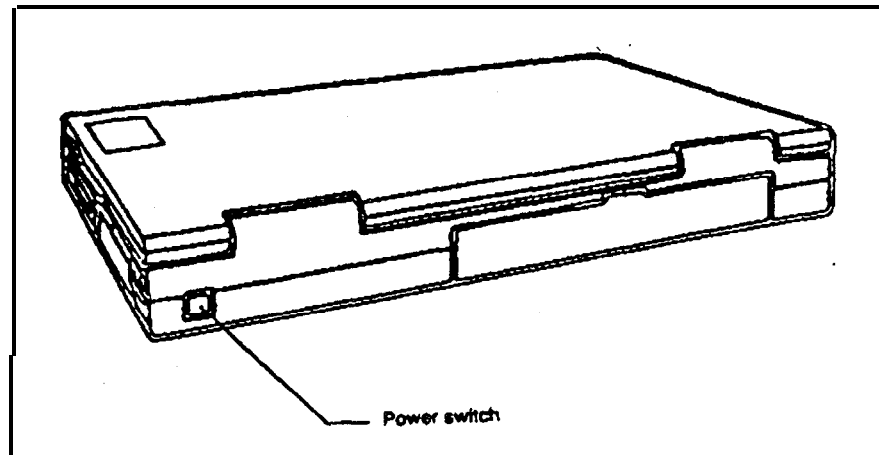
The button must be pushed in and held in for 3-5 seconds.

After the four green indicators (see Figure 3-3) flash on, you can release the power button. The computer will continue to perform a self-test and retrieve all necessary information. If all functions pass the self-test, the computer beeps and displays the following screen.

**Figure 3-2**
**Laptop Self-Test Screen**

```
36SX BIOS V3. IO-026
Copyright(c)1984-90 Award Software Inc.

TESTING  SYSTEM  MEMORY  .  .  .  .  .  .  640K  PASS
TESTING  MEMORY  IN  PROTECTED  MODE  .  . 5760K PASS
BIOS  SHADOW  RAM  .  .  .  .  .  .  .  .  .  ENABLED
VIDEO  SHADOW  RAM  .  .  .  .  .  .  .  ENABLED

<PRESS Fn+SysRq FOR SETUP>
```

If you don't see this screen, turn off the computer by holding in the power button until the screen goes blank. Wait a few seconds and try turning the computer on. If the screen above still does not appear contact your RO for assistance.

If you hear a different pattern of beeping, look in the upper left comer of the screen for an error message. Copy the message exactly. Turn off the computer for at least 30 seconds and then

**turn** it back on again. If this does not solve the problem, report the error message to your RO **and** request assistance.

If the print on the screen is faint or **hard to** see, adjust the contrast and brightness controls for the screen. Their location is shown in Figure 3-3.

**Figure 3-3**
**Location of Controls**
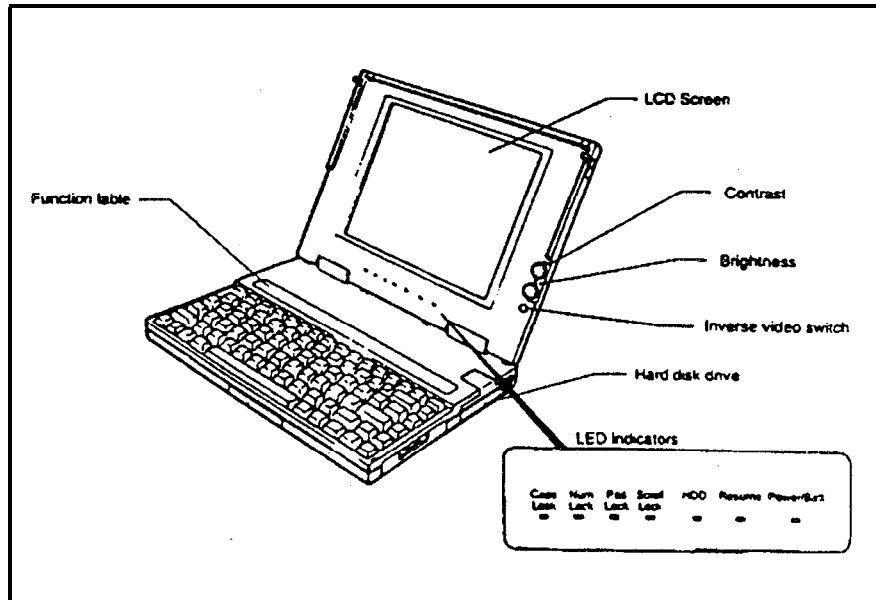


If the computer beeps periodically and/or the Power/Battery light begins flashing, while your laptop is plugged in, check for loose connections. If you are running the computer on battery power, turn the computer off and plug in to an AC outlet or change to a freshly charged battery, as described in Chapter 2. Make sure that if the AC outlet is controlled by a light switch, it is on.

C.    **First Login**

When you turn your computer on, it automatically begins to execute a series of internal "checks" and file loading procedures, this process is known as a "login".

The screen display for your first login is shown below.

**Figure 3-4**
**New User Login Screen**

```
**WARNING**WARNING**WARNING**WARNING**

YOU HAVE ACCESSED A UNITED STATES GOVERNMENT
COMPUTER  USE OF THE COMPUTER WITHOUT
AUTHORIZATION OR FOR PURPOSES WHICH
AUTHORIZATION HAS NOT BEEN EXTENDED IS A
VIOLATION OF FEDERAL LAW AND CAN BE PUNISHED
WITH FINE OR IMPRISONMENT (PUBLIC LAW 99-474).
REPORT SUSPECTED VIOLATIONS TO YOUR DIVISION
SECURITY OFFICER OR REGIONAL DIRECTOR.

         **WARNING**WARNING**WARNING**WARNING**

                        CASK Login

This is the first time you have logged onto your computer.
You must enter information to identify the computer as yours.

Please enter your 2-digit RO code: 25

Please enter your 3-character FR code: S26

Please enter your last name: SPEARS

Please enter your first name: JUDY


Is this information correct (Y or N)? Y

                              Your password has expired.

You must select a new one in order to continue.

                              OLD  password:

                              NEW  password:

                              VERIFY  password:
```

**NOTE:** If the computer prompts you for your password only, instead of displaying this "first time" screen, the computer has already been set up for you. In that case, type your password and press the < Enter > key (located at the end of the third row, on the right-hand side of your keyboard).

| | | |
|---|---|---|
| **C1.** | **To Respond to the "First Time" Screen** | The first time you use your computer, you are asked to enter "user identification" information. After this information is entered, it is stored in the computer and a user identification screen is displayed each time the laptop is turned on. This helps you identify which machine is yours at group training and the information is also used by |

the central database at HQ to identify transmissions. To enter user identification information:

- **Type your RO code. Check that it is typed correctly and then press the *c* Enter > key.**

- Type your FR code (1 letter and 2 digits) and press < Enter > .

☞ • Type your last name, press *c* Enter > , type your first name, and press < Enter > . Up to 14 characters can be entered for each name. Capital and small letters make no difference, since the computer converts your name to all capitals.

- The computer asks you to confirm (Y/N?) that everything is correct. Check carefully. Be especially certain that the RO and FR codes are yours.

- Press < Y > for yes or < N > for no, based on this verification. Do not press < Enter > .

  *c* N > takes you back to the top of this form, where you must re-enter each piece of information, beginning with your RO code.

  < Y > takes you to the password change screen for the next step in your first login.

  When using your computer, look at the screen frequently to check your work. It is very important to check your entries on the screen before continuing.

D.  **Changing Your Password**

The first time you use the laptop, a prompt may inform you that your password has expired. A pre-expired password is already programmed in the machine, so each FR must choose a new one immediately.

FOR OLD PASSWORD, type the word PASSWORD and press < Enter > . Notice that the characters you type do not appear on the screen, Typed passwords never appear on computer screens for security reasons. You will find this true on any password-protected computer with which you may come.in contact.

If the computer beeps and rejects what you type, you have two more tries to get the old password correct. If you use up your three tries, a -message appears that tells you to turn off the computer,  Turn it off.

You can turn the laptop back on and try again. If you still have trouble and are sure that you typed it in correctly, call your RO for assistance.

**WHEN THE OLD PASSWORD HAS** BEEN' ACCEPTED, the computer asks you for your NEW password. Type carefully, since the characters do not appear on the screen. After typing all 8 characters, press **< Enter >** .

NOTE: At the beginning of each month, after the initial installation of your password the computer **will** ask you to change *your* password. The "OLD PASSWORD" will be the password you used during the previous month.

WHEN THE NEW PASSWORD HAS BEEN ACCEPTED, the computer prompts you to VERIFY the new password. Type exactly the same sequence of letters and numbers that you previously typed and press <Enter **>** .

If there is a mismatch between the new password and the verification, the computer notifies you of the discrepancy and you must start over, entering the NEW password again, Only after you have typed the new password and verified it does the computer accept and save your new password.

- *When* the new password has been accepted, the computer displays the Computer Assisted Survey Information Collection (CASIC) Main Menu (Figure 3-5).

**Figure 3-5**
**Casic Main Menu**



```
                              Welcome to CASK
Version 93.7. 1                                                    Date:XX/XX/93
                                Main  Menu

                      ┌─────────────────────────┐
                      │  Case Management         │
                      │  Telecommunications      │
                      │  System Functions        │
                      │  Training                │
                      │  SFR Functions           │
                      └─────────────────────────┘
```
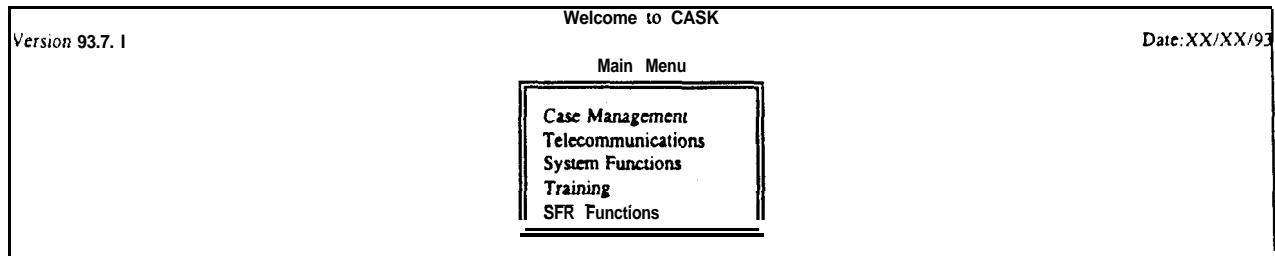
**E . Later Logins**     In the future, when using the laptop, the login process is much
                         simpler. The computer already knows your user identification
                         information.  It displays your RO code, FR code and full name, and
                         asks you for only your password.

                                      **Figure 3-6**
                                   **Daily Login Screen**

```
*************************************************************This is a U.S. Government
computer.   Unauthorized use of this computer or any data accessible through it is a violation of
Federal law. Violators are subject to prosecution in Federal court.
*********************************************************


                                   CASIC Login

RO Code: 25
FR Code: S26
Name: JUDY SPEARS


                                   PASSWORD:
```
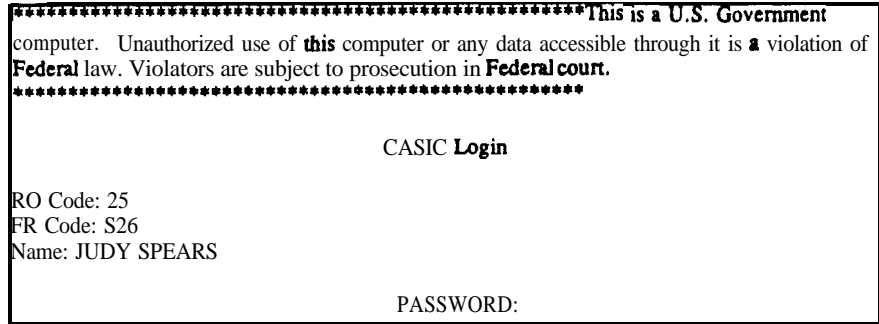
●     **Type your password and press <Enter > .  You are allowed
       three** tries to correctly enter your password.

       When the correct password has been accepted, the computer
       displays the CASIC Main Menu (Figure 3-5).


**F.     Expired**          Your password expires on the first day of each month, and you are
**Password**                prompted to enter a new one.  As the first approaches, be prepared
                            with a new password because you cannot re-use the same one as the
                            computer keeps track of these.  Refer to section 3.D for a description
                            of those operations you will need to perform.


**G.     Password No**      If someone else uses or finds out your password, choose a new one
**Longer  Secret**          and make the change in the computer immediately; even if your old
                            password has not expired.

                            To change your password when it has not yet expired, follow the
                            instructions for changing user-ID and password in Chapter 8 on
                            System Functions.

**H.** **Casic Main Menu**

The **CASIC Main Menu** offers you five selections.

'CASE MANAGEMENT is used most frequently. This displays a list of the cases remaining to be complete& permits **you** to choose a specific case and begin an interview, as well as 'offering several other case-related functions. **These are** described in detail in Chapter 5.

TELECOMMUNICATIONS is the selection you will use to receive and transmit your data files to the central database at HQ. When communicating with the central database, your laptop will be connected to a modem and your telephone lines. You will usually only use this selection once a day during the interview period; to set up the laptop to make a nightly, automatic transmission or an occasional immediate transmission. Your RO may also request an extra transmission to pick up reassigned cases or mail. **Telecommunications** is also used to access the mail utility to read or create mail messages. These are described in detail in Chapter 4.

**SYSTEM** FUNCTIONS handles computer maintenance activities and any other functions not directly related to interviewing. This option is selected for daily backups and occasionally when certain items need updating (at the direction of your RO). System Functions are described in detail in Chapter 8.

**TRAINING -** The training option will "INSTALL REFRESHER CASES," access the "Training Case Management," and Computer Based training. You will be able to install refresher cases from this Training Menu. When you select "Install Refresher Cases, " this option will not affect your regular case management; i.e., it will not delete any regularly assigned cases.

The Refresher Training Cases will not appear on the regular Case Mqnagement display. In order to access these cases you must select "Training Case Management" from the Training Menu. This will bring up a Training Case Management display of just the refresher cases. You will access all Refresher Case interviews from this display, not the regular Case Management Display.

THE SFR FUNCTIONS menu pick is displayed on all the laptops. **SFR's** will receive specific instructions on how to access and use these functions.

**I.** **How to Make a Menu Selection**

When the CASIC Main Menu appears, CASE MANAGEMENT is automatically highlighted. To select CASE MANAGEMENT, press < Enter > . To make another choice, use the arrow keys to move the

highlight **bar to TELECOMMUNICATIONS or SYSTEM FUNCTIONS.** Once highlighted, press <Enter **>** to access those functions.

You can also make your selection by pressing the first letter of the option. If you press the letter to make your selection, you do not need to follow it with **<** Enter **>** . For example, on the main menu:

➙ Press C to select Case Management
➙ Press T to select Telecommunications
➙ Press S to select System Functions

This method does not work if two or more options within the menu begin with the same letter. In such cases, pressing that letter selects whichever option occurs **first** on the list. Therefore, use caution until you become familiar with shortcut methods and where they can be used.

These methods of selecting menu items are standard throughout the CASIC menus. These methods DO NOT, however, apply in the instrument.

**J.    Surveys**         If more than one survey has been installed on your machine, a
**     Option**           Surveys Menu will appear:

**Figure 3-7**
**Survey Selection Menu**

```
┌─────────────────────────────────────────┐
│                                         │
│                 SURVEYS                 │
│                                         │
│                  ATS                    │
│                  ICM                    │
│                  HIS                    │
│                 SIPP                    │
│                 SILJ                    │
│                                         │
└─────────────────────────────────────────┘
```
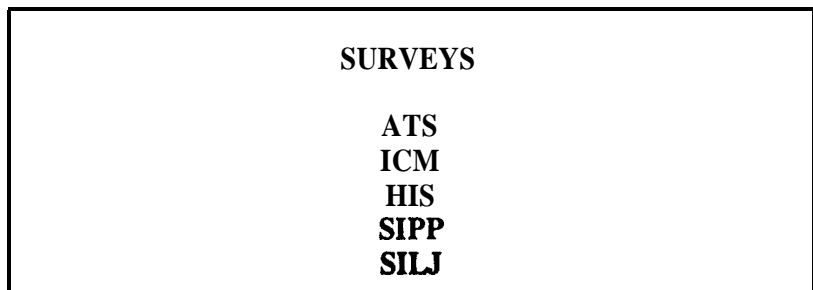
This menu will list all the surveys that are installed on your laptop. Whenever you select the CASE MANAGEMENT option from the CASIC Main Menu or any of the BACKUP, RESTORE, INSTALLATION, CLEANUP options from the System Functions Menu, this Surveys Menu will appear.

To select the survey you will be working on, move the highlight bar, using the arrow keys, and press <Enter >.

Refer to Chapter 5 in this manual for additional instructions on Case Management.

If there is only one survey installed on the laptop, the survey selections menu does not appear.

If a survey is selected that is different than the previous survey used on the laptop, the user will be prompted to reboot the laptop.

NOTE: This will only happen if you switch from the Current Population Survey (CPS) to any other survey (i.e., HIS or ATS) or switch from any other survey (i.e., HIS or ATS) to CPS. Switching between surveys such as HIS, ATS, and SILJ, will not result in the laptop instructing you to reboot.

# N o t e s

# PART D
# CHAPTER 4.  RECEIVING AND TRANSMITTING YOUR WORK

**Topics in this chapter**

**A. Introduction to Telecommuni- cations**

"Telecommunications" refers to sending data over a -telephone line. Your interviewing assignment, along with mail messages and any new software, is sent to your laptop computer via telecommunications. During the interview period, you will transmit your completed work to the central database (CDB) at Headquarters (HQ) each night.

To obtain your assignment or to transmit completed work, you connect your laptop computer to your home telephone line using the cables and modem provided. A modem converts laptop data into outgoing telephone signals and converts incoming telephone signals back into computer data.

You choose menu selections to direct your laptop computer to dial the toll-free number that connects your laptop to the telecommunications server at HQ. When the connection is made, files are downloaded to your laptop, your laptop unpacks and processes them, and your laptop uploads files from its' transmission directory to the server.

**B. Telecommuni- cations Setup Screen**

Your laptop computer must be set up to accommodate the specific attributes of the telephone system used in your household before you can make a transmission.

During the setup procedure, you need **not** connect your laptop to the modem and the telephone line as described below for making a transmission.

- . From the CASIC Main Menu, use the arrow keys to move the highlight bar to the telecommunications line and press <Enter>, or press T, to select TELECOMMUNICATIONS. The following Telecommunications Menu should appear.

**Figure 4-1**
**Telecommunications**
**Main Menu**

```
┌─────────────────────────────────────────┐
│           Telecommunications             │
│  ┌────────────────────────────────────┐  │
│  │ Transmissions                      │  │
│  │ Mail                               │  │
│  │ Setup                              │  │
│  └────────────────────────────────────┘  │
└─────────────────────────────────────────┘
```
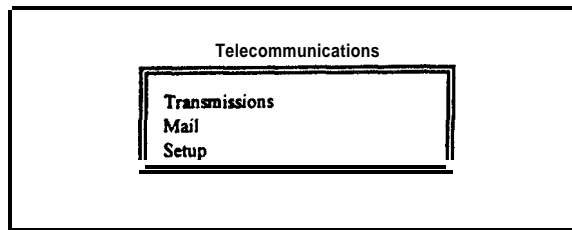
• Select SETUP. The telecommunications setup screen illustrated below will appear.


**Figure 4-2**
**Telecommunications**
**Setup Screen**

```
┌──────────────────────────────────────────────────┐
│                                                  │
│  PHONE NUMBER                                     │
│  TO DIAL CENSUS BUREAU    I-800-437-2841          │
│                                                  │
│  TOUCH TONE PHONE (Y/N)? Y                        │
│                                                  │
│  CALL WAITING (Y/N)?        N                     │
│                                                  │
│  CALL BLOCKING (Y/N)?       N IF YES ENTER        │
│                                   BLOCKING CODE   │
│                                                  │
│                                                  │
│  ENTER THE TIME TO START TRANSMISSION             │
│  HOUR IN MILITARY FORMAT:    RANGE (O-23) 1       │
│  MINUTE:    RANGE (O-59) 0                        │
│                                                  │
│  [F10] SAVE SETUP          [ESC] EXIT             │
│                                                  │
└──────────────────────────────────────────────────┘
```

Answer each of the items, in the following ways:

1. PHONE NUMBER The HQ telephone number is pre-filled.   Do not use this number for other calls to HQ,

---

because a computer answers; it responds **only** to signals from the laptop computers.

a.  **For transmissions from home,** begin with l-800. If an access code is required to call an **800-number** from your home, add these digits to the front of the number.

b.  **For transmissions from your Regional Office,** begin with 9, followed by a comma, to get an outside line, followed by l-800. The comma causes the modem to pause briefly after dialing the 9. If a longer pause is needed, insert another comma.

C.  **For transmissions from a hotel,** find out the dialing sequence used, and edit the telephone number accordingly. For example, in some hotels, calling a toll-free number requires dialing 9-800 or 8-800.

**To edit the phone number:**

•   Use the arrow keys (←↑↓→) to position the cursor for changes.

•   Type over existing characters.

•   Position the cursor under the character(s) you wish to erase and press the delete key (DELETE) to remove the character.

        OR

•   Position the cursor to the right of the character (or string of characters) you wish to delete and press the <Backspace> key to remove the character(s).

•   Position the cursor at the spot where you wish to enter text, press the INSERT (insert) key, type in all additional information, press the INSERT (insert) key again.

•   Use the arrow keys (←↑↓→) to move the cursor from space to space and line to line after making any

necessary changes or to move without making any changes.

2. **TOUCH TONE PHONE** (Y/N)? This determines whether your modem will dial by using tones, or a series of clicks for each digit (pulse dialing). If you hear a tone when dialing, press Y followed by <Enter> to indicate touch tone; if there is a series of clicks for each digit, press N followed by <Enter> to indicate pulse dialing.

3. **CALL WAITING (Y/N)?** Press Y *or* N followed by <Enter> to indicate if you have "call waiting" service on your line. (This is a signal, such as a clicking sound, that notifies you of a second incoming call when you are already using the line.) If you have call waiting, interruption by an incoming call must be prevented through the use of "call blocking."

4. **CALL BLOCKING** (Y/N)? Press Y or N followed by <Enter> to indicate whether blocking of call waiting signals is available in your service area. If you don't know whether call blocking is available, ask your telephone company service representative.

   • If you have call waiting, you need to have call blocking so that a transmission will not be interrupted.

   • If you do not have call waiting service, call blocking is not applicable; in that case, press N followed by <Enter> for call blocking.

5. **IF YES ENTER BLOCKING CODE** If you answered Y to CALL BLOCKING, you must enter the blocking code here; type in the blocking code and press <Enter> to move on to another question.  In many areas, the blocking code is **\*70,** but there is some variation. Ask your telephone company for this information.

6. **ENTER THE TIME TO START TRANSMISSION** Your RO will tell you what time your regularly scheduled 'transmissions should be made. These transmissions will take place automatically, during the night. Enter the starting time in these spaces.  If you are told to transmit at

**4:30** a.m., for example, enter 4 for the hour and 30 in the minutes space. If you are to transmit during "p.m." hours, add 12 to the hour for military time. For example, if you are told to transmit at 4 p.m., enter 16 **here (4+12). Press** <Enter> to move between the answer spaces for the hour and minute.

When all the **information** is correct, press **F10** to save it and exit **from the setup program.**

You must repeat this setup procedure **whenever there is a change in an answer to any of the questions. You** need not re-enter all of the items each time; make only the necessary corrections. Skip over those fields that do not change by pressing <Enter>, and then press **F10** to save the changes.

**C. Equipment Setup for Data Transmission**

Figure 4-3 shows the setup of the modem equipment you use with your laptop to make a transmission. Follow the instructions in this section to ensure that all cable connections are correct. **As** an easy reference, on the bottom of the modem, under the jacks are pictures indicating the appropriate use for each jack. Turn the modem so that the jacks on the back are facing you. If these instructions do not apply to your laptop, please refer to the users' reference manual.

**c.1. Modem/ Phone Connection**

a. Place your laptop computer and modem near a telephone outlet and an electrical outlet. You will need to use either a power-strip type extension cord (preferably with a surge protector), or plug the computer and the modem into two different wall outlets.

**Figure 4-3**
**Equipment Setup for Data**
**T r a n s m i s s i o n**
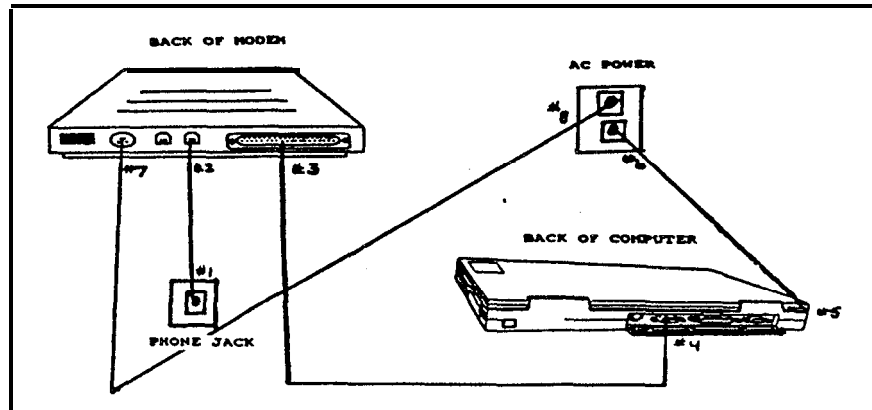


b.    Unplug the telephone cord from the jack on the wall; set aside the telephone and its cord.

**If you have an old-style modular plug (4 metal prongs in a square shape), or a permanently installed (not modular) telephone, conversion to a modular jack will be required. Contact your RO for assistance.**

c.  · Plug the telephone cord of your modem into the telephone jack on the wall (#1). When inserted correctly, the plug clicks into place.

d.    Plug the other end of the cord into the appropriate jack (#2) .on the back of the modem (second one from the right) as indicated by a picture of a wall jack outlet on the bottom of the modem under the corresponding jack.

**c.2.**    **Modem/**    a.    Use the RS232 modem cable to connect the modem to the
        **Computer**        laptop. Look at the back of the modem, the RS232 female
        **Connection**      serial connector is on the far right. Tighten the screws on each side enough to hold the connector firmly in place (#3).

b.    Open the cover on the back of the laptop; insert the modem cable plug into the male serial connector (#4).

**Figure 4-4**
**Serial Connector on the Laptop**



serial connector
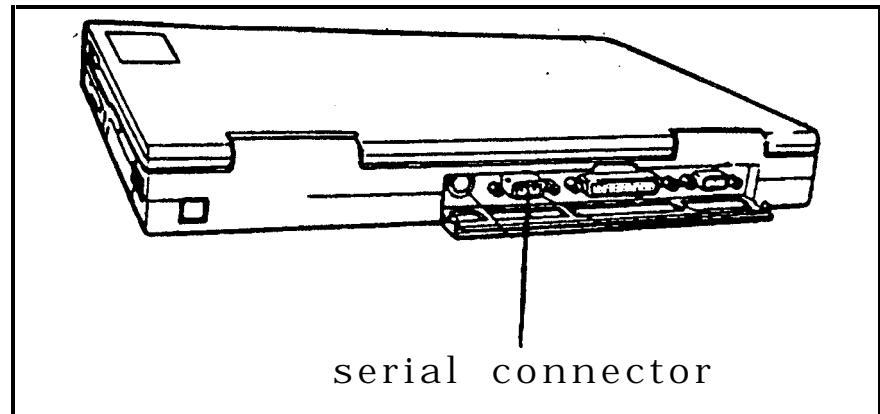
C.   Plug the round end of the laptop computer's AC cord into
     the computer (#5); THEN connect the AC cord to the
     adapter and plug the end into an electrical outlet (#6).

d.   Plug the round end of the modem power cord into the
     modem. It fits in the round port on the far left (#7) of the
     back of the modem; THEN plug the 3 prong end into an
     electrical outlet (#8).

**Figure 4-5**
**Modem Power Cord Port**
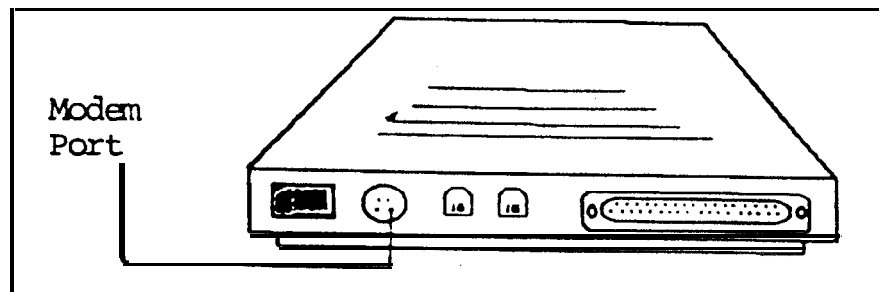


Modem
Port

e.   Located to the left of all the jacks is the power switch.
     Turn it on. To determine the ON position, check the under-
     side of the modem.  If the switch is flipped in the direction
     of the 0, the modem is off, to the 1, it is turned on.

**Figure 4-6**
**Modem Power Switch**
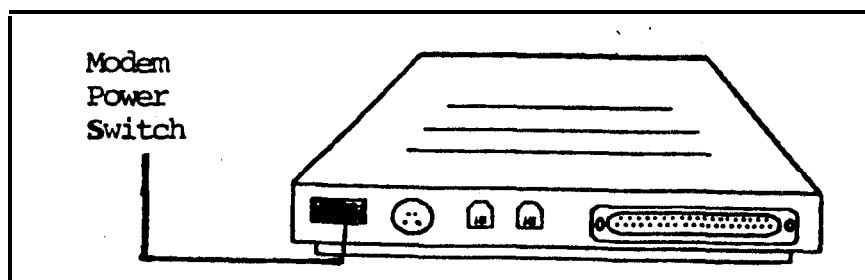


f.  Power up the laptop. It will start up normally, lighting up the LED indicators: MR (modem ready), CS (clear to send), TR (data terminal ready) on the front of the modem . Additional indicators may also flash on/off in a seemingly random pattern. This is normal behavior.

**If no lights appear on the modem, check the power cord connection.**

**NOTE on telephone and modem use:** You can also plug a telephone directly into the modem, while your computer is connected, so that both are easily accessible at all times. No splitter is required. Attach the end of the phone cord, which normally goes into the wall outlet, to the appropriate outlet on the modem, indicated by a picture of a telephone below it. The telephone can be used at any time **except** when transmissions are actually taking place.

**NOTE on care of equipment:** Avoid running cables across floors or doorways. To keep your equipment in good condition, also avoid twisting or coiling cables too tightly and do not let them become pinched or crushed in doors or drawers.

**D. Making a Transmission**

Your Regional Office will notify you of when to transmit to pick up your assignments and new or revised software. Your assignment **cannot** be sent to you without you initiating the call. You must also transmit daily during the interview period to send in your work and/or mail messages.

From the CASIC Main Menu, use the arrow keys to move the highlight bar to the telecommunications line and press <Enter>,

or press T, **to** select TELECOMMUNICATIONS. The Telecommunications Menu is shown in Figure 4-l.

**D.l.** **Transmis-**  a. From the Telecommunications ·**Menu,** select'
**sion**  TRANSMISSIONS. The following message appears:
**P r o c e d u r e s**

> **Have you done a backup and hooked up your modem (Y/N)?**

**If you are not ready to transmit (i.e., you haven't done your backup or your hook-up is incomplete), press "N" to return to the CASIC Main Menu. Otherwise, press "Y" to continue and press <Enter>.**

b. Select IMMEDIATE TRANSMISSION or PRE-SET TRANSMISSION (refer to the instructions given by your RO).

**Figure 4-7**
**Transmission Type Menu**



```
Transmissions

Immediate
Transmission
Pre-Set Transmission
```
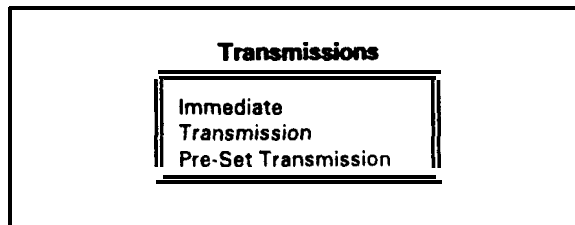
The menu (shown in Figure 4-8) will be displayed regardless of the choice of Immediate Transmission or Pre-Set Transmission. The number of surveys displayed will depend on the surveys setup on your laptop.

**Figure 4-8**
**Transmission Selection** Menu

| Survey | Trans Type | Hours | Miles |
|--------|-----------|-------|-------|
| ATS | | 0.00 | 0 |
| ICM | | 0.00 | 0 |
| HIS | | 0.00 | 0 |
| NSCG | | 0.00 | 0 |
| SILJ | | 0.00 | 0 |

**[F 10]** Begin Transmission      [Esc] Exit

Enter D or F for Type of Transmission

→ D - Daily Transmission
→ F - Final Transmission
→   Blank - Don't Transmit Survey

Enter Cumulative Hours and Miles for interviewing only.

If you are transmitting HIS work and there is more than one
week on your laptop, you will be prompted for the quarter and
week after you press enter.

• Press <ENTER> to highlight the SURVEY field.

• Use the arrow keys or the Enter Key to move the highlight
  bar to the TRANS type field. Enter DAILY (D) or FINAL
  (F) TRANSMISSION, followed by <ENTER>, to indicate
  the type of transmission.

• Enter your cumulative Hours and Miles worked.

• Press F10 to initiate the transmission process.

For an Immediate Transmission, the laptop will begin the transmission process immediately.

**For a Pre-Set Transmission leave the laptop and modem connected and turned on so that the transmission can take place at the pre-set time, usually during the night. <u>Do not</u> close the cover on the laptop!**

**D.2.    Entering Hours & Miles**

Hours and miles worked each day for interviewing can now be entered on the telecommunications script by using the following instructions.

All **FRs** and **SFRs** will be required to enter on their laptops the number of hours worked and the number of miles traveled in relationship with their interviewing assignments. The hours and miles entered on the laptop will be cumulative, i.e., every day. Therefore, the numbers entered when making a final transmission should equal the cumulative total on the BC-27 for your interviewing assignment. Do not include time and miles charged to listing. You must continue to enter the hours and mileage on your BC-27.

When the transmission menu is selected the laptop will display a transmission screen which will prompt the user to enter the type of transmission, either D for Daily or F for Final. The prompt will then move to the Hours and Miles columns where the user must enter the cumulative hours and miles worked up through the time of the transmission. For example, if you worked 8 hours and traveled 22 miles while working on Sunday you should enter 8 in the Hours column and 22 in the Miles column when transmitting Sunday evening. If you worked an additional 8 hours and traveled an additional 12 miles on Monday you should enter 16 in the Hours column and 34 in the Miles column when 'transmitting Monday evening. Continue to enter the cumulative hours and miles during each transmission for the current interviewing period. If during a period no work was performed and a transmission is made to pick-up reassigned work, CAT1 recycles, etc., enter the hours and miles (if any) that was last entered during the most recent transmission for the current month.

**Hours** can be entered in whole, quarter, half, and/or 3 quarter numbers as **follows:** 0.25, 0.50, 0.75, 1, 1.25, 1.50, 1.75, etc. Note: the decimal point will automatically be inserted when entering a 2 digit or 3 quarter number ( i.e. 0.75) 'you must type in the decimal point before the number. The zero (0) preceding the decimal point will automatically be inserted. Miles can only be entered as whole numbers.

**DO** NOT include any hours or miles associated with listing, reinterview, observation, completing the monthly self-study, or any operation which is not directly related to completing your interviewing assignment.

| | | |
|---|---|---|
| **D.3.** | **Transmis-sion Process** | For either type of transmission, the laptop prepares itself automatically. For an immediate transmission, it dials as soon as the files are ready. For a pre-set transmission, it checks the internal clock and waits until the time specified before dialing. (This is one reason why it is very important to make sure your system time is correct.) |

During a transmission, various messages scroll by on the screen, lights flicker on the modem and, as the laptop makes the telephone connection, you hear a dial tone and dialing sounds. When the connection is successful, you hear a harsh, scratchy noise.

**Your modem has a volume control along the right side. You can adjust it so that these sounds do not disturb you. Push the slide as far back as possible and slide the volume control toward you to increase the volume.**

a.  **DO NOT PRESS** ANY KEYS during the transmission, though it may at times appear as if the laptop is prompting you to do so. The screen will also go blank for a short time. The messages reflect the telecommunication software's conversation between the laptop and the telecommunications server at HQ about the transmission. **Pressing any keys will disrupt the transmission and may cause data to be lost.**

b.  **DO NOT ATTEMPT TO USE THE TELEPHONE LINE,** or even pick up the receiver of any telephone on the same line, during the transmission. If you pick up the

telephone, you will interrupt the transmission making it **necessary to start over.** Data may' be lost by **the** interruption.

c.   **DO NOT DISCONNECT ANY CABLES OR TURN OFF THE MODEM OR LAPTOP** until the Transmissions Menu returns to the screen. This indicates that all transmission and file processing activities have been completed. An average size transmission (i.e., a full assignment) should **take no longer than 15 minutes.**

When the Transmissions Menu reappears, you can make another selection, or press ESC to exit and then turn off the laptop computer.

**E. Installing Software**

Approximately 1 week before each assignment begins, you will be instructed to set up your laptop and modem and transmit to receive your new assignment.

In addition to the assignment data, **instruments,** Case Management software or mail messages may also be transmitted. In order to get these items, initiate a transmission on a pre-set schedule as described in Section 4.D. In rare cases, you may be notified by your RO (by telephone or in a mail message) that automatic installation is not possible. If that happens, follow the INSTALLATION FUNCTIONS instructions in Chapter 7, PREPARATION FOR NEXT ASSIGNMENT.

**F. How to Access Case Management**

After a transmission to pick up assignments, your laptop is ready for you to browse through your list of cases and plan your work for the week.

- At the CASIC Main Menu, use the arrow keys to move the highlight bar to the case management line and press <Enter>, or press C, to select CASE MANAGEMENT.

**Figure 4-9**
**Casic Main Menu**



Welcome to CASIC

Version 94.11.15 Main Menu Date:12/28/94

Case Management
Telecommunications
System Functions
Training
SFR Functions
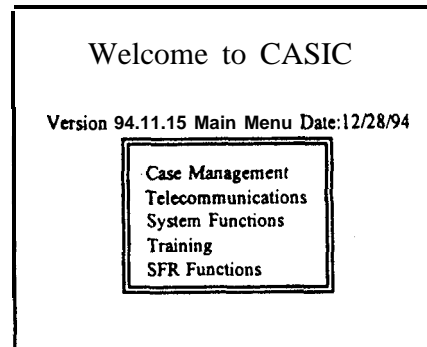
The menu shown in Figure 4-1 0 will be displayed after selecting Case Management.

**Figure 4-10**
**Surveys**

```
ATS
ICM
HIS
NSCG
SILJ
```

The case management main display contains a list of the available functions, plus a list of the cases in your assignment. This display will vary between surveys. Figure 4-l 1 shows the HIS Case Management Main Display.

**Figure 4-l 1**
**HIS Case Management Main Display**

```
HIS Version D95.11.OI

FI   HELP      F2 INT    F3 FULL  F4 ADD  F5  EDIT  F6
F7   NOTES     F8 VIEW  F9 SORT F10   F11          F12


             S
CONTROL N u m b e r  s ADDRESS          PLACE         WIS/ S T A T  ♪
                                                      QTR
Y9513199300606 I 115 PARKWAY NORTH PHILADELPHIA 03/3     Y
Y9513199300609 t 986 PARKWAY SOUTH PHILADELPHIA 03/3
```

If you have an assignment for a particular week and have not completed your assignment, and no cases are listed on this screen, it means that the transmission of your assignment was not successful. Contact your RO to find out when to attempt the transmission again.

From the case management main display, you can look at the rest of your case list, view more information about specific cases (F3), enter notes (F7) and appointments for specific cases (F5) (these show up on the full display screen), and begin an interview (F2) (also available on the full screen). Chapter 5 provides detailed instructions for the use of all the case management functions. To determine which functions are available for your survey go into Case Management on your laptop.

**G. Use of Form CAPI-35**

With each assignment, you will receive a form **CAPI-35,** FR Assignment List. This form lists the cases in your assignment, in a format very similar to your case management main display. You will also receive the segment folders for the assignment, requested interviewing supplies, and a calendar of "events" for the interview period.

The form **CAPI-35,** however, does not reflect changes to your assignment that may have been made after your initial assignment was generated. Additions and changes to your initial assignment, such as reassignments given to or taken from you, will be reflected on your laptop case management screen, not the CAPI-35.

**G.l. Use Form CAPI-35 in the Following Ways:**

1.  After receiving both the **CAPI-35** and your transmitted assignment, check the paper list against the case management main display. Verify that the number of cases is the same on both lists and that the individual addresses match. Notify your RO of any differences.

2.  Look at the bottom of the **CAPI-35** form to find out what listing activities are assigned to you. The laptop display does not contain any references to listing assignments.

3.  Use the form **CAPI-35** to make notes to yourself, such as the sequence in which you plan to contact the cases. **All notes intended for others to read must be entered in the laptop at the end of the interview,** since the CAP1-35 is not returned to the RO.

**H. Transmitting Your Completed Work**

Every 24 hours during the interview period, you must transmit your completed work to HQ. **After** running your daily backup (see Chapter 6 section C), set up your laptop and modem for the nightly transmission of your day's work. Make the appropriate **menu** selections (as instructed in Chapter 4 section D) to make a daily transmission on a pre-set schedule.

At the pre-set time, your laptop dials the toll-free telephone number and makes the transmission. In addition to sending your completed work and any mail messages you created that day, your laptop picks up anything waiting for you in the HQ computer. This may include cases being added to your workload, mail messages from the RO, and confirmation that your previous day's work was received.

When the entire procedure has been completed, your computer hangs up the telephone connection and the display returns to the Transmissions Menu.

**I. Instructions for Daily (Pre-Set) Transmissions**

In preparation for making your scheduled daily transmission, be certain that all your equipment is set up and connected as described in section C, above.

**1.1. Daily Transmissions**

Starting from the CASIC Main Menu, select TELECOMMUNICATIONS.

a. Select TRANSMISSIONS.

**Figure 4-12**
**Telecommunications**
**Main Menu**

```
┌─────────────────────────────────┐
│                                 │
│  Telecommunications             │
│                                 │
│   ┌───────────────────────────┐ │
│   │  Transmissions            │ │
│   │  Mail                     │ │
│   │  Setup    .               │ │
│   └───────────────────────────┘ │
│                                 │
└─────────────────────────────────┘
```
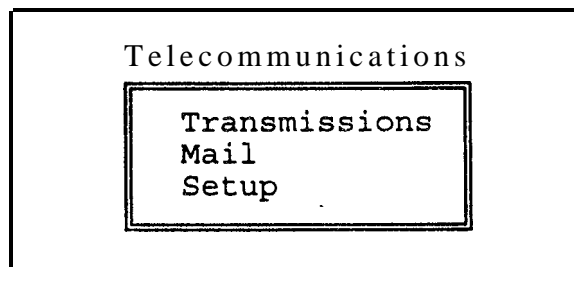
The following message appears:

```
Have you done a backup
and hooked up your modem
(Y/N)?
```

If you are not ready to transmit (i.e., you haven't done your backup or your hook-up is incomplete), press "N" to return to the CASIC Main Menu. Otherwise, press "Y" to continue and press <Enter>.

b.    Select PRE-SET TRANSMISSION (refer to the instructions given by your RO).

**Figure 4-13**
**Transmission Type Menu**

```
              Transmissions

     Immediate  Transmission
     Pre-Set  Transmission
```
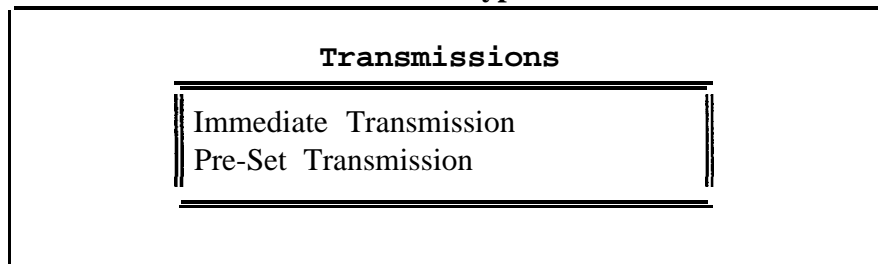
The menu (shown in Figure 4-l 4) will be displayed regardless of the choice of Immediate Transmission or Pre-Set Transmission.

**Figure 4-14**
**Transmission Selection Menu**

| Survey | Trans Type | Hours | Miles |
|--------|-----------|-------|-------|
| ATS | | 0.00 | 0 |
| ICM | | 0.00 | 0 |
| HIS | | 0.00 | 0 |
| NSCG | | 0.00 | 0 |
| SILJ | | 0.00 | 0 |

[F1 0] Begin Transmission     [Esc] Exit

Enter D or F for Type of Transmission

→ D - Daily Transmission
→ F - Final Transmission
→   Blank - Don't Transmit Survey

Enter Cumulative Hours and Miles for interviewing only.

• Use the arrow keys to move the highlight bar to the appropriate survey selection and press <Enter>.

• Use the arrow keys to move the highlight bar to the TRANS TYPE field.

• Unless today is the last day (closeout as specified on the calendar distributed to you by your RO) of the interview period, select DAILY <D> TRANSMISSION.

• Press F10 to initiate the transmission process.

• After making this selection, do **nothing** else to the computer until after the transmission is completed or until morning if it is scheduled for overnight.

**Do not close the lid of the laptop while it's turned on. The screen may overheat and crack or darken permanently.**

**1.2. Transmission Process**

When you make the menu selection. to initiate a transmission, your laptop computer begins to prepare itself for transmission. Once ready, it waits until the specified transmission time.

**NOTE on use of the telephone:** While your laptop is waiting to make a transmission, your telephone line is not in use. Telephone calls may be made and received during the waiting period, up until a few minutes before the scheduled transmission time; refer to the Telecommunications Setup Screen for a reminder of your scheduled transmission time.

When the transmission time comes, **the** laptop dials into the HQ computer, exchanges files, and hangs up. Your screen returns to the Transmissions Menu. If the connection is not made on the first attempt, it will try again up to 5 times.

When your laptop is set up to transmit in the middle of the night, you need not stay up and watch. If you do choose to watch, do not'make any keyboard entries, pick up the telephone, or disconnect any of the equipment during the transmission.

**1.3. Follow up Procedures**

**In the morning,** the Transmissions Menu should appear on the screen. Take the following steps before shutting down the laptop or doing more interviews:

a. Read your **TRANSLOG.MAI** messages, using the instructions for reading mail messages given in section R, below. Following a successful transmission, you should always have a confirmation message. If the transmission was unsuccessful, you are expected to attempt another transmission or call your RO before doing anymore field work.

b. When your transmission from HQ includes any new cases, information will be included about the number of new cases. You will see the following lines in your message:

Number of cases added **to** database = **#**

.

**c.** Check the count of your transmitted cases, to determine whether that part of your transmission was successful:

Return to CASE MANAGEMENT, **press F8 to** select FIND, then select COUNT CASES. The Count Cases Display screen is shown below.

**Figure 4-15**
**Count Cases Screen**
**Counts for all cases**

| | | |
|---|---|---|
| **Not Interviewed** | : | **3** |
| **Interviewed cases** | : | **0** |
| **Open cases** | : | **0** |
| **Partial Interviews** | : | **2** |
| **Type A cases** | : | **0** |
| **Type B cases** | : | **0** |
| **Type C cases** | : | **0** |
| **Type D cases** | : | **0** |
| **Total cases** | : | **5** |
| **-Transmitted cases** | : | **0** |
| **Cases received at HQ** | : | **0** |

Press any key to continue.

·	Since this display may vary between surveys go into Case Management on your laptop to see this screen for your swey.

- Any cases that were transmitted the night before should now be shown as received.

- If these counts are not correct, call your RO. You may be instructed to make another transmission before doing more interviewing, so they may ask you **to** mark certain completed cases for re-transmission, as described in section M, below.

  Check the Count Cases Display Screen each morning for changes. Cases received at HQ tend to be less than the number of cases transmitted (by the amount of cases included in your last transmission) because the received notice won't arrive until you make your next transmission. If you notice that **considerably** fewer cases have been received than the number you think you have transmitted, report it to your office.

  **NOTE on utility outages:** If you ever discover that your telephone service is out, call your office from another telephone. If you are prevented from making your transmission due to widespread failure of the telephone system (due to an electrical storm, hurricane or earthquake, for example), do your best to contact the RO as soon as telephone service becomes available.

**J. Final Transmissions**

At the end of each assignment, you must make a final transmission in which all remaining cases are transmitted by week in quarter, regardless of whether or not they have been completed. Procedurally, a final transmission is the same as a regular daily transmission. However, in order for cases to be placed in the correct directory on the laptop so that they can be transmitted, you must make sure that each remaining case has an appropriate outcome code:

**For Unopened Cases with an Outcome of** 200 - make them the appropriate Type A.

**For Any Case with 202 Outcome Code (accessed instrument, no progress)** - make them an appropriate Type A.

**For Any Case with 204 Outcome Code (partial, followup needed)** - make them **a 203** (partial - no followup possible), instructing the laptop to transmit the case as no further information can be gathered. `

**J.1. Incomplete Interviews at Final Transmission**

By the end of the interview period, you must classify any partial interviews or un-contacted cases left in your assignment as appropriate types of noninterviews.

From the case management main display:

Select **F9** to sort the list of cases remaining and select STATUS CODE as the type of sort.

Select F3 to check the outcome code of any remaining cases; look in the OUTCOME column located in right column of the full display screen for each case.

a.  For each "not interviewed" case, those with no entry in the status column and outcome code 200, you must begin the interview and make the case a Type A in order to make it eligible to transmit. Use F2 to start the interview (unless **specifically** instructed by your supervisor not to send this case in). The following prompt appears:

> You have selected:
>
> James R. Smith
>
> 1485 Suffield Street Unit 68
>
> Agawam, MA 908117789
>
>
> Do you wish to continue (Y/N)?

1. Press **"Y"** followed by <Enter> to continue with the interview. The following appears:

```
-START-

         CENSUS CATI/CAPI SYSTEM
                               Date: 1 l-20-95
                               Ver:  1
SAMPLE:  Y95       WEEK:  3
                 CASE STATUS:  New case


PSU:  13199
SEGMENT:  300 1
SERIAL:  01


DATE IS:  February 12, 1996
TIME IS:  11:27 a.m.


   (P)  Proceed
   (Q)  Quit -- Do Not Attempt now

   (N)  Noninterview
```

2. Press **<N>** followed by <Enter>.

3. A Noninterview Status Display Screen **-TYPEABC-** appears:

4. Select appropriate Type A (Codes 1 - 5) and press <Enter>.

5. You will be led through a few more screens that ask you to verify the household address and type of housing unit. Enter these responses when prompted and the interview will end.

```
-TYPEABC-

    FR: IS THIS A TYPE A, TYPE B, OR 'TYPE C
        NONINTERVIEW? (IF NECESSARY, PRESS
        (H) FOR EXAMPLE OF EACH TYPE)

    <1> TYPE A
    <2> TYPE B
    <3> TYPE C
```

a.  For each nartial interview with an outcome code
    of 202, you must make it a Type A in order to
    transmit it. Use F2 to start the interview and
    follow the 6 steps in section a. of J. 1. above.

b.  For each partial interview with an outcome code
    of 204, you must make it a 203 before making
    your final transmission. Instead of making the
    case a Type A, however, you must tell the
    computer that no more follow-up can be done and
    you are ready to transmit the case.

Use F2 to start the interview.

```
You have selected:

James R. Smith

1485 Suffield Street Unit 68

Agawam, MA 908 117789

Do you wish to continue (Y/N)?
```

Enter a "Y" followed by <Enter> to continue with the interview.

Once you complete the case, exit the interview and the case wili be ready to be transmitted.

**5.2. Final Transmission Instructions**

Make your final transmission for the assignment week on the date specified on the form CAPI-35.

Set up your laptop and modem as instructed in section C.

At the CASIC Main Menu, select TELECOMMUNICATIONS.

**Figure 4-16
Telecommunications
Main Menu**

```
┌─────────────────────────────────────┐
│                                      │
│   ┌──────────────────────────────┐   │
│   │   Telecommunications         │   │
│   │  ┌────────────────────────┐  │   │
│   │  │                        │  │   │
│   │  │   Transmissions        │  │   │
│   │  │   Mail                 │  │   │
│   │  │   Setup                │  │   │
│   │  │                        │  │   │
│   │  └────────────────────────┘  │   │
│   └──────────────────────────────┘   │
│                                      │
└─────────────────────────────────────┘
```
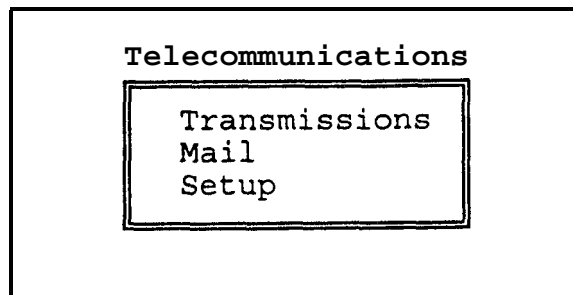
a.   Select TRANSMISSIONS.

You are prompted:

```
┌─────────────────────────────────────────────────┐
│                                                  │
│  Have you done a backup and hooked up your modem │
│                                                  │
└─────────────────────────────────────────────────┘
```

Enter a **"Y"** followed by <Enter>. Then select PRE-SET Transmission (unless your RO has told you to transmit immediately). The Transmission Selection Menu (as shown in Figure 4- 17) appears.

**Figure 4-17**
**Transmission Selection Menu**

| Survey<br>Miles | Trans Type Hours | | |
|---|---|---|---|
| ATS | | 0.00 | 0 |
| ICM | | 0.00 | 0 |
| HIS | | 0.00 | 0 |
| NSCG | | 0.00 | 0 |
| SILJ | | 0.00 | 0 |

[F10] Begin Transmission [ESC] Exit

Enter D or F for Type of Transmission

→ D - Daily Transmission
→ F - Final Transmission
→   Blank - Don't Transmit Survey

Enter Cumulative Hours and Miles for interviewing only. If you are transmitting HIS, you will be prompted to identify the quarter and week after you press enter.

Your laptop displays the time it will transmit, as well as, the current system time. It performs the transmission automatically. As before, make no keyboard entries during the transmission, and do not attempt to use the telephone line to make calls.

Check following the transmission to make certain that you were successful. Your RO will notify you if there is anything more you must do.

**K.**   **Immediate Transmissions**

From time to time, it may be necessary for you to make a telecommunications transmission immediately, rather than waiting for your scheduled time.

When instructed, set up your laptop and modem as you would for a regular transmission.

**K.l.**   **Transmission Instruction**

At the CASIC Main Menu, select TELECOMMUNICATIONS.

a.   At the Telecommunications Menu (Figure 4-21), select TRANSMISSIONS.

b.   At the Transmission screen, select IMMEDIATE TRANSMISSION.

c.   Next, select the survey to transmit.

d.   Then select DAILY or FINAL TRANSMISSION, whichever is appropriate.

e.   Then press F10 to begin transmission.

**The laptop will automatically execute the transmission process.**

**K.2.**   **Transmission Process**

Your laptop computer initiates the dialing procedure and contacts the HQ computer. As usual, messages scroll by, lights flicker, and the computer makes various noises.

a.   **During an immediate transmission, stay** nearby and **observe** what takes place. If problems arise, use the instructions in Chapter 9, TROUBLESHOOTING AND GETTING HELP, to make appropriate observations and take notes regarding the problem. Write down any on-screen messages that indicate failure to connect or cancellation of the transmission.

b.   **During file transmission,** a message window on your laptop screen shows what percentage of the current file has been transmitted so far. If this number does not gradually increase over 2 minutes time, cancel the transmission as instructed in Chapter 4 section L.

**c.** **During the transmission DO NOT PRESS ANY KEYS, DO NOT ATTEMPT TO MAKE TELEPHONE CALLS, AND DO NOT DISCONNECT ANY CABLES OR TURN OFF THE MODEM'OR LAPTOP.** Wait until the menu returns to the screen, indicating that the transmission activities have been completed.

After the Transmissions Menu reappears, you can make another selection, or use ESC to exit and then turn off the laptop computer.

Notify your RO if there were any problems during the transmission; be prepared to report what you observed.

**L. To Cancel a Transmission**

If it is ever necessary to cancel the transmission, it's preferable to cancel during preparation or while waiting for a pre-scheduled transmission, rather than after the telephone connection has been made.

**L.l.** **How to:**

Press the ESC key to cancel the transmission.

Normally, you should avoid interruptions once transmission has begun, but there is one exception. If the transmission has stalled (the "percent transmitted" box shows no change for several minutes), press ESC to cancel the transmission.

L.2. **To Resume After Cancelling:**

To resume making a transmission that was canceled, you must begin again from the CASIC **Main·Menu.** From the Transmissions Menu, select PRESET or IMMEDIATE TRANSMISSION then select daily or final, as appropriate. The laptop will again prepare for transmission.

**M. To Prepare a Case for Retransmission**

If the data from an interview become lost or damaged during transmission, you will be asked to re-transmit the case.

1. Your RO contact person will tell you the control number(s) of the cases to be re-transmitted.

2. From the case management main display, press F8 (VIEW). The following screen appears:

```
┌─────────────────────────┐
│                         │
│   Count  Cases          │
│   Display  Cases        │
│   F i n d  N a m e    ` │
│                         │
└─────────────────────────┘
```

3.    Use the arrow keys **to** highlight DISPLAY CASES and
      press <Enter>.

4.    Select TRANSMITTED cases. A list of your transmitted
      cases will appear.

      The STAT column displays the current status, including the
      transmission status, of the case. Codes that may appear here
      include:

      T = Transmitted
      R = Received
      I = Interviewed
      A/B/C = Noninterview status

5.    Using the arrow keys, highlight the first case that is to be
      re-transmitted, and press R. The case will disappear from
      the screen.

      •    The laptop prepares the case for transmission.

      •    The list of transmitted cases reappears.

6.    Highlight any additional cases in turn, and press R.

      **If, the laptop displays an error message, write down the
      message and the control number. Immediately call your
      RO.**

7.    When finished selecting cases for retransmission, press ESC
      until you return to the CASIC Main Menu.

8.  Select TELECOMMUNICATIONS, TRANSMISSIONS,
      etc. to (re)transmit the case(s).

**N. To Transmit When Away From Home**

If you are working away from home, you may need to make a transmission from a hotel or other place that requires dialing differently. For example, dialing 8-800 or 9-l-800 instead of 1-800 may be necessary.

Before attempting such a transmission, make all necessary corrections to the telecommunications setup screen (as described earlier in section B of this chapter).

Changes made in the setup screen remain in effect until the next time you change the information. Therefore, before making a transmission from home you must change the setup screen to reflect your home telephone service and dialing procedures.

**0. Files Sent From Your Laptop Computer to Headquarters**

The files from FR transmissions are sent to a telecommunications server at HQ. Every day, the Central Database (CDB) pulls files from this server and begins processing them. At this point, several things happen.

1. Interview data files are separated from the mail files and are passed through a check-in process in the CDB to determine if the case was completed and if the data was received in good condition.

2. Mail messages are forwarded to the RO supervisor.

3. Based on the check-in results, a message is created to transmit the following day to each FR notifying them which files were checked-in and if they were received in good condition.

4. Data from the check-in is available through a Daily Receipts Report for the RO to review each day.

**P. Mail Messages**

The daily telecommunications transmission allows you to send electronic mail messages to the RO. A mail message is similar to any other letter or memo, except that it is created and read on a computer screen and stored and transmitted in electronic file form. Use such mail messages to:

• respond to a mail message from the RO staff;

- report a CAP1 problem (contingent, of course, on the fact that the problem does not prevent you from making a transmission);

- ask a question about an administrative matter, such as your payroll or expense reimbursements,

- ask procedural questions,

- and order supplies from the RO.

Note: If you have a question needing an immediate response, telephone the regional office.

**Q. Instructions for Reading Incoming Messages**

To read your messages, select TELECOMMUNICATIONS from the CASIC Main Menu.

1.  Select MAIL, then select READ MAIL MESSAGES.

**Figure 4-18**
**Mail Menu**

```
Read Mail Messages
Create Mail Messages
```

If you have no message, your laptop will beep and show the message:

"No mail files present
Press any key to continue......"

2.  You are shown a list of files and told to press <Enter> to read a file.

```
TRANSLOG.MAI
C0720.MAI
CERR.MAI
```
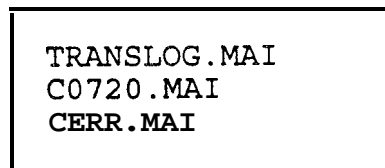
**There are 3** types of files you can receive:

**TRANSLOG.MAI -** Tells you what files were uploaded into the CDB, what files were 'downloaded onto your laptop, how many cases you should have received, and if any new software was transmitted to you.

**YC0720.MAI - This file** contains any memo or message that your RO types in. It holds "basic conversation" items. The file name changes and is constructed as follows:

Y = survey designation
**07** = the month
20 = the date

**CERR.MAI -** This file is rare. It will contain error messages if an answer file was missing during an attempted transmission.

Highlight the appropriate one and press <Enter>.

3.   The first screen of the message is displayed. Use the arrow keys (↑↓) to move around in the message and view'lines not on the screen.

4.   When you have finished reading, press ESC to exit.

5.   You are asked whether to delete the message. When you have no further need for the message, press Y to delete it; otherwise, press N to retain it.

**R Instructions for Creating Outgoing Messages**

To create a mail message, select CREATE MAIL MESSAGES from the Mail Menu (Figure 4-19). Select the survey you wish to create mail for.

**Figure 4-19**
**Surveys**

```
ATS
ICM
H  I   S
NSCG
SILJ
```
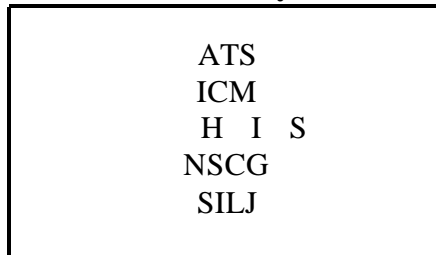
1.  The screen for creating mail messages appears:

**Figure 4-20**
**Create Mail Message Display Screen**

```
                          Mail

 Subject:  Vacation  Days

 This is to confirm that I will be out of town October 2-
 7, as we had previously discussed. In case of
 emergency, use the Ship-To-Shore telephone network to
 contact me on the Majesty of the Seas, Royal Caribbean
 Cruise Line. in the Western Caribbean.


 [F10] Save          [Esc] Exit
```
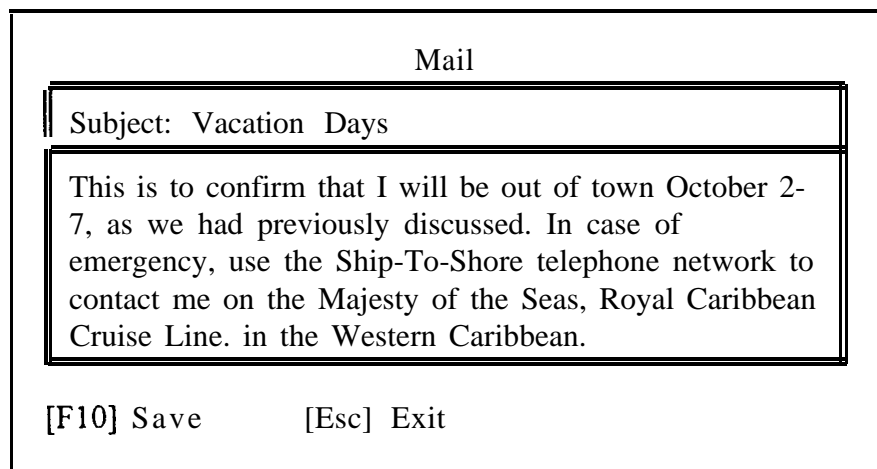
2.  You are first prompted to enter a subject for the message. When finished, press <Enter>.

3.  Type the text of the message in the editor. If your message contains more lines than fit on one screen, the text scrolls automatically, giving you more lines to enter the text.

4. If you press ESC to exit the screen without saving the **message, a message appears in** the upper right comer of the screen that asks:

"Abort Edit? **(Y/N)"**

Enter the appropriate response in upper case. You DO **NOT**.**need** to press <Enter>.

5. When you have finished typing your message, press F 10 to exit and save the message for the next transmission.

6. If you want to add to this message, you can edit a previous message up until the time you make a transmission. Follow the steps to access the Create Mail Message utility. A message appears:

"Do you wish to edit a previous message?"

The default is No, so type **"Y"** for yes and a list of the mail messages you created that day are displayed:

**Figure 4-21**
**Edit Previous Mail Messages**
**Screen**

```
                          Mail

  ┌──────────────────────────────────────────────┐
  │ Subject:  Vacation  Days                       │
  │ Contents:                                      │
  │ 07/21/93       09:23:11                        │
  │ This is to confirm that I will be out of town August 22- │
  │ 28, as we had previously discussed. In case of │
  │ emergency, use the Ship-To-Shore telephone network to │
  │ contact me on the Majesty of the Seas, Royal Caribbean │
  │ Cruise Line, in the Western Caribbean.         │
  │                                                │
  │                                                │
  │                                                │
  │ Subject:  Replacement  FR                      │
  │ Contents:                                      │
  │ 07/21/93       17:23:11                        │
  │ I have spoken with and approve of the replacement FR. │
  └──────────────────────────────────────────────┘

  [F10] Save         [Esc]  Exit
```

All saved, untransmitted messages listed by subject, and date and
time of creation are displayed. You are already in the mail
editor. Use the arrow keys to move to the message you want to
edit and just type in the additional text. Press F10 to save the
edits.

7.  If you have already saved a message, but want to create a
    new one, press <Enter> at the "Edit a Previous Message"
    question to accept the default No and you can enter a new
    subject and begin a new message (Figure 4-21). All saved
    messages are transmitted at the same time.

    a.  All the messages that you create go automatically to
        the supervisor.

b.   If you are not yet comfortable with creating electronic mail messages, you can experiment with this option to learn more. Practice creating mail messages, and then throw them away without sending, by using ESC instead of **F10.**

# PART D
# CHAPTER 5. CASE MANAGEMENT

**Topics in This chapter**

**A. Introduction to Case Management**

The'case management program on the laptop provides a variety of functions to help you prepare and manage your workload during the interview period. These, functions include a concise case list (main case management display) which presents pertinent information about each case. The information available is the control number, it's 1st line of address, and other management information. Since the case management screens will vary between surveys go into case management on your laptop and view the screen display for your particular survey. Additional case information can be accessed for each case. Some of the surveys may want to add extra units, set appointments, edit the name and address data for a case, sort cases in a different sequence on the list, and enter notes. Special view options let you search the list by address or control number. You can review the number of cases you have completed and the outcome types, as well as the number you have yet to complete. Lastly, you can begin an interview from the initial case screen, as well as the full display screen.

**B. Case Management Main Display**

When you select CASE MANAGEMENT for the Health Interview Survey (HIS), the main case management display appears as illustrated below.

**Figure 5-l**
**Main Case Management Display**

```
HIS Version D95.11.01

FI   HELP F2 INT    F3 FULL F4 ADD   F5 EDIT F6

F7   NOTE F8 VIEW F9 SORT F10   F11    F12

                 S                              WIS/
Control #        S ADDRESS        PLACE     QTR  STAT  ♪
Y9513199300603   I   12 Barnaby Way  Philadelphia  03/03   0    Y
```

Across the top of the screen is a list of what each of the function keys does. On the lower part of the screen is a list of cases to be interviewed. Up to 15 cases are shown at once, one line per case.

- To move the highlight bar through the list of cases, use the arrow keys (↑↓).

- To move down a page (15 records) in your case list, use the PAGE DOWN key or the **DOWN ARROW** (↓). To **move** up a page use the page up key or the up ARROW (↑).

**B.l. Control Number**

The **CONTROL NUMBER** for each case will vary between surveys. For HIS the control number consists of the sample designation (3 digits), 1990 PSU code (5 digits), segment number (4 digits), and serial number (2 digits).

For ICM the control number consists of RO code (2 digits), DO code (4 digits), cluster (8 digits), sequence number (5 digits).

For NLS the control number consists of panel (1 digit), and a unique sequence number (11 digits). **\*** NOT FINAL \* \* \*

FOR NSCG the control number consists of a unique sequence number (6 digits).

For SILJ the control number consists of a survey letter (1 character), RO letter (1 character A - L), jail code (2 digits, and sequence number (4 digits).

The remaining columns will vary between surveys. If the columns mentioned here do not apply to your survey, ignore.

**B.2. Screening Status**

**The SCREENING STATUS** column will show either an "I," for interview, or an "S," for screening. If you see an "I" in this column, interview the household without checking for specific conditions. If you see an **"S"** in this column, you will only interview the household if specific conditions are met.

**B.3. Address**

The **ADDRESS** for each case consists of the first line of address.

**B.4. Place**

The **PLACE** column, shows the place or city name for the sample unit.

**B.S. Week-In-**
**Sample**

The **WEEK-IN-SAMPLE** column, identifies into which quarter and week the sample unit falls.

**B.6. The STAT**
**Column**

. **The STAT** column displays the status code. for the case. A blank means that the current status of the case is "not interviewed or opened."  Other codes that may appear in this column are:

> **P** = partial
> 0 = open

**A partial** status indicates that only a portion of the interview has been completed. To review the actual outcome code that has been assigned to the case thus far, use the full display (F3) option.

An **open** status means that the case has been touched, but no data has been gathered yet.

Final cases (completed interviews and noninterviews) are not included in this display. The case list shows only what you still need to work on. To view completed cases, noninterviews, counts of cases transmitted and received at HQ, use the F8 key (VIEW) as described below.

You can use the STAT column to organize your workload by sorting (F9) the case list by case status.

**B.7. The** Notes
**Column**

The **NOTES** ♫ column will either be blank or display a Y if there are notes that can be viewed. You use the F7 Notes key to review these notes. You cannot add to these notes. The only time you can enter notes is at the end of the interview. These INotes will be displayed in the F7 notes in case management. The SILJ survey is the exception to this. The case management notes for SILJ can be edited.

**C.    Case**
**Management**
**Function Key**
**Operation**

On the case management main display, the function, or "F", keys allow you to manage your assignment. These keys are at the top of your computer's keyboard above the digits; they are labeled F 1 through F12. The keyboards may vary from one laptop to another.

**Figure 5-2**
**Keyboard Layout of FR**
**Computer**
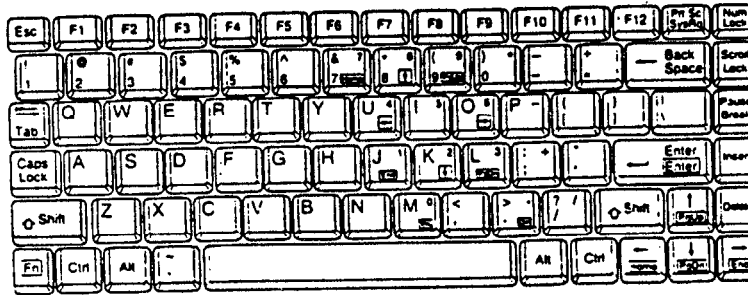


NOTE: The **F1** through F12 keys perform different functions in the case management program than during an interview.

The complete list of the function key actions in the case management program are:

| | |
|---|---|
| **F1** | Obtain on-screen HELP |
| **F2** | Begin **an INTERVIEW** |
| **F3** | **View** a **FULL** case record display |
| **F4** | **Add an** EXTRA unit |
| **F5** | **EDIT** the record to make name and address corrections. Place **an APPOINTMENT** in a case record on the full display |
| **F7** | Review **NOTES** |
| **F8** | **VIEW** certain case(s) or count cases of a certain type |
| **F9** | SORT cases by control number, week-in-sample, address, or status codes |
| **F6, F10, F11, F12** | These keys are reserved for survey specific functions in the future. |
| **ESC** | EXIT the current screen to the previous screen |

The availability of these functions will vary between surveys.

**D.  F1 H  E  L  P**   Fl is the standard key in both case management and the interview to use for the HELP function. The HELP screen(s) will provide additional information or instructions. The contents of the Fl Help screens will vary, depending on where you are in the case management screen or in the interview. To request help, press **F1** . To return to the case management main display, press ESC.

**E.  F2  INT**
**(INTERVIEW)**   Highlight a case and press **F2** to begin the interview. The following prompt appears to verify that you are at the correct address and have, indeed, selected the right case record for the interview you are about to begin.

The address which you have selected is:
2401 MUSTANG DR
SUITLAND,     MD  06051

Do you wish to continue (Y/N)?

•  Press N followed by <Enter> to return to the main case management display.

•  Press Y followed by <Enter> to continue with the interview.

If you continue with the interview, the next screen you will see is the **-PRE_START-** screen. This screen will instruct you to:

•  Activate your "CAPS LOCK" before continuing.

•  Verify that the date and time shown on the screen are accurate. If you answer "No," you will be able to correct either or both.

The **-COVER1-** screen appears next. It provides you with information about our confidentiality guarantee, the average length of an HIS interview, and an address to which the respondent can write concerning any aspect of the collection process.

The next introductory screen, -START-, identifies the case id, the sample designation, interview week, case status, PSU, segment, serial number, current date and time.

At this screen, you are given the option of entering:

→    (P) to proceed with the interview

→    (Q) to quit the interview

→    (N) to identify a final noninterview.

If you are resuming a partial interview for HIS, you will go through the same screens--PRE_START, COVER1, AND START

I?    **F3 FULL**            To display full case management data for one case, highlight the specific case and press F3.

The full display screen for HIS in Figure 5-4 below.

Figure 5-4
Full Display Screen for HIS

CONTROL NUMBER:    Y9513199300604                          CASEID:00000008

ADDRESS:
1465 BENSONHURST PARKWAY
DECATUR GA 30343

(404) 555-4949

APPOINTMENT: 2-14-96 **7:30** PM

| | | |
|---|---|---|
| WEEK-IN-SAMPLE: 03 | NOTES?    Y | OUTCOME:    202 |
| QUARTER:          3 | LIST?      N | ACTION:      01 |
| SCREEN STATUS: I | SHEET NO:    006 | **STATUS:**      0 |
| FAMILY NUMBER: 2 | LINE NO:      0003 | ARCNUM:      005 |
| LETTER SENT? Y | | STUDY HIS-TRN 1 |

At the bottom of the full display screen, you will see the following symbols:

[Page-Up] ↑ [Page-Down] ↓ [F2]Int [F7] Notes [Esc] Exit

- Use the page up or page down key to view the full display screen for the previous or next case on the list. If there are no more cases to display in a particular direction, the same case remains on the display screen.

- To begin an interview from the full case screen, press F2.

- To review notes for a case, press F7.

- To return to the case management main display, press ESC.

**5.F.1** **Full Display Items**

Figure 5-4 shows you the items on the HIS full display screen. These items include:

CONTROL NUMBER For HIS, you will see a 14-digit number, that is comprised of the sample designation (Y95), the PSU (13 199), the segment (3001), and the serial number (01,).

Case ID (sequence number) The number used by your RO to name the files associated with this case. This number changes each month.

ADDRESS The sample unit's address, plus place name, state abbreviation, and ZIP code. The first line of this address is displayed on the initial case list.

TELEPHONE NUMBER A telephone number will appear, if available.

APPOINTMENT This shows the month, day, year and time of a scheduled appointment, if one has been made. Appointments are set up from the initial case list (F4), but will only appear on this full display screen.

WEEK-IN-SAMPLE Identifies into which week the case belongs.

QUARTER Identifies into which quarter the case belongs.

SCREEN STATUS Either an "I" or "S" will appear here. "I" indicates that you interview as usual. "S" indicates that you will screen the household before determining whether or not to interview.

FAMILY NUMBER Identifies the total number of families in the sample household.

LETTER SENT? This indicates whether the RO sent the household an introductory letter.

NOTES A "Y" indicates the presence of permanent interviewer notes for the case. Press F7 to view the notes.

LIST? Will show either a "Y" or an "N" to indicate whether or not listing activities are required for the sample address. Refer to your CAPI-35 for specific information about listing.

SHEET NO and LINE NO Identifies the sheet and line number to find the sample unit on the listing sheet in your segment folder.

OUTCOME A 3-digit code indicating the current outcome or completion status of the case.

ACTION A 2-digit code used to send the case through the correct processing paths.

STATUS A letter code that is derived from the outcome code. Included in the STAT column is the Transmission status indicated by a T (Transmitted) or a R (Received) in the STAT column.

ARCNUM A 3-digit code used as a processing identifier.

STUDY You will need to use this study name when copying a trace file.

The information in the full display screen will vary from one survey to another.

G.  **F4 ADD**                The F4 key is used when you discover that an extra unit must be
                              added to the sample. HIS will use this function.

                         •    Place the highlight bar on the case whose address is most
                              closely related to that of the case to be added. This case is
                              referred to as the "Parent Unit."

                         •    Press F4 to display the Case ID and address of the "Parent
                              Unit".

                              -   You are prompted to enter case management data for
                                  the new case.

                              Figure 5-5
                          Adding an **EXTRA** Unit

---

CONTROL  NUMBER:  Y9513199300101A     CASEID: A000000 1

HOUSE #     SUFX      STREET          UNIT DESIGNATION
432                   J A C K S O N   W A Y .

LOCATION:

PLACE              ZIP          COUNTY
ATLANTA,     GA 30333

Is this a mobile home? (Y/N):
Is this a Multi-Unit? (Y/N):
Is this unit identified by a number or letter? (Y/N):

Is this a Group Quarters? (Y/N):
Group Quarters Name:
Group Quarters Type:

 [F10] Save Changes            [ESC] Abort

---

- The serial number suffix is pre-filled with a lette:. If this is the first unit added off of the Parent Case, an A will be filled. If it **is** the second case being added off of the case, a B will appear, etc.

- Correct the **first** line of address as needed and add a second line when necessary.

  To keep all or part of the present address, press <Enter>.

  To replace characters, type over them. To delete characters, use either the backspace key (t) or the DELETE key.

  To insert characters, press the INSERT key. Use the arrow keys to position the cursor where you want to add the character(s), and type the character(s). Press INSERT again to turn off the insertion mode. "Ins" appears in the upper right corner of the screen when the INSERT has been turned on.

- Place as'much of the street address or location description on the first address line as possible.

- Next, you must give a "Yes" or "No" response to a series of questions designed to identify if the EXTRA unit is in mobile home, a multi-unit address, identified by a number of letter, and in a group quarters. If the **EXTRA** unit is in a group quarters, you will identify the GQ name and type.

When all information for the new case is correct, press F10 to save the record. Press ESC to quit without saving the record. After you save a record for a new case, the case appears on your case management list.

**NOTE on adding a record by mistake:** Be cautious when saving a new record. You cannot delete a record after it has been added. If you add a record by mistake, place notes in the record explaining the mistake. Send the supervisor an electronic mail message, separate from these notes, explaining the problem and listing the case id.

**NOTE on adding an extra unit to a comnleted case:**
Completed cases are not displayed on your active case list. To add an extra unit when the parent 'case has already been completed:

- From the Case Management Main Display, select F8 (VIEW) to access the record for the parent case.

- Select DISPLAY CASES.

- Select ALL cases to display.

- Highlight the appropriate case.

- Press F4 to add the new case, using the same instructions as listed above.

- Use F10 to save the new case record.

**NOTE:** For Phase I of HIS (2/96 - 6/96), the option to add an EXTRA unit to a completed case is NOT available.

**H.   F5 EDIT**

The F5 key permits you to edit selected items on the case management record for the highlighted case. Use F5 to make a correction if you discover, for example, that any portion of an address is incorrect.

·   When you press F5, the following screen is displayed:

**Figure 5-6**
**Case Management Edit Screen**


CONTROL NUMBER:    Y9513199300604                    CASEID:00000008

ADDRESS:
1465 BENSONHURST PARKWAY
DECATUR, GA 30343


**(404) 555-4949**

APPOINTMENT: 2-14-96 **7:30** PM

WEEK-IN-SAMPLE: 03        NOTES?   Y              OUTCOME:    **202**
QUARTER:          **3**         LIST?     N              ACTION:     01
SCREEN STATUS: I          SHEET NO:    **006**     STATUS:      0
FAMILY NUMBER:   2        LINE NO:     **0003**    ARCNUM:     **005**
LETTER SENT? Y                                     STUDY  HIS-TRN  1


    [F IO] Save Changes     [ESC]  Exit

                            **ONLY the highlighted fields can be edited.** For HIS, these
                            fields include address, location description, telephone number,
                            appointment date and time, and screen status.

                            Move the cursor (the blinking underline) to the beginning of the
                            appropriate field using the TAB key.

                            1.   Use the left (t) and right (→) arrow keys to move to the
                                 desired position within the name, address or phone number
                                 if only certain characters are to be changed.

                            **2.**   The <Enter> key moves down, or back to the top of the
                                 record if you are already in the last field.

                                     <u>To make corrections,</u> you can type over existing
                                     characters. Use the backspace key (c) to erase
                                     characters to the left of the cursor or use DELETE
                                     (the delete key) to erase the character at the cursor
                                     position.

---

To insert characters, place the cursor at the desired spot, press the INSERT key, then type the characters to be inserted. The insert key acts as a toggle, press it again to turn off the function.

Press **F10** to save the corrections and return to the main display; use ESC to return without saving the changes.

The F5 key also permits you to enter an appointment for the case record that is currently highlighted.

NOTE:  Appointment entries are made automatically when you exit an incomplete interview and schedule a callback appointment.

To set an appointment, press F5. The screen that is displayed in Figure 5-6 appears,  The appointment field is highlighted.

1.  Type 2 digits for the month, then 2 digits for the day of the appointment.

    •  DO NOT PRESS <Enter> after filling each field.

2.  Type 2 digits for the hour, and 2 digits for the minutes of the appointment time.

3.  Type A or P to indicate an a.m. or p.m. appointment time.

    For example, 06-30 **02:30P**

    In this example, an appointment is set for June 30 at 2:30 p.m.

    The computer edits your entries in each of the appointment fields:

        Month cannot be greater than 12
        Day cannot be greater than 31
        Hour cannot be greater than 12
    -   Minutes cannot be greater than 59
        Last character must be "A" or **"P"**
        BLANKS may be entered in any or all of the fields

If you receive an error message about an invalid value, press any key to continue.

4. To **return** to the beginning of the edit. screen, press page **up.**

5. To delete an existing appointment, use the **<space** bar> to **blank** out fields.

Press **F10** to save your entries or changes and return to the main display. Press ESC to exit without saving the appointment.

**I. F7 NOTES**

By pressing F7 at the case list, you can enter notes concerning the case while in case management. During an interview, you can also enter notes about a case at the **INOTES** screen in the back portion of the instrument.

After entering a note, always enter your FR code and the current date. To save your note in case management, press **F1** 0. Press ESC to leave the notes screen without saving the note.

**J. F8 VIEW**

The F8 View key has a multitude of uses. It helps you to:

- Retrieve a daily count of completed, transmitted, and HQ-received cases in your assignment,

- Display certain types of cases on a modified case management screen, and

- Search for specific cases by address or control number. You can also use the F8 View function to add an extra unit when the parent case has already been completed (see section 5.G).

**NOTE:** For Phase I of HIS **(2/96 - 6/96),** the option to add an EXTRA unit to a completed case is NOT available. .

- Press F8 to use the VIEW option. VIEW offers 2 choices, listed at the top of the screen:

**Figure 5-7**
**List of F8 View Options**

```
+==============================================================+
|                     Count Cases                    `  `      |
|                     Display Name                             |
+==============================================================+
```

- Use the up ( ↑ ) and down ( ↓ ) arrow keys to highlight the option and press <Enter>.

**J.l. Count Cases**    The count cases screen displays the number of cases in your entire case management file, tallied according to the categories shown on the next page:

**Figure 5-8 .**
**Count Cases Screen**
**(counts for ail cases)**

| | | |
|---|---|---|
| Not Interviewed | : | 3 |
| Interviewed cases | : | 0 |
| Open cases | : | 0 |
| Partial Interview | : | 2 |
| Type A cases | : | 0 |
| Type B cases | : | 0 |
| Type C cases | : | 0 |
| Type D cases | | 0 |
| Total cases | | 5 |
| Transmitted cases | : | 0 |
| Cases received at HQ | : | 0 |

This screen may vary between surveys. When you are done viewing this screen, press any key to continue.

1.  <u>TOTAL</u> cases equals the sum of the categories above it.

2.  <u>TRANSMITTED</u> cases include all cases that have been sent to the HQ computer, including completed interviews, final noninterviews, and final partial interviews.

3.  <u>RECEIVED</u> cases at HQ includes all transmitted cases whose receipt in HQ has been acknowledged.   There is a one-day lag on this acknowledgment.

**5.2. Display Cases**

The display caes screen offers several search possibilities. When you select DISPLAY CASES from the "View Options" menu, a list appears showing the possible types of cases that can be displayed. This list is illustrated below. ˋ

**Figure 5-9**
**Display Cases Screen**

| Display Cases |
|---|
| All |
| Not Interviewed |
| Interviewed |
| Partial |
| Type A |
| Type B |
| Type C |
| Type D |
| Transmitted |

Options on this screen provide modified case management displays that list a variety of cases, sorted by particular type.

You can view all cases in your assignment, those still on your case list, as well as, those already completed.

You can view cases not interviewed, as well as, those interviewed. You can also receive displays of cases that are partially complete, Type A, B, or C, and those that have been transmitted. You can also retransmit a case from the display cases screens.

On the ALL cases list, you see a screen listing the same columns found on the initial case list, but your available options at the bottom of the screen are limited. These options are F2 to interview a case, F3 to display the full

display for a case, F7 for notes, (S) to restart a case, and ESC to exit.

**NOTE:** If you restart a case, you will lose any information collected during the interview. Always check with your supervisor before restarting a case.

On the list of Not Interviewed, Interviewed, Partial, Type A, B, C, and D cases, you see the same type of screen as for the ALL cases option.

On the list of Transmitted cases, you see the same type of screen as for the ALL cases option, with the addition of "R," which allows you to retransmit a case. Chapter 4, section 4M, explains how to retransmit a case.

**K. F9** SORT

The F9 SORT function for HIS permits you to resequence your list of cases by control number, week-in-sample, address, and status. The sequence cases are sorted by will vary between surveys. Refer to case management to determine the sort sequence for your survey.

- When you press F9, all four options are offered on the screen. This is illustrated below.

**Figure 5-10**
**Sort Pop-Up Menu**

```
Version 94.7.1                                          `

F1   HELP   F2  INT   F3  FULL  F4  ADD   F5  EDIT  F6
F7  NOTES  F8 VIEW  F9  SORT  F10          F11         F12

Sort By:   Control Number Week-In-Sample Address      Status
```
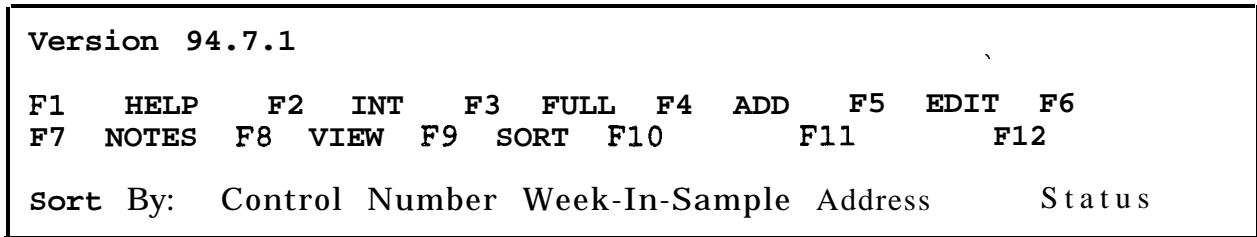
• Use the left and right arrow keys to highlight an option and then press <Enter>. Your case list will be resequenced and reappear almost immediately in the chosen sequence.

The new sequence continues in effect until you change it. This means that your sort will still be effective even when you turn your computer on/off or begin/end an interview.

**K.l. Sorting by Control Number**

Your cases are normally ordered by control number. This sort may be useful for organizing cases geographically as you plan your work.

**K.2. Sorting by Week-In-Sample**

For HIS, you will normally have more than one week's assignment on your case list. At times, you could even have cases more than one quarter on your case list. This option will help you keep track of your assignments.

**K.3. Sorting by Address**

If you sort by address, the cases will be displayed alphabetical order by place name.

**K.4. Sorting by Status**

Cases of each status code are grouped together, with the codes listed alphabetically: blanks are first, then 0 and I? This is useful when searching for cases grouped by Not interviewed vs. Partial status code. To get additional status information (is., A, B, C, T, R) review Display cases under the Find F8 option (section 5.K2)

**L. ESC - EXIT**

The escape key (marked ESC) is the standard way to return to the previous screen in case management.

Use the ESC key if you make a selection that you did not want, or whenever you want to exit the screen without saving any changes you have made.

<u>REMINDER</u>: Once in the interview, do not use ESC to back **up**.

# NOTES

# PART D
# CHAPTER 6. PROCEDURES FOR BACKUP AND RESTORE

Topics in This
Chapter

| | | |
|---|---|---|
| *A.* | **Introduction to Backups** | **Because there is always the chance that information stored in the computer can be erased or corrupted, it is necessary to make duplicate copies. These copies are called "backups."** |

**During the interview period, you must. make daily backup copies of your work on a diskette. Having** backup copies on diskette will allow you to restore files to your computer, if necessary.

This chapter explains how to:

- Create daily backups of the data on your computer and

- **Re-load or "restore" the** data into your computer from the backups.

| | | |
|---|---|---|
| **B.** | **T i m i n g** | Your computer is equipped with an automated procedure for easily making backup copies. Remember to run this procedure each day **after** you have completed your work and **before** you make your nightly transmission. |

| | | |
|---|---|---|
| **C.** | **Specific Backup Procedures** | To begin the backup procedure, connect your external floppy disk drive as instructed in Chapter 2, Section B. |

From the CASIC Main Menu, select the SYSTEM FUNCTIO'NS option. Once selected, the following menu appears:

**Figure 6-1**
**System Functions Menu**

```
Backup Case Management Data
Restore Files Functions
Perform Cleanup
Hard Drive Defragmentation
Installation Functions
User-ID/Password Functions
System Date/Time Functions
DOS Functions
```
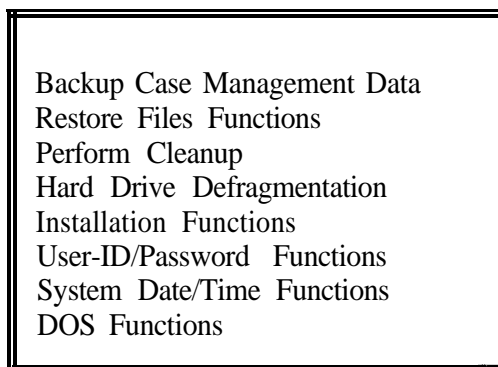
You will be provided with blank, formatted diskettes from your RO. Use these diskettes to back up your data files.

---

| | | | |
|---|---|---|---|
| **c.1.** | **Backup Diskettes** | **a.** | **Do not reuse diskettes** that contain training files or software programs. Store these diskettes separately from your backup diskettes. |

Refer to Chapter 8, Section B. 1, for instructions on how to view a file directory on the diskette.

b. Do not reuse diskettes that contain your two most recent sets of backup files (ie., do not reuse Monday's backup disk(s) before Thursday).

c. With a pencil, label each backup diskette BACKUP and record the date you made the backup. Keep a second diskette handy, just in case you have too much data to fit on one disk. If this happens, you will be prompted to insert a second diskette.

**c.2.** **To Run the Backup From the System Functions Menu**

Select BACKUP CASE MANAGEMENT DATA from the Systems Functions menu. If more than one survey is on your laptop, you will see the following menu:

```
ATS
HIS
CPS
```

Highlight the survey on which you are working and press Enter.

a. Carefully insert the diskette into the disk drive making sure that the label is facing up and an arrow appears in the left hand comer.

When selected, the following prompt appears.

> **This backup** procedure will normally require-one diskette.
> Insert additional diskettes when instructed to do so. Make
> sure to label diskettes accordingly.
>
> **Press** any key to continue...

b.      Once you press any key the laptop will display the following
        message:

> Backing up following directories:
> c:\CM\XXX
> c:\CM\XXX\DATA
> c:\CM\XXX\BACKUP
> c:\CM\XXX\FIN
> c:\TELE\TRANS
> C:\CM\XXX\E-INST
> C:\CM\XXX\HIST
> C:\CM\XXX\SAVED
>
> Please wait . . . . . . . . . .
>
> Insert **backup** diskette in Drive A:

The XXX in the above named directories indicate where the
actual survey acronym will appear, such as
c:\CM\HIS\DATA.

The backup will take approximately 5 minutes depending on
the amount of data to be backed up. The following message
will be displayed upon completion of the backup:

```
┌─────────────────────────────────────────────────┐
│ File  backup  complete.                      .   │
│ Press any key to continue . . .                  │
└─────────────────────────────────────────────────┘
```

Once you press any key, the laptop will return to the Systems Function Menu.

If the diskette has not been inserted, the following message will be displayed:

```
┌─────────────────────────────────────────────────┐
│ Not ready reading drive A                        │
│ Abort, Retry, Fail?                              │
└─────────────────────────────────────────────────┘
```

If you see this message, insert a diskette and enter an R for Retry. The backup will start once you enter the R.

c.    If you see an error message on the screen that contains the words "general failure reading drive," you may be using a new diskette which has not been formatted. (Formatting a diskette means preparing the diskette to accept files. Consult the Appendix 1 of Part D for formatting instructions.)    Also check to make sure the FDD (floppy disk drive) was properly plugged in.

WARNING: Do not remove the diskette from the drive while it is running; this can damage the diskette and the drive. Assume the drive is running as long as the red light is lit on the floppy drive. This indicates that the drive is in operation. Always wait until the drive has stopped and the light has gone out before removing the diskette.

d.    At some point in the procedure, the computer may BEEP and request an additional diskette. This happens when there is too much information to fit on one diskette.

●        The computer waits for you to change diskettes.

- Label your extra, formatted diskette with BACKUP **#2** and today's date in pencil.

Press the diskette release button, slide diskette **#1** out of the drive, and insert diskette **#2**.

Strike any key when ready.

e. When the backup is finished, the computer displays the message:

```
File  backup  complete.
Press  any  key  to  continue...
```

Store the diskette(s) in a safe place, away from your computer and safe from excess heat and strong magnetic fields. If the backup was unsuccessful, contact your RO for help.

f. The next <u>two</u> times you make your daily backup, use different diskettes. Thereafter, reuse the same diskettes on a <u>rotating</u> basis; that is, use the oldest first, etc.

<u>REMINDER</u>: Never use the same backup diskette two days in a row.

g. Each time you reuse a diskette, be sure to write the current date on the diskette's label in pencil.

h. After completing the backup procedures, press any key to return to the System Functions Menu.

**There is no need to run the backup procedure on days that you do not work.**

| | | |
|---|---|---|
| **D.** | **Possible Reasons for Restoring Data Files From Backup** | There may be instances when you need to return the whole laptop for repair, because the computer malfunction cannot be fixed by just returning the removable hard drive. If this happens, you will be sent a replacement laptop, and will be instructed to restore data from your backup diskette(s). This will enable you to continue with your assignment. |

You will also need to restore data from a backup diskette if data in your computer is ever accidentally lost or corrupted. This problem may never occur, if you work carefully.

| | | |
|---|---|---|
| **E.** | **Restore Files Instructions** | There are several options for recovering lost data from a backup copy. You can restore single cases, the case management file (all cases), or the entire case management system. |

NOTE: **Since restoring files from a backup will erase your most recent work, only restore files with the direct supervision of your RO survey supervisor, supervisory clerk, or computer specialist.**

The RO staff will also decide which of the options you will need to use, based on the specific symptoms of the problem. You are not expected to know which option to use. However, once the RO tells you which option to use, you are expected to know how to choose the option from the menu.

The ability to restore data is a valuable safeguard against loss, but it is only as good as your latest backup. Failure to create a backup **each** day means that more than one day's work will be lost in case of serious hardware problems. This results in having to **re-do** your previous days' work.

| | | |
|---|---|---|
| **E.l.** | To **Restore Files From Backup** | Before beginning the restore files procedure, you must first connect your external floppy disk drive to your laptop as instructed in Chapter 2, Section B. |

- From the **CASIC** Main Menu, select SYSTEM FUNCTIONS.

- Select RESTORE FILES FUNCTIONS.

- Select the survey you are working on.

- Based on your RO directions; select either the whole case management file, one or more individual cases, or your entire case management system.

---

a. Select CASE MANAGEMENT FILE. When selected, this option restores your entire case management data file from a backup stored **in the** computer. You do not **have to insert a** backup diskette. A success or failure message appears when completed. After pressing any key to continue, the restore files menu will reappear.

*NOTE:* The restored case management file will be in the same condition as when you exited from the last interview. Any appointments, added cases, or editing that you performed since the previous interview will be lost. These items must be rekeyed upon completing the restore procedure. The case management notes file for each case remains, but the "notes flag" on the case management main display, which signals the presence of notes, may be lost after the case management file is restored. The notes flag for each case reappears once you have accessed the notes for that case.

In the event that your case management file becomes lost or erased before you complete any interviews, it cannot be restored from backup. If this happens, it will be necessary to have your assignment retransmitted from **HQ**.

b. Select ENTIRE CASE MANAGEMENT SYSTEM. This procedure is reserved for recovery from a major disaster. All case management-related files will be restored from your most recent backup diskette.

**This option is only used at the direction of the RO.**

When you are instructed to restore the entire case management system, you are warned that any work completed since the last backup is not included.

```
┌─────────────────────────────────┐
║                                 ║
║      Warning!  Warning!         ║
║                                 ║
║  This procedure will set your   ║
║  entire case management         ║
║  system to the state it was in  ║
║  when you performed your last   ║
║  backup!                        ║
║                                 ║
║  THIS COULD RESULT IN           ║
║  THE LOSS OF                    ║
║  COMPLETED                      ║
║  INTERVIEWS!                    ║
║                                 ║
║  Do you want to continue        ║
║  (Y/N)?                         ║
║                                 ║
└─────────────────────────────────┘
```
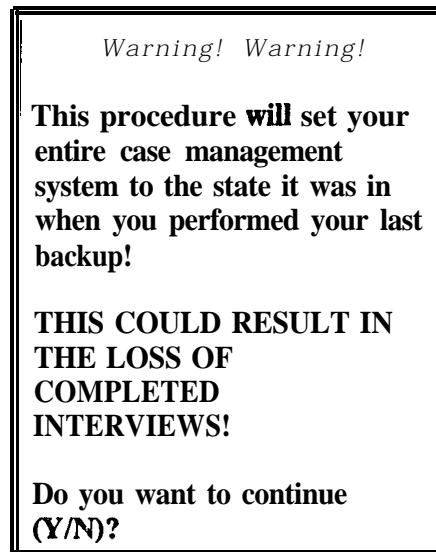
You are asked (Y/N?) whether to proceed.

Press N if instructed.

If you press Y. You are prompted to place your most recent backup diskette into the floppy diskette drive and the restore procedure will start automatically.

If your daily backup took more than one diskette, you will be prompted to change diskettes when necessary.

**F.    Restoring Software Programs**

The previous sections described the menu options and procedures for restoring DATA that pertain to interviewing and case management. There may come a time when PROGRAMS (software) become corrupted and need to be restored or reinstalled on your computer.

If you have trouble running any of the programs on your computer, call your RO for technical assistance. If they determine that a program has been lost or damaged, you will need to transmit and pick up a good copy of the software to install.

If your telecommunications program is not working, it may be necessary for the RO or HQ to send the replacement software to you on a diskette.

When you receive software files during a transmission, they are automatically installed. If you receive software tiles on a diskette instead, your RO contact person will tell you how to install the software, with the INSTALLATION FUNCTIONS instructions in Chapter 7, Preparation for Next Assignment.

When the procedure is completed, try to operate the laptop software that was initially found to be corrupted and notify your RO whether it is working properly or not.

# PART D
# CHAPTER 7. PREPARATION FOR NEXT ASSIGNMENT

**Topics in This Chapter**

**A. Introduction**

After completing each weekly interviewing assignment for HIS, you need to perform **a** cleanup of your production cases. Additionally, you may receive new instrument software that needs to be installed.                `

> **NOTE:** At the end of **each** HIS classroom training session, you must cleanup training cases. The menu and selections for performing this function are provided below.

**B. Cleanup Operations**

Cleanup operations for both HIS production and training cases are completely automated and menu driven. When you make the appropriate menu selection, all appropriate case management data, instrument, and cases for the week-in-sample that you select are deleted from your computer. The timing of cleanup is very important. It should not be done until **one week after closeout for the interview week.** Your HIS supervisor will give you the specific timing for cleanup of HIS production cases.

**After** you have done your final data transmission for the interview week (Chapter 4 covers data transmissions), perform a last backup of your files (Chapter 6 covers making backup diskettes). Wait until a week **after closeout for the interview week** (unless your HIS supervisor instructs you otherwise) to perform your HIS production cleanup.

- At the CASIC Main Menu, select the System Functions Menu.

- At the Systems Functions menu, select Perform Cleanup.

- At the Surveys menu, select HIS.

- At the HIS Cleanup screen, you have the option of selecting either Cleanup Production Cases or Cleanup Training Cases.

- At the HIS Production Cleanup screen or the HIS Training Cleanup screen, you will see two options--Cleanup Cases Only and Cleanup Cases and Instrument. In most cases, you will select Cleanup Cases. You will receive instructions from your HIS supervisor concerning when to select Cleanup Cases and Instrument.

---

- **At** the HIS Cleanup Menu, you will see a list of each quarter and week for which you have cases on your laptop. The display will look similar to this:,

### WIS/QTR:07/1

This example identifies week-in-sample (WIS) 07 and quarter (QTR) 1. Highlight and select the appropriate quarter and week for cleanup.

- The following warning screen will appear next:

---

**Warning! warning!**

This **procedure will** destroy **all** case management **currently** on your system. It **should not** be done until **a week** after **closeout** for a **wave.** Also, **a** backup should be performed before **starting** this procedure.

Do you **want** to continue **(Y/N)?**

---

- You are prompted (Y/N?) to continue with cleanup operations. (The default **"N"** is in a darkened box after the **"?".)**

  If you type N or press <ENTER>, cleanup operations are not performed and the System Functions menu reappears.

  If you type **Y,** you will see another verification question that you must answer before the cleanup operation begins.

- If the program detects that a final transmission has not been performed, an error message is displayed:

---

Cleanup cannot be done until after **Final Transmission!**
Press **any** key to continue......

---

When the cleanup program terminates. The System Functions menu reappears.

- If the program runs successfully, all case management cases or cases and survey instrument for the specified assignment week will be deleted and you will be returned to the Systems Functions menu.　　　　　　　　　　`

**C. Install Software Option**

Software will be installed either at the time of training or when you make a transmission to headquarters. You will be advised by the Regional Office as to when to make a transmission to pick up the new software and what the version of the software should be.

When the transmission is complete, the software will be installed automatically. To determine if the installation worked correctly, check the version number located in the upper left comer of the main menu screen.

Compare the version date on your main menu to the date the Regional Office gave you. If the main menu version is correct, select Case Management. Then select the survey on which you are currently working. This case list screen will display the cases in your assignment, as well as the version date. The version date is located in the upper left corner, and you also need to compare this date to the date the Regional Office gave you.

The version date on the main menu will seldom change. But the date on the case list screen will change fairly frequently.

If either or both of these dates are incorrect, you must retransmit to receive the new software.

Welcome to CASIC

Version 96.02.23     Date 02/ 14/96

Main     Menu     `

---

Case  Management
Telecommunications
System  Functions
Training
SFR  Functions

---

In order to install any new software sent to you on a diskette,
connect the external floppy disk drive to your laptop (if your
laptop does not have an internal disk drive). See your specific
User Manual for further instructions.

From the main menu:

. Select  System  Functions.

• Select  DOS  Functions.

The following menu appears next:

**Figure 7-2**
**DOS  Functions**

---

Copy  a  File
Delete  a  File
Display  Directory
Format  Floppy  Disk
Check  Hard  Disk
Exit  to  DOS

---

From the DOS Functions, select Exit to DOS. Enter your password. **Once** the password is entered, your laptop will be at the following prompt:

**c:\\>**

In order to install your software from a diskette, insert the diskette into the floppy disk drive (FDD). From the **c:\\>** prompt enter: **a:setup**

The laptop will display the following message:

---

Installing Case Management software . . .

---

Several minutes will pass before the next message appears:

**Insert disk #1 - Press any key when ready**

The laptop will scan this disk and ask you to remove disk #1. Then you will see this message:

**Insert disk #2 - Press any key when ready**

After scanning disk #2, the following message will appear:

**Insert disk #1 again - Press any key when ready**

Insert the first setup diskette. Again, a short time will pass and the following message will appear:

**Insert disk #2 again - Press any key when ready**

Insert the second setup diskette at this time. A short time will pass and the following message will appear:

**What survey do you wish to install?**

```
ATS
HIS
```

Select the survey for which you are the installing software. The following request will be displayed on the laptop:

```
INSERT LAST XXXCAPI DISKETTE
INTO FLOPPY DRIVE AND
PRESS ANY KEY
```

XXX will be replaced with the survey acronym, such as HIS, ATS, or CPS.

The following messages may be displayed on the laptop during installation:

```
Directory already exists
Directory already exists
Directory already exists
Directory already exists
Directory already exists

Installing XXX Case Management software . . .

XXX installation complete!

Do you want to install another survey? N

REMOVE DISKETTE AND PRESS ANY KEY TO
REBOOT SYSTEM
```

As shown in the previous example, XXX will be replaced with the survey acronym (HIS, SIPP, etc.).

If you are installing software for more than one survey, enter a Y when asked:

Do you want to install another survey? N

Otherwise, just press ENTER.

Once you remove the diskette and press any key, the laptop will reboot itself and you will be placed in the CASIC login screen. Be sure to correctly enter the RO code, your FR code and your name. If an entry was made in error, you will have the opportunity to correct it when asked the question:

Is this information correct (Y or N)?

The laptop will display the message: ,

Your password has expired.

→ Enter the word password and press ENTER.

→ Then enter your new password and press ENTER.

→ Type the new password again for verification and **press** ENTER You will then return to the Main Menu.

**D. Install Training Cases Option**

For a new **FR,** the classroom and self-study training cases will already be installed on your laptop. For an experienced FR who has been assigned to **a new survey, you** will receive training **setup** diskettes which you will **install. To Mall the** setup diskettes, follow the **procedures in** Section 7.C. Once you finish installing the setup diskettes, you need to install your regular training cases. These instructions are provided in Section 7D. 1.

After installing your regular training cases, they will reside in the production or survey Case Management display. **Since this is the same location for your production** cases, **it is imperative that you do a cleanup of training cases before transmitting to pick up your production** cases. Neither the self-study nor **the** classroom training cases should exist on your laptop during interviewing.

**D.l. Installing Regular Training Cases**

Once you finish installing your setup diskettes for HIS, you need **to install your** regular training cases.

. **Starting** at the Main Menu, select System Functions.

-• At the System Functions menu, select Installation Functions.

•˙ At the Installation Functions menu, select install **Training** Cases.

• When you **see** the **message** "Please enter password:," type **SOLUTION.**

After installation is complete, you will return to the Main Menu. When you select "Case Management" **from** the 'Main Menu, you should see all of your regular training cases displayed in the case list.

**D.2. Installing Refresher Cases**

For most surveys, **refresher** cases are available for you to practice using the instrument, even during the interview period. These **refresher** cases reside' in a separate training case management.      .

You will not be able to transmit **refresher cases** to HQ.  Only regular classroom and self-study cases can be transmitted to HQ since they are in the survey (or production) case management.

To install refresher cases, start at the Main Menu.

- **From the Main** Menu., select **Training.**

- At the Surveys menu, select HIS.

- At the HIS Training menu, select Install Refresher Cases.

The following question will be displayed on your laptop:

> Do you wish to install refresher cases (Y/N)? **N**

Enter Y and press ENTER  If you are installing refresher cases in place of the refresher cases you currently have in training case management, the following message will be displayed:

> Existing records found in training data base, installing refresher cases will result in loss of data.
>
> Do you still wish to install cases (Y/N)? **N**

. i

If you wish to replace refresher cases through the install, enter a **Y and ENTER.** ·        ·

If you are installing refresher cases the first time for **a survey, the** following will be displayed on your laptop:

---

```
Performing cleanup functions, please wait . . .

Refresher training cases installed, Press any key to continue
...                                                        `
```

Once you press any key, you will be returned to the HIS
Training menu.

Upon selecting Training Case Management, you should see a
number of refresher cases available for practice interviewing. If
not, try again or report the problem to your RO.

**E. Cleanup of**　　　　If you just want to overwrite your refresher cases with the same
**Refresher Cases**　　cases so that you can continue practicing, just install the
refresher cases again.  An automatic cleanup of the old cases is
performed for you.

# PART D
# CHAPTER 8. SYSTEM FUNCTIONS

**Topics in This Chapter**

**A. Introduction**

System functions contain a variety of programs that handle all generic computer functions. These functions are performed using the system's Disk Operating System (DOS) programs, programs designed and written by Field's programming staff, or a combination of both. These operations do not affect case management, instrument, or telecommunications software.

Included under system functions are procedures for installing software and training cases, making backup copies of files, restoring files from backup, changing FR name/code/password, correcting the system date/time, performing cleanup operations, and certain DOS commands.

- At the CASIC main menu, select SYSTEM FUNCTIONS. The System Functions Menu appears. Eight options are available:

    Backup Case Management Data
    Restore Files Functions
    Perform Cleanup
    Hard Drive Defragmentation
    Installation Functions
    User-ID/Password Functions
    System Date/Time Functions
    DOS Functions

**B. Backup Case Management Data**

This option runs an automatic procedure that places a fresh backup copy of your work onto a diskette. You need to do this at the end of each day's work, before your daily transmission. Instructions for backing up daily work are contained in Chapter 6.

Before using a diskette as a backup, you should check its contents. The VIEW DIRECTORY option will be performed normally in conjunction with the BACKUP procedure.

**B.1. To View a Directory**

To view a directory of the files on a diskette:

- Slide the diskette, label side up, into the drive until it clicks.

- From the System Functions Menu, select DOS FUNCTIONS.

At the DOS Functions Menu:

**Figure 8-1**
**DOS Functions Menu**

```
┌─────────────────────────────────┐
│       DOS. Functions            │
├─┬─────────────────────────────┬─┤
│ │                             │ │
│ │  Copy a File                │ │
│ │  Delete a File              │ │
│ │  Display Directory          │ │
│ │  Format Floppy Disk         │ │
│ │  Exit to DOS                │ │
│ │                             │ │
└─┴─────────────────────────────┴─┘
```
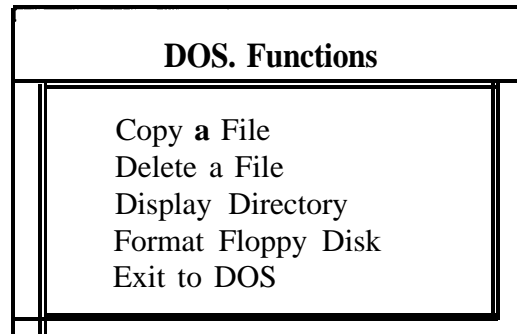
- Select DISPLAY DIRECTORY You are prompted for the name of the directory to display.

- To view the files on the diskette, type "A:" and press <Enter>.

Procedures for creating the daily backup are covered in detail in Chapter 6, PROCEDURES FOR BACKUP AND RESTORE.

Always store backup diskettes in a safe place, separate from the computer and away from heat and strong magnetic fields.

**C. Restore Files**

This option restores files that become lost or corrupted. You can restore all cases or the entire case management system.

Because RESTORE FILES will overwrite current work, use it ONLY at the direction of your RO supervisor.

Detailed instructions for restoring files are covered in Chapter 6, PROCEDURES FOR BACKUP AND RESTORE.

**D. Perform Cleanup Functions**

This option erases all interview and case management data for the weekly interview period. It also deletes the corresponding mail messages. You will use this function at the end of each weekly interview period.

Cleanup must not **be** done until a week after closeout for a weekly assignment. The Final Data Transmission and a file Backup must be performed **first.** Cleanup operations are provided in Chapter 7, **PREPARATION** FOR NEXT ASSIGNMENT.

**E. Hard Drive Defragmen- tation**

During transmissions, files are routinely deleted from and copied to the laptop's hard drive. This process "fragments" the hard drive or scatters the files throughout the drive. The end result is a slower functioning laptop, because it becomes harder for programs to find specific files.

This new option, "Hard Drive Defragmentation," will help to speed it up. The process moves directories to the front of the disk, unfragments all files, and moves all gaps to the end of the disk. You will normally use this process after your supervisor instructs you to perform a cleanup of **both production cases and instrument.** However, if the laptop is running slow, you can run this process at anytime.

**F. Installation Functions**

In most cases, new software and caseload assignments are installed automatically when transmitted from the central database. The System Functions INSTALLATION option is available just in case the automatic installation did not occur.

Specific procedures for installation of new software is covered in Chapter 7, PREPARATION FOR NEXT ASSIGNMENT.

**G. Change User Identification Information**

This option is used to change the RO code, FR code, FR name, and password. Regular monthly password changes are handled automatically by a prompt you will receive during login.

This option, however, is used to change your password before it has expired. For example, you must change your password if it is no longer secret. The password must also be changed when other user information needs changing because of errors in the information or because the computer, has been redistributed to a different user (though your RO may set it up for you before sending it out).

At the System Functions Menu, select USER-ID/PASSWORD
FUNCTIONS as appropriate.

**Figure 8-2**
**Sub-Menu to Change User Information**

```
┌─────────────────────────────────────┐
│          User-ID/Password           │
│            Functions                │
├─────────────────────────────────────┤
│  ┌───────────────────────────────┐  │
│  │    Change User ID             │  │
│  │    Change Password            │  │
│  └───────────────────────────────┘  │
└─────────────────────────────────────┘
```
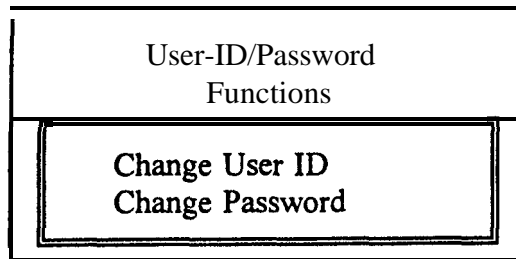
**G.l.  Select Change User ID**

To change your code and/or your name, highlight and select
Change User ID. Then you will see a screen similar to the one
shown below.

```
┌───────────────────────────────────────────────────┐
│                  Change User ID                   │
│                                                   │
│  Please enter your 3-character FR code: S26       │
│                                                   │
│  Please enter your last name: Spears              │
│                                                   │
│  Please enter your first name: Judy               │
│                                                   │
│  Is this information correct (Y or N)? Y          │
│                                                   │
│  Password must be changed for a new user.         │
│                                                   │
│     OLD  password:                                │
│     NEW  password:                                │
│     VERIFY  password:                             │
│                                                   │
└───────────────────────────────────────────────────┘
```

- Following the prompts, type your FR code and press
  <Enter>, type your last name and press <Enter>, and type
  your first name and press <Enter>.

- When asked (Y/N?) if all information is correct, check each
  item again. Press Y to store the information, or N to re-enter
  your user information correctly.

When you **answer** Y, the new data are stored.   You are then required to change your password.

- For OLD password, type PASSWORD and press <Enter>.

- Type your new password and press <Enter>. Then type your new password again for verification and press **<Enter>**.

   If the new password and the verification do not match, you are asked to try again.

Once finished, you are automatically returned to the Change User-Id/Password screen.

**Don't use the ESC key to back out of the CHANGE USER-ID and CHANGE PASSWORD screens. If you have selected one of these screens by mistake, hold down the CTRL key and press C to return to the System Functions menu.**

G.2. **Select Change Password**

To change only your password, highlight and select Change Password.

- Type your old password and press <Enter>. You have three tries to do so correctly.

   **If you cannot remember** the **old password, obtain assistance from your RO.**

- Next, type your new password and press <Enter>. It must be exactly 8 characters long, and cannot be the same as any previously used one. (See Chapter 3 for detailed information on passwords.)

- Type your new password again for verification and press <Enter>.

- When accepted, the new password is stored and the System Functions menu returns.

**H. System Date/Time Functions**

Your computer contains an internal calendar and clock, which must be accurate to properly time and date stamp your interview data, and to make sure that your nightly transmissions occur at

the correct hour. Some laptops can lose time during the months. It is a good idea to check the system time at the beginning of each month.

Date and time are displayed on the screen at the beginning of each interview. If either one is incorrect, or if your RO notifies you to make a correction, use this option. Also, remember to adjust your **computer's** clock for DAYLIGHT SAVING TIME each spring and fall, where applicable. (If you work in different time zones, set the clock for the correct time before leaving home.)

When you select SYSTEM **DATE/TIME** FUNCTIONS, you see a screen similar to the one shown below.

**Figure 8-3**
**Sub-Menu for System Date/Time Functions**

```
┌─────────────────────────────────────────┐
│           System Date/Time               │
│              Functions                   │
├─────────────────────────────────────────┤
│          Set System Date                 │
│          Set System Time                 │
├─────────────────────────────────────────┤
│  Current date is Wed 06-21-1995          │
│  Enter new date (mm-dd-yy)               │
└─────────────────────────────────────────┘
```

**H.l. Select Set**
    System Date

To make a date correction, select Set System Date. You are shown a current date and invited to enter the correct value.

a. <u>If the current date is correct</u>, press <Enter> to accept it and then press any key to continue.

b. <u>If the current date is incorrect</u>, type the correct date in the indicated format (MM-DD-YY) and press <Enter>.

Press any key to continue.

H.2. **Select Set**
    **System Time**

To make a time correction, select Set System Time.

You will see **a screen** similar to the one shown below.

```
Current time is 8:55:42.78a
Enter new time: 9:03

The new time is 9:03:00
Press any key to continue...
```

a.  If the time that is disnlaved is correct, press <Enter> to make
    no change. Then press any key to continue.

b.  If the disnlaved time is incorrect, type the correct time in the
    format HH:MM and press <Enter>. Then press any key to
    continue.

    Use leading zeros to fill slots when necessary. Also enter an
    "A" for a.m. or a "P" for p.m. after the seconds.

c.  The computer uses a 24-hour clock, so you must add 12 to
    the hours for afternoon and evening times. For example, 5
    p.m. would be 17:00, since 12 + 5 = 17. Similarly, 8:30
    p.m. would be 20:30 on the 24-hour clock. The computer
    automatically displays the time in the 12-hour cycle.

    You can also enter "P" for p.m. for any time after 12 noon,
    instead of adding 12 to the hours.

    Press any key to continue.  The prompt to select date or time
    returns to the screen.

    To return to the System Functions menu, press ESC.

**I. DOS Functions**    This option provides several Disk Operating System (DOS)
functions that may be needed from time to time, primarily for
troubleshooting purposes.  Generally speaking, you will use DOS
functions only upon receiving directions to do so from the RO.

At the System Functions Menu, select DOS FUNCTIONS. The
DOS menu appears:

**Figure 8-4**
**DOS Functions Menu**

```
┌─────────────────────────────────────┐
│          DOS Functions               │
├─────────────────────────────────────┤
│                                      │
│        Copy a File                   │
│        Delete a File                 │
│        Display Directory             │
│        Format Floppy Disk            │
│        Check Hard Disk               │
│        Exit to DOS                   │
│                                      │
└─────────────────────────────────────┘
```

**1.1.   Copy a File**

Only select COPY A FILE when directed by your RO supervisor.  When this option is selected, you are prompted to enter the full name of the file you wish to copy, it's current location and it's destination.

```
┌─────────────────────────────────────────────┐
│                 Copy a File                  │
│                                              │
│  Source File Name (including drive and path):│
│  ■        ▯▯▯▯▯▯▯▯▯▯▯▯▯▯▯▯▯▯▯▯▯▯▯▯▯▯          │
│                                              │
│  Destination File Name (including drive and path):│
│  ■■■■■■■■■■■■■■■■■■■                          │
│                                              │
└─────────────────────────────────────────────┘
```

Your RO will provide the information necessary to complete this process.  Instructions are also included in Appendix 1 - Use of the Disk Operating System.

**1.2.   Delete a File**

Delete files only when instructed to do so by your RO support person.  When you select this option, you are prompted to enter the name of the file you wish to delete.

```
┌─────────────────────────────────────────────┐
│                 Copy a File                  │
│                                              │
│  File Name (including drive and path):       │
│  ■■■■■■■■■■■■■■■■■■■                          │
│                                              │
└─────────────────────────────────────────────┘
```

Instructions are also included in Appendix 1 - Use of Disk Operating System.

**1.3. Display Directory**

Viewing a "DOS directory" is a valuable troubleshooting tool. Use it under the direction of your RO support person to determine:

- If all correct files are present in a directory,

- The date and time a certain file was created,

- If the size of the file is large enough to contain the expected data, or

- The exact name of a file that you will copy or delete.

Select DISPLAY DIRECTORY when directed by your RO. Instructions are included in section **B.1.** of this chapter, as well as Appendix 1 - Use of the Disk Operating System.

```
                    DOS Directory

    Specify Drive\Directory\Subdirectory:
            C:\TELE\TRANS
```

Your computer operates using the "C:" drive. Only specify otherwise at the direction of your RO.

To view a directory of a diskette in drive A respond to the prompt by typing "A:" followed by <Enter>.

a.  If the specified directory cannot be found (or is empty), a message is displayed telling you that it is either an invalid directory or that no files are found.

b.  If files are found in the directory, they are displayed on the screen. The list includes the name of each file, its date and time of creation, and its size in bytes.

c. **Up** to 19 files can be displayed on the screen at once. If there are more than 19, you will know because the final line of the directory listing shows the total number of files and the total bytes (size). You can compare the number in the total to the number of files displayed on the screen.

d. If there are additional files to be displayed, press any key to see the additional files.

Press any key to exit back to the DOS Functions Menu.

**1.4.    Format Floppy Diskette**

Each new diskette must be formatted in preparation to record and store data. Usually, this is already done by the RO before the diskettes are sent to you. Some diskettes even come pre-formatted.

**NOTE:**    Before formatting a diskette, check to make sure it does not contain any files that you need to keep.

- To check the contents of a diskette,

    - Select the DOS DISPLAY DIRECTORY option,

    - Specify A: as the directory to be viewed.

- Select Format Floppy Disk. Then you are instructed to place the diskette in the drive and press <Enter> to continue.

- When formatting is complete, you are asked if you want to name the volume, press <Enter> to continue.

- Next, you are asked whether you want to format another diskette.

    - If YES, press **"Y"** and <Enter> and follow the prompts on the screen.

    - If NO, press **"N"** and <Enter>.

- You are then be prompted to "press any key to continue." Then you will return to the DOS Functions Menu.

- To return to the System Functions Menu, press <Enter>.

| | | |
|---|---|---|
| **1.5.** | **Check Hard Disk** | When you select **CHECK** HARD DISK, the results, in summary form, appear on the screen. |

**Figure 8-5**
**Hard Disk Summary Screen**

```
85800960 bytes total disk space
    73728   bytes in 4 hidden files
    55296 bytes in 21 directories
10604544    bytes in 279 user files
75067392 bytes available on disk

    2048 bytes in each allocation unit
   41895   total allocation units on disk
   36654   available allocation units on disk

  655360 bytes total memory
  246624 bytes free

Press any key to continue...
```

This information is useful to determine the amount of storage space on your diskette, whether part of the diskette is damaged, and/or whether part of the diskette is unavailable due to the presence of bad allocation units.

If you are requested to check the hard disk during troubleshooting, report these summary numbers to your RO. Your RO will use these numbers to help diagnose your computer's problems. Some problems that you experience could be a result of bad allocation units. Other times you are simply out of space on the hard drive, which will prevent you from installing files on your hard drive.

| | | |
|---|---|---|
| 1.6. | **Exit to DOS** | Exit to DOS is password-protected. You may only use this option with assistance from your RO or an SFR. Only use this option to help diagnose laptop problems when the laptop is in the possession of either your RO or a technically-knowledgeable SFR. |

# PART D
# CHAPTER 9. TROUBLESHOOTING AND GETTING HELP

**Topics in This Chapter**

## A. Introduction

**The key to successful troubleshooting** is a procedure known as "fault isolation." This means in order to fix a problem, you must first determine what is responsible for the problem. In problem resolution, one very important distinction to make is to distinguish software problems (the program does not operate correctly) from hardware problems (the machine is having mechanical troubles).

Your role must be one of a careful, attentive observer watching the behavior of your computer, particularly when it malfunctions or displays error messages. Good observation notes about what you were doing and what the computer did are essential when reporting a problem.

## B. Defin'ing a Computer Problem: Attentive Observation

Solving a computer problem requires some very specific types of information. As the user, you are the only one who can provide information about your laptop computer.

When something doesn't work as expected, your first response must be to try again. This may produce the correct results, and thereby solve your problem.

We've found that when dealing with computers, re-entering the same response, or re-pressing the same key, and sometimes turning the machine off and on again will often correct the problem. When something doesn't work, the machine will usually beep and an error message will be displayed on the screen. Always be on the lookout for these reactions, as they often tell you what you should do next.

If not, go back a few steps and try again. Something may have gone wrong in a previous step, and going backward will allow you to correct it.

If the problem persists, avoid the temptation to rapidly try pressing a lot of different keys. Often, this only make the problem worse.

Write down whatever you can about the circumstances leading up to the problem, such as the computer's behavior and any error messages that were displayed. Small details are crucial.

**After** making **a few notes,** try to cause the same problem again **by** repeating the procedure that triggered it. The ability to reproduce the problem helps enormously **in** solving it. It helps to determine if it was an isolated incident or if the problem will be chronic or persistent. Chronic problems will' require additional RO support.

As you go through this scenario, attempt to answer each of the following questions about the problem:

1. <u>Doing what</u>: What were you attempting to do when the problem occurred? For example:

   - typing a doctor's **name** during an interview,

   - making a telecommunications transmission, or

   - adding a case record for an extra unit.

2. <u>Program and screen</u>: Which program were you using, and what screen were you on when the problem occurred? For example:

   - birth date screen in the interview program,

   - system functions menu,

   - case management sort options menu, or

   - telecommunications menu.

   If a problem occurs within the instrument, write down the exact screen name displayed in the upper left corner of the screen.

3. <u>Behavior of the equipment</u>: In what way did the computer behave abnormally? What happened that wasn't right? For example:

   - screen went dark,

- error **message #1** 42 displayed on screen, or

- computer beeps and does **not accept** characters typed on the keyboard.

4. <u>Abnormal conditions:</u> Were there any abnormal conditions that led up to this problem? For example:

- computer got wet,

- computer slid off the table and fell to the floor, or

- computer was plugged in during an electrical storm.

5. <u>Already done:</u> What have you already done to try to solve the problem? What were the results? For example:

- tried other, related function keys,

- exited the interview and went back in,

- turned off the computer and started over from the login screen, and

- checked all connections and made sure everything was hooked-up correctly and securely.

This information helps the support person refrain from telling you to do things that you've already tried.

When you have the answers to these questions (or most of them), you are more likely to provide the RO with the types of information needed to solve your problem.

**C. Computer Problems During an interview**

The use of computer equipment brings up the question of what to do if computer troubles happen in the home of a respondent or during a telephone interview.

1. <u>TRY AGAIN:</u> Do the same procedure again and follow the instructions exactly.

2. **BACK STEP** <u>AND TRY AGAIN</u>: This could mean going back to the previous screen and then forward again. Or you could exit the interview completely, and re-select the same case on the case list and begin the interview again. Try to avoid exiting the interview completely for HIS (Phase I).

3. <u>EXPLAIN TO THE PERSONAL INTERVIEW</u> <u>RESPONDENT</u>: Explain that you are having technical difficulties and make whatever additional efforts you can to solve the problem. **Do not** accept assistance from household members.

4. <u>TELEPHONE FOR HELP</u>: If the respondent seems accommodating, try telephoning your RO for help from the household. Use a credit card or call collect. Otherwise, excuse yourself and call from a pay telephone. Ask the respondent if you may return later in the day or may telephone in the evening to finish the interview. Remember to obtain a telephone number.

5. <u>REMAIN CALM AND POSITIVE</u>: Try to remain calm and to assure yourself and the respondent that the problem can be overcome with the help of a brief consultation. Always convey the expectation that the interview will be completed later with little inconvenience to the respondent.

6. <u>DON'T TRY TO FINISH ON PAPER</u>: **Do** not attempt to take notes on paper to complete the interview. Because of the complex skip patterns and wording in the program, the chances of obtaining incorrect information are very high. Make every effort to set up a callback to complete the 'interview on your laptop.

**D. Warm Boot and Cold Boot as TroubleShooting Methods**

Two terms are commonly used when refering to restarting the computer:

**Warm Boot** which is restarting the computer while the power is still on, and

**Cold Boot** which is restarting the computer after turning the power off.

Certain temporary problems can be overcome by restarting the **machine.**

Backing out and retrying the procedure is a useful strategy, but if the screen display freezes up or the **computer** does not respond to any keyboard entries, there is little else you can do but reboot your laptop.
You should not turn off or reboot the computer while you are in the interview program, because this could damage the collected data. However, if the computer does not respond to anything else, rebooting may be your only option.

Under these circumstances, try a "warm boot" first. If that does not work, turn off the machine and do a "cold boot."

**D.1.    Warm Boot**

TO DO A **WARM BOOT,** hold down the following combination of keys:

<CTRL> + <ALT> and then press <DELETE,

This procedure is sometimes referred to as CONTROL-ALT-DELETE. This empties the computer's working memory and forces it to start from scratch. The location of the keys may vary from one laptop to another.

**Figure 9-l**
**Warm Boot Keys**



---
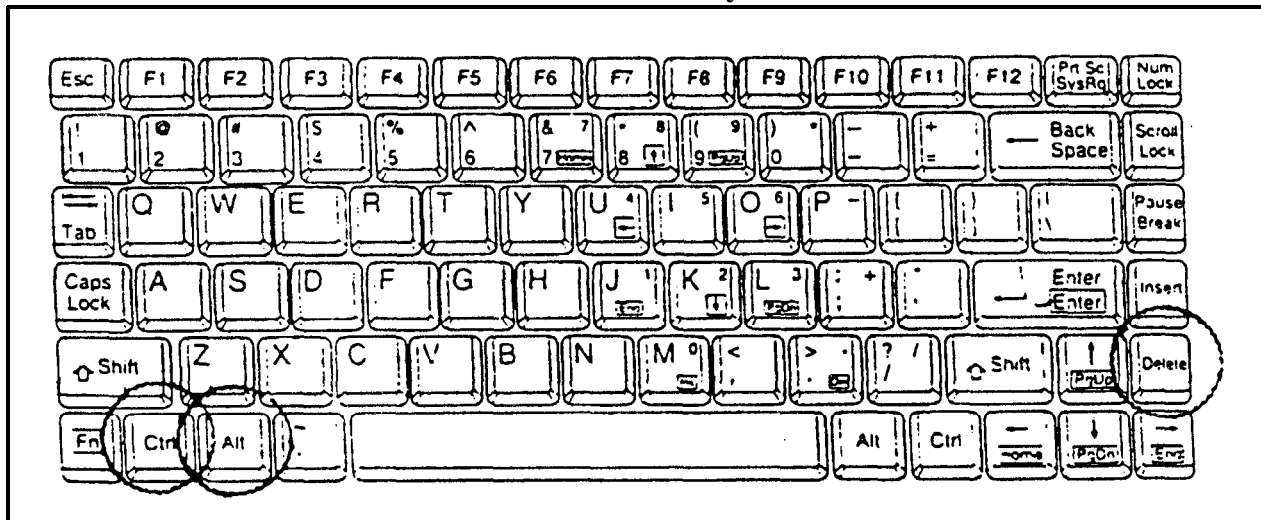
After a warm boot, wait for the computer to do the self-tests and load the software. When prompted, enter your password and continue as if you had just turned on the computer. The computer may now behave normally. Even if it doesn't, an error message may appear that will help to diagnose the problem.

**D.2.  Cold Boot**

TRY A **"COLD BOOT"**, IF THE COMPUTER STILL DOES NOT RESPOND.

Turn off the power switch.
WAIT 30 seconds.
Turn the power back on.

Waiting 30 seconds to turn the computer back on is very important. This keeps the hard disk from being damaged. Think of a record or compact disk, that needs to stop spinning before you can restart it or remove it from the stereo. The computer's hard disk is very much like a compact disk and needs to come to a complete stop before restarting it or else the hard disk could get damaged.

The computer may behave normally now. If not, write down notes about what happened and call the RO for help.

**E. Hardware Failures and Exchange Procedures**

If you experience an equipment failure which is serious enough to prevent you from continuing your work, report the problem to your regional office staff. You may be instructed to ship the malfunctioning component (your computer, it's removable hard drive, the battery charger and battery, or the modem) back to the office for exchange. If so, a replacement will be sent to you by overnight delivery.

For those who live near an .RO, an in-person exchange of the equipment at the office may be more efficient. Regardless of the exchange method, repairs are always handled by the office. **Do not contact a computer repair service yourself.**

1. USE THE FAME BOX: When shipping any equipment back to the RO, always use the original box and all its internal packing material. (If you only need to send in the battery charger or hard drive, use a smaller box and pack it

securely.) Your office will also give you instructions about which delivery service **to use.**

2. <u>HOW TO RETURN COMPUTER ACCESSORIES</u>: When some other piece of equipment fails, send only that part to the RO. Do not use the computer or modem box for shipping other items. For cables or battery packs, use a padded envelope. To ship a battery charger with battery or hard drive, use a roomy box and fill ALL sides with Styrofoam chips, bubble wrap, or crumpled newspaper.

3. <u>DON'T TRY TO FIX IT YOURSELF</u>: NEVER disassemble any computer or modem equipment when attempting to solve hardware problems. Not only will you void the warranty, but you may further damage the equipment and risk getting a shock from the power supply.

**F. Software Problems and Replacements**

If, when working with the RO staff, you determine that there is a defect in a software program on your computer, one of three things may happen.

1. <u>WORK AROUND THE PROBLEM</u>: If the problem doesn't prevent basic interviewing, you may be instructed in how to "work around" the problem until the software can be replaced.

2. <u>GET A CLEAN COPY OF THE PROGRAM</u>: If it appears that your software has become damaged, a fresh copy of it can be sent to you on a disk or via telecommunications. If you are instructed to install the new copy of the software when it arrives, follow the INSTALL SOFTWARE instructions in Section 7C.

3. <u>EVERYONE GETS A NEW VERSION</u>: If the software problem is serious and widespread, it may require that a new version of the software be distributed to all **FRs.** If this happens, you will be notified of the new release and told when to install it. When the appropriate time comes, follow the INSTALL SOFTWARE instructions in Section 7C.

**G. Telecommuni-
cations
Trouble-
Shooting**

Telecommunications **is** the **process** of transmitting and receiving computer files over telephone lines. Transmissions are dependent not only on hardware and software working correctly, but also on the stability of the connections between computers, modems, and telephone lines.

Telecommunication connections, therefore, may be more fragile than other parts of your **CAPI** system.

1. CABLE CONNECTIONS ARE CRITICAL: Check ALL physical connections to make sure nothing is loose *or* disconnected. Figure 4-3 in Chapter 4 shows the equipment setup and cable connections required for making a transmission. Half of the time failures occur due to a loose or nonexistent connection.

2. IF YOUR SCHEDULED TRANSMISSION FAILED: If you discover that your overnight transmission was not successful, try an immediate transmission in the morning. If this does not work, call the RO. It's important that all interview data be processed daily, so don't disconnect everything unless you are told that a transmission is impossible at this time (due to a computer failure at HQ, for example).

3. TRY AGAIN WITH CAREFUL OBSERVATION: Try the transmission again, making certain that you are following the instructions. Observe what happens at every step along the way. Following this attempt, call the office to make sure your transmission succeeded or to get more assistance.

4. IF THE COMPUTER WAS TURNED OFF DURING THE WAITING PERIOD: The computer must be running continuously while waiting to make a transmission. Turning it off or rebooting the computer will result in a lost transmission setup. If this happens, you must reselect PRE-SET TRANSMISSION.

5. TO CANCEL A TRANSMISSION: Occasionally, you may discover, that you need to use the computer when you already have it setup to make a transmission. For instance, a respondent may call and you might need to take a last-minute interview. If this occurs, you can cancel the transmission by pressing ESC.

6. <u>BEFORE CALLING YOUR RO</u>: Having the answers to the following questions helps the staff at the RO assist you.

    **a.** What does the screen say? What screen are you on? Are there any related error messages?

    b. How did you get here? What steps did you follow and can you do it again **with the same results?**

    c. What did you do next? How did you attempt to solve the problem?

    d. What **can you** do? Can you go forward, back or around to problem area?

## H. Where to Turn for More Help

A network of support has been set up to assist you with your computer and all phases of your work. A local Supervisory Field Representative (SFR) may have more experience with the computer than you have and may be able to answer some of your questions. The survey staff in the RO has had additional training and can be of help with procedures and troubleshooting.

The RO staff can obtain advice from their Regional Office Computer Specialist to assist in the more technically-oriented hardware problems. Finally, for HIS, Field Team Operations at Headquarters can assist the RO staff in answering any questions with which they may be having trouble.

# PART D
# APPENDIX 1. USE OF THE DISK OPERATING SYSTEM (DOS)

Your laptop computer contains several **APPLICATION PROGRAMS.** Each performs a specific set of functions such as case management, data collection, or data transmission via telecommunications. In addition to its application programs, a computer contains **an OPERATING SYSTEM.** This provides the environment in which the application programs run. The operating system on your laptop computer is called the Disk Operating System **(DOS).**

For the most part, your application programs are menu-driven. This means that you make selections from a list or menu, rather than type the instructions or "commands" directly into the computer. Therefore, it is rare that you will find it necessary to use DOS commands.

If necessary, you may do **so only under the direction of the Regional Office.** To insure the integrity of the CAP1 system you are working with, access to the DOS prompt, where you can issue commands, is password protected.

This appendix provides an introduction to basic DOS concepts and instructions for performing a few DOS functions, just in case you ever need them.

A **PROMPT** is the computer's signal to you that it is ready for your next command. It appears on the screen just below the last line of text. Format may vary, but it usually ends with **>.**

A **CURSOR** is the blinking box or underscore that shows you where the entries you are about to make on the screen will appear.

**You** give a **COMMAND** by typing the name of a program or DOS function, which tells the computer what to do next.

**"FOLLOWED BY <ENTER>"** instructs you to press the <Enter> key, so that the computer can begin to carry out your command. When entering text, it is equivalent to the carriage return on a typewriter. Whenever you see <Enter> in the instructions, press the key; **do not** type the word.

- A **BAD COMMAND OR FILENAME** message means that the computer can't find the file or command you tried to execute. Check for typing errors and make sure that you are in the correct directory.

**Special keys:** Depressing the <u>CTRL</u> while simultaneously pressing an indicated letter or number key will modify the action of the other key.

The **ALT** key, like CTRL, is a "modifier" key that is held down while pressing another key.

**F1, F2** The letter F plus a number up to 10 refers to your computer's special function keys, which are located at the top of the keyboard above the digits. Some of these keys are set up as one-touch commands, while others function in combination with CTRL, ALT, or SHIFT.

The arrow keys (→↑↓←) are used to move the cursor in the direction indicated by each arrow.

Some laptops use an **FN** key. This, in conjunction with the Enter or the arrow keys allow you to perform more functions, such as Page Up and Page Down or move to the front or end of a document. This key is often found on laptop keyboards because the keyboard is not full-size and cannot accommodate additional keys. It is mainly used in word processing.

- **A DEVICE** includes such things as your modem, the AC adapter and any other equipment with which the computer interacts, as well as your computer's hard disk or its floppy disk drive. Your HARD DISK is named "C:" and your FLOPPY DISK DRIVE is named "A:". A colon always follows these drive names.

- Files on a diskette are organized into sub-lists **known** as **DIRECTORIES.** These may contain (in addition to program, data, and text files) one or more additional SUB-DIRECTORIES.

- Each file that is stored on a diskette has its own unique **FILENAME.** A FILENAME consists of up to 8 characters, which may be followed by a period and a **FILE EXTENSION** of up to 3 characters indicating the type of file.

**PROGRAM** (EXE) files contain instructions to be executed by the computer when the program is run.

**DATA (DAT)** files contain a sequence of digits, words, or other material that programs accept as INPUT or generate as OUTPUT.

- **TEXT** (TXT) files contain ordinary prose, the format is determined by the program that created the file (for example, Word Perfect).

Examples of **FILENAMES:**

LETRHOME.TXT is a document;
MIGGLE.EXE is a program;
SURVEY.DAT is a data file.

When typing the name of a file, you also enter the appropriate **PATH.** While working in the directory where the file is located, you may be instructed to use a shortened version of its name (filename plus extension). However, if the file is in another directory or on another drive, you must specify the drive name the directory path (with any applicable sub-directories) and the filename with extension.

Example of **PATH:**

**C:\DATA\DAY1\FILE001.DAT** refers to a data file named **FILE001.DAT** located in sub-directory DAY1 under directory **DATA** on drive C:.

- Use a **BACKSLASH (\)** to separate the names of all directories and sub-directories. This key is located on the top row of letters under the backspace key. It is NOT interchangeable with the front slash on the same key as the question mark.

- A **HARD DISK** may also be called a fixed disk or internal disk. Its magnetic storage surfaces are on a disk that is either built into the computer or contained within a removable cartridge. If a cartridge is used, the user can remove the hard drive.

  However, **do not** alter the directory structure on the **HARD DISK.**

- The **FLOPPY DISK DRIVE** of your computer accepts diskettes as you insert and remove them. It can either be internal, built into the computer, or attachable via a cable.

  The floppy diskettes that are inserted into the floppy disk drive are magnetic storage apparatuses that contain a disk inside a small, square, hard cover. Like the removable hard disk cartridge, these floppy diskettes can easily be removed from the floppy disk drive.

  Be careful when **INSERTING DISKETTES** into the FLOPPY DISK DRIVE that the label is facing up and

an arrow appears in the upper left hand comer. Do not insert or remove a diskette when the "drive in operation" light is lit. Do not expose diskettes to excessive heat or physical abuse. Put diskettes away in a safe place when not in use--never on or near an electrical device (television, computer, telephone, airport scanner) that emits magnetic fields as these will erase the diskette.

The DOS prompt indicates the drive the computer is currently using. To **CHANGE TO A DIFFERENT DRIVE,** type the drive name followed by a colon and press <Enter>.

Examples:     C: <Enter> or     A: <Enter>.

**DRIVE NOT READY** message will appear if you try to change to drive A: and there isn't a diskette in the drive, the diskette is inserted incorrectly, or the drive is not properly closed.

The DOS command **TO CHANGE TO A DIFFERENT DIRECTORY** is **CD** followed by a backslash (\) and the name of the directory you want to go to. For example, **CD\DATA** takes you to the DATA subdirectory of the current drive. These entries will be specified by the RO if you need them.

- **TO VIEW A DIRECTORY** of all files in a directory, as directed by your RO, use the DOS command **DIR.** When used with the name of a drive and a directory structure, the DIR command can display other directories.

For example:

DIR C:\DATA <Enter>.

Use DIR/P to view the directory contents one page at a time.

Use DIR/W to display the list of a directory across the page in several columns. However, you will only see the file and subdirectory name. The size and date of each file will not be displayed.

- In each DOS command, USE THE SPACE BAR to enter a blank space between the command and the file information following it. Do not put in any blank spaces unless specified.

Examples of SPACING:

DIR A:\DIREC\SUBDIREC\FILENAME.EXT
TYPE B:THISFILE.DAT
COPY C:\MEMOS\MEMO1 .TXT

- PERIODS are used only to separate a filename from its extension.

- TO FIND A SPECIFIC FILE, include its full name in the directory command.

For example:

DIR C:\DATA\FILE2.DAT returns either a single directory entry (the one for FILE2.DAT), or an error message if the file is not in the C:\DATA directory.

When searching for a specific file in the current directory, omit the path.

For example: DIR FILE2.DAT.

To SEARCH FOR A GROUP OF FILES whose names or extensions contain certain characters, use a WILDCARD character to replace the unspecified parts of the filename. To replace a single character use a ?, and a * to replace any number of characters.

Example of? WILDCARD:

DIR C:\DATA\MAY01??.DAT displays all files on the C drive, in the DATA directory, with **any last 2 characters in the name** and all other characters and the extension exactly **as** listed.

Example of * WILDCARD:

DIR A:QUERY*.* displays all files on the A drive whose names begin with QUERY, **end** with **any other characters (either none or up to three),** and have any file extension (or none).

A FILE NOT FOUND message received in response to a DIR command means that no such file(s) is in the directory. Check to make sure you are looking in the correct directory, and that all spelling is correct.

- To STOP A LIST FROM SCROLLING, press PAUSE, or use the CTRL-S key combination. When using the SYSTEM FUNCTIONS menu pick, the directory is automatically displayed a page at a time.

- To RESUME SCROLLING, press <Enter>, CTRL-S, or CTRL-Q.

- To EXECUTE (RUN) A PROGRAM type the name of the program and press <Enter>. This is usually triggered automatically by other programs.

- TO STOP A LONG LISTING OF A FILE OR DIRECTORY THAT WAS REQUESTED BY MISTAKE, press CTRL-C. Avoid using this method in an interview or in case management, because such an exit damages certain data files.

- TO RENAME A FILE, use the RENAME (or just REN) command, followed by the old filename, a space, and then the new one. Do a directory listing after executing this command, to make sure it achieved the desired results. If you want to rename the file and put it in another directory, you must specify the directory path right before typing the new file name. Otherwise, the file stays in the directory you are currently in.

- TO CLEAR THE SCREEN use the CLS command. This erases the screen and returns a fresh prompt at the top of the screen.

- TO TYPE A FILE in order to see what's inside it, key in "type" plus the filename. Include the PATH (drive and directory information) if the file is not in the current directory.

- TO CREATE SOME TEXT, you can type directly from the keyboard into a file by giving the command COPY CON: followed by the filename and <Enter>. As you type, each line is placed into a file with the specified name. To end typing and save the file, type CTRL-Z at the beginning of a new line. To quit and throw away the file, type CTRL-C. This file can be read (using TYPE, as above), transmitted via telecommunications, etc.

ANY OTHER QUESTIONS??? If you need more help, consult the user manuals that came with your computer, or contact your Regional Office.

# PART D
# APPENDIX 2. COMPUTER CARE AND BACKGROUND INFORMATION

A.  EXPOSURE TO ENVIRON- MENTAL **CONDITIONS**

Due to the nature of your job, your computer may sometimes be exposed to extreme weather conditions. Your computer has been designed to resist adverse conditions to a large extent.

By taking reasonable precautions, you can prolong the life of the computer. Do not let rain or food and beverages fall directly into the open computer. Use your briefcase or computer tote bag to carry the computer outdoors.

Whenever possible, give the computer a few moments to achieve room temperature when using it after storage in temperatures over 100 degrees or below freezing. To lengthen its life-span, avoid leaving the computer for extended periods in direct sunlight or in very hot or cold temperatures.

B.  ELECTRICAL STORMS

Large voltage surges, which may occur in the electrical or telephone wires of your house, can cause major damage to computer equipment. To avoid such damage, run the machine on battery power if storms are nearby.

Charge batteries using the separate charger.

Unplug your modem from the electrical outlets and the telephone jacks when it's not in use. If particularly severe electrical storms are predicted, request permission to make your data transmission early, or to wait until morning.

Any type of power surge or drop can affect the operation of your computer. Protection is available through the use of a surge protector. However, in the event of a nearby lightning strike, even a surge protector is not enough. Leaving

electrical equipment unplugged during storms is **safest.**

If damage does occur to the laptop or the battery charger, any battery that was in either machine at the time of failure should be kept and returned with the machine.

**C. CLEANING**

To clean the screen of your computer, wipe it gently with a **soft** cloth. You may dampen **the cloth very** slightly. Never spray a cleaner of any type directly onto the computer. **Don't use** abrasives, waxes, or any other chemicals that could damage the plastic case of the computer. **<u>Never clean or touch the screen while thk computer is on</u>** as this may result in a shock to the laptop and you.

**D. COMPUTER SECURITY
   AND PERSONAL SAFETY**

1. <u>TO AVOID THEFT OF THE COMPUTER</u>: Do not leave the computer unattended in public places. Do not leave it in view in an unoccupied car. When staying in a hotel, lock the machine in your suitcase, or at least put it out of sight in your room. Generally, treat it with the same level of care you would give to a pocketbook or a briefcase full of important papers.

2. <u>WHAT ABOUT ON THE STREET?</u> There is no indication from previous research that carrying a computer increases the risk of robbery or assault. While the computer has considerable value, this is not apparent to people on the street, provided that you carry it in your briefcase, with the Census Bureau logo facing towards you.

3. <u>PROTECTING CONFIDENTIAL DATA WITH A PASSWORD</u>: Your personal password is one. form of protection necessary because of the confidential data contained in the computer. Your Case Management Program is run automatically, whenever the computer is turned on. The password is

required before anything more can be done. You will be required to change your password each month.

4. <u>SELECTING A PASSWORD</u>: When you choose your new password each month, avoid common English words. A password can consist of any combination of letters and numbers as long as the total number of characters equals 8.

An ideal password is a totally obscure mixture of numbers and letters, but you might also use fragments of several words, or one badly misspelled word. For example, try to think up a really unusual word (a foreign one, perhaps?), then misspell it or rearrange the letters, and finally throw in a digit or two someplace for extra security.

**Memorize your password!** Never write a password down. You must conscientiously remember this password, but after you type it a few times this should not be a problem.

If you ever find yourself in the awkward position of having forgotten your password, call your RO for assistance.

5. <u>OTHER SECURITY MEASURES</u>: Never let others use the computer for other work or play. Never use diskettes not provided by the Census Bureau. Do not even place such diskettes in your computer's floppy disk drive, since they could contaminate the computer **with** a **"virus"** (a computer program that damages other files).

Computers have the potential for greatly increased data security compared to paper forms scattered over the dining room table, but only if they are used with care.

6. <u>A SERIOUS WARNING</u>: Never attempt to **alter anything in your computer.** Computer-

assisted interviewing cannot succeed unless all **FRs** have identical questionnaires on their computers. If anything is altered or other software installed, your questionnaire and case management software may not be able to run.

7. SPECIFIC RULES: Do not attempt to make any changes to your computer. Such actions may be cause for dismissal.

8. **SOFTWARE UPGRADES**: If you have suggestions for improvements, send them to your supervisor with a request to forward them to HQ. This way, improvements can be provided to all **FRs** at the same time.

**E. SOME BACKGROUND
INFORMATION**

Occasionally respondents or household members are curious about the laptop computer.

If you find that a respondent asks, refer to your user manual to provide information such as the name of the computer and where it comes from, the type of processor (either 386 or **486)**, the amount of working memory, the amount of hard disk storage, the weight of the machine, etc.

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# PART D
# APPENDIX 3. HIS CAPI VALID OUTCOME CODES

## OUTCOME CODE     DESCRIPTION

| | |
|---|---|
| 200 | New case, not started |
| 201 | Complete interview |
| 202 | Accessed instrument, no interview or insufficient partial |
| 203 | Sufficient partial, no followup |
| 204 | Sufficient Partial, with followup |
| | |
| 213 | Language problem |
| 216 | No one home, repeated calls |
| 217 | Temporarily absent, no followup |
| 218 | Refused |
| 219 | Other Type A |
| 220 | Temporarily absent, follow possible |
| | |
| 223 | Occupied entirely by Armed Forces members |
| 225 | Occupied entirely by persons with URE |
| 226 | Vacant, nonseasonal |
| 228 | Unfit or to be demolished |
| 229 | Under construction, not ready |
| 230 | Converted to temporary business or storage |
| 231 | Unoccupied site for mobile home, trailer, or tent |
| 232 | Permit granted, construction not started |
| 233 | Other Type B |
| 235 | Vacant, seasonal |
| 236 | Occupied - screened out by household |
| | |
| 240 | Demolished |
| 241 | House or trailer moved |
| 242 | Outside segment boundaries |
| 243 | Converted to permanent business or storage |
| 244 | Merged |
| 245 | Condemned |
| 246 | Built after 4/1/1990 |
| 247 | Unused line of listing sheet |
| 248 | Other Type C |