

Taking Part: 2013/2014 Technical Report

Appendix D1A – Address Contact Sheet – Longitudinal (Short)

Name and Address	Alternative Contact Details
Full Name: <RESPNAME> Address: <Add1> <Add2> <Add3> <Add4> <Postcode> Date of First Interview: < DateInt > Age Band : < RESPAGEB1 > Gender: <RESPSEX>	Alternative Contact Name: <Cname> Address: <CAdd1> <CAdd2> <CAdd3> <CAdd4> <CPostcode> Tel. number: <cTelno> Alternative Contact Relationship: <CRelat>

Respondent Telephone Number	<input style="width:100%;" type="text"/>	Area Code	<input style="width:100%;" type="text" value="<AreaCode>"/>	Screen Number	<input style="width:100%;" type="text" value="1"/>												
Police Station	<input style="width:100%;" type="text"/>	Serial	<input style="width:100%;" type="text" value="<Y9CSerial>"/>	Check Sum	<input style="width:100%;" type="text" value="<Check Sum>"/>												
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th colspan="4" style="text-align:center;">Final Outcome</th> </tr> <tr> <td style="text-align:center;">Original Issue</td> <td style="text-align:center;">1st Reissue</td> <td style="text-align:center;">2nd Reissue</td> <td style="text-align:center;">3rd Reissue</td> </tr> <tr> <td style="text-align:center;"><input style="width:100%; height:30px;" type="text"/></td> <td style="text-align:center;"><input style="width:100%; height:30px;" type="text"/></td> <td style="text-align:center;"><input style="width:100%; height:30px;" type="text"/></td> <td style="text-align:center;"><input style="width:100%; height:30px;" type="text"/></td> </tr> </table>		Final Outcome				Original Issue	1st Reissue	2nd Reissue	3rd Reissue	<input style="width:100%; height:30px;" type="text"/>	<input style="width:100%; height:30px;" type="text"/>	<input style="width:100%; height:30px;" type="text"/>	<input style="width:100%; height:30px;" type="text"/>	Interviewer ID	<input style="width:100%;" type="text"/>	Interviewer Name	
		Final Outcome															
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		<input style="width:100%; height:30px;" type="text"/>															

Respondent moved; no new address obtained New Address for respondent outside of assignment area

IF THE RESPONDENT IS NO LONGER RESIDENT AT THE ADDRESS ABOVE, ENTER DETAILS IN SECTIONS A AND B

CALLS RECORD - All visits to HH and Call Status Code to be updated after each visit

Call No	Day of Week	Date		Month	Issue	Time (24 hr)				Comments
		01 - 31	01 - 12			00 - 23	00 - 59			
1								:		
2								:		
3								:		
4								:		
5								:		
6								:		
7								:		
8								:		

Please record any additional visits above 8 on the Additional Calls Record page 11

Child Surveys
You must screen for a 5 year old in all longitudinal households - use screen 5 to report this - see page 8

DO NOT REISSUE

If you believe there is a reason NOT to reissue this address please place an 'X' in the box and give your reasons in the Notes Page.

1. Establish whether or not named adult resident at address

<p>1a</p>	<p>Is the NAMED ADULT resident at this address?</p>	<p>Yes</p> <p>No</p> <p>Don't know</p>	<table border="1"> <tr> <td data-bbox="1272 387 1426 450">A</td> <td data-bbox="1426 387 1497 450">GO TO 3</td> </tr> <tr> <td data-bbox="1272 450 1426 512">B</td> <td data-bbox="1426 450 1497 512">GO TO 1b</td> </tr> <tr> <td data-bbox="1272 512 1426 571">C</td> <td data-bbox="1426 512 1497 571">GO TO 1c</td> </tr> </table>	A	GO TO 3	B	GO TO 1b	C	GO TO 1c
A	GO TO 3								
B	GO TO 1b								
C	GO TO 1c								
<p>1b</p>	<p>Please code the reason the named ADULT is NOT resident at this address.</p>	<p>Address demolished/derelict</p> <p>Address vacant/empty</p> <p>Sampled adult has moved (including army or other institution)</p> <p>He/she has died</p>	<table border="1"> <tr> <td data-bbox="1272 721 1426 784">A</td> <td data-bbox="1426 721 1497 904" rowspan="3">GO TO 2a</td> </tr> <tr> <td data-bbox="1272 784 1426 846">B</td> </tr> <tr> <td data-bbox="1272 846 1426 904">C</td> </tr> <tr> <td data-bbox="1272 904 1426 1095">D</td> <td data-bbox="1426 904 1497 1095">GO TO 5 AND REPORT FINAL OUTCOME 7</td> </tr> </table>	A	GO TO 2a	B	C	D	GO TO 5 AND REPORT FINAL OUTCOME 7
A	GO TO 2a								
B									
C									
D	GO TO 5 AND REPORT FINAL OUTCOME 7								
<p>1c</p>	<p>Please code the reason why you are unable to establish whether the named adult is resident at this address.</p>	<p>OFFICE APPROVAL ONLY - Address not attempted</p> <p>OFFICE APPROVAL ONLY - Address inaccessible</p> <p>OFFICE APPROVAL ONLY – Unable to locate address</p> <p>No contact with anyone at address</p> <p>Complete refusal of information about occupants of address</p>	<table border="1"> <tr> <td data-bbox="1272 1285 1426 1592">A</td> <td data-bbox="1426 1285 1497 1592">GO TO 5 AND REPORT FINAL OUTCOME</td> </tr> </table>	A	GO TO 5 AND REPORT FINAL OUTCOME				
A	GO TO 5 AND REPORT FINAL OUTCOME								

2. Attempt to establish a follow-up address for named adult.

2a Write in all details of your attempts to find a follow-up address for named adult, including any information about their whereabouts.

2b Were you able to establish a follow-up address for the named adult?

Yes

A**GO TO 2c**

No

B**GO TO 5 AND
REPORT FINAL
OUTCOME CODE 92**

2c Write in follow-up address/telephone number of named adult:

Address:

Postcode:

Telephone number (inc. Area Code):

Notes on address location:

Date from which respondent will be at this address:

2d Is this follow-up address in your interviewing area?

Yes

A**GO TO 2e**

No

B**GO TO 5 AND
REPORT FINAL
OUTCOME CODE 93**

2e Is the NAMED ADULT resident at this follow-up address?

Yes

A**GO TO 3**

No

B**GO TO 2f**Don't
know**C****GO TO 2g**

<p>2f</p>	<p>Please code the reason why the named adult is NOT resident at this follow-up address.</p>	<p>A</p>	<p>GO TO 2a & ATTEMPT FURTHER FOLLOW UP</p>
<p>He/she has moved Address not yet built/under construction Address demolished/derelict Address vacant/empty</p>		<p>B</p>	<p>GO TO 5 AND REPORT FINAL CODE 7</p>
<p>2g</p>	<p>Please code the reason why you are unable to establish whether the named adult is resident at this address.</p>	<p>A</p>	<p>GO TO 5 AND REPORT FINAL OUTCOME CODE</p>
<p>OFFICE APPROVAL ONLY – Address not attempted OFFICE APPROVAL ONLY – Address inaccessible OFFICE APPROVAL ONLY – Unable to locate address No contact with anyone at address Complete refusal of information about occupants of address</p>			

3. Survey introduction with named respondent

3. CONTACT NAMED RESPONDENT AND INTRODUCE SURVEY

Good afternoon / evening. My name is and I'm calling on behalf of TNS BMRB. I'm carrying out the 'Taking Part' survey for the government. It's about the kinds of activities you choose to do in your own time and about how you feel about the facilities in your local area.

You may remember completing this survey last year. At the time, you agreed that TNS BMRB could get back in contact with you regarding future research on this topic.

You should have received a letter from the Department for Culture, Media and Sport explaining that we would be contacting you.

SHOW COPY OF ADVANCE LETTER AND MENTION £5 VOUCHER

Respondent available / willing to participate

A	GO TO 4a
B	CALLBACK AT LATER DATE OR GO TO SECTION 5
C	CODE OUTCOME AT SECTION 5

Respondent not available

Respondent refuses to take part

4. Check whether parental permission required

4a. Is named respondent aged 16 or 17 AND living with parents? (circle code)

Yes	A	GO TO 4b
No	B	GO TO 4d

4b. If yes, has parental permission been obtained? (circle code)

Yes

A	WRITE NAME OF PARENT IN 4c, THEN GO TO 4d
B	CALL BACK AT LATER DATE OR REPORT CODE 33 AT SECTION 5
C	REPORT FINAL OUTCOME AT SECTION 5

No – parents/guardians not contacted

No – parents/guardians refused

4c. IF PARENTAL PERMISSION OBTAINED PUT THE NAME OF THE ADULT WHO GAVE PARENTAL PERMISSION BELOW

NAME OF PARENT

4d IF POSSIBLE RECORD TELEPHONE NUMBER OF RESPONDENT ON FRONT PAGE. ATTEMPT INTERVIEW OR RECORD APPOINTMENT TIME ON FRONT PAGE.

CHILD SURVEYS

- If there are one or more 5 year olds in the household and the named respondent is the parent/guardian you will also need to do an interview with the respondent about this child. In some cases this will be an additional interview with a 5-10 year old – SEE SECTION 7 & COMPLETE S1

5. Final outcome for longitudinal adult interview

<i>(Ring relevant outcome codes)</i>	Main Adult Longitudinal Interview Final Outcome – screen 1			
	Final Outcome	For Re-Issues <u>ONLY</u>		
		<u>1st</u>	<u>2nd</u>	<u>3rd</u>
<u>INELIGIBLE (DEADWOOD)</u>				
7. Named respondent has died	7	7	7	7
10. Other ineligible (record details on notes page)	10	10	10	10
11. Address not attempted/Inaccessible – OFFICE APPROVAL ONLY	11	11	11	11
13. Unable to locate address – OFFICE APPROVAL ONLY	13	13	13	13
80. Named respondent has moved from England	80	80	80	80
<u>MOVERS</u>				
91. INTERIM – Respondent has moved; trying to find respondent’s new address	91	91	91	91
92. MOVED– Respondent has moved and follow-up address not known or not obtained	92	92	92	92
95. INTERIM – New address for respondent obtained in assignment area	95	95	95	94
93. Moved – New address for respondent obtained but outside of assignment area.	93	93	93	93
94. Moved – Respondent moved to armed forces or other institution where access needs to be negotiated (CONTACT OFFICE)	94	94	94	94
<u>NO CONTACT</u>				
16. Residential address but no contact with anyone at address/DU (after 8+ calls)	16	16	16	16
33. Named respondent needed parental permission but no contact with parent	33	33	33	33
35. No contact with named respondent (after 8+ calls)	35	35	35	35
<u>REFUSAL (CODE HERE THEN COMPLETE SECTION 6)</u>				
17. Contact made at residential address but information about occupants refused	17	17	17	17
31. Office refusal – OFFICE APPROVAL ONLY	31	31	31	31
34. Named respondent needed parental permission but parental permission refused	34	34	34	34
36. Refusal by named respondent	36	36	36	36
37. Proxy refusal (other than by parent/guardian)	37	37	37	37
<u>OTHER UNPRODUCTIVE (COMPLETE SECTION 9)</u>				
38. Contact made with named respondent but no specific appointment made	38	38	38	38
39. Broken appointment with named respondent	39	39	39	39
40. Named respondent is ill at home during survey period	40	40	40	40
41. Named respondent is away or in hospital all survey period	41	41	41	41
42. Named respondent is physically or mentally unable to be interviewed	42	42	42	42
43. Named respondent has inadequate English	43	43	43	43
44. Other unproductive	44	44	44	44
25. INTERIM CODE	-	-	-	-
27. INTERIM APPOINTMENT CODE – appointment made with named respondent	-	-	-	-
<u>PRODUCTIVE OUTCOME</u>				
51. Full interview	51	51	51	51
52. Partial interview	52	52	52	52

Electronic Report sent
(Date box) Original
 1st re-issue
 2nd re-issue

Screen 1

Please record any other details of non-contact, refusals or other unsuccessful outcomes at section 9 of the ACS. This will help with re-issues.

6. Reasons for refusal –adult longitudinal interview

R1	Reason for refusal - <u>CODE ALL THAT APPLY</u> (CODE IF FINAL OUTCOME IS 17, 34, 36 OR 37)	Final outcome	For Re-Issues <u>ONLY</u>		
		<u>Original</u>	<u>1st</u>	<u>2nd</u>	<u>3rd</u>
	1. Bad timing (e.g. sick children), otherwise engaged (e.g. visit)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	2. Not interested	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	3. Don't know enough / anything about the subject, too difficult for me	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	4. Waste of time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	5. Waste of money	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	6. Interferes with my privacy / I give no personal information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	7. Never do surveys	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	8. Co-operated too often	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	9. Do not trust surveys	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	10. Previous bad experience	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	11. Don't like subject	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	12. Survey not relevant - too old	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	13. Survey not relevant - don't do any activities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	14. Refuses because partner / family / HH gives no approval to co-operate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	15. Office Refusal (not informed by the office)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	16. Other (WRITE REASON IN SECTION 9)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PLEASE WRITE FULL DETAILS OF REFUSALS IN SECTION 9

7. Screening for proxy interview with PARENT/GUARDIAN of CHILD AGED 5

PROXY INTERVIEW ABOUT CHILD AGED 5 - SCREEN NUMBER

5

If the main longitudinal adult is the parent/guardian of a child aged 5 years, you will be prompted at the end of the questionnaire to obtain an additional interview about the child. If the longitudinal adult mentions that there is a 5 year old in the household before this stage, you should conduct the screening at this point.

There are several situations when you will be unable to do the screening to identify whether there is a child aged 5 at the address:

- The final outcome for the main longitudinal adult is deadwood (screen 1 - codes 7, 10, 11, 13 and 80)
- The named longitudinal respondent has moved and follow up address unknown, outside of assignment area or moved to armed forces or other institution (screen 1 - codes 92, 93 or 94)
- You have not made contact with anyone at the address or the named contact (Screen 1 - code 16 or 35)
- You have made contact, but all household information has been refused (Screen 1 - code 17)
- An office refusal (Screen 1 - code 31)

IN ALL THESE CASES YOU SHOULD REPORT AN OUTCOME CODE 84 FOR THE CHILD 5 SCREENING.

If you are reporting an unproductive outcome code (33-44) for the main longitudinal respondent and have been unable to establish a definite child aged 5 screening outcome, you should report outcome 84. Outcome code 83 should only be used if you have had a direct refusal to question S1.

S1. How many children **aged 5** live in this household (exclude the named longitudinal 5-10 year old if still aged 5 at time of screening)?

WRITE IN: NUMBER OF CHILDREN
AGED 5 (e.g. TWO = 2)

IF NONE
IF ONE OR
MORE
IF UNABLE TO
ESTABLISH

A	REPORT OUTCOME 81 in SECTION 8
B	GO TO S2
C	REPORT OUTCOME IN SECTION 8 (Code 83 or 84)

S2. Is the main longitudinal adult interview (Screen 1) with the parent or guardian of the child aged 5?

YES

NO

A	<input type="radio"/> IF 1 5 YEAR OLD - GO TO S4 <input type="radio"/> IF 2 OR MORE 5-10 YR OLDS - GO TO S3
B	CODE 81 IN SECTION 8

S3. IF 2 OR MORE CHILDREN AGED 5 IN HOUSEHOLD, ASK WHICH CHILD HAS THE NEXT BIRTHDAY.

S4. NAME OF SELECTED 5 YEAR OLD TO ASK ABOUT
(WRITE IN FULL NAME)

- In ALL cases the child proxy interview(s) should be carried out DIRECTLY AFTER the longitudinal adult interview.

****REMEMBER TO USE SCREEN CODE 5 AT THE BEGINNING OF THE CHILD AGED 5 PROXY INTERVIEW****

8. Final outcome for screening and interview with parent about 5 year old

<i>(Ring relevant outcome codes)</i>	Aged 5 child Proxy Interview			
	Final Outcome - SCREEN 5			
	Final Outcome	For Re-Issues <u>ONLY</u>		
	<u>1st</u>	<u>2nd</u>	<u>3rd</u>	
<u>REFUSAL (CODE HERE THEN COMPLETE REASONS AT SECTION 14)</u>				
17. Contact made at residential address but information about DU / occupants refused	17	17	17	17
31. Office refusal - OFFICE APPROVAL ONLY	31	31	31	31
34. Named respondent needed parental permission but parental permission refused	-	-	-	-
36. Refusal by selected person	36	36	36	36
37. Proxy refusal (other than by parent/guardian)	37	37	37	37
<u>OTHER UNPRODUCTIVE (COMPLETE SECTION 14)</u>				
38. Contact made with named respondent but no specific appointment made	38	38	38	38
39. Broken appointment with named respondent	39	39	39	39
40. Named respondent ill at home during survey period	40	40	40	40
41. Named respondent away or in hospital all survey period	41	41	41	41
42. Named respondent physically or mentally unable to be interviewed	42	42	42	42
43. Named respondent has inadequate English	43	43	43	43
44. Other unproductive	44	44	44	44
81. No Child aged 5 at address OR Main screen 1 interview NOT with parent/guardian of 5-10 Proxy Child	81	81	81	81
83. Information regarding 5 year olds refused	83	83	83	83
84. Unable to complete screening for 5 year old	84	84	84	84
25. INTERIM CODE - 8+ minimum calls made	-	-	-	-
82. INTERIM CODE - one or more children aged 5 identified at address	-	-	-	-
<u>PRODUCTIVE OUTCOME</u>				
51. Full interview	51	51	51	51
52. Partial interview	52	52	52	52

Electronic Report sent

(Date box)

Original

1st re-issue

2nd re-issue

Screen 5

Please record any other details of non-contact, refusals or other unsuccessful outcomes at section 9 of the ACS. This will help with re-issues.

10. Re-issue Information

REISSUE 1	Interviewer Name	Int. No.	Total no. Calls		Date of final visit			
	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="D"/>	<input type="text" value="D"/>	<input type="text" value="M"/>	<input type="text" value="M"/>
					(01-31)		(01-12)	
REISSUE 2	Interviewer Name	Int. No.	Total no. Calls		Date of final visit			
	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="D"/>	<input type="text" value="D"/>	<input type="text" value="M"/>	<input type="text" value="M"/>
					(01-31)		(01-12)	
REISSUE 3	Interviewer Name	Int. No.	Total no. Calls		Date of final visit			
	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="D"/>	<input type="text" value="D"/>	<input type="text" value="M"/>	<input type="text" value="M"/>
					(01-31)		(01-12)	

11. ADDITIONAL CALLS RECORD

Call No	Day of Week	Date		Month	Issue 0=Orig 1=1st RI	Time (24 hr)				Comments
		01 - 31	01 - 12			00 - 23	00 - 59			
9							:			
10							:			
11							:			
12							:			
13							:			
14							:			
15							:			
16							:			