

# Taking Part: 2012/2013 Technical Report

Appendix D2 – Address Contact Sheet – Fresh Sample

TAKING PART 2012/2013  
FRESH SAMPLE

ADDRESS CONTACT SHEET

JN: 11726819  
CAPI: TP12APR

Address

SELECTION BOX

Number of DUs/People	2	3	4	5	6	7	8	9	10	11	12
Select											

Selected Respondent  
(title, first name, surname)

Telephone number

Police station

Area Code  Screen Number

Serial  Check sum

**Final Outcome**

Original Issue	1st Reissue	2nd Reissue	3rd Reissue
<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 50px; height: 20px;" type="text"/>

Interviewer ID

Interviewer Name

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

Call No	Day of Week	Date		Month	Issue 0=Orig 1=1st RI	Time (24 hr)		Comments	Call Status Code (A-K)
		01 - 31	01 - 12			00 - 23	00 - 59		
1							:		
2							:		
3							:		
4							:		
5							:		
6							:		
7							:		
8							:		
9							:		
10							:		

Please record any additional visits above 10 on the Additional Calls Record page 12

- CALL STATUS CODES**
- A. Deadwood/Ineligible
  - B. Selection NOT done - No contact at Address/ with Household (general call back to be made)
  - C. Selection NOT done - Contact with Household (general call back to be made)
  - D. Selection done - No Contact with Household (general call back to be made)
  - E. Selection done - Contact with Household but No Contact with Selected Respondent (general call back)
  - F. Selection done - Contact with Respondent but unavailable (general call back to be made)
  - G. Selection done - Personal refusal by Respondent
  - H. Proxy or Household Refusal (all information refused)
  - I. Selection done - Appointment made with Respondent to conduct interview
  - J. Selection done - Interviewing done
  - K. Other

**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 for this in the Notes Page.

### How to complete the Front Page of the Address Contact Sheet

- Please complete your **interviewer name/ID** details and the **Police station registered** at (original assignments only – reissue interviewers should complete their details in Section 15)
- Complete your **Final Outcome** achievement in the space provided, as well as coding it in Section 6 according to the relevant issue stage
- If you indicate that an **address should not be reissued** you will need to provide details to support this on the Notes Page, as usual
- You will no longer be required to confirm the name and date details of any Supervision that takes place while you're working on a particular serial
- **Calls Record** grid:

This section will be **electronically scanned** so should be completed as clearly and neatly as possible. Please stay within the designated box, and not overwrite into another box-field when entering in the numbers/letters. Please use **blue or black ink**.

- Record the **time, day, date** and **month** of each visit
- The **Issue** column should be completed **to indicate which issue stage each call was made under** – so all Original visits should have an Issue number 0, visits on 1st Reissue serials should have an Issue number of 1, visits on 2nd Reissue serials should have an Issue number of 2 and so on
- Please specify a '**Call Status Code**' for every visit you log on the Calls Record by **entering the A-K code** in the Call Status Code column – the list of valid 'Call Status Codes' are:

**A. Deadwood/Ineligible**

**B. Selection NOT done - No contact at Address/with Household** (general call back to be made if not already established final outcome)\*

**C. Selection NOT done - Contact with Household** (general call back to be made if not already established final outcome)\*

**D. Selection done - No Contact with Household** (general call back to be made if not already established final outcome)\*

**E. Selection done - Contact with Household but No Contact with Selected Respondent** (general call back to be made if not already established final outcome)\*

**F. Selection done - Contact with Respondent but unavailable** (general call back to be made if not already established final outcome)\*

**G. Selection done - Personal refusal by Respondent**

**H. Proxy or Household Refusal (all information refused)**

**I. Selection done - Appointment made with Respondent to conduct interview**

**J. Selection done - Interviewing done**

**K. Other**

*\* If you have achieved a final outcome code for the serial on a particular visit then you will obviously not need to make a 'general call back' but will still need to enter the relevant Call Status Code for the visit*

- Please note that you should **still be reporting a Final Outcome Code for each serial** - the '**Call Status Codes**' **do not replace the Final Outcome codes** in Section 6 or Section 13
- A Call Status Code should be reported for whether you're visiting the address to progress a Screen 0, Screen 8 *or* a Screen 9 Outcome

Also, please note that the Child and Youth codes 81-84 have now been moved from Section 8 and 10 respectively to the list of full outcomes for Child and Youth Screens in Section 13

Thank you

CAPINAME

**TP12APR**

Area Code

Serial Number

Screen Number

**1. Establish whether address is eligible**

**C1. IS ADDRESS TRACEABLE, RESIDENTIAL AND OCCUPIED AS A MAIN RESIDENCE?**

Yes	A	GO TO C2
No	B	CODE FINAL OUTCOME (code 1 -13) AT SECTION 6

IF 'YES' AT C1

**2. Establish number of Dwelling Units (DUs) occupied**

**C2. Make contact with any adult at address**

**IF NECESSARY ASK :** Can I just check, is this house/bungalow/building occupied as a single dwelling or is it split up into separate units?  
 How many units are occupied at present? (If don't know, treat a dwelling unit as occupied)  
**WRITE IN: ENTER TOTAL NO OF OCCUPIED DWELLING UNITS AT ADDRESS**

e.g.: 2

**AND CODE: NO. OF OCCUPIED DWELLING UNITS**

1 only	A	GO TO C4
2 or more	B	GO TO C3a
If no contact made with any adult or information refused	C	CODE OUTCOME IN SECTION 6 (code 16 or 17).

**3. Multi-DU addresses - select one DU for interview**

**C3a. IF 2 OR MORE OCCUPIED UNITS, LIST ALL IN GRID BELOW:**

- in flat/room number order

**OR:**

- from bottom to top of building, left to right, front to back (SEE INSTRUCTIONS FOR MORE DETAILS)

OCCUPIED UNIT	DWELLING NO	OCCUPIED UNIT	DWELLING NO
	1		6
	2		7
	3		8
	4		9
	5		10

**C3b. LOOK AT SELECTION BOX ON FRONT PAGE TO SELECT DWELLING UNIT FOR INTERVIEW**

- "No. of DUs/people" row - Find number corresponding to total number of dwelling units
- "SELECT" row - number beneath total number of dwelling units is SELECTED DWELLING UNIT.
- RING ON GRID ABOVE.

ENTER DWELLING NO. OF SELECTED DWELLING UNIT:

RECORD FLAT OR ROOM NUMBER/DETAILS OF LOCATION OF SELECTED UNIT BELOW:

**NOW GO TO C4**

**4. Establish number of eligible persons at (selected) DU**

**C4. CONTACT RESPONSIBLE ADULT AT DWELLING UNIT 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 facilities in your local area.

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

**SHOW COPY OF ADVANCE LETTER AND MENTION £5 VOUCHER**

For this survey we are only interviewing people aged 16 or over. Including yourself, how many people aged 16 or over live in this household?

**WRITE IN: ENTER NUMBER OF PEOPLE AGED 16+ (e.g. TWO = 2)**

**INCLUDE**

- People who normally live at address who are away for under 6 months
- Boarders and lodgers living as part of household

**EXCLUDE**

- People aged 16+ who live elsewhere to study or work but who come home for holidays
- Spouses who are separated and no longer resident
- People away continuously for 6 months or more

**AND CODE: NO. OF PERSONS ELIGIBLE**

1 only

2 or more

If no. of persons in household not obtained

A	GO TO C5b
B	GO TO C5a
C	CODE OUTCOME AT SECTION 6 (Code 16 or 17)

**5. Select one person for interview**

**C5a. ASK FOR FIRST NAME OF EACH PERSON AGED 16+. LIST IN ALPHABETICAL ORDER IN GRID BELOW**

FIRST NAME	PERSON NUMBER	FIRST NAME	PERSON NUMBER
	1		6
	2		7
	3		8
	4		9
	5		10

**LOOK AT SELECTION BOX ON FRONT PAGE TO SELECT PERSON FOR INTERVIEW.**

- "No. of DUs/people" row - Find number corresponding to total number of persons
- "SELECT" row - number beneath total number of dwelling units is SELECTED PERSON.
- RING ON GRID ABOVE.

**ENTER "PERSON NUMBER" OF SELECTED PERSON**

**C5b. Is selected person aged 16 or 17 AND living with parents? (circle code)**

Yes	A	GO TO C5c
No	B	GO TO C6

**C5c. If yes, has parental permission been obtained? (circle code)**

Yes	A	GO TO C6
No - parents/guardians not contacted	B	GO TO SECTION 6
No - parents/guardians refused	C	GO TO SECTION 6

**C6. ENTER NAME OF SELECTED RESPONDENT AND, IF POSSIBLE, TELEPHONE NUMBER ON FRONT PAGE. ATTEMPT INTERVIEW OR RECORD APPOINTMENT TIME ON FRONT PAGE IF PARENTAL PERMISSION OBTAINED PUT THE NAME OF THE ADULT WHO GAVE PARENTAL PERMISSION IN BRACKETS AFTER THE RESPONDENT'S NAME.**

- C7.**
- If there are one or more 5-10 year olds in the household and the main interview is with their parent/guardian you will need to do an additional interview about the 5-10 year old - SEE SECTION 8
  - If there are one or more 11-15 year olds within the household you will be prompted at the end of the interview to enquire about obtaining a child interview with the 11-15 year old - SEE SECTION 10

- **If you are unable to establish this child/youth information during your visits, you should report an outcome code 84.**

## 6. Final outcome for Main adult interview

<i>(Ring relevant outcome codes)</i>	Main Adult Interview Final Outcome - screen 0			
	Final Outcome	For Re-Issues <u>ONLY</u>		
		<u>1st</u>	<u>2nd</u>	<u>3rd</u>
<b><u>ADDRESS INELIGIBLE (DEADWOOD)</u></b>				
1. Not yet built/under construction	1	1	1	1
2. Derelict / demolished	2	2	2	2
3. Vacant/empty housing unit	3	3	3	3
4. Non-residential address (e.g. business, school) - no private dwellings	4	4	4	4
5. Communal establishment / institution - no private dwellings	5	5	5	5
6. Address residential and occupied but not main residence (e.g. second home/holiday home)	6	6	6	6
10. Other ineligible (record details on notes page)	10	10	10	10
12. Inaccessible – <b>OFFICE APPROVAL ONLY</b>	12	12	12	12
13. Unable to locate address	13	13	13	13
<b><u>NO CONTACT</u></b>				
16. Residential address but no contact with anyone at address/DU (after 8+ calls)	16	16	16	16
33. Selected person needed parental permission but <b>no contact with parent</b>	33	33	33	33
35. Person selected but <b>no contact with selected person</b> (after 8+ calls)	35	35	35	35
<b><u>REFUSAL (CODE HERE THEN COMPLETE SECTION 7)</u></b>				
17. Contact made at residential address but information about DU / occupants refused	17	17	17	17
31. Office refusal – <b>OFFICE APPROVAL ONLY</b>	31	31	31	31
34. Selected person needed parental permission but <b>parental permission refused</b>	34	34	34	34
36. <b>Refusal by selected person</b> before interview	36	36	36	36
37. <b>Proxy refusal</b> (other than by parent/guardian)	37	37	37	37
<b><u>OTHER UNPRODUCTIVE (COMPLETE SECTION 14)</u></b>				
38. Contact made with selected respondent but <b>no specific appointment made</b>	38	38	38	38
39. <b>Broken appointment</b> with selected person	39	39	39	39
40. Selected person <b>ill at home</b> during survey period	40	40	40	40
41. Selected person <b>away or in hospital</b> all survey period	41	41	41	41
42. Selected person <b>physically or mentally unable</b> to be interviewed	42	42	42	42
43. Selected person has <b>inadequate English</b>	43	43	43	43
44. <b>Other</b> unproductive	44	44	44	44
25. <b>INTERIM CODE</b>	-	-	-	-
27. <b>INTERIM APPOINTMENT CODE</b>	-	-	-	-
<b><u>PRODUCTIVE OUTCOME</u></b>				
51. <b>Full</b> interview	51	51	51	51
52. <b>Partial</b> interview	52	52	52	52

**Electronic Report sent**

(Date box)

Original

1<sup>st</sup> re-issue2<sup>nd</sup> re-issue**Main Screen Code 0**


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





**8. Screening for proxy interview with PARENT OF CHILD AGED 5-10**

PROXY 5-10 INTERVIEW SCREEN NUMBER

**8**

If you obtain an adult interview with a parent/guardian of a child aged 5-10 years, you will be prompted at the end of the adult questionnaire to obtain an additional interview about the child. If anyone in the household mentions the 5-10 proxy interview 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 5-10 in the household:

- The main address is deadwood (Screen 0 - codes 1-13)
- You have not made contact with anyone at the address (Screen 0 - code 16)
- You have made contact, but all household information has been refused (Screen 0 - code 17)
- An office refusal (Screen 0 - code 31)

IN ALL THESE CASES YOU SHOULD REPORT AN OUTCOME CODE 84 FOR THE CHILD 5-10 SCREENING.

If you are reporting an unproductive outcome code (33-44) on the main survey and have been unable to establish a definite child 5-10 screening outcome (81 or 82), you should report outcome 84. Outcome code 83 should only be used if you have had a direct refusal to answer P1. **SCREEN 8 OUTCOMES ARE TO BE CODED IN SECTION 13.**

P1. How many children aged 5-10 live in this household (include all 5-10 year olds)?

WRITE IN: NUMBER OF CHILDREN AGED 5-10 (e.g. TWO = 2)

IF NONE  
IF ONE OR MORE  
IF UNABLE TO ESTABLISH

A	CODE OUTCOME 81 in SECTION 13
B	GO TO P2
C	CODE OUTCOME IN SECTION 13 (Code 83 or 84)

P2. Is the Main adult interview (Screen 0) with the parent or guardian of the child aged 5-10?

YES  
NO

A	<ul style="list-style-type: none"> <li>○ IF 1 5-10 YR OLD - GO TO P4</li> <li>○ IF 2 OR MORE 5-10 YR OLDS - GO TO P3</li> </ul>
B	CODE 81 IN SECTION 13

**9. Select one child aged 5-10 for the parent/guardian proxy interview**

P3. ASK FOR FIRST NAME OF EACH CHILD AGED 5-10. LIST IN ALPHABETICAL ORDER IN GRID BELOW.

FIRST NAME	CHILD 5-10 NUMBER
	1
	2
	3
	4

FIRST NAME	CHILD 5-10 NUMBER
	5
	6
	7
	8

LOOK AT SELECTION BOX ON FRONT PAGE TO SELECT CHILD TO BE INTERVIEWED ABOUT

- "Number of DUs/People" row - Find number corresponding to total number of 5-10 year olds
- "SELECT" row - number beneath total number of children is SELECTED PERSON.
- RING ON GRID ABOVE.

ENTER "CHILD 5-10 NUMBER" OF SELECTED 5-10 YEAR OLD:

P4. NAME OF SELECTED 5-10 YEAR OLD TO ASK ABOUT (WRITE IN FULL NAME)

• In ALL cases the Child Proxy Interview with the Main Adult Respondent should be carried out DIRECTLY AFTER the Main Interview.

**\*\*REMEMBER TO USE SCREEN CODE 8 AT THE BEGINNING OF THE 5-10 CHILD PROXY INTERVIEW\*\***

**10. Screening for interview with 11-15 year olds**

YOUTH 11-15 INTERVIEW SCREEN NUMBER

**9**

If you obtain an adult interview at the end of the questionnaire where one or more 11-15 year old has been identified as part of the household you will be prompted to enquire about obtaining a 11-15 Youth interview. If anyone in the household mentions the 11-15 Youth interview before this stage you should conduct the screening at this point.

There are several situations when you will be unable to do the Youth screening:

- The main address is deadwood (codes 1-13)
- You have not made contact with anyone at the address (code 16)
- You have made contact, but all household information has been refused (code 17)
- An office refusal (code 31)

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

If you are reporting an unproductive outcome code (33-44) on the main survey and have been unable to establish a definite youth screening outcome (81 or 82), you should report outcome 84. Outcome code 83 should only be used if you have had a direct refusal to answer Y1.

ALL SCREEN 9 OUTCOMES ARE TO BE CODED IN SECTION 13.

Y1. How many children aged 11-15 live in this household?

WRITE IN: NUMBER OF CHILDREN AGED 11-15 (e.g. TWO = 2)

IF NONE	A	CODE OUTCOME 81 IN SECTION 13
IF ONE	B	GO TO Y3
IF TWO OR MORE	C	GO TO Y2
IF INFO REFUSED AND UNABLE TO ESTABLISH	D	CODE OUTCOME 83 IN SECTION 13
IF OTHER REASON UNABLE TO ESTABLISH	E	CODE OUTCOME 84 IN SECTION 13

- If there are ONE or MORE 11-15 YEAR OLDS in the household, you will need to go to section 12, ask for parental permission and then attempt an interview.
- In most cases you should only carry out a child interview after interviewing the main selected respondent. The only exception to this is if you have a firm appointment to interview the main respondent.

**11. Select one child aged 11-15 for interview**

**Y2. ASK FOR FIRST NAME OF EACH YOUTH AGED 11-15. LIST IN ALPHABETICAL ORDER IN GRID BELOW.**

FIRST NAME	YOUTH 11-15 NUMBER
	1
	2
	3
	4

FIRST NAME	YOUTH 11-15 NUMBER
	5
	6
	7
	8

**LOOK AT SELECTION BOX ON FRONT PAGE TO SELECT PERSON FOR INTERVIEW**

- “ Number of DUs/People ” row – Find number corresponding to total number of 11-15 year olds
- “SELECT” row – number beneath total number of children is SELECTED PERSON.
- RING ON GRID ABOVE.

**ENTER “YOUTH 11-15 NUMBER” OF SELECTED 11-15 YEAR OLD:**

**Y3. NAME OF SELECTED 11-15 YEAR OLD (WRITE IN FULL NAME)**

**Go to Y4a**

**12. Parental/guardian permission**

**Y4a ASK PARENT/GUARDIAN FOR CONSENT AND ASK THEM TO SIGN IN THE BOX BELOW BEFORE APPROACHING THE 11-15 YEAR OLD YOUTH FOR INTERVIEW**

**SHOW PARENTAL PERMISSION CARD**

The nature and purpose of the research has been explained to me and as the parent or guardian of  
 ----- (enter name), I give permission for him/her to be approached to  
 take part in the survey.

Parent Signature ----- Print Name -----

Relationship to child ----- Date -----

**Y4b HAS PARENTAL PERMISSION BEEN OBTAINED?**

Yes	A	APPROACH CHILD AND ATTEMPT INTERVIEW
No – parent(s) not contacted	B	CODE OUTCOME AT SECTION 13 (CODE 33)
No - parents(s) refused	C	CODE OUTCOME AT SECTION 13 (CODE 34)

**\*\*REMEMBER TO USE SCREEN CODE 9 AT THE BEGINNING  
OF THE 11-15 CHILD INTERVIEW\*\***

**13. Final outcome for 5-10 Child proxy interview and 11-15 Youth interview**

<i>(Ring relevant outcome codes)</i>	5-10 Child Proxy Interview			11-15 Youth Interview				
	Final Outcome - SCREEN 8			Final Outcome - SCREEN 9				
	Final Outcome	For Re-Issues ONLY			Final Outcome	For Re-Issues ONLY		
		1st	2nd	3rd		1st	2nd	3rd
<b><u>NO CONTACT</u></b>								
33. Selected person needed parental permission but <b>no contact with parent</b>	-	-	-	33	33	33	33	
35. Person selected but <b>no contact with selected person</b> (after 8+ calls)	35	35	35	35	35	35	35	
<b><u>REFUSAL (CODE HERE THEN COMPLETE REASONS AT SECTION 14)</u></b>								
17. Contact made at residential address but information about DU / occupants refused	17	17	17	17	17	17	17	
31. Office refusal - OFFICE APPROVAL ONLY	31	31	31	31	31	31	31	
34. Selected person needed parental permission but <b>parental permission refused</b>	-	-	-	34	34	34	34	
36. <b>Refusal by selected person</b> before interview	36	36	36	36	36	36	36	
37. <b>Proxy refusal</b> (other than by parent/guardian)	37	37	37	37	37	37	37	
<b><u>OTHER UNPRODUCTIVE (COMPLETE SECTION 14)</u></b>								
38. Contact made with selected respondent but <b>no specific appointment made</b>	38	38	38	38	38	38	38	
39. <b>Broken appointment</b> with selected person	39	39	39	39	39	39	39	
40. Selected person <b>ill at home</b> during survey period	40	40	40	40	40	40	40	
41. Selected person <b>away or in hospital</b> all survey period	41	41	41	41	41	41	41	
42. Selected person <b>physically or mentally unable</b> to be interviewed	42	42	42	42	42	42	42	
43. Selected person has <b>inadequate English</b>	43	43	43	43	43	43	43	
44. <b>Other unproductive</b>	44	44	44	44	44	44	44	
81. <b>No Child/Youth</b> at address OR Main screen 0 interview NOT with parent/guardian of 5-10 Proxy Child (Screen 8 only)	81	81	81	81	81	81	81	
83. <b>Information regarding Child/Youth refused</b>	83	83	83	83	83	83	83	
84. <b>Unable to complete Child/Youth screening</b>	84	84	84	84	84	84	84	
25. <b>INTERIM CODE</b> - 8 min calls made	-	-	-	-	-	-	-	
82. <b>INTERIM CODE</b> - one or more Child of eligible age identified at address	-	-	-	-	-	-	-	
<b><u>PRODUCTIVE OUTCOME</u></b>								
51. <b>Full interview</b>	51	51	51	51	51	51	51	
52. <b>Partial interview</b>	52	52	52	52	52	52	52	

**Electronic Report sent**

(Date box)

Original

1<sup>st</sup> re-issue

2<sup>nd</sup> re-issue

3<sup>rd</sup> re-issue

	Main Screen 8	Main Screen 9
Original		
1 <sup>st</sup> re-issue		
2 <sup>nd</sup> re-issue		
3 <sup>rd</sup> re-issue		

Please record any other details of non-contact, refusals or other unsuccessful outcomes on page 11 of the ACS. This will help with re-issues.







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**15. Re-issue Information**

<b>REISSUE 1</b>	<b>Interviewer Name</b> <input style="width:95%;" type="text"/>	<b>Int. No.</b> <input style="width:95%;" type="text"/>	<b>Total no. Calls</b> <table border="1" style="width:100%; text-align:center;"><tr><td style="width:50%;">0</td><td style="width:50%;">0</td></tr></table>	0	0	<b>Date of final visit</b> <table border="1" style="width:100%; text-align:center;"><tr><td style="width:50%;">D</td><td style="width:50%;">D</td><td style="width:50%;">M</td><td style="width:50%;">M</td></tr><tr><td colspan="2" style="text-align:center;">(01-31)</td><td colspan="2" style="text-align:center;">(01-12)</td></tr></table>	D	D	M	M	(01-31)		(01-12)	
0	0													
D	D	M	M											
(01-31)		(01-12)												
<b>REISSUE 2</b>	<b>Interviewer Name</b> <input style="width:95%;" type="text"/>	<b>Int. No.</b> <input style="width:95%;" type="text"/>	<b>Total no. Calls</b> <table border="1" style="width:100%; text-align:center;"><tr><td style="width:50%;">0</td><td style="width:50%;">0</td></tr></table>	0	0	<b>Date of final visit</b> <table border="1" style="width:100%; text-align:center;"><tr><td style="width:50%;">D</td><td style="width:50%;">D</td><td style="width:50%;">M</td><td style="width:50%;">M</td></tr><tr><td colspan="2" style="text-align:center;">(01-31)</td><td colspan="2" style="text-align:center;">(01-12)</td></tr></table>	D	D	M	M	(01-31)		(01-12)	
0	0													
D	D	M	M											
(01-31)		(01-12)												
<b>REISSUE 3</b>	<b>Interviewer Name</b> <input style="width:95%;" type="text"/>	<b>Int. No.</b> <input style="width:95%;" type="text"/>	<b>Total no. Calls</b> <table border="1" style="width:100%; text-align:center;"><tr><td style="width:50%;">0</td><td style="width:50%;">0</td></tr></table>	0	0	<b>Date of final visit</b> <table border="1" style="width:100%; text-align:center;"><tr><td style="width:50%;">D</td><td style="width:50%;">D</td><td style="width:50%;">M</td><td style="width:50%;">M</td></tr><tr><td colspan="2" style="text-align:center;">(01-31)</td><td colspan="2" style="text-align:center;">(01-12)</td></tr></table>	D	D	M	M	(01-31)		(01-12)	
0	0													
D	D	M	M											
(01-31)		(01-12)												

**16. ADDITIONAL CALLS RECORD**

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

Call No	Day of Week	Date		Month		Issue 0=Orig 1=1st RI	Time (24 hr)				Comments	Call Status Code (A-K)
		01 - 31	01 - 12	01 - 12	01 - 12		00 - 23	00 - 59	00 - 23	00 - 59		
11								:				
12								:				
13								:				
14								:				
15								:				
16								:				
17								:				
18								:				

**CALL STATUS CODES**

- A. Deadwood/Ineligible
- B. Selection NOT done - No contact at Address/with Household (general call back to be made)
- C. Selection NOT done - Contact with Household (general call back to be made)
- D. Selection done - No Contact with Household (general call back to be made)
- E. Selection done - Contact with Household but No Contact with Selected Respondent (general call back)
- F. Selection done - Contact with Respondent but unavailable (general call back to be made)
- G. Selection done - Personal refusal by Respondent
- H. Proxy or Household Refusal (all information refused)
- I. Selection done - Appointment made with Respondent to conduct interview
- J. Selection done - Interviewing done
- K. Other