

# **Taking Part: 2015/2016 Technical Report**

Appendix D1C – Address Contact Sheet – Longitudinal (New 16's)

TAKING PART 2015/16  
LONGITUDINAL (16/17 YEAR OLD)

ADDRESS CONTACT SHEET

JN: 260129322 (PEACH)  
CAPI: TP15APR

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		Area Code	<AreaCode>	Screen Number	2
Police Station		Serial	<Y10CSerial>	Check Sum	<Check Sum>
<b>Final Outcome</b>		Interviewer ID			
Original Issue	1st Reissue	2nd Reissue	3rd Reissue		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
		Interviewer Name			

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 10

**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 respondent resident at address**

<b>1a</b>	<p>Is the NAMED RESPONDENT resident at this address?</p>	<p>Yes</p> <p>No</p> <p>Don't know</p>	<table border="1"> <tr> <td data-bbox="1273 318 1428 488"><b>A</b></td> <td data-bbox="1428 318 1497 488"><b>GO TO 3</b></td> </tr> <tr> <td data-bbox="1273 488 1428 546"><b>B</b></td> <td data-bbox="1428 488 1497 546"><b>GO TO 1b</b></td> </tr> <tr> <td data-bbox="1273 546 1428 667"><b>C</b></td> <td data-bbox="1428 546 1497 667"><b>GO TO 1c</b></td> </tr> </table>	<b>A</b>	<b>GO TO 3</b>	<b>B</b>	<b>GO TO 1b</b>	<b>C</b>	<b>GO TO 1c</b>
<b>A</b>	<b>GO TO 3</b>								
<b>B</b>	<b>GO TO 1b</b>								
<b>C</b>	<b>GO TO 1c</b>								
<b>1b</b>	<p>Please code the reason the named RESPONDENT is NOT resident at this address.</p>	<p>Address demolished/derelict</p> <p>Address vacant/empty</p> <p>RESPONDENT has moved (including army or other institution)</p> <p>He/she has died</p>	<table border="1"> <tr> <td data-bbox="1273 667 1428 824"><b>A</b></td> <td data-bbox="1428 667 1497 824" rowspan="3"><b>GO TO 2a</b></td> </tr> <tr> <td data-bbox="1273 824 1428 882"><b>B</b></td> </tr> <tr> <td data-bbox="1273 882 1428 940"><b>C</b></td> </tr> <tr> <td data-bbox="1273 940 1428 1193"><b>D</b></td> <td data-bbox="1428 940 1497 1193"><b>GO TO 5 AND REPORT FINAL OUTCOME 7</b></td> </tr> </table>	<b>A</b>	<b>GO TO 2a</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>GO TO 5 AND REPORT FINAL OUTCOME 7</b>
<b>A</b>	<b>GO TO 2a</b>								
<b>B</b>									
<b>C</b>									
<b>D</b>	<b>GO TO 5 AND REPORT FINAL OUTCOME 7</b>								
<b>1c</b>	<p>Please code the reason why you are unable to establish whether the named respondent 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="1273 1193 1428 1686"><b>A</b></td> <td data-bbox="1428 1193 1497 1686"><b>GO TO 5 AND REPORT FINAL OUTCOME</b></td> </tr> </table>	<b>A</b>	<b>GO TO 5 AND REPORT FINAL OUTCOME</b>				
<b>A</b>	<b>GO TO 5 AND REPORT FINAL OUTCOME</b>								

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

<b>2a</b>	Write in all details of your attempts to find a follow-up address for named respondent, including any information about their whereabouts.		
<b>2b</b>	Were you able to establish a follow-up address for the named respondent?		
	Yes	<b>A</b>	<b>GO TO 2c</b>
	No	<b>B</b>	<b>GO TO 5 AND REPORT FINAL OUTCOME CODE 92</b>
<b>2c</b>	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:		
<b>2d</b>	Is this follow-up address in your interviewing area?		
	Yes	<b>A</b>	<b>GO TO 2e</b>
	No	<b>B</b>	<b>GO TO 5 AND REPORT FINAL OUTCOME CODE 93</b>
<b>2e</b>	Is the NAMED ADULT resident at this follow-up address?		
	Yes	<b>A</b>	<b>GO TO 3</b>
	No	<b>B</b>	<b>GO TO 2f</b>
	Don't know	<b>C</b>	<b>GO TO 2g</b>



<p><b>2f</b></p>	<p>Please code the reason why the respondent is NOT resident at this follow-up address.</p>	<p><b>A</b></p>	<p><b>GO TO 2a &amp; ATTEMPT FURTHER FOLLOW UP</b></p>
	<p>He/she has moved Address not yet built/under construction Address demolished/derelict Address vacant/empty</p> <p>He/she has died</p>	<p><b>B</b></p>	<p><b>GO TO 5 AND REPORT FINAL CODE 7</b></p>
<p><b>2g</b></p>	<p>Please code the reason why you are unable to establish whether the respondent 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>	<p><b>A</b></p>	<p><b>GO TO 5 AND REPORT FINAL OUTCOME CODE</b></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	<b>GO TO 4a</b>
B	<b>CALLBACK AT LATER DATE OR GO TO SECTION 5</b>
C	<b>CODE OUTCOME AT SECTION 5</b>

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	<b>GO TO 4b</b>
No	B	<b>GO TO 4d</b>

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

Yes	A	<b>WRITE NAME OF PARENT IN 4c, THEN GO TO 4d</b>
No - parents/guardians not contacted	B	<b>CALL BACK AT LATER DATE OR REPORT CODE 33 AT SECTION 5</b>
No - parents/guardians refused	C	<b>REPORT FINAL OUTCOME AT SECTION 5</b>

**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.

## 5. Final outcome for longitudinal 'new' adult interview

<i>(Ring relevant outcome codes)</i>	'New' adult Longitudinal Interview Final Outcome – screen 2			
	Final Outcome	For Re-Issues <u>ONLY</u>		
		<u>1st</u>	<u>2nd</u>	<u>3rd</u>
<b><u>INELIGIBLE (DEADWOOD)</u></b>				
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
<b><u>MOVERS</u></b>				
91. INTERIM – Respondent has moved; <b>trying to find respondent's new address</b>	91	91	91	91
92. MOVED– Respondent has moved and <b>follow-up address not known or not obtained</b>	92	92	92	92
95. INTERIM – <b>New address for respondent obtained in assignment area</b>	95	95	95	94
93. Moved – New address for respondent obtained but <b>outside of assignment area.</b>	93	93	93	93
94. Moved – Respondent moved to <b>armed forces or other institution</b> where access needs to be negotiated (CONTACT OFFICE)	94	94	94	94
<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. Named respondent needed parental permission but <b>no contact with parent</b>	33	33	33	33
35. No <b>contact with named respondent</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 occupants refused	17	17	17	17
31. Office refusal – OFFICE APPROVAL ONLY	31	31	31	31
34. Named respondent needed parental permission but <b>parental permission refused</b>	34	34	34	34
36. <b>Refusal by named respondent</b>	36	36	36	36
37. <b>Proxy refusal</b> (other than by parent/guardian)	37	37	37	37
<b><u>OTHER UNPRODUCTIVE (COMPLETE SECTION 9)</u></b>				
38. Contact made with named respondent but <b>no specific appointment made</b>	38	38	38	38
39. <b>Broken appointment</b> with named respondent	39	39	39	39
40. Named respondent is <b>ill at home</b> during survey period	40	40	40	40
41. Named respondent is <b>away or in hospital</b> all survey period	41	41	41	41
42. Named respondent is <b>physically or mentally unable</b> to be interviewed	42	42	42	42
43. Named respondent has <b>inadequate English</b>	43	43	43	43
44. <b>Other unproductive</b>	44	44	44	44
25. INTERIM CODE	-	-	-	-
27. INTERIM APPOINTMENT CODE – <b>appointment made with named respondent</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-issue

Screen

Please record any other details of non-contact, refusals or other unsuccessful outcomes at section 7 of the ACS. This will help with re-issues.



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

**6. Reasons for refusal - 'new' 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 7)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**PLEASE WRITE FULL DETAILS OF REFUSALS IN SECTION 7**

LEAVE THIS PAGE BLANK



**8. Re-issue Information**

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

**9. 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							:			