

HIS-100  
(1972)

**HEALTH INTERVIEW SURVEY**  
**INTERVIEWER'S MANUAL**

**U.S. DEPARTMENT OF COMMERCE**

**Bureau of the Census**

**Acting as Collecting Agent for**

**U.S. Public Health Service**

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CHAPTER 1

DESCRIPTION OF THE SURVEY

A. Purpose of  
the Health  
Interview  
Survey

1. General

The basic purpose of the 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 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 was made in 1935-36. Many developments affecting the national health had taken place in the intervening years:

We went from depression to prosperity and through two wars.

"Wonder drugs" such as penicillin were discovered and put into use.

Public and private health programs were enlarged.

Hospitalization and other health insurance plans broadened their coverage to protect many more people.

Increased research programs on all major illnesses, such as heart disease, cancer, tuberculosis, muscular dystrophy, and polio were leading to their cure, control, or prevention through the development of products like the Salk Polio Vaccine.

Despite extensive research on individual diseases in the years 1937-1957, one important element had been missing. We had only piecemeal 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
- a. Helps give direction to health expenditures
- b. Occurrence and severity of illness and disability
- c. Control of accidents
- How is the information obtained from the National Health Survey used? Here are some examples taken from a discussion of the program before the Congress.
- 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.
- Data on health statistics are valuable tools for the public health officer. The nationwide system of reporting communicable disease 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 high costs of care and assistance. The basic public health principle to be applied is the same: prevention. Better information on occurrence and severity of diseases and disability are needed in order to prevent their occurrence.
- Programs for effective control of accidents are still in their infancy. Statistics on the cause and frequency of nonfatal as well as fatal accidents of various types help to shape accident prevention programs and measure their success.

- d. Health of the aged

There is 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.
- e. 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.
- f. 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 weeks or months. Illness statistics provide an improved measurement of 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 and health measures, the insurance industry and the pharmaceutical and appliance manufacturers are also greatly assisted by reliable statistics on illness and disability.
- g. Factors related to various diseases

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

3. Who uses  
the data

The principal users of the data are the United States 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 Survey is sponsored by the United States Public Health Service, which is a part of the Department of Health, Education and Welfare. Because of the Bureau's broad experience in conducting surveys, we conduct 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 Health  
Interview  
Survey (HIS)

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

2. The Health  
and Nutrition  
Examination  
Survey (HANES)

The Health and Nutrition Examination Survey which, as the name suggests, collects health information primarily by means of an actual clinical examination. Census interviewing plays an important role in this survey in that it identifies the representative sample of persons who are to be asked to participate in the examinations. The latter are conducted by doctors and dentists from the Public Health Service.

3. The Hospital  
Discharge  
Survey (HDS)

The Hospital Discharge Survey collects information on hospital stays for persons discharged from short stay hospitals, such as date of stay, age, race, sex, marital status, diagnosis, and operations.

4. The Health  
Records  
Survey (HRS)

The Health Records Survey collects information on health and related services by examining the records in places in which people receive medical services, such as hospitals and other places which provide medical, nursing, and personal care.



C. Design of the sample on which the Health Interview Survey is based

The Health Interview Survey is based on a sample of the entire civilian noninstitutional population of the United States. Over the course of a year a total of approximately 42,000 households are interviewed. These households are located in the 50 States and the District of Columbia.

1. Selection of sample PSU's

The sample for the survey was designed as follows:

First 357 sample areas called primary sampling units (PSU's) were set up by--

- (a) Forming combinations of one or more counties or parts of counties from all of the counties in the United States;
- (b) then grouping together those county combinations that had similar characteristics, such as geographic region, size and rate of growth of population, principal industry and type of agriculture;
- (c) and finally, selecting one county combination (PSU) from each group to represent all of the county combinations in the group.

2. Selection of sample segments and households

Within each PSU, there is finally selected the "segments" which contain the households to be interviewed. Further details regarding the nature of the segment and selection and identification of the sample households are found in Part A, Chapter 2, and Part F of this Manual.

3. The quarterly sample

The entire group of households assigned for interviewing in any one quarter of the year is called a sample, since it represents a complete sample of the population. Each sample is identified by the letter "B" plus a number, for example, Bc0, Bc1, etc. A segment will never be assigned for interviewing more than once in a particular sample.

D. Scope of the survey

Each year, health information is gathered for every civilian person in 42,000 sample households. Adult residents, found at home at the time of your call, provide the information required.

The questionnaire for the survey provides for certain information to be collected on a continuing basis. In addition to these basic items on the questionnaire, supplemental inquiries are carried from time to time in order to provide information on special topics. Any one supplemental inquiry may be repeated at regular intervals, or may be carried only once.

E. Information  
accorded  
confidential  
treatment

All information which would permit identification of the individual is held strictly confidential, seen only by persons engaged in the National Health Survey (including related studies carried out by the Public Health Service) and not disclosed or released to others for any other purpose.

## CHAPTER 2

APPLICATION OF THE HOUSING UNIT DEFINITION AND RULES FOR  
DETERMINING PERSONS ELIGIBLE FOR THE SURVEY

- A. General This chapter tells you how to apply the housing unit definition, how to identify a household, how to decide which persons at one address should be recorded on the questionnaire and whether more than one questionnaire should be used for residents at the address. See Part B of this manual for the housing unit definition, page B-4.
- B. Household defined A household is the entire group of persons who live in one housing unit or in one OTHER unit. It may be several persons living together or one person living alone.
- C. Housing unit definition at the time of interview
1. Typical family group If the persons entered on the questionnaire represent a "typical family group," such as husband, wife and unmarried children, a parent and child, two or more unmarried sisters or some similar clear-cut arrangement, consider all the members as a single household.
2. Additional household members
- If, in addition to the head and his family, the listing of persons in questions 1 and 2 contains a married son and his family or relatives such as a mother, uncle, or cousin, ask if they all live and eat together as one family.
- If they all live and eat together, treat them as a single household and interview the entire group on one questionnaire.
- If any of the persons recorded in questions 1 and 2 say they live separately from the others, ask about the access to the quarters they occupy and their cooking arrangements. If the quarters have either direct access or separate cooking equipment, consider them as separate living quarters. If these separate living quarters have not already been listed, apply the rules for extra units, according to the instructions given on pages A3-10 to A3-13.

3. Five or more boarders or roomers  
If you have recorded five or more boarders or roomers in questions 1 and 2 of the questionnaire, the sample address may be a boarding house or rooming house and you should apply the rules for these kinds of places. (See page B-10 of this manual.)

4. Vacant living quarters  
Living quarters are vacant if no persons are living in them at the time of your first visit. If the occupants are only temporarily absent, consider the unit as occupied. (See instructions in Part D, Chapter 2 on "Noninterviews.") Vacant living quarters constitute a housing unit if they have either:

a. Direct access

OR

b. A kitchen or cooking equipment for the exclusive use of the intended occupants.

Even though there may be no kitchen or cooking equipment in the space at the time of your visit, consider it as having cooking equipment if the last occupants had cooking equipment.

Vacant quarters which do not have direct access or a kitchen or cooking equipment should be considered as part of the housing unit through which access to the space is gained. Note, however, that in some kinds of living places, such as boarding houses, flophouses and missions, and institutions, certain types of units are specifically designated as OTHER units. (See Table A, page B-6 of this manual.) These should always be considered as separate units regardless of whether occupied or vacant.

5. Unusual types of living quarters  
If your sample unit is a vacation cabin, a room in a hotel, or some other type of unusual living quarters, refer to Part B, Chapter 3, of this manual for instructions on handling it.

D. Whom to include in the survey

1. General rules  
Two categories of persons are to be considered as household members.

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

- (b) Persons staying in the sample unit who have no usual place of residence elsewhere.

A household was defined in the beginning of this chapter as the entire group of persons who live in one housing unit or OTHER unit.

2. Usual place of residence defined

In most cases, usual place of residence means the place the person would name in reply to the question, "Where do you live?" More specifically, it is the place where the person usually sleeps. A usual place of residence must be specific living quarters held for the person to which he is free to return at any time. A mail address alone does not constitute a usual place of residence.

Living quarters which a person rents to or lends to someone else cannot be considered his usual place of residence during the time it is occupied by someone else. Likewise, vacant living quarters (sometimes furnished) which a person offers for rent or sale during his absence should not be considered his usual place of residence while he is away. (If the living quarters are furnished, be sure the household is not just temporarily absent -- see below.)

Persons with no usual place of residence elsewhere include recent migrants, persons trying to find permanent living quarters and other persons who are staying temporarily in the unit and do not have a home of their own.

3. Household members

Count the following persons as household members of the sample unit:

- (a) Persons who consider the sample unit as their home and who are:

- (1) living at home at the time of the interview; or
- (2) temporarily absent at the time of the interview, on vacation, visiting or on business. This includes bus drivers, railroadmen, traveling salesmen, etc., who usually do not stay long in one place, but who return home at intervals.

- (b) Persons who consider the sample unit as their home but who are in a general hospital, i.e., a hospital where most patients remain for a short period of time only, regardless of how long their stay has been in the hospital.
- (c) New-born babies who have not yet left the hospital.
- (d) Students of any age (including student nurses) who live in the sample unit while attending school. (If they are at home on summer vacation at the time of the interview, consider them as household members of their own home.)
- (e) Crew members of a vessel who consider the sample unit as their home. This rule applies 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.
- (f) Domestic or other employees who live with the household and sleep in the sample unit.
- (g) Boarders or roomers who regularly sleep in the sample unit.
- (h) Civilians who usually live in the sample unit but who are temporarily abroad on a vacation or in connection with their work.
- (i) Persons temporarily visiting with the household but who have no usual place of residence elsewhere.

4. Nonhousehold members

Do not count the following persons as household members of the sample unit:

- (a) Persons who were formerly members of the household but who at the time of interview:
  - (1) are absent because they (regardless of age) are living elsewhere and attending school at the time of the interview. (If they are away from the school on summer vacation, do not count them at their school home.)

- (2) are inmates of correctional or penal institutions, mental institutions, homes for the aged or needy, rest homes or convalescent homes, homes or hospitals for the chronically ill or handicapped, regardless of how long they are expected to remain there.
  - (3) are now living in nurses' homes, convents or monasteries, or other places in which residents may expect to reside for long periods of time.
  - (4) are now working abroad if their regular place of duty is abroad.
  - (5) are members of the Armed Forces not living at home. We are not covering military personnel in this survey. (For definition of Armed Forces see Part D, Chapter 3.)
- (b) Persons temporarily visiting with the household who have a usual place of residence elsewhere to which they are free to return to at any time.
  - (c) Persons who take their meals with the household but usually lodge or sleep elsewhere.
  - (d) Domestic employees or other persons employed by the household who do not sleep in the sample unit. (If, however, they occupy quarters which have no cooking equipment but which are on the same property as the sample unit (main house) consider them as household members.)

5. Special classes of persons

Persons with two or more homes: Some persons (or families) have two or more homes and they may spend part of the time in each. For such cases, you must first determine which unit should be considered the persons's usual place of residence. This is the home that the person occupies most of the time. Note that this is not necessarily the person's legal or voting residence.

If you are unable to determine the person's usual place of residence because he spends an equal amount of time at each home, consider him to be a resident of the sample unit if he is living there at the time of interview.

Persons who work away from home: Some persons sleep most of the week in one place to be near their work but may spend weekends or other non-work periods in another place. Count such persons as members of the household in which they sleep most of the week.

Domestic employees in separate house or cabin: If domestic employees sleep in a separate house or cabin, count them as a separate household if they have separate cooking equipment. If they do not have separate cooking equipment, count them as part of the main household.

Persons who have just moved into the housing unit: You are to interview the household member living in the housing unit on the day of your interview regardless of when they moved into the unit. For example, suppose you make your first call to interview a household on Tuesday, and find no one at home. For some reason you are unavoidably prevented from calling back until Saturday, when you find that the family you would have interviewed on Tuesday has moved out and another family moved in on Thursday. You will interview the household occupying the unit at the time of your interview (i.e., Saturday).

Citizens of foreign countries: Citizens of foreign countries and other persons who are living on the premises of an embassy, ministry, legation, chancellery, or consulate are never to be interviewed. Consider any such place not to be included in any segment.

Citizens of foreign countries, who are not living on the premises of an embassy, etc., and have no usual place of residence elsewhere in the United States are to be considered residents of the sample unit and interviewed only under the following circumstances:

- (1) They are permanently living in the United States.

OR

- (2) They are temporarily living in the United States and are going to school here, or are employed here, or are members of the family of a person going to school or employed here.

Persons not included in paragraphs 1 and 2 above should be considered as having usual residence elsewhere.



Migratory workers: Consider migrant farm or ranch workers and logging camp workers as household members of the sample unit IF they have no usual place of residence elsewhere in the United States.

E. Difficult cases

If you cannot clearly determine from the instructions how to proceed in problem cases, call your office for assistance.

Before calling, however, assemble all the information that you think would be useful to your office in advising you on how to proceed.

CHAPTER 3

THE SAMPLE UNITS TO BE INCLUDED IN THE SURVEY

A. General

There are two general types of segments in the Health Interview Survey :

1. Types of segments

B Segments

These are segments which consist of addresses drawn from the 1960 Census Listing Book or selected from building permit data. They have no specified segment boundaries. Instructions for B Segments are given in Part F of this manual.

Area Segments

These are segments for which addresses have been prelisted by you or another Census interviewer. By "prelisted," we mean that someone has canvassed the area within the segment boundaries and listed all living quarters in the segment on the Segment List or, in some cases, on a Special Dwelling Listing Sheet.

2. Use of segment folder

For each segment in your interview assignment, you will receive a segment folder. The front and tab of the folder provides general information about the segment and when it is to be included in the current sample, as explained below.

a. Week of interview

Determine the week of interview from the last date, i.e., the date for the current sample, entered in Section I on the front of the segment folder. Do not interview in the segment before the week specified.

b. Identification information

Refer to the tab of the segment folder for identification information as follows:

1) PSU code and name

The first entry on the tab identifies, by code and name, the PSU in which the segment is located.

- 2) Grid reference            There will be an entry in the "Grid Ref." box indicating the appropriate grid map to use and the appropriate location of the segment on it.

Use the grid map in planning your itinerary and in driving to the general area of the segment.

- 3) Place                    The entry in the "Place" box identifies the city or town in which the segment is located, or the county if the segment is in a rural area.

- 4) Type of segment        The type of segment (TA, NTA or B) will be entered in the "Type" box on the tab of the segment folder. Also, item 2b on the questionnaires prepared by your office will be marked "Area" (area segment), "B" (B segment), "P" (permit B segment) or "LSP" (large special place).

The two types of area segments, TA (Take All) and NTA (Non-Take All), are discussed in Section D on page A3-5. (Refer to Part F of the manual for B Segments.)

- 5) Sample                 A sample designation is assigned to each three-month period ("sample") in the calendar year. For example, the period April-June 1972 is designated B61 and July-September 1972, B62. The sample in which you are currently interviewing is the last one entered in the sample box on the tab of the segment folder.

In the following illustration, the current interview week is within the period July-September 1972 which is designated Sample B62.

B-58	B-62				
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c. Section IV

Examine Part A of Section IV, on the front of the segment folder for any special instructions or notes about the segment. If you want to make some notes for yourself, such as directions for reaching the segment, enter them in Part B of Section IV. The "year built" stamp is entered in Part C of Section IV.

- d. Other entries  
Other entries on the tab and front of the folder pertain to office operations or listing instructions.
- B. Sample units to be included in the survey  
In B segments, addresses are already listed and sample units identified for you. In area segments, you (or another interviewer) must prelist the addresses of units in the segment. Your office will then designate the sample units that are to be included in the survey.
- C. Area segments  
This chapter explains the listing materials you will use in area segments; the direction of travel in rural segments; the procedures applicable to units in TA and NTA segments; treatment of units; etc. See Part B for definition of units (housing units and OTHER units); and, kinds of units in special places.
  - 1. Materials  
For area segments, the folder contains a detailed map of the segment, a listing sheet and a List of Structures with No Living Quarters. You may also need a Special Dwelling Listing Sheet or a Special Dwelling Worksheet if there is a special place such as an institution, dormitory, or hotel in the segment.
  - 2. Segment map  
A detailed map of the segment is attached to the inside cover of the segment folder. The exact segment boundaries are outlined in red on this map. See Section E on page A3-6 for instructions on use of the segment map.
  - 3. Use of listing sheet  
Each regular unit found in the segment at time of listing is entered on a separate line of the listing sheet. They are identified by description or street name and address. If the segment has been designated for more than one sample, units added after the original listing are entered on a Supplemental Segment List.
    - a. Heading items  
Heading items correspond to similar entries on the segment folder. Each sheet should be numbered in the space provided at the bottom of the listing sheet and the total number of sheets entered. The post office serving the addresses in the segment should be entered in the "Post Office" item if it is not the same as the "Place" entry on the tab of the segment folder.

If any of these items were omitted, complete them at time of interview.

- b. Segment boundaries or direction of travel
- For an urban segment (i.e., a segment in a built-up area), the section headed "Urban segments - boundaries" should be filled on the first listing sheet to indicate the north, east, south, and west segment boundaries.
- For a rural segment, there will be a separate listing sheet for each road, or road section, in the segment. The lister assigned consecutive letters beginning with A to the roads or road sections in the order traveled (Road A, Road B, etc.). He entered the road designation on the segment map and on the listing sheets. The section in the heading labelled "Rural segments - direction of travel" should have been filled to identify the road or road section on each listing sheet. Complete these items if they were omitted by the lister.
- c. Column 2, street name or road designation
- An entry in column 2 identifies the street or road of all addresses in the columns to the right. A line across the column separates addresses on one street or road from those on another in urban segments.
- d. Column 3, house number or side of road
- The house number, if any, should be entered in column 3. In rural areas, for structures with no street address, L or R (for left or right) is circled to indicate the side of the road, based on the direction of travel given at the top of the sheet.
- e. Column 4, description or location
- If there is no street address, a description of the structure is entered in column 4. This space is also used to record the location of units within a structure. The space for name is filled in rural areas if the occupant's name was observable at the time of listing.
- Any structure which appeared to contain no living quarters but is on the same property as a listed unit, should be accounted for by a check in the appropriate box in column 4 (and is to be considered as part of the sample unit).
- f. Column 5, sample designation
- An entry of the current sample designation (for the current three-month period) in column 5 indicates the unit has been selected for the current sample. Units for which the current sample designation has been crossed off have been eliminated from the sample.
- g. Column 6, serial number
- The serial number entered in column 6 corresponds to the serial number entered in item 3 of the questionnaire.

- h. Column 7, additions and deletions

You will make entries in column 7 when you add or delete a sample unit, in accordance with instructions in paragraphs G and H.
- i. Column 8, year built

Column 8 is completed only at the time of listing or updating the segment. A mark in this column indicates that year built was determined for the unit prior to interview.
- j. Remarks section

The lister will have used the Remarks section at the bottom of the sheet to explain any special problems encountered in the listing.
- 4. List of Structures With No Living Quarters

The list of Structures With No Living Quarters was completed by the lister and is never updated. Make no entries on this list at time of interview.
- 5. Use of Special Dwelling Listing Sheet

If there is a special place in the segment, the name, address and type of place will be entered on a Special Dwelling Listing Sheet. The units to be interviewed in the place may be listed on this sheet or the total number of units may be recorded in the heading.
- D. Types of area segments

There are two types of area segments in the Health Interview Survey: Take All (TA) and Non-Take All (NTA). The type of segment is identified on the listing sheet, on the segment folder tab, and in item 2b on the questionnaire.

  - 1. TA segments

TA segments are included in only one sample. In most TA segments, you will conduct an interview at each unit listed on the listing sheet, unless it has been crossed off, and at other units you find in the segment at the time of interview. Note that the current sample designation is entered in column 5 of the listing sheet for each of the units listed.

Occasionally you may be assigned a TA segment in which you will interview only some of the units. We call this a "subsamped" TA segment. Paragraph K, page A3-19 contains special instructions for handling units found in subsampled TA segments.
  - 2. NTA segments

NTA segments contain more households than are assigned for interview in any particular sample. Interviews are to be conducted only at the units designated for the current sample (indicated in column 5 of the listing sheet) and at any unlisted units found on the same property or in the same structure with the sample unit.

Questionnaires will be provided for units designated for the current sample. You must prepare questionnaires for unlisted units found on the same property or in the same structure with the sample unit, determined to be extra units. Detailed instructions on this procedure are given in paragraph H on page A3-10.

E. Use of maps to locate area segments

1. Grid map

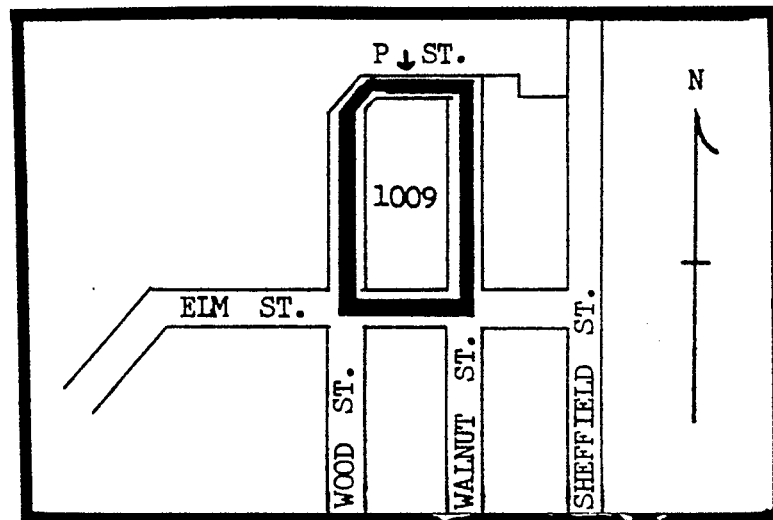
Use the appropriate grid map furnished for your PSU to find the general location of a segment. For further information about grid maps, see page C-4 of your manual.

2. Segment map

After finding the general area of a segment, use the detailed segment map for defining its exact boundaries. The boundaries are outlined in red on the segment map. The red lines represent the exact location of the segment boundaries and are to be followed, even if ground locations (roads, streets, etc.) have changed, in determining which structures are in the segment.

a. Block maps

Some segments are outlined on block maps as illustrated below:



- b. Other kinds of segment maps  
Segments in rural areas are outlined on county highway maps or on reproductions of hand-drawn maps prepared by other interviewers.
- F. Procedures within the segment  
In TA and NTA segments, follow the route of travel indicated on the segment map by the interviewer who did the listing. Other instructions are as follows:
1. Procedure in TA segments  
In TA segments, check the listing as you proceed around the segment interviewing the sample units as you come to them with one exception. For TA segments which have not been subsampled and which appear to contain more than 20 units, you are to update the segment before conducting any interviews. Instructions for these segments are given in Section K on page A3-19.
- a. General instructions for checking listing  
New units found and units missed in listing are called extra units and are to be treated as instructed in paragraph H.1 on page A3-10.
- If you find a unit listed in error, outside the segment boundaries, demolished or converted permanently to commercial use, cross it off the Segment List and enter in column 7 the reason and date deleted, e.g., Demolished 7/72. Do not cross off units involved in a merger -- see section 2 on page A3-13 -- or units which you determine to be built after 4/1/60.
- After completing the listing check and making any necessary additions or deletions, enter your initials and the month and year (e.g., 3/72) in the space provided on the inside of the segment folder to show that the listing of the TA segment has been brought up-to-date at the time of interview.
- All units should be listed, whether occupied, vacant or under construction.
- b. Detailed instructions on checking listing in TA segments.  
Follow the detailed instructions given below in checking the listing of TA segments.
- 1) Determine boundaries of segment  
Start at the point on the segment boundary where the original lister started. Determine the precise boundaries of the segment from the segment map attached to the inside of the segment folder.



Always use the boundaries exactly as shown on the map even though changes may have been made on the ground since the map was drawn. Thus, if a segment boundary is shown on the map as a road, and the road has been relocated since the map was made, consider the old location of the road as the segment boundary.

2) Rural TA segments

For TA segments in rural areas, follow the route of the original listing. However, cover all roads within the boundaries shown on the map, even if the original listing shows no units located on a given road. If a road is a boundary itself, the center of the road is considered the boundary and all units on the side of the road which is within the segment are to be interviewed. If a rural road is not a boundary, canvass both sides of the road at the same time.

Follow each path or lane that might lead to places where people live. Also, look for side roads, breaks in the trees and telephone wires, etc., which may indicate the presence of living quarters.

3) Urban TA segments

For TA segments in urban areas, follow the route of the original listing. However, always watch for units that may have been missed and for any new units. There may be living quarters in alleys, courts or other passageways. Be sure to cover these and also look for basement, side and rear entrances which may lead to separate units. Determine whether there are living quarters behind structures that face the street, such as units over garages, over or behind stores, in backyards, etc.

4) Structures which cross segment boundaries

If a structure crosses a segment boundary, consider it to be inside the segment if its main entrance is within the boundary outlines. "Main entrance" means the entrance for which the address of the building is given. If the building has no address, consider the main entrance to be the one most frequently used by visitors and persons other than tradesmen, servants, etc.

2. Procedure in NTA segments

In NTA segments do not update the listing sheets during your interviewing visits, unless you are instructed to do so on the front of the segment folder. Locate sample addresses in the order streets (or roads) appear on the listing sheets.

Check to see that sample units are inside the segment boundaries. Return the questionnaire for any unit outside the segment boundaries as a noninterview: Type C - "In sample by mistake" and footnote that it is outside the segment, describing the situation fully. Do not cross the unit off the list at time of interview.

G. Treatment of sample units

Fill a questionnaire for each sample unit. Fill only the front of the questionnaire for any assigned address where you find a demolished unit, no unit exists, etc. We call these situations (and the questionnaires for them) Type C - noninterviews.

At each existing sample unit, you will need to apply the definition of a housing unit to identify separate households. (For the definition of a housing unit, see page B-4 of this manual.)

1. Usually only one housing unit

Most of the sample units will be single-family houses, one part of a duplex (two family house) or an apartment in a regular apartment house.

2. More than one housing unit

In some cases, however, you may find one or more unlisted units at the address or on the property of a sample unit. For example, a structure listed as a single unit may actually contain two or more apartments. You may also find that part of a structure represents more than one housing unit; for example, an upstairs apartment may be subdivided into two apartments. Sometimes you will find a second house on the same property as the sample unit.

When you find more than one housing unit at the address or on the property of a sample unit, consider one to be the listed unit and the others to be extras - see instructions in Section H.

3. Sample unit is combined with another unit

You may discover that because of changes in living arrangements since the segment was listed, or due to listing errors, the sample unit should be combined with another unit. We call the combined units a "merger."

Some examples of a merger are:

- (1) a two-unit structure converted to a one-family house since the segment was listed;
- (2) a single-unit structure listed as containing two units.

See instructions in Section H2 on page A3-13 for treatment of units involved in a merger.

H. Procedures for handling extra, merged, or converted units

1. Extra units

In TA segments, an extra unit is a housing unit or OTHER unit not previously listed which is within the segment boundaries and is discovered while interviewing a sample unit or in updating lists at time of interview.

In NTA segments, an extra unit is a housing unit or OTHER unit which is discovered while interviewing a sample unit and is on the same property or in the same structure as the sample unit AND has not been listed previously although it is within the segment boundaries.

In B segments, an extra unit is a housing unit or OTHER unit in the same structure and within the specific address of the sample unit as recorded on the B Segment Address List. To be an extra unit, it must not be listed elsewhere (either on a separate line or in a notation) on the B Segment Address List. The specific address of the sample unit may appear on the B Segment Address List as a single-unit structure or as a unit in a multi-unit structure.

The procedures for handling extra units will differ, depending upon whether the unit is in a TA, NTA or B segment. In all cases, however, send an INTER-COMM reporting the extra unit.

a. In TA segments

In a TA segment which has not been subsampled, proceed as follows:

- (1) If the unit is discovered in updating the segment, add it to the next unused line of the last Segment List. In column 7, on the line on which you have listed the extra unit, write "extra," the reason it was not listed originally and the date (month and year). A typical entry might be: "Extra, new construction, 3/72."

If the extra unit is discovered in asking questionnaire items 13a, b, or c, and you determine from Table X that it is a separate unlisted unit, add it to the next unused line of the last listing sheet. Enter in column 7 "extra," the item number which led to its discovery, and the date. For example, "extra, item 13a, 1/72." (Table X is explained in Chapter 8 of Part D.)

NOTE: If the segment is in a permit area - (PA) is stamped in Section IV of the segment folder - determine year built for the unit and make the appropriate entry in column 8 of the Segment List. Refer to year built instructions in Chapter 16, Part C of this manual. Do not prepare a questionnaire for the unit if it was built after April 1, 1960; instead, send an INTER-COMM to the office explaining the situation.

- (2) Interview the extra unit (except as noted above). Use a questionnaire from your supply of blank forms. See page D2-2 for instructions on filling identification items on the questionnaire.
- (3) Leave item 3 blank on the front of the questionnaire for extra units. Be sure to enter the complete address (including the post office and State) in item 8 for vacant, as well as occupied, units. If more than one questionnaire is needed for an occupied unit, enter the complete address on all questionnaires for that unit.

In a TA segment which has been subsampled, follow instructions in Section J on page A3-18.

b. In NTA segments

If the extra unit is in an NTA segment, describe the location of the sample unit in column 2 of Table X, then examine the Segment and Supplemental Lists to see whether it has already been listed. If it is listed, enter the sheet and line number in column (3) of Table X, then continue with item 13 or L. If it has not been listed (or if it has been listed but was previously merged), complete Table X. If you determine the extra is a separate unit proceed as follows:

- (1) Make no entries on the Segment or Supplemental List.

- (2) Interview the extra unit only if it is on the same property as the original unit. "Property" is defined as the land (with buildings) on which is located the address of the original sample unit. This "property" could range from a single-family house and a lot to a 200-acre farm.
- (3) Leave item 3 blank on the front of the questionnaire for extra units. Be sure to enter the complete address (including the post office and State) in item 8 for vacant, as well as occupied units. If more than one questionnaire is needed for an occupied unit, enter the complete address on all questionnaires for that unit.
- (4) Enter in item E on the back of the questionnaire for the extra unit, the serial number of the original sample unit; the item number (item 13a, b, or c) through which the extra unit was discovered; and the Segment (or Supplemental) List sheet and line number of the first unit listed on the same property as the original sample unit.

c. When structures identified in column 4 of listing sheet become extra

On the listing sheet for a TA or NTA segment, you will sometimes find that an "X" has been entered in one of the check boxes to the right of column 4;  Farm Building,  Store,  Garage or  Other. This means that, at the time of listing, the structure checked contained no living quarters but was found on the same property as the sample unit. For purposes of interviewing, these checked structures are to be considered as part of the original sample unit. However, if you learn that any of these structures are now occupied (or are now intended for use) as separate living quarters, pick them up as extra units and treat them as described above. On the other hand, if some people are now occupying these structures on the property of the sample unit but their quarters do not constitute separate living quarters, these persons should be considered as part of the household occupying the main sample unit. See Part B, page B-4, for definition of separate living quarters.

1) Farm buildings

If an "X" has been entered in the check box labelled "Farm buildings," this entry refers only to such structures as barns, chicken coops, silos and tool sheds which appeared to contain no living quarters at the time of listing and are not ordinarily intended for human occupancy. However, if you find at time of interview that such a structure is occupied as separate living quarters, treat it as an extra unit.

2) Does not include structures intended as living quarters

An "X" in the "Farm building" check box would not include tenant houses, cabins, or bunkhouses which, at the time of listing, were occupied or intended for occupancy as living quarters. Units of this type should have been listed separately. However, if they have not been listed separately and you pick them up as extra units, treat them as described in paragraph H1a or H1b, depending upon whether they are in TA or NTA segments.

d. In B segments

In a B segment, if you discover what you believe to be an extra unit within the same structure and at the specific address of the sample unit, proceed as follows:

- (1) Enter a description of the unit in column 2 of Table X.
- (2) Check the B Segment Address List for the segment to see whether the unit is already entered on a separate line (in consecutive order or out of order) or included in a notation on the sheet.
  - (a) If the unit appears anywhere on the list, do not consider it an extra unless it was previously reported as merged (code "M" entered in column 9).
  - (b) If the unit does not appear on the list, complete Table X on the back of the questionnaire.
- (3) If you determine the unit is an extra, interview it on a separate questionnaire and enter CM (consists of more than one unit) in column 9 of the B Segment Address List. Do not enter the extra unit on a separate line of the B Segment Address List.
- (4) Enter in item E on the back of the questionnaire for the extra unit, the serial number of the original sample unit and the item number (item 13a, b, or c) through which the extra unit was discovered.

2. Merged units

Where two or more units on the listing sheet have been merged so that only one housing unit now exists, do not cross off any of the merged units listed but proceed as follows:

For area segments - On the line for each, except the first, of the merged units listed, enter in column 7, "merged," the sheet and line number of the first of the merged units listed and the date the merger was discovered. On the line for the first of the merged units listed, indicate the listing sheet and line numbers of the other merged units by entering "See s \_\_\_\_\_, l \_\_\_\_\_." Send an INTER-COMM to your office reporting the merger.

For B segments, enter "M" in column 9 of the B Segment Address List for each unit involved in the merger. Also enter in the remarks column, on the line for the first merged unit listed, the date the merger was discovered, and sheet and line number of all the other units involved in the merger, by writing "See s \_\_\_\_\_ l(s) \_\_\_\_\_." Send an INTER-COMM to your office reporting the merger.

a. Inter-viewing

First unit involved in merger -- a sample unit. If the first of the listed units which are involved in the merger is a sample unit for which you have a questionnaire, interview the merged unit on that questionnaire. If the merger involves any other units for which you have questionnaires, return these questionnaires as Type C -- "Other-merger."

First unit involved in merger -- not a sample unit. If the first of the listed units involved in the merger is not a sample unit but the merger involves one or more other units for which you do have questionnaires, return all the questionnaires as Type C -- "other-merger."

b. Special cases

(1) A sample unit, such as-

a trailer or garage that is used only as overflow sleeping quarters for the main house;

or

a guest house for a private home or living quarters for servants who eat their meals in the main house

should be returned as Type C -- "Other-merged." It will be interviewed as part of the main house when the latter comes into sample.

- (2) A vacation trailer, never used as living quarters, on the property with another unit should be reported as Type C -- "Other-Vacation trailer, not living quarters on site." Also, a garage, listed as a HU but never intended or used as living quarters, should be reported as Type C -- "Other-Never living quarters." Do not treat these units as merged.
- (3) A sample unit in a TA or NTA segment in a permit area (PA), which merges with a unit built after April 1, 1960, should be reported as Type C -- "Other-merged with unit built after April 1, 1960."

For the special cases cited in paragraph b(1) above, the status of the main house will determine whether the combined unit (guest house - or garage - and main house) is to be retained in sample or returned as Type C -- "Other-main house built after April 1, 1960."

If the sample address is for a guest house in a permit B segment, report it as Type C -- "Other-not a HU."

NOTE: A listed unit which has been previously merged with a current sample unit (as indicated in column 7 on the listing sheet for an NTA segment) and which is now found to be unmerged should be considered as an extra unit for the current sample. (If the current sample designation is entered opposite the originally listed unit, your supervisor will not assign the unit but will prepare a Type C questionnaire.)

3. Converted units

Where a sample unit has been converted by structural changes or by use into two or more units, interview all units. Consider any one unit as the original sample unit and treat the others as extras. (If the sample unit was previously merged, treat all but the first unit listed as extras. See paragraph H.1 on page A3-10.)

I. Special places

Part of your assignment may consist of interviewing at special places such as transient hotels, trailer camps, dormitories and institutions. A list and description of the different types of special places is given in Part C, Table E (green pages).



1. Places located  
in area or LSP  
segments

a. Special  
Dwelling  
Listing  
Sheet

A Special Dwelling Listing Sheet will have been prepared for special places found at time of listing. The name, address and type of special place and the number of units will be entered on the form. In addition, the office will have prepared a Special Dwelling Worksheet for each place, except those in TA segments.

b. Sample units  
selected  
from a  
complete  
listing

For special places in which sample units (that is, rooms, suites of rooms, beds, etc.) were selected from a complete listing, the address or location of the place will be entered in item 8 on the questionnaire. The name of the place, type code, and description of the sample unit will be entered in item 11.

You will also receive the Special Dwelling Listing Sheet for the place.

c. Sample  
units  
selected  
from a  
register

When a special place is to be sampled from a register of units (as for example, a list of rooms in a dormitory), you will select the sample units directly from the register. Instructions for selecting sample units are given in Appendix B, page B3-27. You must enter the address or location of each selected unit in column 3 on the worksheet and in item 11 on the front of a questionnaire.

d. New or  
missed  
special  
place

If in checking the listing of a TA segment you find a special place for which no Special Dwelling Listing Sheet has been provided, prepare one and list all units (staff or unclassified) in the place on it. Fill a questionnaire for each unit listed unless the segment is subsampled. (See paragraph J on page A3-18.)

2. Places  
located in  
B segments

For places located in B segments, follow the instructions in Chapter 4 of Part F in this manual. If current sample units are to be selected from a register, also follow instructions in Appendix B, page A3-27.

Questionnaires for current sample units will be prepared in the same manner as indicated in paragraph 1b above.

3. Verify address, name and type of special place

Before conducting interviews at a special place in your assignment, check to see that the address, name and type of place are correct. If the address is incorrect, or the name or type of place has changed, correct these entries on the Special Dwelling Listing Sheet (or worksheet) and the questionnaires. Report the changes on an INTER-COMM. (Refer to Appendix A, page A3-23 for type of place and code.) An example of a change in type of special place would be a tourist home, code 76, that had been converted to a nursing home, code 40.

4. Housing unit changed to entire special place

In an area segment, if you find at time of interview that a sample unit on the Segment or Supplemental List is an entire special place, prepare a Special Dwelling Listing Sheet for the place and list all units (staff or unclassified). Prepare new questionnaires and interview all units listed. Enter in column 7 of the Segment (or Supplemental) List "entire special place." In a TA segment, cross the sample units off the listing sheet; in an NTA segment, do not cross it off the list. Return the original questionnaire as Type C noninterview. Report the change on an INTER-COMM.

An example of this situation would be a large single-family house converted to a sorority house.

5. More than one unit on listing sheet found to be in special place

If you find at the time of interview in an area segment that units listed on separate lines of the listing sheet are units in a special place, do not relist the units on a Special Dwelling Listing Sheet but report the situation on an INTER-COMM showing:

- (a) the name, address and type of place.
- (b) the number of all units in the place, for example, "rooms 1-14 nonstaff," "room 15 staff."

Interview any staff or unclassified units designated for the current sample on the listing sheet. Report current sample units found to be nonstaff units as Type C noninterview.

For example, units in a nontransient hotel may have been listed on separate lines of the listing sheet and the hotel may change to a transient type by the time of interview. Retain the place on the Segment List in this case and interview all units designated for the current sample. Report the situation on an INTER-COMM.

6. Special place discovered in answer to questionnaire items 13a, b, or c
- If a special place is discovered in answer to questionnaire items 13a, b, or c and no units in the place have previously been listed or sampled, prepare a Special Dwelling Listing Sheet for the place. List and interview all units (staff or unclassified) in the place.
7. Further instructions on special places
- Detailed instructions on how to proceed in special places are to be found in Part B, and in Appendices A and B to this chapter.
8. Difficult cases
- If you cannot clearly determine how to proceed in a special place, call your office for assistance. Before calling, assemble the material assigned for the place and write down any questions you have. Be sure to have the Special Dwelling Listing Sheet (or worksheet) in front of you. (Interviewers not yet trained in listing should call their office for assistance in any case involving listing in a special place.)
- J. How to treat added units in TA Segments which have been subsampled
- In TA segments which have been subsampled and in which extra units are found at the time of interview, proceed as follows:
- (1) If you discover an extra while interviewing at a sample unit, interview the extra but do not add it to the listing sheet. Attach an INTER-COMM to the questionnaire explaining the situation. For example, "Converted basement apartment discovered through coverage question 13a." (Be sure to identify the questionnaire for the original household by giving PSU, segment, and serial number.)
  - (2) If you discover a unit when updating a TA segment, add the unit to the listing sheet and extend the subsampling pattern. See paragraph c on A3-20 for information on subsampling. Conduct an interview if the unit is listed on a line designated for sample.
- NOTE: In extending the subsampling pattern in a TA segment in a permit area, exclude from your count those added units which you determined were built after 4/1/60.
- Do not re-subsample a segment which has been subsampled by your office even though the size of the segment has increased.

K. How to treat  
TA Segment  
to be updated  
before con-  
ducting inter-  
views

1. Updating
 

In updating TA segments which have not been subsampled and which appear to contain more than 20 units, check the listing before conducting any interviews.

Add new units and units missed in listing to the end of the listing sheet and cross off units listed in error or no longer in existence (except mergers). If the segment is in a permit area, determine year built for each added unit, and also for each unit already listed if the lister did not fill column 8 on the listing sheet for these units.
2. Units to be interviewed
 

After you have completed the updating, count the number of units (regular plus special place units) listed for the segment, excluding crossed out units.

  - a. If fewer than 20
 

If there are fewer than 20 units listed, enter the current sample designation opposite each added unit on the Segment and Special Dwelling Listing Sheet. Fill a questionnaire for each added unit, with one exception. If the segment is in a permit area, do not prepare a questionnaire for any units in structures built after April 1, 1960; send an INTER-COMM to the office explaining the situation.
  - b. If more than 20 units
 

If there are more than 20 units listed, proceed as follows:

    - 1) If segment is in a permit area
 

If the number of regular units built before April 1, 1960, and special place units do not total more than 20, interview each of these units. Do not interview units built after April 1, 1960, but send an INTER-COMM to the office explaining the situation.

If the number of regular units built before April 1, 1960, and special place units do total more than 20, subsample as instructed in paragraph c below. Do not count units built after April 1, 1960, in applying the subsampling instructions and do not cross them off the list.
    - 2) If segment is in non-permit area
 

If the segment is in a nonpermit area, subsample the units as instructed in paragraph c.

c. How to Subsample	If the total number of <u>listed units is*:</u>	Apply the following sampling instructions to the listed <u>units*:</u>
		Start with                      and take <u>and take the</u> <u>every</u>
	21-40	1st unit                      2nd
	41-60	2nd unit                      3rd
	61 and over	Call your office for instructions.

\* Exclude units built after 4/1/60 in permit areas.

In applying the subsample pattern in segments containing a special place, treat the two lists, the Segment List and the Special Dwelling Listing Sheet, as if they were a single list. Carry the subsampling pattern over from the Segment List to the Special Dwelling Listing Sheet.

On the listing sheets, cross out the current sample designation and serial numbers of units not selected in the subsample. Enter the current sample designation in column 5 of the listing sheet (column 3 of the Special Dwelling Listing Sheet), for each unit selected in subsample but not previously assigned a sample designation.

d. Example of subsampling

For example, suppose in a TA segment (with no special place) in a nonpermit area, 15 units were listed but when you arrive to start your interviewing the number has increased to 36 units. By referring to the subsampling table, you can see that you should start with and take the first, third, fifth, etc., units right through to the last listed unit.

You will cross out the sample designation and serial numbers for the 2nd, 4th and 6th units up through the 14th unit and will enter the sample designation in column 5 (since none has previously been entered) for the 17th, 19th, 21st up through the 35th lines.

e. Which units to interview after subsampling

After you have subsampled the units, interview only those for which there is still a sample designation in the appropriate column of the Segment List and Special Dwelling Listing Sheet, if any.

For originally listed units which were eliminated in subsampling, return the assigned questionnaires as Type C noninterviews: "Eliminated in subsample."

f. Report  
subsampled  
segments on  
segment  
folder

Record the subsampling rate on the segment folder in  
Section IV-B for each segment that you subsample.  
Report this as follows: "Subsampled by taking every  
\_\_\_\_\_."

HIS-100

## APPENDIX A TO PART A

CODES FOR TYPES OF SPECIAL PLACES  
(ITEM 11 ON HOUSEHOLD PAGE)1. Specified InstitutionsCodesTypesCorrectional Institutions

- 11 ... State and Federal penitentiaries, prisons and reformatories
- 11 ... State and Federal prison farms and camps
- 11 ... County and city jails, workhouses, penitentiaries
- 11 ... County and city prison farms and camps
- 11 ... Federal detention headquarters
- 12 ... State and Federal training or industrial schools
- 12 ... County and municipal training or industrial schools
- 12 ... Private schools for delinquents, such as "House of the Good Shepherd," "Boys Town," etc.

Mental Institutions

- 21 ... Homes and training schools for mentally handicapped
- 21 ... Homes, training schools, colonies and villages for epileptics
- 21 ... State, Federal, county and city hospitals for mentally ill
- 21 ... Private hospitals and sanitariums for mentally ill
- 22 ... Hospitals and centers for the treatment of alcoholics and drug addicts
- 23 ... Veterans Administration mental hospitals

Homes for the Aged, Infirm and Needy

- 31 ... Orphan asylums
- 31 ... Children's homes
- 32 ... County homes, alms-houses, poor farms, etc.
- 33 ... Fraternal or religious homes for the aged
- 34 ... Commercial residences for the aged
- 35 ... Homes and schools for the blind
- 36 ... Homes and schools for the deaf
- 37 ... Hospital or resident schools, orthopedic hospitals and homes for the crippled
- 38 ... Soldiers' and sailors' homes
- 39 ... Veterans Administration homes (domiciliary care)
- 40 ... Nursing, Convalescent and Rest Homes



Codes

Types

Other Hospitals and Homes Providing Specialized Care

- 51 .... Tuberculosis sanitariums
- 52 ... Veterans Administration tuberculosis hospitals
- 53 ... Homes for incurables
- 54 ... Chronic and cancer hospitals
- 55 ... Maternity homes for unmarried mothers
- 56 ... Detention and receiving homes
- 57 ... Hospital or homes for other specialized care

II. Other Special Places

61 ... Veterans Administration General, Medical and Surgical Hospitals

62 ... Facilities for the Treatment of the Physically Ill

This type of facility treats physical disorders and is one in which the patient stays for a relatively short period of time. Examples of this type of special place are:

- a. General or emergency hospital; children's hospital; maternity hospital.
- b. Infirmary.

71 ... Hotels, Transient-Type

72 ... YMCA, Transient-Type

73 ... YWCA, Transient-Type

74 ... YMHA, Transient-Type

75 ... Private Residential Clubs

76 ... Tourist Homes

77 ... Motel, Transient-Type

78 ... Tourist Camp or Court, Transient-Type

} Those that meet the special place definition

- | <u>Codes</u> | <u>Types</u>  |
|--------------|---|
| 78 ...       | <u>Groups of Five or More Vacation Cabins Under Single Management, Transient-Type</u>   |
| 79 ...       | <u>Combination Tourist-Trailer Court, Transient-Type</u>  |
|              | <u>Facilities for Housing Students</u>  |
| 81 ...       | School dormitory  |
| 82 ...       | Fraternity  |
| 83 ...       | Sorority  |
| 84 ...       | Schools with resident students (other than for the needy or infirm and other than resident schools with separate codes of 93 and 94 -- see below) <u>1/</u>               |
| 93 ...       | Schools with resident students and with predominantly nonsalaried faculty such as nuns or priests <u>1/</u>   |
| 94 ...       | Schools with resident students and operated primarily for religious training (other than those with predominantly nonsalaried faculty) such as Bible Institutes <u>1/</u> |
|              | <u>Facilities for Housing Workers</u>   |
| 85 ...       | Dormitory for workers   |
| 86 ...       | Bunkhouse (provided that it has <u>or is expected</u> to have quarters for five or more farm or ranch hands)  |
| 87 ...       | Labor camp  |
| 88 ...       | Logging camp  |
| 89 ...       | Migratory workers' camp   |

Additional Other Places

- 00 ... Nurses' Homes
- 01 ... Flophouses
- 02 ... Missions
- 03 ... Recreational and Religious Camps (Adults or Family)
- 04 ... Recreational and Religious Camps (Children's)
- 05 ... Trailer Camps
- 06 ... Tent Camps

1/ For a school with resident faculty only, assign code 84, 93, or 94 as appropriate.

<u>Codes</u>	<u>Types</u>
07 ...	<u>Armed Forces Installations</u>
08 ...	<u>Armed Forces Hospitals</u>
09 ...	<u>Nontransient Hotels</u> (when instructed to treat as a special place)
91 ...	<u>Convents</u> and other sisters' residences (those that meet the special place definition)
92 ...	<u>Monasteries</u> , and other brothers' residences, and rectories (those that meet the special place definition.)
93 ...	} See Facilities for Housing Students
94 ...	
95 ...	(This code has been assigned for CPS but not for HIS: it will be assigned for the HIS redesign.)
96 ...	Communes
97 ...	Halfway houses - when occupants live there on a voluntary basis (assign halfway houses for persons not there on a voluntary basis to the appropriate institutional code)

APPENDIX B TO PART A

SELECTING SAMPLE UNITS FROM A REGISTER IN A SPECIAL PLACE

- A. Purpose of Appendix B
- This appendix gives instructions on how to select sample units from a register in a special place. You may need this information on your very first assignment or you may have no occasion to use it for several months after you begin work. Therefore, you need not learn this material until you are required to interview in a special place.
- If you cannot clearly determine how to proceed in a special place from these instructions and from instructions in Part A, Chapter 3, call your office for assistance.
- B. When the Special Dwelling Worksheet is used
- The Special Dwelling Worksheet is used for each special place in an NTA or LSP segment. It is also used for some special places in B segments; it is never used for places in TA segments.
1. In NTA segments and large special places
- If the "Yes" box is checked for item a (in the upper right corner of the worksheet), you are to select the sample units at the time of interview.
- The following information may be entered in the Remarks section of the Special Dwelling Listing Sheet:
- (1) name, title and telephone number of the person who provided the information about the register; and
  - (2) type of register and its location.
- Your office will have inserted the Special Dwelling Listing Sheet and the worksheet in the segment folder. Use the worksheet to select the sample units (rooms, housing units, etc., or persons, as indicated).
2. In B segments
- Instructions on the Special Dwelling Worksheet for special places in B segments begin on page F-17.
- CAUTION: Be sure to use that Section (I or II) of the Special Dwelling Worksheet which applies to the current sample. For example, if Section I is labeled B58 and Section II is labeled B62, and you are interviewing for B62, use Section II to select the B62 units.

Section D on page A3-29 contains instructions on use of the worksheet.

C. Kinds of special place units

There are three kinds of special place units - staff, nonstaff, and unclassified. Although nonstaff units are not included in the HIS Survey, they are defined below so that you can better understand which units should be counted as "staff."

1. Special places containing staff and nonstaff units

Special place units are divided into staff and nonstaff units in the following types of special places:

- (1) Specified institutions (those listed in Part I of Appendix A, page A3-23)
- (2) General hospitals
- (3) Armed Forces Hospitals
- (4) Veterans' hospitals (general, medical and surgical)
- (5) Children's camps

For each of these places, a Special Dwelling Listing Sheet has been prepared for staff units only. Nonstaff units are not included in the survey. Where you are to sample from a register a corresponding Special Dwelling Worksheet has been prepared.

a. Nonstaff units defined

Nonstaff units are defined as:

- (a) the persons for whom the special place is being operated (patients, prisoners, etc.)

OR

- (b) as rooms or suite of rooms for these persons. In rooms having sleeping accommodations for five or more nonstaff persons, each bed is a nonstaff unit.

As mentioned above, these units will not be listed, sampled or interviewed.

- b. Staff units, defined      Staff units are defined as the rooms or suites of rooms occupied, or intended for occupancy, by resident employees and their families, if any. In rooms having sleeping accommodations for five or more resident employees, each room is a staff unit.
- c. Special case      Nurses' Homes: Treat nurses' homes as special cases. According to the above definitions, units in nurses' homes would be nonstaff units, that is, the nurses are the persons for whom the home is being operated. On the other hand, nurses living in hospitals are employees and therefore would be listed and sampled as staff units. To avoid this inconsistency, we are specifying that in nurses' homes all units in the place, whether occupied by nurses or by other persons living in the homes, are to be regarded as staff units.
2. Special places containing unclassified units      In all other types of special places than those specified in section C1 above, it is not necessary to make a distinction and all units are referred to as unclassified units. These are the housing units, rooms, beds, etc., occupied or intended for occupancy by all persons in the special place except in Armed Forces installations, adult recreational and religious camps, and transient-type places such as hotels - see Part C, Table D, column 5 on pages C-73 and C-74 for kinds of unclassified units to be included in these.
- D. Units to be selected      The circled sample numbers in column 2 of the section of the worksheet prepared for the current sample indicate the units to be selected. You must select the special place units corresponding to these circled numbers and identify them by room number, etc.
- The figure on the following page shows an illustration of a worksheet (column 3 will not be filled when you receive it). The circled numbers in column 2 mean that you are to select from the register the second, fourth, sixth, eighth, tenth, etc., unit of the appropriate type until you have completely gone through the register.

Excerpt From Special Dwelling Worksheet

Line number (1)	Sample number (2)	Number or location unit (3)	Serial number (4)
1	2	Room B	51
2	4	Room D	52
3	6	Room F	53
4	8	Room H	54
5	10		
6	12		
7	14		
8	16		
9	18		
10			
11			

Red line →

E. Rules for sampling from register

In sampling from a register, note the following points:

1. Be sure register is current and identify units selected

Be sure that the register (whether a list, card index, floor diagram, etc.) is current. Also, if you are sampling from a register, identify in some way the units selected so that you may quickly locate these units again in the register, if necessary. For example, if you are sampling from a card file, you might identify the selected units by turning cards up, inserting blank slips of paper, etc.

2. Use of register for staff units

If there are separate registers for staff and nonstaff units, use only the staff register in sampling on the Special Dwelling Worksheet. If there is only one register for the place, find out which units are staff and which are nonstaff and count and sample staff units only.

For example, units numbered 1, 2, 4, 7, and 10 on a register might be the only staff units in a place. If your instructions for sampling staff units were to start with the first and take every second, you would take the units numbered 1, 4, and 10.

3. One building of a special place is to be sampled
- If the special place units in only one building of a special place are to be sampled, use either a register for the specific building or a register which indicates the particular building in which each unit is located. In the latter case, count only the units in the particular building in selecting the sample.
- F. Identify adequately
- As you finally determine the units which are to be interviewed for the current sample, enter in column 3 of the section of the worksheet designated for the current sample, the number, location or other identification of each unit finally selected for interview so that later you will be able to locate it.
- G. Actual number of sample units not equal to the entry in item e
- The circled sample numbers above the red line in column 2 of the appropriate section of the worksheet represent the units that would be selected for interview if the total number of units entered in item e were correct. When you visit the special place, you may find that the number of special place units is actually different from the number entered for the current sample in item e. Note that more than one sample may be designated in the heading of the worksheet; for example, the first column in the heading may be for B58 and the second column for B62. Be sure to refer to the column for the proper sample.
1. Actual number is larger
- If the actual number is larger than the number entered in item e for the current sample, you may find that, in order to go through the listing or register completely, you may have to select some units corresponding to sample numbers entered in column 2 below the red line. Enter the number or location of these units in column 3 in the same manner as for units above the red line.
- Example: Suppose in the following example the number entered in item e of the Special Dwelling Worksheet is 9 but you find 11 special place units. The unit corresponding to the sample number 10 would therefore be selected.



Excerpt from Special Dwelling Worksheet

Line number (1)	Sample number (2)	Number or location unit (3)	Serial number (4)
1	2	Room 102	51
2	4	Room 104	52
3	6	Room 106	53
4	8	Room 108	54
5	10	Room 110	
6	12		
7	14		
8	16		
9	18		
10			
11			

Red line →

2. Actual number is smaller      You may find fewer units than the number entered in item e. In such a case, some of the circled sample numbers above the red line in column 2 may not have units corresponding to them in the register. If so, enter "None" in column 3 of the worksheet opposite those circled sample numbers above the red line for which there are no corresponding special place units. For example, if there were four sample numbers--2, 4, 6 and 8 above the red line on the worksheet and you find only seven units in the special place, your entry in column 3 of the worksheet on line 4 opposite sample number 8 would be "None."
  
3. Item e      If the number of units differs from the entry in item e for the current sample, cross out (do not erase) the number previously entered in item e and enter the correct number beside it.
  
4. When to count a bed as a separate unit      Find out whether any of the rooms in the register contain sleeping accommodations for five or more persons. If so, count each bed in such rooms as a separate unit in selecting your sample.

5. How to sample when a floor plan is used
- If the register being used is a floor plan or similar diagram, begin your count at some definite starting point (usually the lowest numbered room or bed) and follow through the diagram in some systematic fashion.
6. Use of register of persons
- A register of persons is used only when there is no register of rooms, etc., and it would be extremely difficult or time consuming to make a complete listing of these rooms on a Special Dwelling Listing Sheet.
- If the worksheet indicates that a register of persons is to be used, family groups who are living in the special place should be sampled rather than individuals within the family. For example, assume that in a summer hotel, there are no permanent guests and that it would be very difficult to make a complete listing of the rooms occupied by employees but that there is a list of employees' names from which you are to sample as follows:
- (Henry Jones, headwaiter  
(Mrs. Henry Jones, housekeeper
- John Brown, baker
- (Al Smith, gardener  
(Mrs. Al Smith, maid
- Josephine de Ritz, hostess
- Guy Orlando, orchestra leader
- You would regard the above as five separate units in sampling, since the Joneses and the Smiths are two separate family groups and should be sampled as such.
7. Units added below red line on worksheet
- All units added below the red line on the worksheet are to be included in the sample.
- Do not assign serial numbers to such units. On the questionnaires for these units, leave item 3 blank. The office will assign and enter serial numbers on the questionnaire.

H. Use of  
partially  
filled  
questionnaires

For units in special places to be sampled from a register, you will receive questionnaires partly filled out as for regular units. However, there will be no description of sample units in item 11 on the questionnaire. After you have selected the unit from the register, describe it in item 11 on the questionnaire.

Prepare questionnaires for any units below the red line on the worksheet.

Use a separate questionnaire or set of questionnaires for each sample unit selected.

Return partially filled questionnaires for which no corresponding unit was found as Type C noninterviews "In sample by mistake." Explain the circumstances in a footnote, e.g., "Converted to nonstaff unit," or "No corresponding unit on register."

CHAPTER D1. INTRODUCTION

This chapter contains a general description of the questionnaire and the related survey materials, the interviewing sequence, and general instructions for using the questionnaire.

D1.A Description of Materials

1 HIS-1 Questionnaire

- a) Purpose - The HIS-1 is the basic document used in the Health Interview Survey. In it you will record pertinent information reported during the interview. The tabulated responses from the questionnaires for all of the sample households become the basis for statistical reports about the health of the Nation.
- b) Contents and Layout - The questionnaire contains several types of pages. Each type covers a certain kind of information.
  - 1) Household Page - The Household page is the front cover of the questionnaire. This page contains identification information and questions about the residence of the sample household.
  - 2) Probe Pages
    - a) Pages 2-15 are called "Probe" pages because they contain questions which are designed to "pick up" disability, activity limitations, illness conditions, doctor visits, hospitalizations, etc.
    - b) Pages 2 and 3 of the questionnaire contain probe questions about restricted activity, the conditions causing restriction, and two-week accidents and injuries. Dental visit questions are on pages 4 and 5. Pages 6 and 7 contain questions about doctor visits. Pages 8 and 9 contain questions about mobility limitations. Pages 10 and 11 contain questions about activity limitations. Pages 12 and 13 contain questions about hospitalizations and certain selected circulatory conditions. Pages 14 and 15 continue the list of circulatory conditions and also contain a general health question.


- 3) Condition Page - There are seven Condition pages. These pages consist of questions designed to gather detailed information about illnesses and injuries reported in response to the probe questions.
  - 4) Doctor Visits Pages - There are two Doctor Visits pages. These questions are asked about visits or calls to a doctor within the past two weeks or between two weeks and 12 months.
  - 5) Hospital Page - There is one Hospital page. This page contains questions about hospitalizations reported during the interview.
  - 6) Health Insurance Page - This page contains questions concerning health insurance coverage.
  - 7) Person Page - The Person page contains questions about education, veteran status, work status, occupation and industry, and income.
  - 8) Format
    - a) The Probe pages (2-15), the 12-month Doctor Visit page (32-33) and the Person pages (38-39) are arranged in a seven column format. The questions to be asked the respondent appear on the left side of the page; the answers are entered in the six numbered columns which appear to the right of the questions—a separate column for each person. The answers for each person are to be recorded in his column on each of these pages.
    - b) Each Condition page consists of two facing pages containing questions to obtain information about one condition.
    - c) The Two-Week Doctor Visits and Hospital pages are arranged in columnar format. The questions to be asked appear on the left side of the page and the answer space is provided to the right of the questions. There are five columns for two week doctor visits and four columns for hospitalizations.
- 2 Flashcard Booklet - The flashcard booklet is made up of a group of cards. Some of the cards are shown to the respondent while others are used only by you, the interviewer. The cards are arranged in the order of use in the interview rather than alphabetically, except for Card C and the Medicare card.

DL.A2

- a The inside front cover contains a facsimile of a medicare card used when asking about medicare coverage.
  - b Card C is a list of illness conditions for which questions 3a-e on the Condition page need not be asked.
  - c Card M is used when asking item M, the mobility questions (19-23).
  - d The card labelled "Q. 38 and 39 Condition (Spanish)" is for use in Spanish speaking households. Each card shown to the respondent is printed in Spanish facing the English version.
  - e Card Y is used when filling the Condition page for accidents involving a motor vehicle.
  - f Card Z is used when filling the Condition page for accidents not involving a motor vehicle.
  - g Card H is shown to the respondent when asking the health insurance question on the Doctor Visit pages (question 7) and on the Hospital page (question 8).
  - h Card N is shown to the respondent when asking question 4 on the Health Insurance page.
  - i Card I is a list of income groups shown to the respondent when asking the income question (45).
  - j There are yearly calendars for 1971, and 1972, and a card giving the dates of various holidays in 1971 and 1972.
  - k The inside of the back cover contains a list of items to be filled for each type of noninterview. On the outside of the back cover is a brief explanation of the survey.
- 3 Calendar Card - A separate calendar card is furnished with each week's assignment. The card is handed to the respondent and is referred to at different times throughout the interview to remind the respondent of a particular two-week period. Before starting each interviewing assignment, prepare two or three calendar cards by outlining the dates of the two-week reference period in red. The beginning and ending dates should correspond with the two-week dates stamped in questionnaire item C2 by your collection center.

Use a ruler or straight edge to mark off the two-week period on the calendar card. Use a sharp red pencil or a pen with red ink.

An example of a calendar card showing the two-week reference period for Week 03 of Sample B-60 is given below.

  
 UNITED STATES  
 HEALTH INTERVIEW SURVEY  
 1971-1972

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
<b>DECEMBER</b>				1	2	3	4
	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30	31	
<b>JANUARY</b>							1
	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30	31					

USC OMB-DC

D1.B Use of Materials and Interviewing Sequence

- 1 The materials needed to conduct an interview are: HIS-1 Questionnaire, HIS-501 Flashcard Booklet, Segment Folder, Calendar Card, and "Thank You" letter.
- 2 The following is a summary of the sequence of using these materials:
  - a Step 1 - After receiving your assignment, check the address of the current sample unit on the listing sheet in the Segment Folder to make sure that this address appears in item 8 of the questionnaire.
  - b. Step 2 - When you reach the sample household, verify the address with the respondent, ask "year built" if required, and questions 10-15.
  - c Step 3 - Complete probe questions 1-4, hand the Calendar Card to the respondent and ask questions 5-40, using Card M with item M.
  - d Step 4 - Complete a separate Condition page for each condition listed in item C2. Use Cards Y and Z to code "kind of accident" in question 26.
  - e Step 5 - Complete a column of the appropriate Doctor Visits page for each doctor visit indicated in item C1, using Card H for question 7.
  - f Step 6 - Complete a column of the Hospital page for each hospitalization indicated in item C1, using Card H for question 8.
  - g Step 7 - Complete the Health Insurance page, using Card N as appropriate for question 4.
  - h Step 8 - Complete the Person page, using Card I for question 45, Family Income.
  - i Step 9 - Complete the Household page, items 16-20 and review the questionnaire for completeness.
  - j Step 10 - Thank the respondent and leave the "Thank You" letter from the Surgeon General.

D1.C General Interviewing Instructions

- 1 Symbols, Type Face, and Use of Pronouns - In order to become familiar with the questionnaire, you must learn the meaning of the different kinds of symbols and type face used on the questionnaire.



a Symbols Used - The following symbols are used throughout the questionnaire:

- 1) Use of Three Dots - Where three dots (...) appear, insert the name of the illness, accident, or injury which you are talking about. This aids the respondent in answering the questions especially when several illnesses have been reported.

4. During the past 2 weeks, did his . . . cause him to cut down on the things he usually does?

- 2) Use of Two Dashes - Where two dashes ( - - ) appear, insert the name of the person, relationship, the number, or whatever is appropriate for the question.

23. Was -- at work at his job or business when the accident happened?

- 3) Words in Parentheses - These are either alternative or additional wordings of a question and are used, as appropriate, for a particular situation.

12a. During the past 2 weeks, did anyone in the family, (that is you, your --, etc.) go to a dentist?

- 4) Words in Brackets - These vertically aligned words or phrases within brackets are alternatives from which one or more is to be selected.

10a. What condition caused -- to { stay in bed  
miss work  
miss school  
cut down } during the past 2 weeks?

DL.C1

- 5) Skip Instructions - Numbers or letters in parentheses following answers or check boxes indicate the question to go to next. If the question is not applicable, go to the next question, person, or whatever is appropriate. If no skip instruction is given, continue with the next question. (NP) means "next person;" (NC) means "next condition."

28a.	1 Y	5 N (NP)
b.	_____ (34)	

27a.	Y	1 N (34)
b.	2 Y (34)	N
c.	2 Y (34)	N (33)

A3	<input type="checkbox"/> Accident or injury	<input type="checkbox"/> Other (NC)
----	---	-------------------------------------

- b) Print Type Used - The questions to be asked of the respondent appear in heavy black type. Instructions to you appear in italics or light face type. Stress words or phrases in capital letters when asking the questions.

<p><b>38a. Has anyone in the family (you, your ---, etc.) EVER had -</b> If "Yes," ask b and c.</p> <p><b>b. Who was this?</b> Enter name of condition and letter of line where reported in appropriate person's column(s) in item C.</p>
---

c) Use of Pronouns

- 1) When asking the respondent about himself, use the pronouns "you," "your," etc. When asking about other members of the family, substitute appropriate pronouns, such as, "he" or "she," or use the name or relationship of the person involved.
- 2) If you are interviewing a one or two person household, substitute "you" or "you and your husband" for the phrase "anyone in the family."
- 3) For children, change the question(s) to "When did anyone last see or talk to a doctor about - -'s (your daughter Jane's, your son John's) ...?" or whatever is appropriate.

2 How to Make Entries

- a Written entries are to be made wherever a write-in space is provided for a written entry, for example, the name of a condition.

If "Doctor not talked to," record adequate description of condition.  
If "Doctor talked to," ask:  
3a. What did the doctor say it was? - Did he give it a medical name?

*Arthritis*

- b Wherever a "check box" is provided an "X" is to be entered, as appropriate.

20a. Did the accident happen during the past 2 years or before that time?  
 During the past 2 years (20b)     Before 2 years (21a)  
-----  
b. When did the accident happen?  
 Last week                       Over 3-12 months  
 Week before                     1-2 years  
 2 weeks-3 months

- c Where "Y" or "N" appear, circle the "Y" for "Yes," or the "N" for "No."

24a. Was a car, truck, bus, or other motor vehicle involved in the accident in any way?    1     2  N (26)  
-----  
b. Was more than one vehicle involved?                      Y                       N  
-----  
c. Was it (either one) moving at the time?                      1 Y                      2  N

- d When reasking a question, "N" must be circled if "Y" is circled.

11a. During the past 2 weeks did anyone in the family that is you, your --, etc. have any (other) accidents or injuries?                       (11b and c)                      N (12)  
-----  
b. Who was this? - Mark "Accident or injury" box in person's column.  
-----  
c. What was the injury?  
-----  
d. Did anyone have any other accidents or injuries during that period?                       (11b and c)                       N  
For each person with "Accident or injury," ask:  
e. As a result of the accident, did -- see a doctor or did he cut down on the things he usually does?

D1.02

e Do not use numerals for "month" entries. Use abbreviations.

<p>Earlier, you told me that -- had seen or talked to a doctor during the past 2 weeks.</p> <p>2a. On what (other) dates during that 2-week period did -- visit or talk to a doctor?</p>	<p>2a. <u>Jan.</u> <u>15</u> OR { 7777 <input type="checkbox"/> Last week 8888 <input type="checkbox"/> Week before</p> <p style="font-size: small;">Month Date</p>
--	---

f Some questions require a written entry for length of time in months or years. Enter whole numbers as reported. Drop fractions.

1) If the answer is "Eighteen months," enter:

34a.	000 <input type="checkbox"/> Less than 1 month	1 <u>18</u> Mos. 2 ___ Yrs.
------	--	-----------------------------

2) If the answer is "A year and a half," enter:

34a.	000 <input type="checkbox"/> Less than 1 month	1 ___ Mos. 2 <u>1</u> Yrs.
------	--	----------------------------

g Don't Know - In answering questions, the respondent may indicate that he does not know the answer. In these cases, the entry in the answer space for that question must indicate that the respondent doesn't know the answer. Either write "DK" (don't know) in the answer space or circle the "DK" if one is provided.

<p>To receive services under this plan must you and your family go to certain clinics or doctors?</p> <p style="text-align: center;">(e)</p>
<p>1 Y 2 N 3 <u>DK</u></p>

<p>If 17 years old or over, ask:</p> <p>41a. What is the highest grade or year -- attended in school?</p> <hr style="border-top: 1px dashed black;"/> <p>b. Did -- finish the -- grade (year)?</p>	<p><input type="checkbox"/> Under 17 (NP)</p> <p>00 <input type="checkbox"/> None (42)</p> <p>Elem: 1 2 3 4 5 6 7 8</p> <p>High: 9 10 11 12</p> <p>College: 1 2 3 4 5+</p> <hr style="border-top: 1px dashed black;"/> <p>b. 1 Y <u>DK</u> 2 N</p>
--	--

h Interval, Range

- 1) Boxes are provided for intervals in several places. If the response does not provide enough information to mark the right box, ask additional questions. For example, if the respondent says "six months ago," find out whether it was less than six months or more than six months ago, then mark the appropriate box, that is, "2 weeks—6 months" or "Over 6—12 months."
  
- 2) Sometimes in answer to certain questions requiring a single numerical entry, the respondent may not be able to give an exact number but may answer in terms of a range or interval. In such cases, try as tactfully as possible to obtain a specific number, even if it is an estimate. However, do not force the issue to the point where it harms the interview. If the final answer is an interval or range, for example, "From 10 to 12," then record "10-12" in the answer space.

2. When did -- last see or talk to a doctor about his . . . ?		
1 <input type="checkbox"/> In interview week (Reask 2)	1 <input type="checkbox"/> Past 2 wks. (Item C)	5 <input type="checkbox"/> 2-4 yrs.
	2 <input type="checkbox"/> 2 wks.-6 mos. (Item C)	6 <input type="checkbox"/> 5+ yrs.
	3 <input checked="" type="checkbox"/> Over 6-12 mos. (Item C)	7 <input type="checkbox"/> Never
	4 <input type="checkbox"/> 1 yr.	

5. During that period, how many days did he cut down for as much as a day?	3-4 Days 00 <input type="checkbox"/> None (9)
--	--

D1-G2

- i "None" Entries - Mark the "None" box when an answer of "None" is received to one of the questions. If there is no "None" box, enter a dash (—) in the answer space.

14. During the past 2 weeks (the 2 weeks outlined in red on that calendar) how many times did -- see a medical doctor?	14. <input checked="" type="checkbox"/> None _____ Number of visits } (NP)
--	---

Complete Q. 5 from entries in Q.'s 2 and 4; if not clear, ask the questions.	
5a. How many of these -- nights were during the past 12 months?	5a. <u>4</u> Nights
b. How many of these -- nights were during the past 2 weeks?	b. <u>—</u> Nights
c. Was -- still in the hospital (nursing home) last Sunday night for this hospitalization (stay)?	c. Y <input checked="" type="checkbox"/> N

- j Corrections - Make corrections of the entries in the questionnaire as follows:

- 1) Line out an incorrect written entry and write the correct entry above it,

*Tonsillitis*  
~~*Appendicitis*~~

- 2) If a check box has been marked incorrectly, draw a circle around the incorrect entry, then mark the correct box,

Yes                       No

- 3) Line out an incorrect numerical entry and enter the correct number,

~~3~~ 4

- 4) Line out an incorrectly circled entry and circle the correct answer,

~~Y~~ N (DK)

3 More Than One Questionnaire

- a The number of questionnaires needed in a household will depend on household composition and on how many conditions, doctor visits, and hospitalizations are reported for that household. Additional questionnaires will be needed for a household if any of the following occurs:
- 1) There are more than seven conditions or five two-week doctor visits or four hospitalizations.
  - 2) There are more than six related persons in the household.
  - 3) There are persons not related to the head of the household.
- b If a second questionnaire is required because of 1) above, the pages of the first questionnaire should be used to record the information as long as there is room. Only when all of the pages of a particular type are filled in the first questionnaire is the second questionnaire needed.
- c A separate questionnaire must be completed for each unrelated household member or family group, including noninterviewed persons.
- d If more than one questionnaire is needed to complete the interview for a household, complete identification items 1 through 7 on each additional questionnaire.

DI.C2

4 Footnotes and Comments

- a Relevant and precise footnotes or comments are often helpful to the processors in coding various parts of the questionnaire or in solving problems which arise out of inconsistencies or omissions, estimates, etc. When possible, make notes or comments near the answer box containing the entry to which the explanation or comment applies or in the footnote space.
- b When you footnote an explanation or comment, indicate to which entry that explanation or comment applies. Do this by writing the number of the footnote, for example, "1/" both at the source of the footnote and next to the footnote itself.

18a. During the past 12 months, (that is since (date) a year ago), about how many times did -- see or talk to a medical doctor? (Do not count doctors seen while a patient in a hospital.) (Include the -- visits you already told me about.)	18a. 000 <input checked="" type="checkbox"/> Only when in hospital 000 <input type="checkbox"/> None ----- Number of visits
b. ABOUT how long has it been since -- LAST saw or talked to a medical doctor?  <i>U</i> <i>only visit while in hospital past 2 weeks</i>	b. 1 <input type="checkbox"/> 2-week doctor visit 2 <input type="checkbox"/> Past 2 weeks not reported (Q.'s 14 and 17) 3 <input type="checkbox"/> 2 wks.-6 mos. 4 <input type="checkbox"/> Over 6-12 mos. } <i>U</i> 5 <input type="checkbox"/> 1 year } (Item C) 6 <input type="checkbox"/> 2-4 years 7 <input type="checkbox"/> 5+ years 8 <input type="checkbox"/> Never

- 5 Recording Answers When Received - In the interest of accuracy, record all answers on the questionnaire as they are obtained from the respondent. Notes scribbled on the questionnaire as a reminder to fill certain items with some entry are easily overlooked and often times cannot be read; hence, information recorded in this haphazard manner is frequently lost. Therefore, it is necessary that each answer be fully recorded in the answer space at the time it is reported by the respondent.



HIS-100  
(1972)

CHAPTER D2. HOUSEHOLD PAGE

Chapter 2 shows each item on the Household page, how and when to fill it, and the necessary information about it.

1. PSU	2a. Segment number	2b. Segment type	3. Serial number	4. Sample	5. D.C.C. number	6. I.D. code
		AREA B - P LSP		B -		

- 1 These items are filled in advance by the office. Items 1, 2, 4, and 6 are copied from the tab of the Segment Folder.
- 2 Extra Units - Fill items 1, 2, 4, 5, and 6. Item 3, serial number, must be filled by the office.
- 3 Two or More Questionnaires for One Household - Fill items 1-6.

⑦

Item 7, Book of Books

⑦

7.
Book ____ of ____ Books

1. If you use only one questionnaire for a household, fill this item to read, "Book 1 of 1 Books." If you use two questionnaires, fill item 7 on the first questionnaire to read, "Book 1 of 2 Books" and the second, "Book 2 of 2 Books." Corresponding entries should be made when three or more questionnaires are used. Complete the entries in item 7 after the interview.

## Item 8, Street Address

8. Street address (House No., Street, Apt. No., or other identification)			Listing Sheet
-----			Sheet No. _____
City	State	ZIP code	Line No. _____

- 1 The Data Collection Center fills item 8 from the listing sheet. If the sheet and line numbers are entered, refer to the appropriate sheet in the segment folder for a more complete description of the unit.
- 2 Verify the address before beginning the interview.
- 3 Make minor corrections and additions, including the ZIP code.
- 4 If there is only a description of the unit entered in this item, put the address in item 10.

9

Item 9, Year Built

9

9. Year built - if "Ask" box is "X"d, complete this item before starting the interview	
<input type="checkbox"/> Ask	<input type="checkbox"/> Do not ask
-----	
When was this structure originally built?	
<input type="checkbox"/> Before 4-1-60 (Continue interview)	<input type="checkbox"/> After 4-1-60 (Go to Q. 13c, complete if required and end interview)

- 1 The HIS sample is kept up to date by adding a sample of building permits issued since April 1, 1960. The selected permit addresses are included in the survey as permit B Segment addresses. In area segments that are located in permit-issuing areas, each newly constructed unit must be reported as a Type C noninterview. Otherwise, it could have a chance to come into sample more than once.
- 2 If a year built determination is required, the office will check the "Ask" box in the heading of item 9; otherwise, the "Do not ask" box will be checked.
  - a Ask item 9 for both vacant and occupied units. If the unit is vacant or is a noninterview, try to get the information from a knowledgeable person, such as an apartment manager or long-term resident of the neighborhood.
  - b All sample units in a multi-unit structure are considered built at the same time.
- 3 Definition - Year built refers to the date the original construction was completed. It does not refer to any later remodeling, additions, or conversions. If a house has been moved, year built refers to the date construction was completed on its original site.
- 4 If the respondent does not know when the structure was built, try to get an estimate by asking, "Do you know whether this structure was built before or after April 1, 1960?" If he does not know, try to get the information from a long time resident in the neighborhood, janitor, or resident manager. As a last resort, estimate the year built. If you estimate year built, enter "EST" in the footnotes, and interview the unit as usual.

- 5 If the structure containing the sample unit was built before April 1, 1960:
- Check the appropriate box.
  - Continue the interview.
- 6 If the structure containing the sample unit was built after April 1, 1960:
- Check the appropriate box.
  - Ask item 13c, if required.
  - Mark the Type C noninterview reason, "Built after April 1, 1960."
- 7 Extra Units
- Determine year built for extra units in area segments in permit areas. (If the extra unit is in the same structure as the original sample unit, the year built is the same for both units.)
  - Do not determine year built for extra units in B Segments or in area segments in nonpermit areas.
- 8 Exceptions - Do not determine year built in the following situations, even when the "Ask" box is checked:
- New construction not yet completed provided that no one lives in the structure. If part of the new construction is occupied, determine year built by the date that part of the structure was occupied.
  - Special places.
  - Federal housing for military personnel and their families.
  - Factories, schools, public buildings, stores, churches, and other predominantly nonresidential structures. (A nonresidential structure is one in which more than 50 percent of the floor space is used for nonresidential purposes.)

⑨ Item 9, Year Built (Continued)

⑨

- e Structures in B Segments. :
- f Structures in area segments in nonpermit areas.
- g Living quarters not located in structures, such as trailers, tents, and boats.

10

### Question 10, Mailing Address

10

10. What is your mailing address and ZIP code? <input type="checkbox"/> Same as 8		
-----		
City	State	ZIP code

- 1 If the mailing address given is the same as the one in item 8, but with minor corrections and additions, including ZIP code, make these changes in item 8 and mark the box "Same as 8" in question 10.
- 2 If item 8 contains a description, or for some other reason is not a mailing address, or if the address has been changed, enter the complete mailing address in question 10.
- 3 If you have just verified a street address in item 8, ask "Is this your mailing address?" Otherwise ask as worded.



11

Item 11, Special Place

11

11. Special place name		Type	
Description of sample unit (Room No., Bed No., etc.)	Sample unit number		Type code

- 1 This item will be filled by the office if the place has been listed on a Special Dwelling Listing Sheet. If you discover an address in a B Segment to be a special place, fill all parts of this item except the space labeled "Sample unit number."

Chapter 3, Part A describes the procedure to follow for newly discovered special places.

- a A complete list and description of the types of special places is given in Part C, Table E.
- b A list of the type codes for the types of special places is given in Part A, Appendix A.

12. Type of living quarters ————— 1  Housing unit                      2  Other unit

- 1 Mark the box for "Housing unit" or "Other unit" according to the definitions given in Part B, pages 5 to 8.
- 2 Mark item 12 for Type A and Type B noninterviews as well as for interviewed units. Leave item 12 blank for Type C noninterviews.

13

### Question 13, Coverage

13

13. Ask:		
<input type="checkbox"/> a. Are there any occupied or vacant living quarters besides your own in this building?	Y (fill Table X)	N
<input type="checkbox"/> b. Are there any occupied or vacant living quarters besides your own on this floor?	Y (fill Table X)	N
<input type="checkbox"/> c. Is there any other building on this property for people to live in - either occupied or vacant?	Y (fill Table X)	N
<input type="checkbox"/> d. None (item L)		

- 1 Questions 13a-c are coverage questions. They are intended to discover extra units which were missed when the original listing was made or which were constructed or converted from nonresidential to residential use after the original listing was made. For a definition of extra units, see Part A, Chapter 3, page 10.
- 2 Your office will indicate which of questions 13a-c you are to ask by marking the appropriate box(es) of question 13. Do not ask those questions for which the "Ask" box is left blank.
- 3 Your office will mark the "None" box in question 13d, if you are to omit question 13 entirely. In this case, leave question 13 blank and go directly to item L.
- 4 If you find that a sample unit is vacant, ask question 13a, b, or c of a janitor, apartment manager, neighbor, etc. Modify the question to refer to the vacant unit. For example, in asking 13a of a neighbor, you should say, "Are there living quarters for more than one group of people in that vacant house next door?"
- 5 If the answer to question 13a, 13b, or 13c is "No," go to item L.
- 6 If the answer to question 13a, 13b, or 13c is "Yes," fill Table X on the back of the questionnaire. See Chapter D9 for procedure to follow.

NOTE: If a unit was merged with a sample unit and later became unmerged, consider it as unlisted and treat it as an "extra" to the sample unit.

Item L, Questions 14 and 15,

(L) (14) (15)

Tenure and Land Use

(L) (14) (15)

ITEM L	2 <input type="checkbox"/> Rural (14)	1 <input type="checkbox"/> All other (Q.1)	
14. Do you own or rent this place?	<input type="checkbox"/> Own	<input type="checkbox"/> Rent	<input type="checkbox"/> Rent free
15a. How many acres of land are included?	1 <input type="checkbox"/> 10 or more acres (b)	2 <input type="checkbox"/> Less than 10 acres (c)	
b. During the past 12 months did sales of crops, livestock, and other farm products from the place amount to \$50 or more?	2 Y (Q.1)	4 N (Q.1)	
c. During the past 12 months did sales of crops, livestock, and other farm products from the place amount to \$250 or more?	3 Y	5 N	

1 Item L is marked by the office from the Identification code. For extra units, mark item L the same as the original unit.

2 Question 14, (Tenure) Own, Rent, or Rent Free

- a Own - Mark "Own" if the owner or co-owner is living at the sample unit, even though he is not the head of the household or he is absent, such as a family member in the Armed Forces or temporarily working away from home.
- 1) Mark the "Own" box even if the place is mortgaged or not fully paid for.
  - 2) A cooperative apartment is owned only if the owner lives in it.
  - 3) In the case of a trailer which is owned by the occupant but which is parked on rented ground, the land is considered to be the unit for the land usage question. Mark the box for "Rent" in such a case.
- b Rent - Mark "Rent" if any money rent is paid or contracted for. The rent may be paid by persons not living in the unit, for example, a welfare agency.
- c Rent Free - Mark "Rent free" for places occupied rent free by persons in exchange for services rendered, such as caretaker, a farm worker, or janitor who receives the use of a house or apartment as part of his wages. A tenant farmer who does not pay money rent should be reported as occupying the unit "Rent free."

Ⓛ ⑭ ⑮

Tenure and Land Use (Continued)

Ⓛ ⑭ ⑮

3 Question 15, Sale of Farm Products from This Place

a Question 15a - Question 15a refers to the amount of land included in the place which contains the sample unit. Mark the appropriate box as indicated by the respondent's answer.

- 1) In most cases, the "place" is likely to be one sample unit consisting of a house and lot. In the open country, on the other hand, it may consist of a whole tract of land or a combination of two or three pieces of land on which the sample unit is located.
- 2) If there is any question as to what is meant by "place," use the following explanation. The "place" consists of one or more tracts of land which the respondent considers to be the same property, farm (or ranch), or estate. These tracts may be adjoining or they may be separated by a road or creek or other pieces of land.
- 3) More Than One Unit on Same "Place" - If there is more than one sample unit on the same "place" (as defined above), the answer for each unit must be the same. For example, an owner lives in one sample unit on a "place" of 150 acres; his hired hand lives rent free in a separate sample unit on the same "place." The answer to question 15a would be "10 or more" for each unit. Remember again, however, that if there is a cash renter on this property, we are referring only to the land which he rents.
- 4) If "Place" is Definitely in Built-Up Area - There may be certain areas coded "Rural" which have been built up into apartment areas, suburban housing developments, and the like. In such cases where the place is obviously a private home on a lot or an apartment, mark "Less than 10 acres" without asking these questions.
  - a) If the sample unit is in a rural (not built-up) area, ask the question, even if the unit appears to be just a house and lot.

b Question 15b, Sale of Produce (\$50 or More) - If the answer to question 15a is "10 or more acres," ask question 15b and circle "Y" or "N" as the case may be. Then continue with question 1 on page 2. It is not necessary to find out the precise amount, so long as the answer can be classified as \$50 or more (Y) or less than \$50 (N). Note that the question refers to gross sales during the past 12 months. If questions arise on the meaning of "sales" from this "place," use the following as a guide:

- 1) "Sales from This Place" - By "sales of crops, livestock and other farm products" is meant the gross amount received for the sale of crops, vegetables, fruits, nuts, livestock and livestock products (milk, wool, etc.), poultry and eggs, nursery and forest products produced on this "place."
- 2) "Place" - The "place" is the same as that referred to in question 15a.
- 3) More Than One Unit - If there is more than one sample unit on a "place" (remembering how "place" is defined differently for owners and renters), the answer for each unit must be the same. For instance, the owner lives in one unit on a "place" of 15 acres. His total sales amounted to \$780. His hired hand lives rent free in a separate unit on the "place." Each of the two units would have "10 or more acres" in question 15a and "Y" in question 15b.
- 4) Special Situation - If the respondent has recently moved to the "place" and he has not sold any farm products, explain that this question refers to sales made from the "place" during the past 12 months, either by him or by someone else. If he is unable or unwilling to make an estimate, enter "DK" (don't know).

c Question 15c, Sale of Produce (\$250 or More) - If the answer to question 15a is "Less than 10 acres," ask question 15c and circle "Y" or "N" as indicated. Then continue with question 1 on page 2.

- 1) In completing question 15c, follow the same instructions as were given for question 15b for sales, definition of "place," more than one unit and the special situation. The only difference is that question 15c refers to sales of \$250 or more. (The higher amount of sales from a "place" of less than 10 acres is required for it to be classified as a farm.)

① ⑭ ⑮

Tenure and Land Use (Continued)

① ⑭ ⑮

- 2) If the "place" is obviously a private home on a lot or an apartment, circle "N" in question 15c without asking the question.
- 4 The "ZIP" under question 15 is a reminder to you that the remaining questions on the Household page are completed after the interview.

## Question 16, Telephone Number

16. What is the telephone number here?

2  None

- 1 Ask question 16 and enter the telephone number in the space provided. If the household has a telephone but the number is not obtained, enter the reason. Mark the "None" box only in those cases where there is no telephone in the household.
  - a If questions are raised, say the number will save the expense and time of a personal callback in case you have overlooked some needed information.



Items 17 and 18,

①②

Interview Observed,

①②

Interviewer's Name and Code

17. Was this interview observed?	
1 Y	2 N
18. Interviewer's name	Code

- 1 Item 17, Observed Households - Fill item 17 for interviewed households to indicate whether the interview was or was not observed.
- 2 Item 18, Name and Code of Interviewer - Sign your name in the space provided after you have completed the entire interview for a household or are turning in the questionnaire as a final noninterview. Also, enter the code which has been assigned to you by your office.

19. Noninterview reason		
TYPE A	TYPE B	TYPE C
1 <input type="checkbox"/> Refusal (Describe in a footnote)	1 <input type="checkbox"/> Vacant - nonseasonal	1 <input type="checkbox"/> Demolished
2 <input type="checkbox"/> No one at home - repeated calls	2 <input type="checkbox"/> Vacant - seasonal	2 <input type="checkbox"/> In sample by mistake
3 <input type="checkbox"/> Temporarily absent	3 <input type="checkbox"/> Usual residence elsewhere	3 <input type="checkbox"/> Eliminated in sub-sample
4 <input type="checkbox"/> Other (Specify) $\nearrow$	4 <input type="checkbox"/> Armed Forces	4 <input type="checkbox"/> Built after April 1, 1960
	5 <input type="checkbox"/> Other (Specify) $\nearrow$	5 <input type="checkbox"/> Other (Specify) $\nearrow$

- 1 Item 19 is used to record any instance in which you are not able to obtain complete interviews for part or all of a household.
- 2 In a case where an interview is not completed, mark the appropriate noninterview reason. Noninterviews are classified into three general groups:
  - a Type A Noninterview - A unit occupied by persons eligible for interview for which no interview was obtained.
    - 1) Refusal - A respondent refused to be interviewed. In a footnote, explain the pertinent details regarding the respondent's reason for refusing to grant the interview.
    - 2) No One at Home - After making repeated calls, you have not found an eligible respondent at home during the interview week even though there are people living there.
    - 3) Temporarily Absent - The usual residents of a household are temporarily out of town and will not return until after the end of the interview week. In a footnote enter where they are (address and telephone number) and expected date of return.
    - 4) Other, Type A Noninterview - Occupied units on impassable roads, quarantined households and any other Type A cases not listed. In the "Specify" space, state the reason briefly, e.g., impassable roads.
  - b Type B Noninterview - A unit which is either unoccupied or occupied solely by persons not eligible for interview.
    - 1) Vacant - 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).

19 Noninterview (Continued)

19

- 2) Vacant - Nonseasonal - A vacant unit intended for year-round occupancy, regardless of where it is located. However, do not count as vacant a unit whose occupants are only temporarily absent. Such units should be classified Type A "Temporarily absent."
- 3) Usual Residence Elsewhere - A unit occupied solely by persons who have usual residence elsewhere.
  - a) In resort areas, there will be many houses, apartments, etc., occupied by persons and families who have homes elsewhere. When an occupied summer or winter home is one of the sample addresses and the occupants have a usual residence elsewhere, the household is to be classified as "Usual residence elsewhere."
  - b) Note, however, that the sample unit must be actually occupied at the time of interview to be classified here. Usually, this means that you will need to contact a household member to learn that a unit is to be classified properly as "Usual residence elsewhere." Sample units being held for persons with usual residence elsewhere who are not actually living there at the time of interview, should be classified as vacant, even if fully furnished and not for sale or rent.
- 4) Armed Forces - A unit occupied solely by members of the Armed Forces on regular active duty.
- 5) Other, Type B Noninterview - A unit which is a Type B noninterview for any reason not stated above, such as construction not started, under construction, converted to temporary business or storage, vacant-migratory workers, and vacant trailer space.
  - a) Construction Not Started - A sample unit in a permit segment for which construction has not been started.
  - b) Under Construction - Construction has not proceeded to the point where all exterior windows and doors have been installed and final usable floors are in place.
  - c) Vacant - Migratory Workers - A unit vacant at the time of interview, and used only for the temporary accommodation of migratory workers.

- d) Vacant Trailer or Tent Site - A designated trailer or tent site with no trailer or tent on it.
  - e) Converted to Temporary Business or Storage - Units temporarily used for business or storage purposes but expected to revert to residential use.
- c) Type C Noninterview - A unit not eligible for interview.
- 1) Demolished - Totally or partially torn down. If merely vacant pending demolition, classify as vacant.
  - 2) In Sample by Mistake - A unit that should not have been listed originally. The unit may be outside segment boundaries, never intended for residential use, etc. Describe the situation fully.
  - 3) Eliminated in Subsample - A unit eliminated in subsampling.
  - 4) Built after April 1, 1960 - A sample unit in an area segment in a permit area in a structure which was built after April 1, 1960. Mark this category for units which were marked as such in the year built item on the questionnaire.
  - 5) Other, Type C Noninterview - A unit which is a Type C noninterview for any reason not stated above, such as:
    - a) Nonexistent - A unit which you are not able to find. Describe the situation fully.
    - b) Unfit for Human Habitation - An unoccupied unit which has become unfit for human habitation and is beyond repair so that it is no longer considered living quarters.
    - c) Converted to Permanent Business or Storage - A unit that has been permanently converted to business or storage use.
    - d) Merger - Any current sample unit(s) eliminated after applying the rules for mergers. See Part A, Chapter 3, page 13 for these rules.
- 3 If an interview has been obtained for one or more members of a household but not for all members, it is considered only a partial interview. Enter the person number of the noninterviewed persons in the footnote space on the front of the questionnaire and give the noninterview reason, in full, for each such person or group.

Item 20, Record of Calls

20. Record of calls														
	1	Com.	2	Com.	3	Com.	4	Com.	5	Com.	6	Com.	7	Com.
Date														
Beginning time														
Ending time														

- 1 This is a record of all visits made to a household to complete the interview and should include all visits made regardless of whether or not you found anyone home. Count as "visits," only actual attempts to contact the household, such as ringing the doorbell or knocking on a door. Do not include telephone calls for appointments.
- 2 Calls for Entire Household and for a Person or Family Group not Related to Head
  - a Enter the date and time of each visit in the column for the particular visit you are making. That is, enter the date and time of the first call in the first column, for the second call in the second column, etc.
  - b For the date, enter an abbreviation for the month and numerals for the day; indicate a.m. or p.m. for the time, for example, January 19, 9:20 a.m. or January 20, 7:30 p.m., etc. Do not use numerals for the month. The beginning time represents the time you knock on the door.
  - c After you have completed an interview, enter the ending time in the space provided. The interval between the beginning and ending times gives the actual time in the household, including any in-household waiting time. Enter an "X" in the "Com." (completed) column, indicating that the interview was completed. This should be done before you leave the household. Do not "round" the beginning and ending times to the nearest five minutes but use exact times (to the minute).

- 1) A completed interview is one in which you have asked all questions on health and personal characteristics for all members of a household. If a respondent has refused to answer a few of the questions, such as that on income, but has provided the rest of the information the interview is considered completed.
  - d Complete item 20 for each separate family unit. Enter the date and time of each call made and the beginning and ending time of interview for the unrelated person(s) on a separate questionnaire. Enter this information on the separate questionnaire even though you may not have to return to the household at a different time to interview these persons. If you are unable to interview an unrelated person, enter the reason for noninterview on the separate questionnaire.
  - e If an interview is obtained for a family unit, but not for an unrelated person, mark the completed column on the family's questionnaire. Leave this column blank on the questionnaire prepared for the unrelated person.
  - f For unrelated household members, mark "X" in item 20, to indicate a completed interview, on each questionnaire that was completed for each unrelated person or group that was interviewed.
- 3 For noninterviewed households, enter only the dates and times when calls were made. Leave the "Ending time" blank.

20 Record of Calls (Continued)

20

- 4 Illustration of How to Fill Item 20 - On this page and the following page are illustrations of how to fill item 20. In example 1, no one was at home on the first trip to the household. The housewife and 20-year-old son were interviewed for themselves and for other related household members on the second trip. A roomer could not be interviewed until the fourth trip.

Example 1

These entries were recorded on the first questionnaire that was filled for the related household members:

20. Record of calls														
	1	Com.	2	Com.	3	Com.	4	Com.	5	Com.	6	Com.	7	Com.
Date	Jan 6		Jan 7											
Beginning time	10:30 a.m.		7:45 p.m.											
Ending time	-		8:30 p.m.	X										

These dates and times were recorded on the second questionnaire that was filled for the roomer:

20. Record of calls														
	1	Com.	2	Com.	3	Com.	4	Com.	5	Com.	6	Com.	7	Com.
Date	Jan 7		Jan 8		Jan 9									
Beginning time	8:30 p.m.		7:45 p.m.		8:10 p.m.									
Ending time	-				4:30 p.m.	X								

5 In example 2, three unrelated persons share an apartment. Column (1) was interviewed on the first visit. Column (2) was out of town for three weeks and column (3) could not be interviewed until the next evening. These entries were recorded on three separate questionnaires.

Example 2

Column (1)

20. Record of calls														
	1	Com.	2	Com.	3	Com.	4	Com.	5	Com.	6	Com.	7	Com.
Date	Jan 20													
Beginning time	6:50 P.M.													
Ending time	6:55 P.M.	X												

Column (2)

19. Noninterview reason

<p><b>TYPE A</b></p> <p>1 <input type="checkbox"/> Refusal (Describe in a footnote)</p> <p>2 <input type="checkbox"/> No one at home - repeated calls</p> <p>3 <input checked="" type="checkbox"/> Temporarily absent</p> <p>4 <input type="checkbox"/> Other (Specify) 7</p>	<p><b>TYPE B</b></p> <p>1 <input type="checkbox"/> Vacant - nonseasonal</p> <p>2 <input type="checkbox"/> Vacant - seasonal</p> <p>3 <input type="checkbox"/> Usual residence elsewhere</p> <p>4 <input type="checkbox"/> Armed Forces</p> <p>5 <input type="checkbox"/> Other (Specify) 7</p>	<p><b>TYPE C</b></p> <p>1 <input type="checkbox"/> Demolished</p> <p>2 <input type="checkbox"/> In sample by mistake</p> <p>3 <input type="checkbox"/> Eliminated in sub-sample</p> <p>4 <input type="checkbox"/> Built after April 1, 1960</p> <p>5 <input type="checkbox"/> Other (Specify) 7</p>
---	--	---

20. Record of calls

20. Record of calls														
	1	Com.	2	Com.	3	Com.	4	Com.	5	Com.	6	Com.	7	Com.
Date	Jan 20													
Beginning time	6:55 P.M.													
Ending time														

Column (3)

20. Record of calls														
	1	Com.	2	Com.	3	Com.	4	Com.	5	Com.	6	Com.	7	Com.
Date	Jan 20		Jan 21											
Beginning time	6:55 P.M.		7:00 P.M.											
Ending time			7:28 P.M.	X										



CHAPTER D3. PROBE PAGES

Chapter D3 shows each question on the Probe Pages 2 through 15, how to fill it, and the necessary information about it.

- D3.A Eligible Respondent for Questions 1 and 2 - Questions 1 and 2 (name and relationship of all household members) may be asked of any "responsible" adult member of the household whether or not he is related to the head of the household. "Responsible" means not mentally incompetent or not too ill to be able to think clearly about the questions being asked. "Adult" means a person 19 years old or older or any person who has been married. "Related" means related by blood, marriage or adoption.
- D3.B Eligible Respondent for Remaining Part of Questionnaire - The "eligible" respondent may answer the remaining questions for all persons related to him in the household, both adults and children. However, the other related adults listed should be interviewed for themselves if available.
- 1 17 or 18 Year Olds - Single persons 17 or 18 years old may not respond for other family members but may respond for themselves in certain cases. The reason for this restriction is that, while 17 and 18 year-old persons should know about themselves, they are unlikely to have sufficient knowledge about the rest of the family to be able to furnish accurate information. Accept 17 or 18 year-old persons as self-respondents under the following circumstances:
- a If there is no related person in the household who is 19 years old or over, for example, if the household consists of two unrelated 17 or 18 year-old boys living in a school dormitory room, each may respond for himself.
  - b If they are present during the interview with an older respondent, 17 or 18 year-old persons may respond entirely or partly for themselves.
- D3.C Childrer - Information about a child is normally obtained from one of the parents or other related adults in the household. If an unrelated person is usually responsible for the child's care, that person may report for the child. Thus, if the respondent has a foster child or ward living in his home, he should answer the questions about the child. Do not enter these children on a separate questionnaire, but treat them as related household members.

D3.D Adults not related to the head of the household (partners, roomers, or servants) are to answer all questions, after question 2, for themselves. If, however, such persons have related family members in the household, any responsible adult member of that family may answer the questions for that family group.

D3.E Exception to Eligible Respondent Rule

- 1 You may interview someone who is responsible for the care of a person who is not competent to answer the questions for himself provided there are no related members of the household who can answer for that person. The person who provides the care may or may not be a member of the household. For this type of case, explain the circumstances, e.g., person is mentally incompetent and unable to respond for self, respondent takes care of her during the day.
- 2 A member of the Armed Forces who lives at home with his family may be interviewed for his family, but no health information is obtained for him.

D3.F Return Call May Be Necessary - In some instances, it may be necessary to make a second visit to the household in order to interview an eligible respondent. For example, if a respondent who is otherwise acceptable does not appear to be "responsible" because of extreme age, illness, etc., stop the interview and continue with another respondent even if doing so requires an additional call. Also, if an otherwise eligible respondent can answer questions for himself, but does not know enough about other related adults in the household, finish the interview for him but arrange to call back for the other household members.

D3.G If no eligible respondent for the unrelated persons is at home at the time of the original interview, a return call must be made to interview them.

①

Question 1, Household Membership

①

<p>1a. What is the name of the head of this household? - Enter name in first column.</p> <p>b. What are the names of all other persons who live here? - List all persons who live here.</p> <p>c. I have listed (Read names). Is there anyone else staying here now, such as friends, relatives, or roomers? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>d. Have I missed anyone who USUALLY lives here but is now away from home? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>e. Do any of the people in this household have a home anywhere else? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If any adult males listed, ask:                  f. Are any of the persons in this household now on full-time active duty with the Armed Forces of the United States?..... Y → Col(s). _____ (Delete) N</p> <p style="text-align: right;">*Apply household membership rules.</p>	1e. First name	<p>RACE</p> <p>1 W</p> <p>2 N</p> <p>3 OT</p> <hr/> <p>SEX</p> <p>1 M</p> <p>2 F</p>
	Last name	

1 Question 1a - Ask question 1a on page 2 and record the name in column (1).

Enter the first name in the space provided at the top and enter the last name in the space below that.

- a Household - The entire group of persons who live in one housing unit or one OTHER unit. It may be several persons living together or one person living alone. It includes the household head and all his relatives occupying the housing unit or OTHER unit. The household may also include roomers, servants, or other persons not related to the head who live there.
- b Head of Household - The person who is regarded as the head by the members of the household. It may be the chief breadwinner of the family, the parent of the chief earner, the only adult member of the household, or a member of the Armed Forces living at home about whom we want no health information. In husband-wife situations, list the husband first, even if the wife is considered the head.

2 Question 1b - Continue with question 1b and record the names in the appropriate columns. All members of the household, regardless of whether they are related to the head, are to be listed on one questionnaire (or one set of questionnaires if there are more than six persons in a household).

- a If there are 7-12 members in a household, list them on a second questionnaire and change the column numbers to "7," "8," etc., as shown below. If there are more than 12 members in the household, use additional questionnaires in a similar manner. Also, enter the last name in the first column of the extra questionnaire(s) even though it may be a repeat of the name listed on the first questionnaire.

1

Household Membership (Continued)

1

1a.	First name. <i>D7</i> <i>James</i>	RACE 1 W 2 N 3 OT	First name <i>D8</i> <i>Kate</i>	RACE 1 W 2 N 3 OT
	Last name <i>Jones</i>	SEX 1 M 2 F	Last name —	SEX 1 M 2 F

b Prescribed Order of Listing Household - List them in the following order:

- 1 - Head of household.
- 2 - Wife of the head.
- 3 - Unmarried children of the head, or of the wife, in order of their ages, beginning with the oldest.
- 4 - Married sons and daughters (in order of age) and their families listed in this order; husband, wife, children.
- 5 - Other persons related to the head.
- 6 - Roomers and other persons not related to the head.
- 7 - If, among the persons not related to the head, there are married couples or persons otherwise related among themselves, list them in the order indicated for the families of married children (group 4).

c How to Enter Names - Enter the names as you did for the head of the household. If there are two persons in the household with the same first and last names, they must be further identified by a middle initial or name or as Sr., Jr., etc. Do not assume members of the household have the same last name. However, for each member of the household with the same last name as the person in the preceding column, enter a long dash instead of repeating the last name.

① Household Membership (Continued)

①

①	②	③	④	⑤	⑥
John, Jr.	Betty	Olive	Samuel	John, Sr.	Thomas
Doe	—	Poe	—	Doe	Roe
Head	Wife	Daughter	Grandson	Father	Roomer

3 Questions lc-le - Questions lc and ld serve as reminders about persons who may be overlooked by the respondent. List each person named by the respondent in answer to these questions who is a household member. Question le serves to delete possible nonhousehold members from the list. There is an asterisk above the "Yes" box for questions lc-e. The asterisk refers to the instruction: "Apply household membership rules."

a Household Membership - Generally, two categories of persons in a household are considered as members of the household.

1 - Persons, whether present or temporarily absent, whose usual place of residence at the time of the interview is this household.

2 - Persons staying in the household who have no usual place of residence elsewhere.

Further details are given in Part A, Chapter 2, pages 4 and 5.

b Always ask any additional questions needed in order to properly determine who are household members. Examples of such questions are as follows:

How many days a week does your husband spend in the city where he works?

Does your daughter live in the town where she goes to college or does she sleep here and go back and forth to classes?

Do your family and your son's family all live and eat together?

Does your cousin have her own cooking equipment in her room?

c If you are in doubt whether to include a person as a member of the household, consider him a member of the household and explain the circumstances in an INTER-COMM.

4 Question 1f - The question is asked at this point to avoid asking unnecessary questions about active members of the Armed Forces who are not included in this survey. Ask question 1f if any of the males in the household could be an adult. For the purpose of question 1f, "adult" means any person who is 17 years old or over.

a Although exact ages have not been determined at this point in the interview, it should be possible, in most cases, to have a general idea of the age of household members. For example, the apparent age of a female respondent who is head of the household should indicate whether her son living at home could be 17 years old or over. When in doubt, always ask question 1f.

b If the answer to question 1f is "Yes," enter the person number(s) on the line provided.

c Although question 1f is primarily for males, if in asking the question it is discovered that a listed female household member is in the Armed Forces, enter her person number in question 1f.

d Armed Forces - "Active duty in the Armed Forces" means full-time active duty in the U.S. Army, Navy, Air Force, Marine Corps, or Coast Guard, and any National Guard unit presently activated as part of the regular Armed Forces. Included in "active duty" is the six month period a young man may serve in connection with the provisions of the Reserve Forces Act of 1955.

e Do not count as members of the Armed Forces, persons working in civilian positions for the Armed Forces, persons serving in the Merchant Marine, persons in a National Guard unit not activated as part of the regular Armed Forces or civilians who train only part time as reservists.

f Armed Forces Reserve - Persons who are in any reserve component of the Armed Forces but who only attend weekly reserve meetings, summer camp or the like are to be counted as members of the household.

① Household Membership (Continued)

①

5 Delete the Name if Not Household Member

a If a person whose name has been listed on the questionnaire is considered to have a usual place of residence elsewhere, is living in a separate unit or is not a household member for any other reason (following the rules in Part A, Chapter 2), delete as follows:

- 1) "X" out the column for that person from question 1 to item C.
- 2) For Armed Forces members, determine and indicate either "Living at home" or "Not living at home."
- 3) For persons other than Armed Forces members, explain the reason for the deletion.

b In deleting a person column, do not change the person numbers of other members of the household. See illustration.

1a. What is the usual place of residence here. b. What are the usual places of residence here. c. I have living here friends, relatives, or roomers? d. Have I ever lived in a separate unit? e. Do any other persons live in this household? f. Are any persons living in this household who do not apply household membership rules. g. Are any persons living in this household who are not active? Col(s) <u>1</u> (Delete) N	1a. First name <u>James</u> ① RACE 1 W 2 N 3 OT Last name <u>James</u> SEX 1 M 2 F	First name <u>Robert</u> ② RACE 1 W 2 N 3 OT Last name <u>Robert</u> SEX 1 M 2 F	1a. First name <u>Nathaniel</u> ③ RACE 1 W 2 N 3 OT Last name <u>Nathaniel</u> SEX 1 M 2 F	
	2. Relationship <u>wife</u> AGE 3. HEAD <u>NP</u>	Relationship <u>wife</u> AGE Relationship <u>wife</u> AGE	2. Relationship <u>brother</u> AGE 3. <u>away at school</u>	2. Relationship <u>brother</u> AGE 3. <u>away at school</u>
	DOCTOR DOCTOR DOCTOR DOCTOR 2 wks. 12 mos. 2 wks. 12 mos. 2 wks. 12 mos. 2 wks. 12 mos. (NP) (N) (NP) (NP) (NP) (N) (NP) (NP) (NP)	DOCTOR DOCTOR DOCTOR DOCTOR 2 wks. 12 mos. 2 wks. 12 mos. 2 wks. 12 mos. 2 wks. 12 mos. (NP) (N) (NP) (NP) (NP) (N) (NP) (NP) (NP)	DOCTOR DOCTOR DOCTOR DOCTOR 2 wks. 12 mos. 2 wks. 12 mos. 2 wks. 12 mos. 2 wks. 12 mos. (NP) (N) (NP) (NP) (NP) (N) (NP) (NP) (NP)	DOCTOR DOCTOR DOCTOR DOCTOR 2 wks. 12 mos. 2 wks. 12 mos. 2 wks. 12 mos. 2 wks. 12 mos. (NP) (N) (NP) (NP) (NP) (N) (NP) (NP) (NP)
	C number(s) where it was reported.	Q. No. Condition	Q. No. Condition	Q. No. Condition

2. How is --- related to --- (Head of household)?

2. Relationship  
HEAD

- 1 Question 2, Relationship - Enter the relationship of each person to the head of the household. If the respondent has previously given you this information, you need not ask this question, simply record the relationship.
  - a Head of Household - There must be one and only one head of the household. In some households you will find two or more unrelated persons sharing a housing unit. Since there can be only one head, designate one as the "Head" and call each of the others "Partner."
  - b Armed Forces Members Living at Home - Household members about whom we want no health information. However, if one is reported to be the household head, enter this for him and make the family relationships accordingly. If an Armed Forces member is not living at home, designate the wife or other family group head as the household head.
  - c If "Head" Deleted - If the person originally designated as the head of the household is deleted for any reason, other than Armed Forces member living at home, designate another person as "Head" and change the relationship entries of the other household members if necessary.
- 2 Example of Relationship Entries - Some typical examples of relationship entries are: Wife, son, daughter, stepson, stepdaughter, father, mother, grandson, daughter-in-law, aunt, cousin, nephew, roomer, servant, hired hand, partner, and maid.
- 3 Persons Unrelated to the Head - If there are any persons in the household who are not related to the head but are related to each other, their relationship to each other should be shown also. For example, a roomer and his wife must be listed as "roomer" and "roomer's wife;" a maid and her daughter must be shown as "maid" and "maid's daughter."



② Relationship (Continued)

②

- 4 Persons in "Special Places," Rooming Houses, Etc. - In "special places" (institutions, hospitals, hotels for transients, facilities for housing students or workers, summer camps, trailer or tent camps) or rooming or boarding houses, follow the rules in paragraphs 2 and 3 above for relationship entries in question 2.
  
- 5 Separate Questionnaires for Nonrelated Persons - A separate questionnaire must be completed for each listed unrelated person or family group. After recording the names of all household members and completing questions 1 and 2 on the first questionnaire, transcribe the names and relationships of the unrelated household members to a separate questionnaire. Change the column number of each person to agree with the one on the first questionnaire. For example, a roomer is listed as Person 5. Transcribe his name and relationship to the first column of the extra questionnaire and change the column number from 1 to 5.
  - a For each questionnaire for unrelated persons, fill identification items 1 through 7 and ask question 10, mailing address. Often an unrelated household member may have a mailing address different from the household head. If the mailing address is the same as that entered in item 8 on the first questionnaire, mark the box "Same as 8" in question 10 on this questionnaire. If the mailing address is different from that entered in item 8, enter the mailing address in question 10 as reported by the respondent. Continue the interview for these persons in the prescribed manner after completing the interview for the basic family unit. These specified entries are required on a separate questionnaire even if you know, at this point, there will be no completed interview for the nonrelated persons(s).

3

Question 3, Age Last Birthday, Race, and Sex

3

3. How old was -- on his last birthday? - Enter Age and circle Race and Sex.

RACE
1 W
2 N
3 OT
---
SEX
1 M
2 F
AGE
.

- 1 Ask question 3 for each person and circle race and sex.
    - a Age - Obtain the age of each person on his last birthday. For babies under one year of age, enter "und. 1" in the answer space. If the respondent does not know the exact age of the person, ask him to estimate it as closely as he can.
      - 1) If the person refuses to give his own age or the age of someone else in the family, make the best estimate you can and indicate that the age is estimated.
        - a) Record a range of the person's probable age, such as, "Est. 10-15 years," "Est. 45-55 years." The following examples represent entries that would not be acceptable age estimates: "Over 25 years," "17 years," etc. These examples are unacceptable because they do not indicate whether the person is a young adult, middle-aged, or an elderly person.
    - b Race - Three codes are used for race: "W" for White, "N" for Negro, and "CT" for Other. The race of the respondent can usually be marked by observation. Assume the race of all related persons is the same as that of the respondent unless you learn otherwise. Circle the proper letter when you are recording the person's age. If you cannot fill this item by observation, ask: "What is --'s race?" Use the following codes:
      - White: Includes Latin-Americans unless they are definitely Negro, Indian, or other nonwhite.
      - Negro: Black or Negro.
      - Other: Race other than White or Negro, including Japanese, Chinese, American Indian, Korean, Eskimo, and Hindu.
- Code the race of the father for persons of racial mixtures.

③ Age Last Birthday, Race and Sex (Continued)

③

- c Sex - Circle the appropriate sex for each person after you have circled the race. The sex of a person can usually be determined from the name or relationship entries. However, names such as, Marion and Lynn are used for both males and females. If there is any doubt, ask about the person's sex.

C

### Item C and Reference Dates

○

<p><b>C</b></p> <p>1. Record the number of Doctor Visits and Hospitalizations.</p>	DOCTOR	HOSP.					
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center; padding: 2px;">2 wks.</td> <td style="width: 50%; text-align: center; padding: 2px;">12 mos.</td> </tr> <tr> <td style="text-align: center; padding: 2px;">____ (NP) Y</td> <td style="text-align: center; padding: 2px;">____ (NP) N</td> </tr> </table>	2 wks.	12 mos.	____ (NP) Y	____ (NP) N	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center; padding: 2px;">____ (NP)</td> <td style="width: 50%; text-align: center; padding: 2px;">____ (NP)</td> </tr> </table>	____ (NP)
2 wks.	12 mos.						
____ (NP) Y	____ (NP) N						
____ (NP)	____ (NP)						
<p>2. Record each condition in the person's column, with the question number(s) where it was reported.</p> <p>Reference dates</p> <p>2-week period _____</p> <p>Dentist and Doctor visit probe _____</p> <p>Hospital probe _____</p>	Q. No.	Condition					

1 Item C - Item C is placed in this position on the questionnaire for ready reference when filling succeeding pages.

a Item C1 indicates for each person:

- 1) The number of two-week doctor visits reported.
- 2) Whether or not a 12-month doctor column is required.
- 3) The number of hospitalizations reported.

If no doctor visits or hospitalizations are reported for a person, indicate this in C1 by entering a dash (-) or circling "N" in that person's column.

b Item C2 is provided for recording all conditions requiring Condition pages along with identification of where these conditions were reported.

- 1) Conditions to be Entered in Item C2 - Enter in item C2 any conditions reported in answer to those probe questions that are specifically designed to pick up conditions. These would be health problems or accidents resulting in restricted activity; a doctor visit during the past 2 weeks; limitation of activity or mobility or is listed or reported while asking the condition lists (question 38 or 39).
- 2) Source of Condition
  - a) If a condition is reported during the asking of the probe questions, record in item C2 the number of the question, or if in question 38 or 39, the letter, at the time the condition is reported. If a condition is reported in some other part of the interview, record instead, the type of page, abbreviating as follows:

Condition page - Cond.  
 Two-Week Doctor Visits page - D.V.  
 Hospital page - Hosp.

(C) Item C and Reference Dates (Continued)

(C)

- b) If a condition reported in answer to a probe question is recorded in item C2 for a particular person and is reported again in answer to another question, do not record this condition again on another line of item C2. Instead, record the question number in which the condition was reported again. This entry should be made in an unfilled question number column in item C2 by the original question number entry. Do not enter the page type (Cond., D.V., Hosp.) in item C for conditions previously reported. Entries of this kind should be made in item C only when conditions are first reported on these pages. See the following illustration:

C	1. Record the number of Doctor Visits and Hospitalizations.	DOCTOR		HOSP.
		2 wks. — (NP)	12 mos. N (NP)	1 (NP)
	2. Record each condition in the person's column, with the question number(s) where it was reported.	Q. No.	Condition	
Reference dates		6 24	Angina	
2-week period <u>Jan. 3</u> <u>Jan 16</u>		Hosp	Blood Clots	
Dentist and Doctor visit probe <u>Jan 16</u>				
Hospital probe <u>bill 1</u>				

2 Reference Dates

- a "Reference dates" on page 2, under the instructions for item C2, will be filled in advance by the Data Collection Center.
- b If additional questionnaires are needed for unrelated household members or for "extra" units, enter the correct beginning and ending dates in this space.
- c If an interview is delayed until the week following interview week, prepare a new calendar card showing the new reference period, that is, the two-week period ending the Sunday night just before your actual interview date. Also, correct the "Reference dates" entered in C2 to reflect the new reference period.

C

## Item C and Reference Dates (Continued)

C

- d Two-Week Reference Period - The "past two weeks" refers to the two weeks (14 days) just prior to the week in which the interview is conducted. The two-week period starts with Monday and ends with (and includes) last Sunday night. No days of the interview week are to be included. For example, if the interview is conducted on Tuesday, January 4, 1972, "the past two weeks" would refer to the period beginning on Monday, December 20, 1971, through Sunday night, January 2, 1972. No illness, hospitalization or health-related event starting after January 2 (last Sunday night) would be included, no matter how serious it might be. This principle applies to all succeeding questions.
- 1) If you record something of this kind and afterwards learn that it should not have been recorded, delete or correct the entry, as appropriate, and explain the deletion in a footnote.
  - 2) This rule does not apply to household membership or personal characteristics such as age, marital status or membership in the Armed Forces, all of which apply as of the time of interview.
- e Dentist and Doctor Visit Probe - This date is "last Sunday's" date a year ago, and is the closing date of the two-week reference period. For example, if you interview Wednesday, January 12, 1972, the reference date would be January 9, 1971.
- f Hospital Probe - This date is 13 or 14 months before interview, to pick up hospitalizations which started before the 12-month reference period but which may have extended into it. It is the first of the month which preceded the month in which Monday of interview week fell. For example, if you're interviewing Tuesday, February 1, 1972, the Monday of interview week was in January, therefore, the hospital probe reference date is December 1, 1970.

4

### Question 4, Marital Status

4

If 17 years old or over, ask: 4. Is -- now married, widowed, divorced, separated, or never married? -- Mark one box for each person.	6 <input type="checkbox"/> Under 17 3 <input type="checkbox"/> Nev. married 1 <input type="checkbox"/> Married 4 <input type="checkbox"/> Divorced 2 <input type="checkbox"/> Widowed 5 <input type="checkbox"/> Separated
---	--

- 1 Ask question 4 on marital status only for persons 17 years old and over. If the person is under 17 years of age, mark "Under 17," without asking the question even though you may have learned that the person is married, widowed, divorced, or separated.
- 2 For persons 17 and over, if it is obvious from the relationship entries that two of the household members are husband and wife, mark the box for "Married" without asking the question.
- 3 Annulled Marriages - Consider persons whose only marriage has been annulled as "Never married."
- 4 Separated Persons - Accept a respondent's statement that a person is separated. If, however, the respondent raises a question as to the meaning of "separated," explain that the term refers only to married persons who have a legal separation or who have parted because they do not get along with each other.
  - a Persons who are separated from their spouse because of the circumstances of their employment, service in the Armed Forces or similar reasons (other than marital discord) should be classified as married, not separated.
- 5 Common-Law Marriages - Consider persons with common-law marriages as married.

<p>This survey is being conducted to collect information on the Nation's health. I will ask about visits to doctors and dentists, illness in the family, and other health related items. (HAND CALENDAR)</p> <p>The next few questions refer to the past 2 weeks, the 2 weeks outlined in red on that calendar, beginning Monday, _____ (date), and ending this past Sunday, _____ (date).</p>					
5a. During these 2 weeks, did -- stay in bed because of any illness or injury?	5a. 00 N	Y (5b) } If age: 17+ (6) 6-16 (7) Under 6 (9)			
b. During that 2-week period, how many days did -- stay in bed all or most of the day?	b. _____ Days				
6. During these 2 weeks, how many days did illness or injury keep -- from work? (For females): not counting work around the house.	6. _____ WL days (8) 00 <input type="checkbox"/> None (9)				
7. During those 2 weeks, how many days did illness or injury keep -- from school?	7. _____ SL days 00 <input type="checkbox"/> None (9)				
If NO days in Q.5b, go to Q.9 8. On how many of these -- days lost from <table style="display: inline-table; vertical-align: middle;"> <tr> <td style="border-left: 1px solid black; border-right: 1px solid black; padding: 0 5px;">work</td> <td style="border-left: 1px solid black; border-right: 1px solid black; padding: 0 5px;">school</td> </tr> </table> did -- stay in bed all or most of the day?		work	school	8. 00 <input type="checkbox"/> None	
work	school				
9a. (NOT COUNTING the day(s) <table style="display: inline-table; vertical-align: middle;"> <tr> <td style="border-left: 1px solid black; border-right: 1px solid black; padding: 0 5px;">in bed</td> <td style="border-left: 1px solid black; border-right: 1px solid black; padding: 0 5px;">lost from work</td> <td style="border-left: 1px solid black; border-right: 1px solid black; padding: 0 5px;">lost from school</td> </tr> </table> )	in bed	lost from work	lost from school	9a. 1 Y	
in bed	lost from work	lost from school			
Were there any (other) days during the past 2 weeks that -- cut down on the things he usually does because of illness or injury?	2 N (10)				
b. (Again, not counting the day(s) <table style="display: inline-table; vertical-align: middle;"> <tr> <td style="border-left: 1px solid black; border-right: 1px solid black; padding: 0 5px;">in bed</td> <td style="border-left: 1px solid black; border-right: 1px solid black; padding: 0 5px;">lost from work</td> <td style="border-left: 1px solid black; border-right: 1px solid black; padding: 0 5px;">lost from school</td> </tr> </table> )	in bed	lost from work	lost from school	b. _____ Days	
in bed	lost from work	lost from school			
During that period, how many (other) days did he cut down for as much as a day?		00 <input type="checkbox"/> None			

- 1 Read the introduction above question 5a to the respondent once to inform him of the purpose of the survey and some of the topics to be covered during the interview. This introduction also is designed to inform the respondent of the reference period for probe questions 5-12 and 14-17. Do this by handing him the calendar card with the appropriate two-week reference period marked in red and then indicate orally the beginning and ending dates of the two-week reference period as entered in "2 week period."
- 2 Ask questions 5-9 to obtain the number of days, if any, that each person in the household remained in bed, lost time from work or school, or restricted his usual activity because of illness or injury during the two weeks preceding the interview.
  - a Ask all appropriate questions, 5-10, as a block for each individual, starting with Person 1. Repeat the procedure for the next related household member and so on.



5-9 Two-Week Activity Limitation (Continued)

5-9

- 3 Question 5a, Bed Disability Past Two Weeks - When asking question 5a, insert the name of the person you are talking about or his relationship to the respondent. If you are interviewing the wife about Person 1, you would say: "During those two weeks, did your husband stay in bed because of any illness or injury?" If the answer to question 5a is "Yes," ask question 5b. If the response to 5a is "No," ask 6 if the person is 17+. Ask 7 if the person is 6-16; ask 9 if the person is under 6 years of age. These instructions appear in the answer space in 5a and b of the questionnaire.
  
- 4 Question 5b, How Many Days in Bed - If the answer to 5a is "Yes," ask 5b and record the number of days that the person stayed in bed all or most of the day. Then ask 6, 7, or 9 for that person according to his age.
  - a Day in Bed - Any day on which the person was kept in bed either all or most of the day because of illness or injury. All or most of the day is defined as more than half of the daylight hours (or of the hours that the person is usually awake, if he works a night shift). Taking a nap on "general principles" should not be counted as a day in bed. Also, count all days as a patient in a hospital, sanitarium, or nursing home as bed days whether or not the patient was actually lying in bed at the hospital, sanitarium or nursing home.
  
  - b Bed - Anything used for sleeping, including sofa, cot or mattress.
  
- 5 Question 6, Days Lost from Work - Ask this question to find out if the person you are asking about lost time from work (during those two weeks) because of illness or injury. Ask it for each individual in the 17+ age group. Record the response in the appropriate space in that person's column. Use the alternate version of the question for females.
  - a Work - Paid work as an employee for someone else for wages, salary, commission or pay "in kind" (meals, living quarters, or supplies provided in place of cash wages). Also, include work in the person's own business, professional practice or farm, and work without pay in a business or farm run by a related household member.

Exclude work around the house, volunteer unpaid work such as for church, Red Cross, or charity, and service in the Armed Forces.

- b Work Loss Day - Any scheduled work day when more than half of the day was lost due to an illness or injury. If the person works only part of a day and he loses more than half of that time, it should be counted as a day lost.
- c Disregard School Days - If a person 17 years of age or over goes to school instead of, or in addition to, working, record only the days lost from work (disregarding any days lost from school). Any days lost from school for persons 17 and over should be included in restricted days, question 9.
- 6 Question 7, Days Lost from School - Ask this question if the person is aged 6-16.
- a School Loss Day - Any scheduled school day when more than half of the day was lost from school due to an illness or injury.
- For example, a day when the person did not go to school until after lunch would count as a day lost from school. If the person's regular school day is less than a whole day and that amount of time was lost from school on account of illness or injury, it would also be counted as a whole day lost from school.
- b If the person lost days from school, enter the number in the appropriate person column and go to question 8 or 9.
- c If the respondent indicates that no days were lost from school or that the person was on vacation during this two-week period, mark the "None" box for question 7 and skip to question 9. Also, mark "None" if the child is aged 6-16 but does not attend school.
- d School Vacation - Since school vacation periods are not all the same, ask this question even during periods of the year which might normally be considered school vacation periods.
- e Disregard Work Days - If a person 6 through 16 years of age works instead of going to school, or works and also goes to school, record only the days lost from school (disregarding any days lost from work). Any days lost from work for persons 6 through 16 years of age should be included in days of restricted activity, question 9.

- 7 Check for Number of Days Reported in Questions 6 and 7 - Since hardly anyone works seven days a week or goes to school seven days a week, you should follow up such replies as "The whole two weeks" or "All last week," etc. Do not enter "14" or "7" automatically. Reask the question in order to find out the actual number of days lost from work or school. If a person actually lost 14 days from work or school during "the past two weeks," enter "14" but explain in a footnote that these days were actually lost.
- 8 Question 8, Number of Work-Loss or School-Loss Days in Bed - Ask question 8 only if the respondent reports bed days in question 5b and either work-loss days in question 6 or school-loss days in question 7. If "N" is circled in 5a, or if no days are reported in 5b, skip question 8.
- a The purpose of question 8 is to determine if any of the bed days and days lost from work or school were the same days. The entry in question 8 can be equal to but not greater than the number of bed days reported in question 5b, or the work/school-loss days reported in question 6 or 7.
- b In asking question 8, insert for the first set of dashes the number of work-loss days or school-loss days recorded in 6 or 7. Select the words within the brackets that fit the situation. For example, if the person lost two days from work, question 8 should be asked as follows: "On how many of these two days lost from work did you stay in bed all or most of the day?" If one school day was lost, ask "On that day John lost from school, did he stay in bed all or most of the day?"
- 9 Question 9a, Restricted Activity Past Two Weeks - Ask question 9a for each person, unless he had 14 days in bed. In this case, circle "N" without asking the question. Question 9a has three purposes:
- To find out if persons under 17 years had work-loss days or persons 17 or over had school-loss days. These should not be recorded in question 6 or 7.
- To find out if, in addition to any bed days or work or school-loss days reported earlier, the person cut down on his usual activities on any other days during the two-week reference period.
- To find out if the person had any cut-down (restricted activity) days during the two week period even though no bed days, school-loss or work-loss days were reported in questions 5-8.

- a Usual Activities - For school children and most adults, this would be going to school, working, keeping house, etc. For children under school age, usual activities depend upon whatever the usual pattern is for the child.
- b How to Ask - In asking question 9a, use the appropriate words within the brackets if days in bed or work-loss or school-loss days were reported earlier. Otherwise, omit the parenthetical phrase. Therefore, if no bed days or school or work-loss days were reported in questions 5-7, ask 9a as follows: "Were there any days during the past two weeks that -- cut down on the things he usually does because of illness or injury?" If a person had previously reported two work-loss days and one day in bed, the question would be asked as follows: "NOT COUNTING the day in bed and days lost from work, were there any other days during the past two weeks that you cut down on the things you usually do because of illness or injury?"
- 10 Question 9b, Number of Cut-Down Days - Question 9b is asked to determine the number of cut-down days if the "Y" is circled in question 9a. There is a parenthetical statement from which you select the appropriate words to use if any days were reported in 5-7. The procedure is the same as that outlined for question 9a. The parenthetical phrases in 9b are used only if bed, work-loss, or school-loss days were reported previously.
- a Cut Down as Much as a Day - A day of restricted (cut down) activity is a day when a person cuts down on his usual activities for the whole of that day on account of an illness or injury. Usual activities for any day mean the things that the person would usually do on that day.
- 1) Restricted activity does not imply complete inactivity but it does imply doing only the minimum of things a person usually does. A special nap for an hour after lunch does not constitute cutting down on usual activities for an entire day, nor does the elimination of a heavy chore, such as cleaning ashes out of the furnace or hanging out the wash. All or most of a person's usual activities must have been restricted for the person to have a cut-down day.

b The following are some examples of a person having to cut down on the things he usually does for an entire day:

- 1) A housewife who expected to clean house after doing breakfast dishes, then work in the garden and go shopping in the afternoon was forced to rest because of a severe headache, doing nothing after the breakfast dishes until she prepared the evening meal.
- 2) A young boy who usually played outside most of the day was confined to the house because of a severe cold.
- 3) A garage owner whose usual activities included mechanical and other heavy work was forced to stay in his office directing others, talking to customers, etc., because of his heart condition.

c Cut-Down Days during Reference Period - Note that the "two-week period" in question 9 includes Saturdays and Sundays. All the days of the week are of equal importance in this question, even though the types of activities which were cut down might not be the same on weekends as on regular days. If necessary, this should be brought to the attention of the respondent. For example:

A man who planned a fishing trip for Saturday and Sunday had to stay home from work Friday and was too ill to go fishing both on Saturday and Sunday because of a flare-up of his back trouble. Assuming that this was the only time during the past two weeks in which he was bothered by back trouble, the correct entry for question 9b would be "2" (the one work-loss day should have been already reported in 6).

Question 10, Condition Causing Two-Week Limitation

If 1 or more days in Q's. 5-9, ask 10; otherwise go to next person.			
10a. What condition caused -- to	{ stay in bed miss work miss school cut down }	during the past 2 weeks?	10a. Enter condition in item C. Ask 10b
-----			
b. Did any other condition cause him to	{ stay in bed miss work miss school cut down }	during that period?	b. Y N (NP)
-----			
c. What condition?			c. Enter conditions in item C Reask 10b

- 1 Ask parts a, b, and c of question 10 about each person for whom at least one day was reported in answer to questions 5-9.
- 2 In questions 10a and b, select the phrase or phrases from within the brackets according to the answers you have recorded in questions 5-9 for that person.
  - a If, for example, a person had two bed days in question 5b, one work-loss day in question 6, and three cut-down days in question 9b, question 10a must be asked as follows: "What condition caused you to stay in bed, miss work, or cut down during the past two weeks?" Then enter the condition(s) in item C2 and ask question 10b, "Did any other condition cause you to stay in bed, miss work, or cut down during that period?"
  - b If only cut-down days are recorded (question 9b), you would ask question 10a, using only the phrase "cut down," for example, "What condition caused you to cut down during the past two weeks?" and continue in the manner described above, referring only to "cut down" when asking question 10b.
  - c If "Y" is circled in 10b, ask question 10c and record in item C2 the condition reported. Continue to reask 10b (and enter the condition in item C2) until a "No" is received to 10b, then circle "N" and go to the next person.

3 Caution Regarding Pregnancy, Delivery, and Birth

- a Normal pregnancy is not to be considered as illness but if there are complications which caused restricted activity or medical attention in the past two weeks, the complication(s) (morning sickness, swollen ankles, etc.) should be recorded in item C2.
- b Delivery or childbirth even when normal should be recorded as a condition in item C2, for the mother if it occurred "during the past two weeks" since this condition involves bed days and usually hospitalization.
- c Birth during the past two weeks is not to be recorded for the baby unless there were birth complications for the baby or the baby had some other illness. For such cases, enter the specific condition, do not enter just "birth" in item C2.
- d Delivery or childbirth occurring before the two-week period should be recorded if there are complications which caused restricted activity in the past two weeks. For such cases, enter the complication(s) in item C2.

11a. During the past 2 weeks did anyone in the family that is you, your --, etc. have any (other) accidents or injuries?	Y (11b and c)	N (12)	
11b. Who was this? - Mark "Accident or injury" box in person's column.			11b. <input type="checkbox"/> Accident or injury injury
11c. What was the injury?			11c.
11d. Did anyone have any other accidents or injuries during that period? For each person with "Accident or injury," ask:	Y (11b and c)	N	
11e. As a result of the accident, did -- see a doctor or did he cut down on the things he usually does?			11e. Y (Enter injury in item C) N

1 Question 11a, How to Ask - This is the first time we ask a "family" style question (once for a family). Insert the names or relationships of all family members when asking the question. If any accident or injury condition has been previously reported, insert the parenthetical "other." For example, "During the past two weeks, did anyone in the family, that is, you, your husband, or your son have any other accidents or injuries?" If the response is "No," circle "N" and go to question 12.

a Accidents and Injuries - The terms "accident" and "injury" may be used interchangeably. There are cases, however, when an injury may occur when an accident is not involved, e.g., a war injury, a shooting, a stabbing, etc.

b Injury - Cuts, bruises, burns, sprains, fractures, etc. "Insect stings," "animal bites," "sunburn," "sun poisoning," "heat or sun strokes," "blister," "frostbite," "frozen feet" and "poisoning" are also considered as injuries.

c Poisoning - Illnesses resulting from swallowing, drinking, breathing or coming in contact with some 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 oak," "poison ivy," "potomaine or food poisoning."

2 Question 11b, How to Record - If "Yes" is reported in 11a, circle "Y" and ask 11b. Mark the "Accident or injury" box in each person's column for whom a two-week accident or injury was reported.



⑪ Two-Week Accidents or Injuries (Continued)

⑪

- 3 Question llc, What Was the Injury - Ask question llc for each person with "Accident or injury" marked in llb. If the respondent reports an injury, record the injury (cut hand, bruised leg, etc.) in the answer space for llc. If there was an accident but no injury, enter the word "Accident" in the answer space for llc. An example of this might be a person in a car accident who received no injury.
- 4 Question lld, Any Other Accidents or Injuries - Ask question lld as a reminder to the respondent to report persons who had any other accidents or injuries during the past two weeks. If a "Yes" answer is obtained, reask llb and c and enter the response in llc until a final "No" is received. Then go to lle.
- 5 Question lle, See a Doctor or Cut Down - Ask question lle for each person with the "Accident or Injury" box marked. If the person did not see a doctor or cut down on the things he usually does, circle "N" in his column and go to the next person reporting an accident or injury or to the next question as appropriate. If the response to lle is "Yes," circle "Y" in that person's column and enter the question llc entry in item C2. If a person had more than one accident or injury during the past two weeks, each one which resulted in a doctor visit or cut down activity must be entered separately in item C2.
  - a Doctor - Contact between a person and a doctor for the purpose of obtaining medical advice, treatment, or examination. Include telephone calls to or from a doctor, visits to a doctor's office, a clinic, a medical center, or the outpatient department of a hospital where a person goes for treatment or examination ordered by a doctor but where he may not actually see or talk to a doctor. If you learn that a person saw a dentist for this accident or injury, consider this as "Yes."

12a. During the past 2 weeks, did anyone in the family, (that is you, your --, etc.) go to a dentist?	Y (12b and c)	N (13)	
b. Who was this? - Mark "Dental visit," box in person's column.			12b. <input type="checkbox"/> Dental visit
c. During the past 2 weeks, did anyone else in the family go to a dentist? If "Dental visit," ask:	Y (Reask 12b and c)	N	
d. During the past 2 weeks, how many times did -- go to a dentist?			d. _____ No. of dental visits (12b)

- 1 Ask question 12a once for a family. Insert the names or relationships of all family members when asking the question. If the answer is "No," go to question 13 and leave the remaining parts of question 12 blank.
  - a Dentist - A person who has been trained in the prevention, diagnosis, and treatment of diseases of the teeth and adjacent tissues. Some examples are: Oral surgeon, orthodontist, periodontist, dental hygienist.
  - b Exclude visits for dental services given on a mass basis, such as examinations given a group of children at school. If you are in doubt, include the visit and explain the circumstances in a footnote.
- 2 If "Yes" is received to question 12a, ask question 12b to find out which persons in the family went to the dentist during the two-week reference period. Mark the "Dental visit" box in the appropriate column for each person who went to a dentist during the past two weeks.
- 3 Ask question 12c as a reminder to the respondent to report any other persons who visited a dentist during the past two weeks.
- 4 If the answer to 12c is "Yes," reask 12b and c until you get a final "No" answer to 12c. Then circle "N" and go to question 12d.
- 5 Question 12d is asked only for those persons who reported a two-week dental visit. It is asked to obtain the number of times the person went to a dentist during that period.

13

Question 13, Twelve-Month Dental Visits

13

Do not ask for children 1 yr. old and under.	
13a. During the past 12 months, (that is, since (date) a year ago,) about how many visits did -- make to a dentist? (Include the -- visits you already told me about.)	00 <input type="checkbox"/> None _____ Number of visits
b. ABOUT how long has it been since -- last went to a dentist?	1 <input type="checkbox"/> 2-week dental visit 2 <input type="checkbox"/> Past 2 weeks not reported (0, 12) 3 <input type="checkbox"/> 2 weeks-6 months 4 <input type="checkbox"/> Over 6-12 months 5 <input type="checkbox"/> 1 year 6 <input type="checkbox"/> 2-4 years 7 <input type="checkbox"/> 5+ years 8 <input type="checkbox"/> Never

- 1 Ask question 13 as a block for each person, after completing question 12 for all family members.
- 2 Question 13a, Twelve-Month Dental Visits - Ask question 13a inserting the date entered in "Reference dates" for "Dentist and Doctor visit probe" the first time the question is asked and at any other time you feel it necessary. If any two-week dental visits have been reported for this person, add the parenthetical statement inserting the number of visits previously reported for the dashes.
  - a If "checkup" is mentioned, rephrase the question by asking "Including any visits for a checkup, how many separate visits did you make to a dentist since -- a year ago?" or something similar. Some respondents have two or three visits for fillings or other work as a result of a checkup but only report "One," meaning one checkup. We want to count each visit.
  - b Enter the number of visits reported on the line provided, or mark the "None" box.
  - c For children one year old and under, mark the "None" box without asking the question even if dental visits have been reported for them.

3 Question 13b, Interval Since Last Saw Dentist - Mark the "2 week dental visit" box in question 13b, without asking the question, for persons who have reported a two-week dental visit. Mark the "Never" box, without asking the question, for children age one or under even if dental visits have been reported for them. Ask 13b for all other persons and mark the appropriate answer box in each person's column as follows:

Past 2 weeks not reported - Mark this box if at this point the respondent reports a visit during the two-week reference period. Also, mark the "Dental visit" box in 12b and ask questions 12c and d for that person. Record the new responses in the answer spaces for these questions for this person. It is not necessary to change the entries in 12a and 12c. Verify or correct the entry in 13a.

2 weeks—6 months - Mark this box if the person's last dental visit was before the two-week reference period but within the six-month period.

Over 6—12 months - Mark this box if the person's last dental visit was between six and 12 months ago.

1 year - Mark this box if the person's last dental visit was 12 or more months ago but less than two years ago.

2—4 years - Mark this box if the person's last dental visit was two or more years ago but less than five years ago.

5+ years - Mark this box if the person's last dental visit was five or more years ago.

Never - Mark this box if the person has never visited a dentist.

14

### Question 14, Two-Week Doctor Visits

14

14. During the past 2 weeks (the 2 weeks outlined in red on that calendar) how many times did -- see a medical doctor?	14.	<input type="checkbox"/> None _____ Number of visits } (NP)
--	-----	--

1. Question 14, Two-Week Doctor Visits - Ask question 14 for each person, using the parenthetical phrase "the two weeks outlined in red on that calendar," as often as necessary. The respondent must be kept aware of the two-week period and should be referred to the calendar at convenient points in the interview, especially in a large household. Mark the "None" box or enter the number of visits reported on the line provided.
  - a. Doctor - The term "doctor" covers only medical doctors (MD) and osteopathic physicians (DO). Include all visits to medical doctors regardless of whether they are general practitioners or specialists. Ophthalmologists have an MD degree and are counted as medical specialists.
    - 1) Do not count dentists, optometrists or other practitioners (such as chiropractors) who do not have an MD degree.
  - b. Doctor "Visit" - A single contact between a person and a doctor for the purpose of obtaining medical advice, treatment or examination.
    - 1) Include telephone calls to or from a doctor (except requests for appointments or inquiries about a bill), visits to a doctor's office, a clinic, a medical center and the outpatient department of a hospital where a person goes for treatment or examination ordered by a doctor but where he may not actually see or talk to a doctor. Also, to be included as visits are calls to the doctor concerning the obtaining or renewal of a prescription. All these types of "visits" may be reported in question 14 but some of them are the kind people generally tend to forget; so questions 15 and 16 were designed specifically to remind the respondent about them.

- 2) Visits for shots or examinations (such as chest X-rays) administered on a mass basis are to be excluded. Thus, if the person went to a clinic, a mobile unit or some similar place to receive an immunization, a single chest X-ray or a certain diagnostic procedure which was being administered identically to all persons who were at the place for this purpose, this would not be counted as a visit.

NOTE: However, physicals for athletes or the armed services are not mass visits, and are included in the doctor visits questions.

- 3) Do not count visits a doctor made to see the person while he was an inpatient in the hospital. A hospital inpatient is defined as a patient who remains overnight or longer.

15

Question 15, Two-Week Shots, X-Rays,

15

Tests, and Examinations

(Besides these visits)		Y (15b and c)	
15a. During that 2-week period did anyone in the family go to a doctor's office or clinic for shots, X-rays, tests, or examinations?		N (16)	
b. Who was this? — Mark "Doctor visit" box in person's column.			15b. <input type="checkbox"/> Doctor visit
c. Anyone else?		Y (15b and c)	
If "Doctor visit," ask:		N	
d. How many times did — visit the doctor during that period?			d. _____ Number of visits (NP)

- 1 The wording of question 15a depends on the answer to question 14. If one or more visits have been reported in question 14, ask question 15a with the introductory parenthetical phrase. For example, if there were two persons in the household, head and wife, and three visits were reported in question 14 for the head, ask question 15a as follows:  
"Besides those visits during that two-week period, did either of you go to a doctor's office or clinic for shots, X-rays, tests, or examinations."
- 2 If no visits have been reported in question 14, ask question 15a without including the parenthetical phrase.
- 3 If the answer to 15a is "Yes," continue to ask question 15b and c until you get a "No" answer to 15c. Then ask 15d for each person with the "Doctor visit" box marked in 15b.
  - a Starting with the first person listed for whom the "Doctor visit" box has been marked in question 15b, ask question 15d and record the number of doctor visits that are reported. Remember, any visits recorded in question 14 should not be recorded in question 15.

Question 16, Two-Week Medical Advice by Phone

<p>16a. During that period, did anyone in the family get any medical advice from a doctor over the telephone?</p>	<p>Y (16b and c) N (17)</p>	
<p>b. Who was the phone call about? - Mark "Phone call" box in person's column.</p>		<p>16b. <input type="checkbox"/> Phone call</p>
<p>c. Any calls about anyone else?</p>	<p>Y (16b and c) N</p>	
<p>If "Phone call," ask:</p>		
<p>d. How many telephone calls were made to get medical advice about ---?</p>		<p>d. _____ Number of calls (NP)</p>

- 1 Ask question 16a regardless of the answers to questions 14 and 15.
- 2 For this question, include telephone calls to or from the doctor or doctor's office which are related to treatment or advice given by the doctor directly or transmitted through the nurse. Do not count telephone calls solely for making an appointment, discussing a bill, or calls confined to some topic not directly related to the person's health.
- 3 If telephone calls have already been reported in the earlier "visit" questions, do not record them again in question 16.
- 4 The procedure for asking questions 16a-d is the same as that for questions 15a-d.



17

Question 17, Condition Causing Two-Week  
Medical Advice

17

Fill item C, (DOCTOR), from Q.'s 14-16 for all persons. Ask Q. 17a for each person with visits in DOCTOR box.		<input type="checkbox"/> Condition (Item C THEN 17d)
		<input type="checkbox"/> Pregnancy (17e)
		<input type="checkbox"/> No condition
17a. For what condition did -- see or talk to a doctor during the past 2 weeks?		17a.
b. Did -- see or talk to a doctor about any specific condition?		b. Y N (NP)
c. What condition?		c. Enter condition in Item C and ask 17d
d. During that period, did -- see or talk to a doctor about any other condition?		d. Y (17c) N (NP)
e. During the past 2 weeks was -- sick because of her pregnancy?		e. Y N (NP)
f. What was the matter? - Anything else?		f. Enter condition in Item C (NP)

1. Make Entry in "DOCTOR" Box in C1 - Review the entries in questions 14-16 for each person and enter the total number of doctor visits reported in the two-week "DOCTOR" box in C1 in each person's column before going to question 17.

a. The following illustration will give an example of how to record the visits reported in questions 14-16 in item C1.

<b>C</b>	1. Record the number of Doctor Visits
----------	---------------------------------------

DOCTOR		HOSP.	DOCTOR		HOSP.	DOCTOR		HOSP.
2 wks.	12 mos.		2 wks.	12 mos.		2 wks.	12 mos.	
1 (NP)	Y (NP)			Y (NP)		2 (NP)	Y (NP)	

14. During the past 2 weeks (the 2 week times did -- see a medical doctor (Besides those visits)
15a. During that 2-week period did go to clinic for shots, X-rays, tests,
b. Who was this? - Mark "Doctor"
c. Anyone else?
If "Doctor visit," ask:
d. How many times did --
16a. During that period, did call a doctor over the telephone
b. Who was the phone
c. Any calls about
If "Phone call," ask:
d. How many telephone

DOCTOR	HOSP.	DOCTOR	HOSP.	DOCTOR	HOSP.
<input checked="" type="checkbox"/> None } (NP) 14. Number of visits	<input checked="" type="checkbox"/> None } (NP) Number of visits	<input type="checkbox"/> None } (NP) 1 Number of visits			
15b. <input checked="" type="checkbox"/> Doctor visit	<input type="checkbox"/> Doctor visit	<input type="checkbox"/> Doctor visit			
d. 1 Number of visits (NP)	Number of visits (NP)	Number of visits (NP)			
16b. <input type="checkbox"/> Phone call	<input type="checkbox"/> Phone call	<input checked="" type="checkbox"/> Phone call			
d. Number of calls (NP)	Number of calls (NP)	1 Number of calls (NP)			

2 Question 17 - Ask question 17 for each person with doctor visits reported in questions 14-16 to find out the specific conditions causing the visit.

a Question 17a, For What Condition - Ask question 17a and record in item C2 each condition for that person after marking the "Condition" box. Then go to 17d. If in answer to question 17a, no specific condition is reported but the respondent reports pregnancy as the reason for the doctor visit, mark the "Pregnancy" box in that person's column and skip to question 17e. If the reason for the doctor visit(s) was for an examination or preventive care only, mark the "No condition" box in question 17a, and ask 17b for that person.

b Questions 17b and c, Any Specific Condition - Ask question 17b only if the "No condition" box is marked in question 17a. It is asked as an additional probe to determine if the person saw the doctor about any specific condition, and if so, what that condition was. If "Yes" is received in 17b, record the condition reported in answer to 17c in item C2 in the appropriate person's column, then ask question 17d. If "No" is received to 17b, circle "N," go to the next person and ask question 17a, if it is required.

c Question 17d, Any Other Condition - Ask question 17d as a reminder to the respondent about any other condition for which treatment or advice was received during the doctor visit(s). If "Yes" is received in 17d, circle "Y" and reask 17c and 17d until you get a "No" response to question 17d. Record all conditions reported in answer to 17c in item C2. Once you get a "No" response to question 17d, circle "N" and go to the next person and ask question 17a, if it is required.

d Questions 17e and f, Pregnancy - Ask questions 17e and f only if the "Pregnancy" box is marked in question 17a.

1) Question 17e, Sick Because of Pregnancy - The purpose of 17e is to find out if there was any sickness during the past two weeks because of the pregnancy. Pregnancy is not considered an illness condition and should not be recorded in item C2 unless there were some complications or illness conditions associated with it during the past two weeks. "Sick" means whatever the respondent thinks it means, make no attempt to define it to her. If the response is "No," go to 17a for the next person.

2) Question 17f, Condition of Pregnancy - If the respondent reports some sickness during the past two weeks because of the pregnancy ("Yes" in 17e), ask question 17f and record the condition in item C2 for that person; then ask, "Anything else?" If any other condition is mentioned, record it in item C2 also, then go to the next person and ask 17a, if required.

18

Question 18, Twelve-Month Doctor Visits

18

<p>18a. During the past 12 months, (that is since (date) a year ago), about how many times did -- see or talk to a medical doctor? (Do not count doctors seen while a patient in a hospital.) (Include the -- visits you already told me about.)</p>	<p>18a. 000 <input type="checkbox"/> Only when in hospital 000 <input type="checkbox"/> None ----- Number of visits</p>
<p>b. ABOUT how long has it been since -- LAST saw or talked to a medical doctor?</p>	<p>b. 1 <input type="checkbox"/> 2-week doctor visit 2 <input type="checkbox"/> Past 2 weeks not reported (Q.'s 14 and 17) 3 <input type="checkbox"/> 2 wks.-6 mos. } 4 <input type="checkbox"/> Over 6-12 mos. } (Item C) 5 <input type="checkbox"/> 1 year } 6 <input type="checkbox"/> 2-4 years } 7 <input type="checkbox"/> 5+ years } 8 <input type="checkbox"/> Never }</p>

- 1 Ask both parts of question 18 as a block for each person after completing question 17 for all family members.
- 2 Question 18a, Twelve-Month Doctor Visits - Ask question 18a inserting the date entered in "reference dates" for "Dentist and Doctor visit probe" the first time the question is asked and at any other time you feel it necessary. If any two-week doctor visits have been reported for this person, include the second parenthetical statement inserting for the dashes the number of doctor visits previously reported.
  - a If "checkup" is mentioned, rephrase the question by asking "Including any visits for a checkup, how many separate visits did you make to a doctor since -- a year ago?" Here, as in the dental visit question, we want to count each visit.
  - b Enter the number of visits reported on the line provided or mark the "None" box.
  - c If you learn that any of the visits reported in question 14 or 15 occurred while the person was a patient in the hospital, correct the answer(s) to exclude the inpatient visits. If all of the person's visits during the 12-month period were while in the hospital, mark the "Only when in hospital" box.
- 3 Question 18b, Interval Since Last Saw Doctor - Seeing a doctor while a hospital inpatient is included in 18b, but not in 18a.

Mark the "2 week doctor visit" box in 18b, without asking the question, for persons who have reported a two-week doctor visit. Ask 18c for all other persons and mark the appropriate answer box in each person's column as follows:

Past 2 weeks not reported - Mark this box if at this point the respondent reports a visit during the two-week reference period.

This might happen occasionally when the respondent misunderstands questions 14-16 or forgets to report a visit that should have been reported earlier. For these cases, mark this box and reask questions 14 and 17 for that person. Make the necessary corrections in question 14 and enter the number of doctor visits in the answer space. Correct the entry in the "DOCTOR" box in item C1 for that person. Reask 17 and record in item C2 any new condition reported and verify or correct 18a.

Make corrections to the two-week doctor visit probe questions only when asking this question. Do not change the entries in questions 14-16, because of any information given later in the interview but do correct C1.

NOTE: If the only doctor seen during the past two weeks was while an inpatient in a hospital, mark no box in 18b but footnote the situation. Ask an additional probe to determine if a 12 month doctor visit column is needed and circle "Y" or "N" in C1.

Do not include dental visits in question 18. If you learn these are dental visits, rephrase the questions to "Exclude the dental visit you told me about," and "... last saw or talked to a medical doctor, not counting the dentist?"

2 weeks--6 months - Mark this box if the person's last doctor visit was before the two-week reference period but within the six-month period.

Over 6--12 months - Mark this box if the person's last doctor visit was between six and 12 months ago.

NOTE: If you mark either the "2 weeks - 6 months" or the "Over 6 - 12 months" box in 18b, circle "Y" in the "DOCTOR" box in item C1 under "12 mos." for this person.

If any other box is marked in 18b, circle "N" in this item in C1.

1 year - Mark this box if the person's last doctor visit was 12 or more months ago but less than two years ago.

2--4 years - Mark this box if the person's last doctor visit was two or more years ago but less than five years ago.

5+ years - Mark this box if the person's last doctor visit was five or more years ago.

Never - Mark this box if a person has never seen or talked to a medical doctor.



Item M, Mobility Limitation



<b>M</b>	<p>Please look at this card (Hand respondent Card M)</p> <p>Which one of these statements fits -- best in terms of health? (Circle appropriate number)</p> <p>If respondent does not understand or is unable to read the card, ask questions 19-23 for each person.</p>	M.	1 } 2 } 3 } (24a) 4 } 5 }  6 (NP)
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- 1 Complete item M for each person. Read the introductory statement and hand the respondent Card M. Then read the remainder of item M, circle the appropriate number in that person's column and follow the appropriate skip instruction. If a question is raised, the limitation must be in terms of health.
- 2 If the respondent answers "None of these" after reading Card M, reask the question "Which one of those statements fits -- best in terms of health?" emphasizing the word "best."
  - a If the response is still "None of these" or something similar that indicates the respondent does not understand the card, ask questions 19-23 for each person.

19. In terms of health must -- stay IN BED all or most of the time?	19.	1 Y (24a)	N
20. In terms of health must -- stay IN THE HOUSE all or most of the time?	20.	2 Y (24a)	N
21. Does -- need the help of ANOTHER PERSON in getting around inside or outside the house?	21.	3 Y (24a)	N
22. Does -- need the help of some SPECIAL AID, such as a cane or wheelchair in getting around inside or outside the house?	22.	4 Y (24a)	N
23. Although -- does not need the help of another person or a special aid, does he have trouble getting around freely?	23.	5 Y (24a)	6 N (NP)

1 Ask questions 19-23 for each person if the respondent appears not to understand or is unable to read Card M. When a "Yes" answer is received to any of questions 19-23, skip the remaining questions for that person and go to question 24a.

If all "No," skip question 24 and go to the next person or to the next question.

24

Question 24, How Long Limited and Cause

24

Ask for each person with a limitation reported in item M or in questions 19-23:		
24a. About how long has --	{ <ul style="list-style-type: none"> <li>(1) had to stay in bed because of health?</li> <li>(2) had to stay in the house because of health?</li> <li>(3-4) needed help getting around inside or outside the house?</li> <li>(5) had trouble getting around freely?</li> </ul> }	24a. 000 <input type="checkbox"/> Less than 1 month 1 ____ Mos. 2 ____ Yrs.
b. What (other) condition causes this?		b. Enter condition in item C and ask c <input type="checkbox"/> Old age only (NP)
If "old age" only, ask: Is this caused by any specific condition?		
c. Is this caused by any other condition?		c. Y (Reask b and c) N
Mark box or ask:		<input type="checkbox"/> Only 1 condition
d. Which of these conditions would you say is the MAIN cause of his limitation?		d. _____ Enter main condition

- 1 Ask question 24 about all persons who reported some kind of mobility limitation in item M or questions 19-23, to determine how long the person had this limitation and what condition causes it.
- 2 If no limitations are reported, ("0" in item M or all "No's" to questions 19-23) leave this question blank.
- 3 Question 24a, How Long Had This Limitation - When asking question 24a, insert for the dashes the name or relationship of the person with the limitation. Then select the phrase within the brackets that fits the number of the type of mobility limitation reported. For example, if the person has to stay in the house all day, "Yes" in question 20, question 24a would be asked as follows: "About how long has your husband had to stay in the house because of health?"
- 4 Questions 24b-d, Condition Causing Limitation - Ask questions 24b-d to determine what condition(s) cause a person's mobility limitation and, if more than one condition is reported, which one is the main cause of the limitation.

- a How to Ask - Ask question 24b and enter the condition in that person's column in item C2. Then ask question 24c to give the respondent an opportunity to report any other condition which may also be causing this limitation. Any additional conditions reported should also be recorded in item C2. Continue asking question 24b using the parenthetical "(other)" and question 24c until you get a "No" answer to question 24c. Then circle "N" in that person's column and go to question 24d.
- b Old Age is Reported - Occasionally, the answer given to question 24b will be "Old age." Do not enter "Old age" in item C2, instead ask: "Is this caused by any specific condition?" If the response is "Yes," find out what specific condition causes this limitation by reasking question 24b and record the condition in item C2. Continue asking questions 24b and c, recording in item C2, all additional conditions causing the limitation. If the limitation can be attributed to no condition other than "old age," mark that box and go to the next person.
- c Limitations Due to Pregnancy or Recent Injuries - If the only condition(s) reported in answer to question 24 is --

pregnancy

or

an injury which occurred three months ago or less that did not result in obvious permanent disability, such as the loss of a limb --

enter the name of the condition in 24b or in a footnote. Reask item M or the question which picked up the limitation using an introductory statement, for example, "Except for your broken leg, which one of these statements fits you best in terms of health?" or "Except for your broken leg, would you have trouble getting around freely by yourself?" and correct the original entry. Continue to ask any other appropriate limitation questions for this person. Do not make entries in item C to indicate that pregnancy or recent injuries, as specified above, was reported in answer to question 24.



24

How Long Limited and Cause (Continued)

24

- d Main Condition - Question 24d determines which condition is the main cause of a person's mobility limitation when two or more conditions have been reported in questions 24b and c.
- 1) If only one condition has been reported in questions 24b and c, mark the "Only 1 condition" box in that person's column, and omit question 24d.
  - 2) After asking question 24d, enter the condition that the respondent says is the main cause of the mobility limitation in the answer space for that person, then go to the next person. If in response to question 24d, the respondent mentions a condition not previously reported, enter that condition in 24d and also in item C2.
  - 3) If the respondent is unable to determine the main cause from several, indicate this by an entry of "unable to select main cause," "all the same," "both" or something similar.

25

26

## Questions 25 and 26, Major Activity

25

26

Ages 17+	<p>25a. What was -- doing most of the past 12 months -- (For males): working or doing something else? If "something else," ask: (For females): keeping house, working, or doing something else?</p> <p>b. What was -- doing? If 45+ years and was not "working," "keeping house," or "going to school," ask: c. Is -- retired? d. If "retired," ask: Did he retire because of his health?</p>	<p>25. &amp; 26.</p> <p>1 <input type="checkbox"/> Working (30a)</p> <p>2 <input type="checkbox"/> Keeping house (30b)</p> <p>3 <input type="checkbox"/> Retired, health (29)</p> <p>4 <input type="checkbox"/> Retired, other (29)</p> <p>5 <input type="checkbox"/> Going to school (32)</p> <p>6 <input type="checkbox"/> 17+ something else (29)</p> <p>7 <input type="checkbox"/> 6-16 something else (31)</p>
Ages 6-16	<p>26a. What was -- doing most of the past 12 months -- going to school or doing something else? If "something else," ask: b. What was -- doing?</p>	
Ages under 6		<p>0 <input type="checkbox"/> 1-5 years (27)</p> <p>0 <input type="checkbox"/> Under 1 (28)</p>

- 1 Ask questions 25-34 as a block for each person. The instructions in the left margin indicate which question to ask first, or item to mark, depending on the person's age.
- 2 Ask all persons 17 years or older question 25a first; all persons 6-16 years of age question 26a first. For children under six, mark either the "1-5 years" box or the "Under 1" box.
- 3 As a guide to the proper order of asking questions 25-34, instructions have been printed to the right of each answer space indicating where to go next when you are to skip to another question.
- 4 Questions 25 and 26, Main Activity during Past 12 Months - Questions 25 and 26 ask what the person was doing most of the past 12 months. Emphasize the phrase "most of the past 12 months" to remind the respondent you are referring to the entire year, not to the present time.
  - a If a person says that he has had more than one kind of activity, mark the activity at which the person spent the most time during the past 12 months. Thus, if a woman has kept house and also worked, mark the box which describes the activity that took up most of her time during the past 12 months. If the person spent equal time at two types of activities, select the one which the person considers more important.

25 26 Major Activity (Continued)

25 26

- 5 How to Ask Questions 25a-d, Persons Aged 17 Years and Over - When asking these questions for males, ask question 25a as follows: "What was -- doing most of the past 12 months (pause and continue) working or doing something else?" Ask the two parts of the question in succession without waiting for a reply to the first part. Ask the question similarly for females, but use the alternate wording. Do not ask men if they were keeping house, but if the respondent says a man was keeping house most of the past 12 months, mark the box "Keeping house."
- a If the response to 25a fits any of the appropriate boxes, "Working," "Keeping house," or "Going to school," mark that box.
  - b If the response is "Something else," ask question 25b. If this response corresponds to one of the check boxes, mark the appropriate one. If the response is "Retired," ask 25d. If the person is aged 17-44 and the response to 25b does not correspond to one of the first five check boxes, mark the "17+ something else" box.
  - c If the person is 45 years old or over and the response to question 25b does not correspond to one of the first four check boxes, ask question 25c. If the response to question 25c is "Yes," ask 25d. If the response to 25c is "No," mark the "17+ something else" box.
  - d If the response to any part of 25a-c is "Retired," ask 25d. If this is "Yes," mark the "Retired, health" box. If any other reason for retirement is given, or if the response to "No," mark the "Retired, other" box.
  - e Consider persons in the Armed Forces most of the past 12 months and now separated from the service, as "17+ something else."
- 6 Questions 26a and b, Persons 6-16 Years of Age - Ask question 26a about all persons aged 6-16 years. If the response is "Going to school," "Working" or "Keeping house," mark the appropriate box and follow the instructions in the parentheses. If "Something else" is the response, ask question 26b. If the response to 26b cannot be assigned to one of the check boxes, mark the "6-16 something else" box.

27

Question 27, Limitation of Major Activity  
for Children 1-5 Years of Age

27

27a. Is -- able to take part at all in ordinary play with other children?	27a.	Y	1 N (34)
b. Is he limited in the kind of play he can do because of his health?	b.	2 Y (34)	N
c. Is he limited in the amount of play because of his health?	c.	2 Y (34)	N (33)

- 1 Question 27a, Able to Take Part in Ordinary Play - Ask question 27a to determine if the child can take part at all in ordinary play.
- 2 Question 27b, Limited in Kind of Play - Ask question 27b if "Yes" in 27a to determine if the child is limited in the kind of play he can do because of his health. If, for example, a child is unable to play strenuous games or is unable to run or jump or climb because of his health, he would be limited in the "kind of play he can do because of his health."
- 3 Question 27c, Limited in Amount of Play - Ask question 27c if "No" in 27b to determine if the child is limited in the amount of play he can do because of his health. If a child needs special rest periods or is unable to play for long periods at a time because of his health, consider him as "limited in the amount of play."

28

Question 28, Limitation of Activity for Children  
Under One Year of Age

28

28a. Is -- limited in any way because of his health?	28a.	1 Y	5 N (NP)
b. In what way is he limited?	b.		(34)

- 1 Question 28a, Limited in Any Way - For all children under one year of age, ask question 28a.
- 2 Question 28b, Limited in What Way - If "Y" is circled in question 28a, ask question 28b. Record the respondent's answer verbatim. Then ask question 34.
  - a A limitation of a child under one year of age might include extra long rest periods, limited play activity, and so forth.

29a. Does --- health now keep him from working?	29a.	1 Y (34)	N
b. Is he limited in the kind of work he could do because of his health?	b.	2 Y (34)	N
c. Is he limited in the amount of work he could do because of his health?	c.	2 Y (34)	N
d. Is he limited in the kind or amount of other activities because of his health?	d.	3 Y (34)	N (33)

- 1 Question 29a, Health Keeps from Working - If the person's major activity was reported as "Retired, health," "Retired, other" or "17+ something else," ask question 29a to find out if the person's health presently keeps him from working. Many times a person who has retired from one job because of health, is able to do some other kind of work, for example, the bricklayer who retired because of a bad back is now the manager of a retail liquor store.
- 2 Question 29b, Limited in Kind of Work - Ask question 29b only if "N" is circled in question 29a to determine if the person's health would limit the kind of work he could do if he were to work. Since the person, in most cases, will not presently be working, the word "could" in 29b and c is used to convey the idea that if the person was presently working, would he be limited by his health.
- 3 Question 29c, Limited in Amount of Work - Ask question 29c only if "N" is circled in 29b to determine if the person's health would limit the amount of work he could do if he were to work.
- 4 Question 29d, Limitation in Kind or Amount of Other Activities - Ask question 29d only if "N" is circled in 29c to determine if the person's health limits the kind or amount of other activities. The person's other activities include anything other than work.

30

Question 30, Limited in Kind or Amount  
of Work or Housework

30

30a. Does -- NOW have a job?	30a.	Y (30c)	N
b. In terms of health, is -- NOW able to (work - keep house) at all?	b.	Y	1 N (34)
c. Is he limited in the kind of (work - housework) he can do because of his health?	c.	2 Y (34)	N
d. Is he limited in the amount of (work - housework) he can do because of his health?	d.	2 Y (34)	N
e. Is he limited in the kind or amount of other activities because of his health?	e.	3 Y (34)	N (33)

- 1 Question 30a, Now Have a Job - Ask question 30a of all persons who reported "Working" in question 25 or 26 to determine if they presently have a job.
- 2 Question 30b, Now Able to Work or Keep House at All - Ask question 30b of all persons whose usual activity was working, but who do not have a job now, and of persons whose usual activity was keeping house. When asking 30b-d, select the appropriate word within the parentheses.

The concept of "unable" means general overall inability to work or keep house because of some illness or injury.

- 3 Question 30c, Limited in Kind of Work or Housework - Ask question 30c if "Y" is circled in 30b.
  - a Limitation in the kind of work a person can do because of his health might be illustrated as follows:

A person is unable to do certain kinds of manual work because of his health, such as lifting or carrying materials, or a person is unable to work where a lot of standing or walking is required.
  - b Limitation in the kind of housework a person is able to do because of health might include such things as: A housewife is unable to do certain kinds of housework which require her to lift heavy materials or do strenuous housework, such as scrubbing floors.

- 4 Question 30d, Limited in Amount of Work or Housework - Ask question 30d of all persons who report "No" in 30c.
- a Limited in the amount of work or housework a person can do because of his health can be illustrated as follows: A person is unable to work full time or must have periodic rest periods because of his health.
- 5 Question 30e, Limited in Other Activities - Ask question 30e if "N" is circled in question 30d to determine if the person, although not limited in his main activity, is limited in other types of activities.
- a Limited in kind or amount of other activities refers to those persons who are only limited in their outside activities. For example, limited in participating in sports, clubs, hobbies, church, civic projects, athletics, games, etc.



31 32

Questions 31 and 32, "6-16 Something Else,"  
and "Going to School"

31 32

31. In terms of health would -- be able to go to school?	31.	Y	1 N (34)
32a. Does (would) -- have to go to a certain type of school because of his health?	32a.	2 Y (34)	N
b. Is he (would he be) limited in school attendance because of his health?	b.	2 Y (34)	N
c. Is he limited in the kind or amount of other activities because of his health?	c.	3 Y (34)	N (33)

- 1 Question 31, Able to go to School - Ask question 31 only if the "6-16 something else" box is marked in questions 25 and 26. It is asked to determine if the person is able to go to school, although his major activity during the past 12 months was something else.
  
- 2 Question 32, Limited to Certain Types of Schools or Kind of School Activity - Ask question 32 about those persons reported in questions 25 and 26 as "Going to school" or "6-16 something else" but able to go to school ("Y" circled in 31).
  - a Questions 32a and b, Limited to Certain Types of Schools or in School Attendance - When "Y" has been circled in 31, ask 32a and b using the parenthetical phrase (would) and (would he be).
    - 1) The concept of limited to certain types of school or in school attendance is similar to the concepts already covered. Examples of this type of limitation are as follows:  
  
 Need special schools or special teaching.  
  
 or  
  
 Can attend school for only part of the day.
  - b Question 32c, Limited in Kind or Amount of Other Activities - Ask question 32c to determine if a person, although not limited in school attendance, is limited in other types of activities. For purposes of this question, other activities might include participation in various recreation or sporting activities.

Question 33, Limited in ANY WAY

33a. Is -- limited in ANY WAY because of a disability or health?	33a.	4 Y	5 N (NP)
b. In what way is he limited? Record limitation, not condition.	b.		

1. Ask question 33 about all persons 1+ years of age who did not report any activity limitation in question 27, 29, 30, or 32.
  - a. Question 33 serves as a catchall question to remind the respondent of limitations that were not reported in answer to earlier questions. "Disability" is included in question 33, because some people do not think of missing limbs and things of that nature as health problems.
  - b. If a condition is given in response to question 33a or b, reask 33b to determine how the person is limited. Enter the condition if no other information is given.

34

Question 34, How Long Limited and Cause

34

<p>34a. About how long has he <span style="font-size: 2em; vertical-align: middle;">}</span> <i>been limited in -- been unable to -- had to go to a certain type of school?</i> <span style="font-size: 2em; vertical-align: middle;">}</span></p>	<p>34a. 000 <input type="checkbox"/> Less than 1 month 1 _____ Mos.      2 _____ Yrs.</p>
<p>b. What (other) condition causes this limitation? If "old age" only, ask: Is this limitation caused by any specific condition?</p>	<p>b. Enter condition in item C and ask c <input type="checkbox"/> Old age only (NP)</p>
<p>c. Is this limitation caused by any other condition?</p>	<p>c. Y (Reask b and c)      N</p>
<p>Mark box or ask: d. Which of these conditions would you say is the MAIN cause of his limitation?</p>	<p><input type="checkbox"/> Only 1 condition d. _____ Enter main condition</p>

- 1 Ask question 34 of all persons who reported some kind of activity limitation in questions 27-33 to determine how long the person had this limitation and what condition causes it. If no limitations are reported, leave this question blank.
- 2 How Long Had This Limitation - In question 34a, we want to know the length of time the person has been limited by this health problem, not how long the person has had the condition causing the limitation.
  - a In asking question 34a choose the appropriate phrase within the brackets and add to it the italicized portion of the question where the limitation was reported. For example, if the response to 29b was "Yes," question 34a should be asked: "About how long has he been limited in the kind of work he could do?"
  - b In question 29a the word "Work" to be inserted when asking question 34 is not italicized.
  - c When a limitation is reported in question 28 or 33, insert the respondent's description of the limitation when asking 34, for example, "About how long has he been unable to drive a car?" If the final answer to question 33 is a condition, ask question 34, "About how long has he been limited by his ...?"

3 Questions 34b-d, Condition Causing Limitation - Ask questions 34b-d to determine what condition causes a person's activity limitation and if more than one is reported, which one is the main cause of the limitation.

a. How to Ask - Ask question 34b and enter the condition in that person's column in item C2. Then ask question 34c to give the respondent an opportunity to report any other condition which may also be causing the limitation. Any additional conditions reported should also be recorded in that person's column in item C2. Continue to reask 34b using the parenthetical "(other)" and 34c until a "No" is obtained, then circle "N" in that person's column in 34c and go to question 34d.

1) If you have received a condition in response to question 28 or 33, skip 34b and ask 34c. Record the condition in item C2 using 34 as the source.

b. "Old Age" is Reported - Occasionally the answer given to question 34b will be "Old age." Do not enter "Old age" in item C2. Instead, ask the alternate question below question 34b. If the response to this question is "Yes," find out what specific condition causes this limitation by reasking question 34b. Then record the condition in item C2. Continue to ask questions 34b and c recording all additional conditions causing the limitation in item C2. If the limitation can be attributed to no other condition, mark the "Old age only" box, leave 34c and d blank and go to the next person.

c. Limitations Due to Pregnancy or Recent Injuries - If the only condition(s) reported in answer to question 34 is --

pregnancy

or

an injury which occurred less than three months ago that did not result in obvious permanent disability, such as the loss of a limb --

enter the name of the condition in a footnote. Reask the question which picked up the limitation using an introductory statement, such as, "Except for your broken leg, would you be limited in the kind of work you could do because of your health?" and correct the original entry. Continue to ask any other appropriate limitation questions for this person. Do not make entries in item C to indicate that pregnancy or recent injuries, as specified above, was reported in answer to question 34.

34

How Long Limited and Cause (Continued)

34

d Main Condition - Question 34d determines which condition is the main cause of a person's activity limitation when two or more conditions have been reported in questions 34b and c.

- 1) If only one condition has been reported in questions 34b and c, mark the "Only one condition" box in that person's column, and omit question 34d.
- 2) After asking question 34d, enter the condition that the respondent says is the main cause of the activity limitation in the answer space for that person, then go to the next person. If in response to question 34d, the respondent mentions a condition not previously reported, enter that condition in 34d and also in item C2.
- 3) If the respondent is unable to determine the main cause from several, indicate this by an entry of "unable to select main cause," "all the same," "both," or something similar.

## Question 35, Hospitalizations Since Specified Date

35a. Was -- a patient in a hospital at any time since <u>  (date)  </u> a year ago?	35a.	Y      N (Item C)
b. How many times was -- in a hospital since <u>  (date)  </u> a year ago?	b.	_____ Times (Item C)

- 1 Although the survey is primarily concerned with hospitalizations which occurred during the past 12 months, for statistical purposes, we also need to know about hospitalizations which occurred just before the past 12 months. Also, people tend to forget hospitalizations which started before the "past 12 months" but which actually extended into the 12-month period. For these reasons the hospitalization probe question is asked for a period of 13 to 14 months.
- 2 Ask question 35a separately for each household member, inserting the "Reference date" entered in C2 for the "Hospital probe" when asking these questions. If no hospitalizations are reported, circle "N" in 35a and enter a dash (—) in the "HOSP." box in item C1. Then go to the next person.
- 3 Ask 35b for each person for whom the answer to question 35a is "Yes." Enter the number of times in the column for that person and in the "HOSP." box of item C1.
- 4 Patient in a hospital - being admitted and staying overnight or longer in a hospital. Exclude visits to emergency rooms, or outpatient clinics.

36

Question 36, Stays in Nursing Homes, Etc.

36

36a. Was anyone in the family in a nursing home, convalescent home, or similar place since <u>      </u> (date) a year ago?	Y N (37)	
b. Who was this? - Circle "Y" in person's column.	36b.	Y
For each "Y" circled, ask:		
c. During that period, how many times was -- in a nursing home or similar place?	c.	____ Times (Item C)

- 1 Question 36 asks about stays in nursing homes, convalescent homes, rest homes and the like. For the purpose of this survey, a "stay" in any one of these kind of places is counted the same as a hospital "stay."
  - a "Nursing home, convalescent home or similar place," means any type of home, sanitarium or other such type of place which provides medical or personal care to persons because of health reasons, advanced age or the like. Unlike patients in general hospitals, patients in these places are apt to remain for long periods of time. Some examples of places of the kind referred to in question 36 are: Nursing homes, mental institutions, TB sanitariums, convalescent homes, homes for the aged and so forth.
  - b The length of time a person may have been a patient in a place of this type does not affect its inclusion as a "stay" to be recorded in question 36, as long as the person is a household member at the time of interview.
- 2 Question 36 is a family style question. If the answer is "No," circle "N" in 36a and go to question 37. If the answer is "Yes," ask question 36b. Circle "Y" for the person(s) for whom the "stay" was reported in the appropriate column(s).
- 3 If one or more nursing home "stays" are reported, record the number in 36c, then go to the "HOSP." box in item C1. Correct the previous entry for this person and enter the total number of hospital and nursing home "stays" reported in 35 and 36.

37

Question 37, Check on Question 35

37

For each child 1 year old or under, ask:		Month	Day	Year
37a. When was --- born? If on or after the hospital reference date, ask 37b.	37a.			
b. Was --- born in a hospital? If "Yes" and no hospitalizations entered in his and/or mother's column, enter "1" in 35b and item C. If "Yes" and a hospitalization is entered for the mother and/or baby, ask 37c for each.	b.	Y	N (NP)	
c. Is this hospitalization included in the number you gave me for --- ? If "No," correct entries in Q. 35 and item C for mother and/or baby.	c.	Y	N	

1 Question 37 is a check on question 35 to insure that hospitalizations for deliveries or births are not forgotten. If no baby aged one or under is listed, make no entries in question 37 but go to question 38.

- a. Question 37a - If a child under two years old is listed on the questionnaire, ask question 37a. Enter the month, day, and year the baby was born in the answer space of the column in which the baby is listed. If the birthdate is on or after the reference date used in question 35, ask question 37b. If the baby's birthdate is before the reference date, no further questions or entries for question 37 are required.
- b. Question 37b - If the baby was born within the reference period (on or after the date entered in C2 and before last Sunday (midnight)), ask question 37b. If the answer to this question is "Yes," check question 35b for both the baby and the mother to see if any hospitalizations have been reported. If no hospitalizations have been reported for either the baby or the mother, enter "1" in question 35b for both the baby and the mother. If a hospitalization has been reported for the mother but not the baby (or vice versa), enter "1" in question 35b for the baby and ask question 37c for the mother (or vice versa). If a hospitalization has been reported in question 35b for both the baby and the mother, then ask 37c for both the baby and the mother.



37

Check on Question 35 (Continued)

37

- c Question 37c - Ask and mark question 37c for the baby and the mother if any hospitalizations were reported in question 35b for either, and you have determined in answer to questions 37a and 37b that the baby was born in a hospital within the reference period. If the answer to 37c is "No," change the entry in 35b to reflect this "missed" hospital stay.
- d Examples of Question 37 - Here are two examples which illustrate the procedure:
- 1) You are interviewing in January 1972. You find an 18-month old child listed on the questionnaire as a one-year old, so according to the instruction, you ask question 37a, "When was -- born?" You find in response to this question that the baby was born on July 7, 1970, (the reference date for the hospital probe is December 1). Since the baby was not born within the time reference period, you only need to enter the baby's birthdate in question 37a, leaving 37b and 37c blank.
  - 2) Or, for example, there is a baby listed as "Und. 1," so you ask question 37a. The baby's birthdate is found to be within the reference period so you ask question 37c, "Was the baby born in a hospital?" You find out that the baby was born in a hospital but see that no hospitalizations have been recorded in question 35b for the baby, but two hospitalizations have been recorded in question 35b for the mother. The instruction to 37b tells you to enter "1" in 35b and item C for the baby and ask question 37c for the mother to determine if the two hospitalizations already entered in 35b for her include her hospitalization for the baby's delivery. You find that it does not, so change the "2" hospitalizations already recorded in question 35b and in item C for the mother to "3."
- e In filling this question, remember that questions 37a and 37b refer only to the baby and the entries should appear only in his column of the questionnaire. For question 37c, the entries can apply either to the mother or the baby or both, depending on whether either or both had a hospitalization reported in question 35b.

<p>38a. Has anyone in the family (you, your --, etc.) EVER had -- If "Yes," ask b and c.</p> <p>b. Who was this? Enter name of condition and letter of line where reported in appropriate person's column(s) in item C.</p> <p>c. Has anyone else ever had . . . ?</p>	A. Rheumatic fever?	
	B. Rheumatic heart disease?	
	C. Hardening of the arteries or arteriosclerosis?	
	D. Congenital heart disease?	
	E. Coronary heart disease?	
	F. High blood pressure?	
	G. Stroke or a cerebrovascular accident?	
	H. Hemorrhage of the brain?	
	I. Angina pectoris?	
	J. Myocardial infarction?	
	K. Any other heart attack?	

- 1 Question 38 consists of reading a list of selected conditions that affect the circulatory system. Ask question 38 once for a family after completing question 37 for all required household members. If you are questioned as to the meaning of the terms in question 38 or 39, say "I'm not sure but it is a condition of the circulatory system."
  - a Ask question 38, "Has anyone in the family (you, your --, etc.) ever had . . .?" and read the first listed condition. Insert the names or relationships of all family members in the parentheses.
  - b Emphasis is placed on "EVER" had. Record all conditions reported while asking question 38.
  - c After reading each condition, wait for a "Yes" or "No" reply before going to the next condition. This procedure is necessary in order to be certain the respondent has had time to think about each condition. If two respondents are present, wait for each to reply to a condition before going on to the next one. As you ask each condition, make a check mark (✓) in the column next to the condition to keep your place in the list.
  - d When you receive a "Yes" response, ask question 38b, "Who was this?" Record the condition and letter in item C2 in the appropriate person's column.

Then ask 38c for the condition. For example, "Has anyone else ever had high blood pressure?" When you receive a final "No" answer to that item, continue asking about the remaining conditions by reasking the main question, for example, "Has anyone in the family EVER had a stroke or a cerebrovascular accident?" This is to remind the respondent that the remaining items refer to the entire family.

38

Condition List (Continued)

38

- e When a "Yes" response is given to two or more conditions listed together, for example, stroke or a cerebrovascular accident, ask an additional probe at this time to determine the specific condition and enter this in C2.
  - f When a condition in question 38 has already been reported, enter the letter beside the condition in C2 and rephrase the question, for example, "Has anyone in the family, besides your husband, EVER had a stroke or a cerebrovascular accident?" If the same condition is reported more than once in question 38, you need only enter the letter for the item where it was first reported. Thus, you will have only one letter per condition in item C2.
- 2 Record all conditions reported in question 38. In some cases respondents report conditions other than those you are asking about or conditions difficult to classify so that you may not know whether this response is really a "Yes" or "No" to your question. In such cases, enter the reported condition and letter in C2 and reask the question. For example:
- In reply to "Congenital heart disease?" the respondent says, "I was a blue baby." Enter "Blue baby" in C2 and ask "Has anyone in the family ever had congenital heart disease?"
- 3 Conditions Given Out of Turn - If the respondent gives a listed condition before you have asked it, record it with the letter at which it is reported, for example, you ask, "Rheumatic heart disease?" and the reply is, "No, but I have Angina pectoris." Record "B Angina pectoris" in item C2. When you come to Angina pectoris, ask, "Besides yourself, has anyone else in the family EVER had Angina pectoris?"

<p>39a. DURING THE PAST 12 MONTHS, did anyone in the family (you, your --, etc.) have -- If "Yes," ask b and c</p> <p>b. Who was this? Enter name of condition and letter of line where reported in appropriate person's column(s) in item C.</p> <p>c. During the past 12 months did anyone else have . . . ?</p>	L. Damaged heart valves?	
	M. Tachycardia or rapid heart?	
	N. Heart murmur?	
	O. Any other heart trouble?	
	P. Aneurysm	
	Q. Any blood clots?	
	R. Gangrene?	
	S. Varicose veins?	
	T. Hemorrhoids or piles?	
	U. Phlebitis or thrombophlebitis?	
	V. Any other condition affecting blood circulation?	

1 Question 39 is a continuation of the list of circulatory conditions, the difference being that these conditions are recorded only if they were present during the past 12 months. The procedures for asking and marking question 39 are the same as for question 38. Record in item C2 any condition reported while asking question 39 if it was present during the past 12 months. An additional probe may be necessary to determine this.

40

Question 40, General Health Question

40

40. Compared to other persons --'s age, would you say that his health is excellent, good, fair, or poor?	① 40. 1 E 2 G 3 F 4 P
--	--------------------------

- 1 Question 40 is a general health question to determine the respondent's own evaluation of his or each member of his family's health as compared to other persons of the same age. If the respondent does not understand, reask the question emphasizing the phrase "Compared to other persons his age." Circle the appropriate response according to the respondent's reply.

R

## Item R, Respondent

R

<b>R</b> Q.'s 5-40	For persons 17 years old or over, show who responded for (or was present during the asking of) Q.'s 5-40. If persons responded for self, show whether entirely or partly. For persons under 17 show who responded for them.	<input type="checkbox"/> Responded for self-entirely <input type="checkbox"/> Responded for self-partly Person _____ was respondent
-----------------------	---	---

1. Item R, Who Responded - Item R is used to identify the respondent for probe questions 5-40. Mark Item R as follows:
- \* Adults - If the person responded to questions 5-40 entirely for himself, mark the box "Responded for self-entirely." Consider a person to have responded entirely for himself if he was present (in the same room or within hearing distance) during the asking of all of questions 5-40, even if he did not answer any questions directly.
    - 1) If he responded partly for himself, mark the box "Responded for self-partly" and enter the column number of the person who partly responded for him. Consider a person to have "Responded for self-partly" if he was present (in the same room or within hearing distance) during the asking of at least one, but not all of questions 5-40.
    - 2) For adults not present, enter the column number of the person or persons who responded for them.
    - 3) Persons 17 and 18 years of age may respond for themselves if they live all the time in the presence of a related adult but unless they are married cannot answer any questions for other family members.
  - \* Children - For unmarried persons under 17, enter in Item R the column number of the person or persons who responded for them.
  - \* Interpreter - When an interpreter is involved, consider person(s) providing the information to the interpreter as the respondent.

(H)

Item H, At Home

(H)

<b>H</b>	Show who was at home and interviewed on FIRST interview for this family. For persons under 17, mark the "Under 17" box.	1 <input type="checkbox"/> Under 17
		2 <input checked="" type="checkbox"/> At home and interviewed 3 <input type="checkbox"/> At home, not interviewed 4 <input type="checkbox"/> Not at home

- 1 Fill item H for all family members at the time of the initial interview.
  - a Mark the "Under 17" box for all family members under 17 years of age.
  - b Mark the "At home and interviewed" box for all family members aged 17 and over who were at home and responded for themselves.
  - c Mark the "At home, not interviewed" box for all family members aged 17 and over who were at home but for some reason did not respond for themselves.
  - d Mark the "Not at home" box for all family members aged 17 and over who were not at home at the time of the initial interview.
- 2 If a person leaves or enters during the asking of the probe questions, make this "at home" determination based on the status when you reach item H.

CHAPTER D4. CONDITION PAGE

- D4.A General Procedure - Ask the questions on the Condition page separately for each condition recorded in item C2. If no Condition pages are required, leave these pages blank.
- 1 Each condition which required a Condition page is entered in item C2.
  - 2 If a condition requiring a Condition page is first reported late in the interview (after the probe pages have been completed), enter it in item C2 at the time it is reported. Fill a Condition page for this new condition after you have completed the entire page on which it was reported, for example, after completing all required columns for hospitalizations, unless it is reported on a Condition page. In this case, fill a Condition page for it before completing Condition pages for the next person.
- D4.B Order of Filling Condition Pages - Fill the first Condition page for the first condition listed for Person 1. Continue consecutively, condition by condition, until each condition recorded in item C2 for Person 1 has been carried through a separate Condition page. Continue by carrying all of Person 2's conditions listed through separate Condition pages, then Person 3, etc., in the order the persons are listed.
- 1 Enter each condition number, which appears in the upper left-hand corner of the Condition page, to the right of the condition in item C2. Do this when the condition is carried from item C2 to the Condition page.
- D4.C Extra Questionnaires Needed for More Than Seven Conditions - If there are more than seven conditions reported, use extra questionnaires and number the Condition pages consecutively. Thus, for more than seven conditions, the number of the first Condition page in the second questionnaire must be changed to eight.
- D4.D Types of Reporting Problems - The following paragraphs list some conditions that may cause problems:
- 1 Dental Conditions - If teeth were pulled or other dental surgery performed, record in question 3 the name of the disease or condition that necessitated the pulling of the teeth or surgery.



## 2 Pregnancy and Childbirth

- a Normal pregnancy is not considered as illness but if there are complications which caused restricted activity or medical attention in the past two weeks, the complication(s) (morning sickness, swollen ankles, etc.) should be recorded in question 3a.
- b Delivery or childbirth, even when normal, should be reported for the mother on the Condition page if it occurred "during the past two weeks" since this condition involves bed days and usually hospitalization. Date of onset for these cases should be "Last week" or "Week before."
  - 1) In recording a delivery, either state that it was normal or that there were complications. If there were complications, enter "delivery" and also a description of the complications in question 3a through 3e on the Condition page. Do not record "pregnancy" if you mean "normal delivery" or "childbirth."
  - 2) Do not report birth during the past two weeks on a Condition page for the baby unless there were birth complications for the baby or the baby had some other illness. For such cases, enter the specific condition, not just "birth."

## 3 Menstruation and Menopause

- a Normal menstruation is not illness. However, if the respondent reports that menstruation has caused restricted activity or she saw a doctor for this condition during the past two weeks, it should be recorded, for example, excessive or slight "flow," delayed or painful menstruation, or frequent or irregular menstruation.
- b Any menopausal symptoms causing restricted activity, or a two-week doctor visit should also be recorded.

- 4 Illness Resulting From Vaccination or Immunization - Vaccination and immunization in themselves are not illnesses. However, they may cause temporary illness with such symptoms as fever, headaches, etc. Illness involving restricted activity or doctor visits in the past two weeks, resulting from vaccination or immunization, should be included as in the following example: "Fever and headache" in question 3a, "Smallpox vaccination" in question 3b. The questions on the Condition page would apply to "Fever and headache."

D.L.D

- 5 Mental Illness - If mental illness is reported by the respondent, try to get the medical name and record that in question 3a. If the medical name is not known, enter a description of how it affects the person.
- 6 Operations - If the only description the respondent gives of an illness is the name of an operation, ask what the condition was that made the operation necessary and record that condition in question 3a along with the operation. Also, record any present ill-effects.
- 7 Reaction to Drugs - If the respondent reports a reaction to drugs taken causing illness with restricted activity or medical attention in the past two weeks, three things should be recorded in 3a: The reaction, the drug, and the reason for taking the drug. For example, "skin rash - penicillin - virus."
- 8 Caution about Deciding Two Conditions Are the Same - Do not attempt to "diagnose" conditions which appear to be the same or to make decisions that the two conditions are the same because they seem to be alike, for example, "deformed foot" and "club foot."
  - a Do not probe to determine whether two conditions are the same. It is only when the respondent indicates they are the same by his answers to the questions or when the names of conditions are exactly identical, that you are to consider the two conditions as the same. Otherwise, record them separately in item C2 and carry each condition through a separate Condition page.
  - b If the respondent actually says that one condition is the same as another for which you have already completed a Condition page, follow this procedure:
    - 1) Leave, on the Condition pages, the separate entries for each condition reported, but enter a footnote on the two Condition pages that the conditions are the same. Refer to the conditions by number, for example, "Conditions 1 and 2 are the same."
    - 2) Since you will already have taken the first condition through all questions of a Condition page, you will usually not need to ask the remaining questions for any other condition which has been reported as being the same as the first one.

However, conditions listed or reported in question 38 or 39 require certain additional information, for example, questions 11-19, not required for conditions reported elsewhere. When you are asking about a condition listed or reported in question 38 or 39, and the respondent says that it is the same as a condition for which you have already completed a Condition page, be sure that on one of the pages you have asked all the questions appropriate for a condition reported in question 38 or 39. For example, if you have in item C2:

Question number 24 - Shortness of breath - 1  
Question number P - Aneurysm - 2

When filling the Condition page for "aneurysm" the respondent says the two conditions are the same. You must complete item AA and questions 11-19 on this page before footnoting "Same as condition 1." The reason for this is that these questions are not required for "shortness of breath" but are required for "aneurysm" because it is a question 39 condition.

However, if the conditions had been reversed, that is, the aneurysm first, and the shortness of breath next, and the respondent says they are the same, then you would need no more information on the page for shortness of breath except the footnote that these conditions are the same.

#### D4.E Questions 3a-e, Condition Details

- 1 For purposes of analysis, all illnesses and injuries reported must be translated into medical codes. Since the coding system in use provides for over 1,500 different conditions, it is desirable that the descriptions of the conditions be as complete and detailed as possible. Questions 3a-e are designed to obtain this needed information.
- 2 The best description of a condition is its exact medical title. Sometimes the statements of respondents do not always give a complete description of the condition. When the respondent does not know the exact medical title of the illness, one or more of three different kinds of information generally needs to be obtained in order to assign the most exact medical code:
  - a The respondent's statement of the cause
  - b A specific description of the kind of trouble
  - c The part of the body affected

D4.E2

- 3 Ask question 3b-3e about the entries in question 3.
- 4 If any needed entries for 3b-3e have been recorded previously in question 3, it is not necessary to reask the question or reenter the answer.

D4.F If More Than One Condition is given in Questions 1 and 3 - Occasionally questions 1 and 3 will contain more than one condition, one being a medical name and the other a description of a condition; or two medical names; or one being the cause of the other. In cases of this kind; a determination must be made as to which of these is the condition to which questions 4-19 apply. In the following paragraphs, the condition to be referred to in questions 4-19 is marked by an asterisk.

- 1 In most cases, the condition to which questions 4-19 apply is the medical name or description given in question 3a. For example:

Question 10 and item 1 - Curvature of spine

Question 3a - Arthritis\*

Question 3c - DK

- 2 If "Accident or injury" or "On Card C" is marked in item A1, question 3 is not required. Ask questions 4-19 about the entry in item 1. For example:

Question 34 and item 1 - Hardening of the arteries\*

- 3 If one of the conditions in item 1 or question 3 is listed or reported in question 38 or 39, that is the condition carried through questions 4-19. For example:

Question 3- and item 1 - Stiffness in legs

Question 3a - Hardening of arteries\*

Question 3b - Old age

- 4 If in item 1 or question 3 there is more than one condition which is listed or reported in question 38 or 39, each requires a separate Condition page unless the respondent volunteers that these conditions are the same. Do not attempt to "diagnose" conditions which appear to be the same or to make decisions that the two conditions are the same because they seem to be alike, for example, "deformed foot" and "club foot." If the second condition is listed in question 39, determine if it was present during the past 12 months and complete a separate Condition page for it if it was present.

- a Carry the first condition through the remainder of the Condition page. Enter the second condition in item C2 at the time it is reported so that a Condition page will be filled for it before starting the Condition pages for the next person. If the second condition was from question 39 and was not present during the past 12 months (and thus does not require a Condition page), indicate this fact in a footnote on the Condition page for the first condition, as in the following example:

Question I and item 1 - Angina pectoris\*

Question 3a - Angina pectoris\*

Question 3b - Aneurysm 1/

Footnote entry - 1/ Aneurysm corrected two years ago.

- 5 Also complete separate Condition pages when question 3a contains more than one condition. For example:

Question 34 and item 1 - Foot trouble

Question 3a - Corns and calluses

- a Carry the first condition through the remainder of this Condition page. Enter the second condition in item C2 at the time it is reported so that a page will be filled for it before starting the Condition pages for the next person. Enter "corns" in 3a and "callus" in C2 with "Cond." as the source.

- 6 Do not attempt to determine if a reported condition is the same as one listed in the condition lists. For example:

Question 3a - Blood clots

Question 3b - Poor circulation

In this case do not consider "poor circulation" as a circulatory condition (39-V) unless it was reported while asking the condition lists.

D4.G Questions 4-8, Restricted Activity Past Two Weeks - The purpose of these questions is to separate the conditions causing persons to cut down on their usual activities for as much as a day, from those conditions not affecting usual activities. Ask questions 4-8 for each condition without regard to the answers to probe questions 5-9 on page 2.

- 1 Refer the respondent to the calendar card for questions 4-8 as often as necessary, since these questions refer to the past two weeks.

D4.G

- 2 For injuries occurring less than three months ago, questions 4-8 refer to the injury itself and/or any ill-effects which were present during "the past two weeks." For injuries occurring more than three months ago, questions 4-8 refer to the present effects.
- 3 In Bed or in a Hospital - If a person is sick in bed or the hospital (because of the condition you are asking about), always count him as cutting down on the things he usually does. This includes a chronic invalid who might spend all of his time in bed because of the condition you are asking about.
- 4 Check for Number of Days Reported in Questions 7 and 8 - Since hardly anyone works seven days a week or goes to school seven days a week, follow up replies of "the whole two weeks" or "all last week," etc. Do not enter "14" or "7" automatically but reask the question in order to find out the actual number of days lost from work or school. If a person actually lost 14 days from work or school during "the past two weeks," enter "14" but explain in a footnote that these days were actually lost.
- 5 Check Between Questions 5, 6, 7, and 8 - The number of days entered in question 5 (cut-down days) must be equal to or greater than the number of days entered in any one of questions 6, 7, or 8, since days in bed or days lost from school or work represent "cutting down on usual activities." If there are inconsistencies of this kind, ask additional questions to ascertain the correct numbers to be recorded.
- 6 Differences Between Restricted Activity Days in Probe Questions 5-9 and on the Condition Page - It is possible that the total number of days reported for all conditions will be greater than the number of days reported in probe questions 5-9 on pages 2 and 3, since the person on any given day can cut down or be in bed for more than one condition. Such entries may or may not be consistent. Therefore, do not compare the entries in probe questions 5-9 on pages 2 and 3 and the entries in questions 4-8 on the Condition page. Accept what the respondent reports.

D4.H Questions 20-26, Accidents and Injuries - Questions 20-26 obtain information about ALL accidents or injuries which are recorded on a Condition page.

- 1 Multiple injuries, reported in question 21a, resulting from a single accident, should be reported together in the same set of accident questions on a single Condition page.
- 2 Each separate accident requires a separate Condition page unless the same condition was caused by more than one accident, all of which occurred three months or more ago. In this case fill the accident questions for the most recent accident and give the date(s) (month and year) of the other accident(s) in a footnote.

- 3 If a condition is caused by an accident that happened more than three months ago, and a later accident (less than three months ago) aggravated this condition, an additional Condition page is required. One Condition page will pertain to the three months plus accident and the other to the one that happened less than three months ago. Enter the other injury in item C2 so that there are entries in C2 to correspond to the two Condition pages.
- 4 If two or more present effects reported in 21b are the results of the same accident, each requires a separate Condition page. In these cases, you may enter "Same accident as condition \_\_\_\_." in questions 20-26. Fill a Condition page for each present effect in the same order as they are listed in question 21b.
- 5 When such additional conditions requiring Condition pages are reported, enter them in item C2 at the time they are reported.

①

**Item 1, Person Number and Name of Condition**

①

1. Person number	Name of condition

- 1 Transcribe the entries for item 1 to the Condition page before you ask question 2.
  - a Person Number - Write in the number of the person who has the condition for which the particular Condition page is being filled.
  - b Name of Condition - Transcribe the "Name of condition" verbatim as listed in item C2.



Question 2, When Last Saw or Talked to Doctor

2. When did -- last see or talk to a doctor about his ...?		
<input type="checkbox"/> In interview week (Reask 2)	<input type="checkbox"/> Past 2 wks. (Item C)	<input type="checkbox"/> 2-4 yrs.
<input type="checkbox"/> 2 wks. - 6 mos. (Item C)	<input type="checkbox"/> 5+ yrs.	<input type="checkbox"/> Never
<input type="checkbox"/> Over 6-12 mos. (Item C)	<input type="checkbox"/> DK if Dr. seen	<input type="checkbox"/> DK when Dr. seen
<input type="checkbox"/> 1 yr.		

1 Ask question 2 for each condition listed in item 1. In asking the question, substitute the name or relationship of the person for the dashes, and the name of the condition for the three dots. For children, change the question to "When did anyone last see or talk to a doctor about - -'s (your daughter Jane's, your son John's) ...?"

a Doctor Seen or Talked to

- 1) A visit by the person to the doctor.
- 2) A visit by the doctor to the person. If the doctor visits the household to see one patient and while there examines or visits professionally another member of the household, count this visit as "doctor seen or talked to" for each individual for each condition receiving the doctor's attention.
- 3) Telephone calls to or from a doctor (except requests for appointments or inquiries about a bill), visits to a doctor's office, a clinic, a medical center or a hospital (either as an inpatient or an outpatient) where a person goes for treatment or examination ordered by a doctor but where he may not actually see or talk to a doctor. Also, to be included as visits are calls to the doctor concerning the obtaining or renewal of a prescription.
- 4) The case in which the person who had the condition is himself a doctor and he followed his own treatment or advice.
- 5) Talking to a family member who is a doctor.

②

When Last Saw or Talked to Doctor (Continued)

②

b Type of Doctor

- 1) The term "doctor" covers only medical doctors(MD) and osteopathic physicians(DO). Include all visits to medical doctors regardless of whether they are general practitioners or specialists. Ophthalmologists (occulists) have an MD degree and are counted as medical specialists. Also, include dentists (for dental conditions.)
  - 2) Consulting chiropractors, chiropodists, podiatrists, naturopaths, Christian Science healers, opticians, optometrists or other types of people giving medical care are not counted.
  - 3) Do not make a special inquiry about the kind of doctor consulted or tell the respondent the survey definition of who is considered a doctor. If the respondent volunteers he saw a chiropractor, rephrase the question and ask "When did you last see or talk to a medical doctor?"
- 2 For conditions which usually last a long time, such as, heart trouble, high blood pressure, hay fever, arteriosclerosis, arthritis, a person might not consult a doctor every time he experiences an occurrence (attack) of the trouble. Question 2 refers to the last time a doctor was seen or talked to for that condition since it first started.
- 3 For conditions which usually last a short time, and which a person may have repeatedly, such as, colds, virus, flu, injuries occurring less than three months ago (that did not result in obvious permanent disability), etc., question 2 refers to the last time a doctor was talked to about this particular episode. Question 2 does not refer to the time he talked to a doctor about previous attacks of colds, virus or other similar short-term conditions.

4 Mark the answer box for question 2 of each Condition page as follows:

In interview week - The respondent reports seeing a doctor during interview week. Rephrase question 2 to determine when a doctor was last seen at any time other than interview week for this condition. Do not change the original entry but mark the appropriate box for the new response. Thus, if "In interview week" is marked, you will also have another answer box marked. As a result of this "Never" may be marked, meaning a doctor was never seen before interview week.

Past 2 wks. - The respondent reports seeing a doctor during the two-week reference period. Look at the 2 wk. column in the "DOCTOR" box in item C1 to determine if any doctor visits were reported for this person. If no doctor visits were recorded, enter "1" for this person in item C1. If there are doctor visits recorded, make no correction in C1. If you learn the visit was to a dentist, or while the person was an inpatient in the hospital, enter a footnote to this effect, but do not make any entry in C1.

2 wks.—6 mos. - The person's last doctor visit was before the two-week reference period but within the six-month period.

Over 6—12 mos. - The person's last doctor visit was between six and twelve months ago.

NOTE: If the respondent reports seeing a doctor during the "2 wks.—6 mos." or "Over 6—12 mos." period and no other doctor visits have been recorded for him in item C1, circle "Y" in the "12 mos." column.

1 yr. - The person's last doctor visit was 12 or more months ago but less than two years ago.

2—4 years - The person's last doctor visit was two or more years ago but less than five years ago.

5+ years - The person's last doctor visit was five or more years ago.

Never - The respondent reports never having seen a doctor or reports seeing someone not counted as a medical doctor.

DK if Dr. seen - The respondent does not know if a doctor was ever seen for this condition.

DK when Dr. seen - The respondent cannot give an estimate as to when a doctor was seen for this condition.

A1

### Interviewer Check Item A1

A1

A1	Examine "Name of condition" entry and mark		
	<input type="checkbox"/> Accident or injury (4)	<input type="checkbox"/> On Card C (4)	<input type="checkbox"/> Neither (3a)

- 1 Fill interviewer check item A1 immediately after recording the answer to question 2. Examine the "Name of condition" entry in item 1, then mark one of the three boxes.
  - a) "Accident or Injury" - If the "Name of condition" entry in item 1 indicates that an accident or injury was involved, mark this box and go to question 4.
    - 1) Accidents and Injuries - Accidents may occur with or without a resulting injury. For purposes of this survey, we are not interested in accidents in which there was no injury involved, unless reported in probe question 11.
      - a) Difference Between "Accidents" and "Injuries" - The terms "accident" and "injury" may be used interchangeably. There are cases, however, when an injury may occur when an accident is not involved, for example, a war injury, a shooting, a stabbing, etc.
      - b) Injuries - There are many kinds of injuries, such as, cuts, bruises, burns, sprains, fractures, etc. "Insect stings," "animal bites," "sunburn," "sun poisoning," "heat or sun strokes," "blisters," "frostbite," "frozen feet," etc., are also considered as injuries.

- c) Poisonings - Illnesses resulting from swallowing, drinking, breathing or coming in contact with some poisonous substance or gas are also counted as injuries. Poisoning may also occur from an overdose of substance that is nonpoisonous when taken in normal doses.

Exclude conditions which are diseases or illnesses not classified as injuries, for example, "poison oak," "poison ivy," "ptomaine or food poisoning."

2) Caution Regarding Accidents and Injuries

- a) Do not mark the "Accident or injury" box for birth injuries to either the mother or the child. However, make sure that the injury occurred during the act of delivery, not later. For injuries occurring after birth do mark this box.
- b) A condition, such as, "broken (perforated) (ruptured) eardrum" may be caused by an accident or injury or may be due to some other cause, such as, childhood disease. Always ask what caused the broken eardrum or other such conditions.
- c) If the respondent does not know whether a condition was caused by an accident or injury, or cannot recall such an occurrence when an accident is indicated, do not mark this box. Explain the circumstances in a footnote, such as, "Doctor says probably caused by blow on head but respondent cannot recall such an occurrence happening."
- d) Exposure to heavy lifting, loud noise, and other similar hazards are considered injuries only when they are one-time occurrences. For example, a punctured eardrum resulting from a loud explosion would be considered any injury, but continued exposure to loud noises at work resulting in partial deafness would not be considered an injury. For the latter case, do not mark this box, but indicate that the condition was caused by continued exposure to loud noises at work. Follow the same procedure if the cause is continued heavy lifting, continued strain, etc.

A1

Interviewer Check Item, A1 (Continued)

A1

- c "On Card C" - If the condition is not an injury and was not obviously caused by an accident, refer to Card C or the flashcard booklet to see if the condition is listed there. If it is listed, mark this box and go to question 4.
- 1) Names of illnesses given by respondents are often sufficient to permit medical coding without further probing. This is true of the specified conditions listed on Card C and so it is not necessary to ask question 3a-e for these conditions. However, Card C is an exclusive list. Do not apply the Card C rule to conditions which you feel are synonyms of the listed conditions.
- a) For example, "hernia (all types)" is on Card C, while "rupture" is not; mark the "Neither" box and ask question 3a-e, as applicable, for "rupture" but mark the "On Card C" box for "hernia." "Stomach ulcer," "duodenal ulcer," "gastric ulcer," and "peptic ulcer" are on Card C while "ulcer(s)" (unspecified) is not. If you are in doubt, consider the condition not to be on Card C.
- b) If the respondent volunteers the information that a Card C condition was caused by an accident, for example, bursitis caused by an accident, mark the "On Card C" box.
- d "Neither" - If the "Name of condition" entry in item 1 does not involve an accident or injury and is not a condition on Card C, mark this box and go to question 3a.

3a

### Question 3a, Name of Condition

3a

If "Doctor not talked to," record adequate description of condition.  
If "Doctor talked to," ask:  
**3a. What did the doctor say it was? - Did he give it a medical name?**

- 1 Ask question 3a, when a doctor has been talked to about an illness, even if the only time a doctor was seen was during interview week and the "Never" box is marked in question 2. Also, ask question 3a if question 2 is marked "Never" but the person reported seeing a non-medical doctor, such as a chiropractor.
  - a If a doctor was not talked to about an illness condition, do not ask 3a but instead transcribe to question 3a the item 1 entry "Name of condition."
- 2 Enter whatever the respondent tells you the doctor said, using the respondent's own words. If the medical name given by the respondent is one which is unfamiliar to you, ask him to spell it for you. If the exact spelling is not known, record it phonetically but also ask the respondent to describe how it affects him and record a description of the condition. In all cases, remember that the entry in question 3a should be exact and as complete as possible. Therefore, if the respondent does not know the "medical name" or if his answer is vague, for example, "It's my liver," "I've got a bad heart," "Something I ate," "Some kind of ailment," do not accept it. Instead, ask the person to describe the condition further, for example, "What's wrong with your liver?", "In what way is your heart bad?", "How does this food affect you?", "What kind of ailment do you have?"
  - a It is permissible to copy the "Name of condition" entry to question 3a if that entry is clearer and more complete than the respondent's final answer to question 3a or he says he does not know what the doctor said it was.
  - b Question 3a should never be left blank or have an entry of "DK" when the "Neither" box has been marked in item A1.
  - c If in answer to question 3a (or a later part of question 3) a Card C condition is reported, complete the remaining parts of question 3 according to the instructions for each part.

3b

Question 3b, Cause of Condition

3b

Do not ask for Cancer  
b. What was the cause of . . . ?  
 Accident or injury (4)

- 1 Ask question 3b for all conditions except cancer. Enter the respondent's answer verbatim.
- 2 If cause has already been reported and recorded in question 3a, there is no need to reask the cause or enter it again in question 3b. If the cause was given in answer to question 3a but was not recorded there, enter the cause in question 3b without reasking the question. For example, a reply of "Overwork caused a strain on my heart," could be recorded verbatim in 3a or as "strained heart" in 3a and "overwork" in 3b. No further questions or entry about the cause would be necessary in either case.



If the entry in 3a or 3b includes the words:			
Ailment	Cyst	Growth	Tumor
Asthma	Defect	Measles	Ulcer
Attack	Disease	Rupture	} Ask c:
Condition	Disorder	Trouble	
c. What kind of . . . is it?			

- 1 Ask question 3c if any of the terms listed above this question appear in 3a or b and the required information has not been given previously.
  - a If the respondent's first answer indicates that he does not understand what information is desired, reask question 3c, emphasizing the word "kind." If the respondent does not know the specific kind, record what he does say about it or enter "DK."
  
- 2 With respect to the medical coding requirements for certain illness conditions, the entries in question 3a or 3b do not always show the exact kind of condition the person has. For example, "heart trouble," "kidney trouble" and "stomach disorder" are all general terms which give a specific part or organ of the body but not a specific kind of illness or trouble. Thus, heart trouble might be of several different kinds—angina, coronary, rheumatic heart, heart leakage, etc.; kidney trouble could mean kidney stones, nephritis, bladder infection, etc.; stomach trouble could refer to any number of digestive disturbances, such as, stomach ulcers, appendicitis, intestinal flu, etc. In question 3c, we want to give the respondent an opportunity to provide more specific information if he knows it.

3c

Kind of Trouble (Continued)

3c

- 3 One of the terms listed for which 3c (kind) is asked is "measles." The reason for this is to distinguish between rubeola (regular measles) and rubella (German measles). The following terms are considered adequate to make this distinction:

Regular measles

German measles

Rubeola

Rubella

"8 day" measles

"3 day" measles

"Old fashioned" measles

"Black" measles

"Hard" measles

"Bad" measles

"Red" measles

If "measles" is given as the cause of a condition, for example, deafness due to measles, and the respondent does not know the kind, ask additional questions to determine if the measles were present during the mother's pregnancy, or if the person who has the condition is the one who had the measles.

- 4 For "cyst," "tumor," or other "growths," we want to determine if the cyst, etc., was cancerous (malignant) or noncancerous (benign). However, do not specifically ask if it was cancerous or noncancerous. For example, for "ovarian cyst" ask: "What kind of ovarian cyst is it?" (or "was it?" if the cyst has been removed). Also, ask kind for such entries as "skin growth," "flesh tumor" and "bone cyst" which describe only the site or part of body.

## Question 3d, How Allergy or Stroke Affects Person

For allergy or stroke, ask:  
d. How does the allergy (stroke) affect him?

- 1 When "allergy" or "stroke" has been reported in question 3a, 3b, or 3c, ask question 3d inserting the appropriate word for the condition about which you are asking:

"How does the allergy affect him?"

or

"How does the stroke affect him?"

If the effect of the "allergy" or "stroke" has already been given in questions 3a-3c, question 3d need not be asked.

- 2 Enter the manifestations. For example, in the case of an allergy the person may have been affected with a swelling in some part of the body, a breaking out or itching, sneezing, eyes watering, nasal trouble, difficulty breathing, etc.
- 3 For a stroke, the manifestation might be "nervous tic on left side of face," "entire right leg and arm paralyzed," "speech difficulty," etc. Note that for a stroke, the information needed is how the person is affected now, not necessarily how he was affected at the time of the stroke. An entry giving only the part of body affected, for example, left side, is inadequate since we need to know how the person is affected.

3e

Question 3e, Part of Body Affected

3e

For an impairment or any of the following entries:

Abscess	Damage	Paresis
Ache (except headache)	Growth	Rupture
Bleeding	Hemorrhage	Sore
Blood clot	Infection	Soreness
Boil	Inflammation	Tumor
Cancer	Neuralgia	Ulcer
Cramps (except menstrual)	Neuritis	Varicose veins
Cyst	Pain	Weak
	Palsy	Weakness

} Ask e:

e. What part of the body is affected?

---

Show the following detail:

Head . . . . .	skull, scalp, face
Back/spine/vertebra . . . . .	upper, middle, lower
Ear or eye . . . . .	one or both
Arm . . . . .	one or both; shoulder, upper, elbow, lower, wrist, hand
Leg . . . . .	one or both; hip, upper, knee, lower, ankle, foot

- 1 Ask question 3e when any entry in questions 3a-d indicates an impairment listed in paragraph 2 below, or is one of the conditions listed above this question. Phrase the question to obtain the needed information, for example, "Does your deafness affect one or both ears?" or "What part of the back is affected?"
- 2 Impairments for which question 3e must be asked:
  - Deafness, trouble hearing, or any other ear condition.
  - Blindness, trouble seeing, or any other eye condition.
  - Missing hand or arm - all or part of, foot or leg - all or part of.
  - Trouble, stiffness or any deformity of foot, leg, fingers, arm or back.

- 3 For the impairments and conditions listed which affect the "eye," "head," "back," "spine," "vertebra," "arm," or "leg," question 3 must show the specific detail that is required as given below question 3e.
- a There are other detailed entries besides those listed which are acceptable, for example, "finger," "toe," "arch," "neck," etc. If an entire arm or leg is affected, state that this is so by entries, such as, "one entire arm" or "one whole leg;" do not simply enter "arm" or "leg."
- b If the part of the body affected is the eye or ear, or any part of the arm or leg, ask whether one or both are affected. The use of the singular or plural is acceptable except in those cases where the use of the singular or plural does not show specifically whether one or both are affected. For example, in the case of "trouble seeing" or "deafness" an entry of "one" or "both" (eyes or ears) must be made.

4

Question 4, Restricted Activity, Past Two Weeks

4

4. During the past 2 weeks, did his . . . cause him to cut down on the things he usually does?	1 Y	2 N (9)
--	-----	---------

1 In asking question 4, insert the name of the condition or the injury you are asking about. If the name of the condition is too long or too difficult to pronounce, you may shorten it or refer to it, for example, as your "hip condition" or "your husband's eye injury," and so on; but this may be done only if the respondent clearly understands what condition or injury you are talking about.

a Things He Usually Does - The things a person usually does are the person's "usual activities." For school children and most adults, "usual activities" would be going to school, working, or keeping house, etc. For children under school age, "usual activities" depend upon whatever the usual pattern is for the child which will, in turn, be affected by the age of the child, weather conditions, etc. For retired or elderly persons, "usual activities" might consist of almost no activity, but cutting down on even a small amount would mean that a person should answer "Yes" to the question.

On Sundays or holidays "usual activities" should be interpreted as the things the person usually does on such days, going to church, playing golf, visiting friends or relatives, staying at home and listening to the radio, reading, looking at television, etc.

1) The following examples illustrate cases of persons cutting down on the things they usually do because of illness or injury, a person in school was kept away from school; a person who worked away from home was kept away from work; a farmer or a housewife was kept from caring for the farm or the home either completely or had to cut out all but the essential chores; an elderly person who normally takes a daily walk in the park was kept from doing so.

- 2) In borderline cases, where "usual activity" is difficult to determine, accept the respondent's view of what he himself considers to be his "usual activities." For example, a man with a heart condition may still consider his "usual activity" to be "working" even though the heart condition has prevented him from working for a year or more. You should accept his statement that "working" is his "usual activity." In another example, a man may say that a heart attack six months ago forced him to retire from his job or business, he does not expect to return to work, and considers his present "usual activities" to include only those associated with his retirement. The question, then, would refer to those activities.

5

Question 5, Days Cut Down in Past Two Weeks

5

5. During that period, how many days did he cut down for as much as a day?	— Days or <input type="checkbox"/> None (9)
--	--

1. Ask question 5 if a "Yes" answer was given to question 4. Enter the total number of different days during last week or the week before on which the condition caused the person to cut down on the things he usually does for as much as a day. The days need not be consecutive.
  - a. Cut Down as Much as a Day - A day of restricted activity (cut down) is a day when a person cuts down on his usual activities for the whole of that day on account of an illness or injury. "Usual activities" for any day mean the things that the person would usually do on that day.
    - 1) Restricted activity does not imply complete inactivity but it does imply the minimum of the things a person usually does. A special nap for an hour after lunch does not constitute cutting down on usual activities for as much as a day, nor does the elimination of a heavy chore, such as, cleaning ashes out of the furnace or hanging out the wash. All or most of a person's usual activities for the day must have been restricted for the person to have a cut down day.
    - 2) The following are some examples of a person having to cut down on the things he usually does for as much as a day:

A housewife who expected to clean house after doing the breakfast dishes, then work in the garden and go shopping in the afternoon was forced to rest because of a severe headache, doing nothing after the breakfast dishes until she prepared the evening meal.

A young boy who usually played outside most of the day was confined to the house because of a severe cold.

A garage owner whose usual activities included mechanical and other heavy work was forced to stay in his office directing others, talking to customers, etc., because of his heart condition.



- 2 The reference period for question 5 includes Saturdays and Sundays. ALL the days of the week are of equal importance in this question, even though the types of activities which were cut down might not be the same on weekends as on regular weekdays. If necessary, mention this to the respondent. To illustrate this concept, consider the following example:

A man who planned a fishing trip for Saturday and Sunday had to stay home from work Friday and was also too ill to go fishing both on Saturday and Sunday because of a flare-up of his back trouble. Assuming that this is the only time during the past two weeks in which he was bothered by back trouble, the correct entry for question 5 would be "3."

6

Question 6, Bed Days in Past Two Weeks

6

6. During that 2-week period, how many days did his . . . keep him in bed all or most of the day?	___ Days oo <input type="checkbox"/> None
---	--

- 1 Do not leave this question blank if "Days" have been entered in question 5.
  - a Day in Bed - Any day on which the person was kept in bed either all or most of the day because of illness or injury. All or most of the day is defined as more than half of the daylight hours (or of the hours that the person is usually awake, if he works a night shift). Taking a nap on "general principles" should not be counted as a day in bed. Also, count all days as a patient in a hospital, sanitarium or nursing home as bed days whether or not the patient was actually lying in bed at the hospital, sanitarium or nursing home. Exclude hospital days for a normal newborn, unless the baby had some complication or illness.
  - b Bed - Anything used for sleeping, including sofa, cot or mattress. If a person was on the sofa watching TV because he was too ill to get around, he would be "in bed." The important distinction here is, whether the person was ill enough that he had to be in bed for all or most of the day.

7

### Question 7, Days Lost From Work for Persons

7

#### 17 Years of Age or Older

Ask if 17+ years:	
7. How many days did his . . . keep him from work during that 2-week period? (For females): not counting work around the house?	<input type="text"/> Days (9) <input type="checkbox"/> None (9)

1 Ask question 7 if there are "Days" entered in 5 and the person is 17 years old or over. Use the alternate version of the question for females. Mark the "None" box if no days were lost from work or if the person doesn't work. If you learn that the person would not have been working during the past two weeks, whether he had been sick or well, mark the "None" box without asking the question for any other conditions for which question 7 requires an entry.

a Work - Paid work as an employee for someone else for wages, salary, commission or pay "in kind" (meals, living quarters, or supplies provides in place of cash wages). Also, include work in the person's own business, professional practice or farm and work without pay in a business or farm run by a related household member.

Excludes work around the house, volunteer unpaid work, such as, for church, Red Cross, or charity, and service in the Armed Forces.

b Work-Loss Day - Any scheduled work day in which the person stayed home from work for all or most of the day because of the condition being inquired about. All or most of the day is defined as more than half of the hours usually spent at work.

c Disregard School Days - If a person 17 years of age or over goes to school instead of, or in addition to, working, record only the days lost from work (disregarding any days lost from school). Any days lost from school for persons 17 and over should be included in days of restricted activity (question 5).

8

Question 8, Days Lost From School for Persons

8

6-16 Years

Ask if 6-16 years:	
8. How many days did his . . . keep him from school during that 2-week period?	— Days oo <input type="checkbox"/> None

- 1 Ask question 8 if you have "Days" entered in question 5 and the person is 6-16 years old. Mark the "None" box if no days were lost from school or if the person does not go to school and is between the ages of 6-16 inclusive. Once you have learned that the person would not have been going to school during that period whether he had been sick or well, mark the "None" box without asking the question for any other conditions for which question 8 requires an entry.
  - a School-Loss Day - Any scheduled school day in which the person stayed home from school all or most of the day because of the condition being asked about. All or most of the day is defined as more than half of the hours which the school is usually in session. For example, if the youngster did not go to school until after lunch, this would count as a day lost from school. However, if he had missed only an hour or two, this would not count as a day lost from school.

If the youngster's regular school day is only a half day and that amount of time or most of it was lost from school on account of illness, it should be counted as a day lost from school.
  - b School Vacation - Ask this question even during the periods of the year which might normally be considered vacation periods, since school vacation periods are not all the same.
  - c Disregard Work Days - If a youngster 6-16 years of age works instead of, or in addition to, going to school, record only the days lost from school (disregarding any days lost from work). Any days lost from work for persons 6-16 years of age should be included in days of restricted activity (question 5).

## Question 9, Onset of Condition

9. When did -- first notice his ...?	
1 <input type="checkbox"/> Last week	4 <input type="checkbox"/> 2 weeks - 3 months
2 <input type="checkbox"/> Week before	5 <input type="checkbox"/> Over 3-12 months
3 <input type="checkbox"/> Past 2 weeks - DK which	6 <input type="checkbox"/> More than 12 months ago
(Was it during the past 12 months or before that time?)	
(Was it during the past 3 months or before that time?)	
(Was it during the past 2 weeks or before that time?)	

1 Ask question 9 to determine when the condition began. If the respondent seems uncertain of the date of onset, ask the first probe "Was it during the past 12 months or before that time?" Ask the additional probe questions as necessary in order to mark the appropriate box. If the answer has been given in response to a previous question, mark the appropriate box without asking question 9.

a First Noticed - When a condition first began to give any trouble or show any symptoms.

- 1) For the aftereffects of an old injury (one which happened more than three months ago), it is the date when the present ill-effects were first noticed.
- 2) For a condition that has continued for a long time, as might be the case with deafness, mental retardation, or stomach ulcer, the date might be many years ago. Some conditions, which a person has all of the time, manifest themselves in more serious ways from time to time. It is the date the trouble was first noticed, not the date of the most recent attack or flare-up.
- 3) For conditions which usually last a short time, such as, colds, virus, flu, etc., but occur frequently, it is the date of the most recent attack.
- 4) For delivery or child birth, the onset is the same as the date of delivery.

2 Reference Period

Past 2 Weeks - The 2 weeks ending the Sunday night before the interview.

Past 3 Months - The 3 months ending the Sunday night before the interview beginning with that Sunday's date 3 months earlier.

Past 12 Months - The 12 months ending the Sunday night before the interview, and beginning with that Sunday's date a year earlier.

A2

Interviewer Check Item A2

A2

A2	<input type="checkbox"/> Not an eye cond. (AA)	<input type="checkbox"/> First eye cond. (6+ yrs.) (10)
	<input type="checkbox"/> First eye condition (under 6) (AA)	<input type="checkbox"/> Not first eye cond. (AA)

- 1 There must be an entry in one of the four boxes in item A2 for each Condition page being completed. An eye condition is any condition concerning the eyes or vision, such as, watery or weak eyes (except as effects of allergy), conjunctivitis, cataracts, glaucoma, etc. Ask the respondent if the condition is an eye condition if you do not know or are not sure.
  - a "Not an eye cond." - Mark this box for each condition which is not an eye condition.
  - b "First eye condition (under 6)" - Mark this box if the person is under six years old and this is the first or only eye condition or vision problem he has.
  - c "First eye cond. (6+ yrs.)" - Mark this box if this is the first or only eye condition or vision problem the person has and he is six years old or over. Then ask question 10.
  - d "Not first eye cond." - Mark this box if the condition on this Condition page is an eye condition but is not the first eye condition for this person.

Question 10, Vision Question

10. Can -- see well enough to read ordinary newspaper			
print with glasses	with his	{ left }	eye?..... 1 Y 2 N
		{ right }	..... 1 Y 2 N

1 If "First eye cond. (6+ years)" is marked, ask question 10.

Be sure to read the statement clearly so that the respondent hears the phrase "with glasses" since many people who have serious eye trouble are not limited when they are wearing their glasses, even though they may be limited without them. If the person uses glasses, the answers to question 10 should be in terms of what the person can read when he is using his glasses.

a Ask question 10 separately for each eye. When asking question 10 for a person, first use "left" and circle "Y" or "N" according to his response. Then reask question 10 using "right" and circle the appropriate letter.

b If the person cannot read (is illiterate), mark question 10 on the basis of whether he can see with either eye well enough to read if he knew how.

AA

Item AA, When to Complete Questions 11-19

AA

AA	Continue for conditions listed or reported in Probe questions 38 or 39; otherwise, go to A3. For missing extremities or organs, go to A3.
	<input type="checkbox"/> Doctor seen (12) <input type="checkbox"/> Doctor not seen (11)

- 1 If the condition being carried through the Condition page is listed or was reported in probe question 38 or 39, continue with questions 11-19. Otherwise, leave these questions blank. Also, leave these questions blank if the condition is a missing extremity or organ of the body. Missing finger, hand, arm, toe, foot, or leg are all considered as missing extremities. Missing breast, kidney, lung, etc., are considered as missing organs of the body.
- 2 To determine whether to ask question 11 or 12 next, refer to question 2, "Last time seen or talked to doctor." Mark the appropriate box in item AA.
- 3 If the entry in question 2 is "Never" or "DK if doctor seen," mark "Doctor not seen." Also, mark this box if the only time a doctor was seen was during interview week.
- 4 If the condition is the present effect of an accident or injury that occurred more than three months ago, questions 11-19 refer to the present effect, not to the accident itself. If the accident or injury occurred during the past three months, questions 11-19 refer to the accident or injury.
- 5 Questions 11-19 obtain information about what people who have certain conditions do or take for them and the extent to which they are bothered by these conditions. Ask question 11 if "Never" or "DK if doctor seen" was received in answer to question 2. Ask questions 12-17 for those conditions for which a doctor was seen. Ask questions 18 and 19 for all conditions carried past item AA.



11

Question 11, Do or Take Anything for Condition

11

11. During the past 12 months what did -- do or take for his . . .? (Write in)  
Anything else? \_\_\_\_\_ (18)

- 1 The phrase "do or take" means anything the person did or took for this condition. Record whatever the respondent reports whether medically oriented or not. For example, taking aspirin or using a special diet would be considered as "doing or taking" something for this particular condition. The respondent might report some patent medicines, home remedies, etc., record these also. Then ask, "Anything else?" If the respondent reports that nothing was done or taken, record "nothing."

12

### Question 12, How Long Before Talking to Doctor

12

12. After -- first noticed something was wrong, about how long was it before he talked to a doctor about it?

(Probe: Was it a matter of days, weeks, or months?)

0  Discovered by doctor (14a)      4 \_\_\_ Months

2 \_\_\_ Days      5 \_\_\_ Years

3 \_\_\_ Weeks

- 1 Ask question 12 to determine how long it was after the person noticed something was wrong before he talked to a doctor about it. The definition of "something wrong" includes any symptom or problem the person had that gave an indication that he was not well.
  - a Record the number of day(s), week(s), month(s), or year(s). If the time reported is less than one day, enter "1" on the "Days" line.
  - b If the respondent is uncertain of what is meant by this question, ask the probe printed below question 12 to help him determine the length of time. If the response is "Immediately" or "Right away," ask the probe question to determine the actual length of time, for example, three days, one week, etc.
  - c If the respondent reports that the condition was discovered by a doctor on a visit for some other reason, mark the box "Discovered by doctor" and go to question 14. This means the person had no indication or symptoms of this condition

13. BEFORE -- talked to a doctor about his . . . , did he do or take anything for it?  
1 Y 2 N

- 1 Question\_13 is similar in content to question 11 but is asked only if a doctor was seen for this condition. The emphasis of the question is on "Before - - talked to a doctor, etc." The time reference period is from the time the person first felt that something was wrong up to the time he first saw or talked to a doctor about this condition. Here again, we are referring to the first occurrence of this condition. The question requires only a "Yes" or "No" answer, and no written entries are necessary even if the respondent volunteers the information.

14

Question 14, Now Take Any Medicine or Treatment

14

14a. Does -- NOW take any medicine or treatment for his . . . ?	
1 Y	2 N (15)
-----	
b. Was any of this medicine or treatment recommended by a doctor?	
1 Y	2 N

1. Ask question 14 to determine whether the person now takes any medicine or treatment for this condition, and if so, whether this was recommended by a doctor. The medicine or treatment may be on a regular basis, such as, a daily massage for paralysis due to a stroke or on an irregular basis when the medicine or treatment is taken whenever the person experiences an attack of the condition, such as, bathing in hot water for hemorrhoids.
  - a. Circle "Y" or "N" without recording the medicine or treatment even though the respondent volunteers the additional information.
  - b. The medicine does not have to be prescription medicine but anything the doctor advised or recommended. This is also true for the treatment of a condition, for example, using a heating pad for poor circulation.

15

### Question 15, Ever Had Surgery for Condition

15

15. Has he ever had surgery for this condition?      1 Y      2 N

- 1 Ask question 15 to determine whether the person ever had surgery for this condition. For example, if the reported condition was "blood clot" and a question arises about which "blood clot," ask the question, "Have you ever had surgery for this blood clot?" We are interested in this particular blood clot, not any the respondent may have had in the past.

16

### Question 16, Ever Hospitalized for Condition

16

16. Was he ever hospitalized for this condition?      1 Y      2 N

- 1 In question 16, the definition for "this condition" is the same as in question 15. For example, if the reported condition was "stroke" and a question arises, ask question 16 in the following way, "Were you ever hospitalized for this stroke?" The question only pertains to this stroke, not to any others the person might have had in the past.

17

Question 17, Number of Doctor Visits

17

During the Past 12 Months

17. During the past 12 months, about how many times has -- seen or talked to a doctor about his . . . ?  
(Do not count visits while a patient in a hospital.)  
\_\_\_\_ Times                      000  None

- 1 Ask question 17 to determine the number of doctor visits in the past 12 months for this condition. Include the phrase within the parentheses if a hospitalization was reported for the person for whom the Condition page is being filled. Ask question 17 even though the answer to question 2 is more than a year ago. The reason for this is that question 2 is asked about the entry in item 1, while question 17 may be asked about the entry in item 1 or question 3a. Make no change in question 2 because of the answer to question 17.

## Question 18, Bed Days During Past 12 Months

18. About how many days during the past 12 months has this condition kept him in bed all or most of the day?  
\_\_\_\_\_ Days                                  ooo  None

- 1 In this question record the total number of days during the past 12 months which were spent in bed because of this particular condition. The word "About" means an approximation of the number of bed days is sufficient. Days in the hospital for this condition should be included as bed days during the past 12 months.
- 2 Help the Respondent to Estimate - Sometimes you may have to assist a respondent in making an estimate of the number of days. For example, you might ask, "How many days during a month did your ... usually keep you in bed; how many months was this the pattern?" or the same type of question might be asked in terms of weeks.
- 3 Check Entry - The number of days in bed in question 18, cannot be less than the number in question 6, since "the past two weeks" is part of the "past 12 months."

Question 19, Condition Bothers

19a. How often does his . . . bother him - all of the time, often, once in a while, or never?  
1  All the time    2  Often    3  Once in a while  
0  Never (19c)    4  Other (Specify) \_\_\_\_\_

b. When it does bother him, is he bothered a great deal, some, or very little?  
1  Great deal    2  Some    3  Very little  
4  Other (Specify) \_\_\_\_\_

All the time in 19a (A3)

c. Does -- still have this condition?  
1 Y (A3)    N

d. Is this condition completely cured or is it under control?  
2  Cured    3  Under control (A3)  
4  Other (Specify) \_\_\_\_\_ (f)

e. About how long did -- have this condition before it was cured?  
0  Less than one month    \_\_\_\_\_ Months    \_\_\_\_\_ Years

f. Was this condition present at any time during the past 12 months?  
1 Y    2 N

1 In this question we are interested in the respondent's evaluation of the extent to which a condition troubles him. Therefore, there is no definition for the term "bother," but is to be defined by the respondent.

a Question 19a, Bothers How Often - If the respondent says that the condition bothers him either "All of the time," "Often," "Once in a while," or "Never," mark whichever box applies. If the answer given is not the same as one of the categories included in the question, reask the question, and if the answer still is not the same as one of the listed categories, mark the "Other" box and record the respondent's answer verbatim. The only exception to this rule is if the answer given indicates that the person is not bothered at all by the condition, you may mark the "Never" box.

b Question 19b, Bothered to What Extent - If the respondent indicates in 19a that the condition does bother him, ask question 19b to determine to what extent he is bothered. Follow the same procedures as given for question 19a.

c Question 19c, Still Have This Condition - If the respondent indicated in 19a the condition bothers him "All the time," mark the box above 19c and go to A3. Otherwise, ask 19c, circle the appropriate letter and go to A3 or to 19d.



- d Question 19d, Cured or Under Control - Ask question 19d to determine whether the condition is cured or is under control. "Under control" refers to persons who, by following a certain diet, taking medicine, and so forth, no longer have the symptoms of the condition. However, if they were to stop following their regiment, the symptoms might recur.
- e Question 19e, How Long Had This Condition - Ask question 19e to determine how long the person had the condition before it was cured. If a question is raised, the time period to be reported is from the time the person first noticed something was wrong until the condition was considered "Cured." Record the number of months or years or mark the "Less than one month" box.
- f Question 19f, Present during Past 12 Months - Ask question 19f to determine if this condition was present at any time during the past 12 months. Ask it even if the condition was reported in question 39, the past 12 months question.

A3

Interviewer Check Item A3

A3

A3	<input type="checkbox"/> Accident or injury	<input type="checkbox"/> Other (NC)
----	---	-------------------------------------

- 1 Complete item A3 for each condition. Carry all injuries through the accident questions whether or not they were associated with an accident.

Question 20, When Did the Accident (or Injury) Occur

20a. Did the accident happen during the past 2 years or before that time?	
<input type="checkbox"/> During the past 2 years (20b)	<input type="checkbox"/> Before 2 years (21a)
-----	
b. When did the accident happen?	
<input type="checkbox"/> Last week	<input type="checkbox"/> Over 3-12 months
<input type="checkbox"/> Week before	<input type="checkbox"/> 1-2 years
<input type="checkbox"/> 2 weeks-3 months	

- 1 Ask question 20a to determine whether the accident (or injury) occurred "During the past 2 years" or "Before 2 years."
  
- 2 Ask question 20b only if the accident or injury occurred during the past two years.
  - a If the response does not provide enough information to mark the right box, ask additional questions. For example, if the respondent says that the accident happened "Three months ago," find out whether it was less than three months or more than three months ago, then mark the appropriate box, that is, "2 weeks-3 months" or "Over 3-12 months." This applies to any answer the respondent gives which falls on the borderline, such as, "two weeks ago," "three months ago," "one year ago."
  
  - b If the accident was exactly three months ago (three months prior to last Sunday's date), mark the "2 weeks-3 months" box. If the accident occurred exactly 12 months ago, mark the "Over 3-12 months" box.

21

Question 21, Effects of Accident or Injury

21

<b>21a. At the time of the accident what part of the body was hurt? What kind of injury was it? Anything else?</b>	
Part(s) of body	Kind of injury
-----	-----
If accident happened more than 3 months ago, ask: <b>b. What part of the body is affected now? How is his -- affected? Is he affected in any other way?</b>	
Part(s) of body	Present effects
-----	-----

1 Ask the first part of question 21a and record in the space provided the "part(s) of body" which the respondent mentions. Next ask, "What kind of injury was it?" and record in the answer space the kind of injury for each part of body. Ask "Anything else?" and record any other "part(s) of body" and "kind of injury" for any other injuries mentioned.

a General, vague answers, such as, "hit," "blood clot," "bumped," "mashed," etc., are not acceptable entries for the kind of injury since they do not provide sufficient information on the nature of the injury. The specific part of body which was injured should be recorded in the same detail as shown below question 3e. The following are some examples of adequate and inadequate entries for question 21a:

<u>Adequate</u>		<u>Inadequate</u>	
<u>Part(s) of body</u>	<u>Kind of injury</u>	<u>Part(s) of body</u>	<u>Kind of injury</u>
Knee	Fractured	Arm	Crushed
Upper leg	Bruised	Leg	Mashed
Eye	Bruised	Spine	Hit with ball
Brain	Concussion	Head	Injured
Hand	Cut	Arm	Caught in washing machine
Lower back	Dislocated	Back	Hurt

- 2 For accidents or injuries which happened more than three months ago, we need to know how the injury affects the person now. This information is obtained by asking question 21b.
- a Record the part of body in the same detail and in the same manner as for question 21a. Record only the part of body which presently manifests any ill-effects of the old injury.
- 1) If the present effects have been reported earlier in question 3, question 21b need not be asked again but the entries must be transcribed to 21b from question 3. For example, if the entry in 3a is "missing hand" and the entry in 3b is "auto accident," the information must be transferred to 21b as follows: "One hand" in the part of body space and "missing" in the space for present effects. These entries can be made without actually asking the first part of question 21b. However, you must ask, "Is he affected in any other way?"
  - 2) When the answer to 21b is vague or expressed only in terms of some limitation, enter the limitation but also transcribe the entry from question 3, if that represents a more adequate description of the present effects. For example, in question 3 a person has been reported as having a stiff elbow caused by an accident. In answer to 21b the respondent says, "He can't bend his arm." In this case enter "can't bend arm" on the first line and the question 3 entry, that is, "stiff elbow" on the second line. In cases where the question 3 answer does not clarify the entry, reask question 21b to determine how the person is affected.
  - 3) It is not necessary that the person be suffering from ill-effects this instant to report them in 21b. If the person is subject to periodic recurring attacks of a condition caused by an old accident or injury, record these effects.
  - 4) If a person reports ill-effects of an old injury, record them even through they may not "bother" him within the literal meaning of the word. For example, a person may report a stiff elbow caused by an old football injury. He may say he had gotten used to it and it never bothers him. "Stiff elbow" would be considered the present ill-effects of an old injury.
  - 5) For an injury which happened earlier but has not yet healed, enter the original injury in question 21b as the "Present effects." For example, in the case of a fractured hip occurring four months before the interview, the entry "fractured hip" is appropriate in question 21b if the fracture has not yet healed. For these cases, indicate that the injury has not yet healed.

22

Question 22, Where Did the Accident Happen

22

22. Where did the accident happen?

- 1  At home (inside house)
- 2  At home (adjacent premises)
- 3  Street and highway (includes roadway and public sidewalk)
- 4  Farm
- 5  Industrial place (includes premises)
- 6  School (includes premises)
- 7  Place of recreation and sports, except at school
- 8  Other (Specify) →

1 Ask and mark question 22 for each accident or injury. Use the following definition as a guide:

a Home - "Home" as used here includes not only the person's own home but also any other home, vacant or occupied, in which he might have been when he was injured, as well as homes being remodeled or undergoing repair. Do not consider an accident occurring at a house under construction as occurring at home, but mark the box "Industrial place" for these.

1) At Home (Inside House) - The accident occurred while the person was inside the house, in any room or porch but not an inside garage. Porches, or steps leading directly to porches or entrances, are considered as "inside the house." Also include in this category injuries happening within motel or hotel rooms. The lobby, corridors and other public places within the motel or hotel premises are not regarded as "home." Mark then as "Other," and specify.

2) At Home (Adjacent Premises) - The accident occurred in the yard, the driveway, patios, gardens or walks to the house or a garage. On a farm, the adjacent premises include the home premises or garage, but not the barns or other buildings (unless used as a garage) or the land under cultivation.

- b Street and Highway - "Street and highway" means the entire width between property lines of which any part is open for use of the public as a matter of right or custom. This includes more than just the traveled part of the road. "Street and highway" includes the whole right-of-way. Public sidewalks are part of the street but private driveways, private lanes, private alleys and private sidewalks are not considered part of the street.
- c Farm - The accident occurred in a farm building or on land under cultivation but not in the farm home or premises. "Farm" includes a ranch, as used here.
- d Industrial Place - The accident occurred in industrial places, such as, a factory building, a railway yard, a warehouse, a workshop, a loading platform of a factory or store, etc. Include construction projects (houses, buildings, bridges, new roads, etc.) as well as buildings undergoing remodeling. Do not classify private homes undergoing remodeling as industrial places, but classify them as a "home." Other examples of "industrial places" are logging camps, shipping piers, oil fields, shipyards, sand and gravel pits, canneries, and auto repair garages.
- e School - The accident occurred either in the school buildings or on the premises (campus). Include all types of schools, elementary, high schools, colleges, business schools, etc.
- f Place of Recreation and Sports - The accident occurred in places designed for sports and recreation, such as a bowling alley, amusement park, baseball field, dance hall, lake, mountain or beach resort and stadium. Exclude places of recreation and sports located on the premises of an industrial place or school, and places not designed for recreation or sports, such as, a hill used for sliding or a river used for boating or swimming.
- g Other - The specific types of places listed above do not describe where the accident happened. If "Other" is marked, specify the exact type of place, such as, grocery store, restaurant, office building, church, etc. General entries, such as, "Armed Forces" are not satisfactory, since a person can be in the Armed Forces and have an accident in any one of several kinds of places.

23

Question 23, At Work When Accident Happened

23

23. Was -- at work at his job or business when the accident happened?	
1 Y	3 <input type="checkbox"/> While in Armed Services
2 N	4 <input type="checkbox"/> Under 17 at time of accident

- 1 Ask or mark question 23 for all accidents or injuries. Use the following as a guide:
  - a Consider an injury as occurring "at work" if the person was on duty at the time of the accident. Thus, a salesman traveling from town to town would be "at work" if an injury occurred en route between towns, but a person on his way to an office job who had an accident en route would not be considered as having been injured "at work."
  - b Mark "While in Armed Services" for any injury or poisoning which occurred while the person was in the Armed Service (excluding the Reserves), regardless of whether he was on duty at the time it occurred. For example, mark the box "While in Armed Services" for a sailor who was away from his ship when he slipped, fell on the ice and broke his leg on a downtown street.
  - c Mark "Under 17 at time of accident" if the person was under 17 years of age at the time of the accident or injury.



24a. Was a car, truck, bus, or other motor vehicle involved in the accident in any way?	1 Y	2 N (26)
b. Was more than one vehicle involved?	Y	N
c. Was it (either one) moving at the time?	1 Y	2 N

- 1 Ask question 24a to determine if any motor vehicles were involved in the accident.
  - a Motor Vehicle - A power operated vehicle, not on rails, for transporting persons or property, intended for use on a land highway, either public or private; or a self-propelled nonhighway vehicle, such as, construction equipment, tractor, farm machinery, or tank when operating on a highway. Attached objects, such as, a sled, coaster, or trailer are considered as part of the motor vehicle.
    - 1) Recreation vehicles, such as mini-bikes, go-carts, or snowmobiles are not usually included in the definition of motor vehicles. The only time they are classified as motor vehicles is when they are in operation on a land highway.
  - b Some respondents may think of certain nonmotor vehicles, such as, trains, streetcars, or bicycles as motor vehicles and report accidents involving those vehicles as "Yes" answers to question 24a. Record such accidents as "No" in question 24a.
  - c Circle "Y" for each accident involving a motor vehicle in any way at all, regardless of whether the person was in the vehicle and regardless of whether the vehicle was moving at the time of the accident. For example, a pedestrian hit by a car, a person on a bicycle hurt by running into a parked car, a person hurt while repairing a car. Report these as accidents involving a motor vehicle as well as the case of a person hurt in a collision or some other type of accident while riding in a motor vehicle.
- 2 Ask question 24b if the answer to question 24a is "Yes." Again, be careful that only motor vehicles are included. Exclude nonmotor vehicles.

24

Motor Vehicle Involved (Continued)

24

3 Ask question 24c if the answer to question 24a is "Yes," regardless of the answer to question 24b.

a Motor Vehicle, Moving - If there is a question, consider the motor vehicle as moving if the wheels were moving (this includes skidding) or if the vehicle had come to a stop just an instant before the accident occurred.

- 1) If only one motor vehicle was involved ("No" in question 24b), ask question 24c without the parenthetical phrase.
- 2) If a motor vehicle and a nonmotor vehicle were involved, for example, a bus and train collision, substitute "motor vehicle" or "bus" for "it" to be sure the respondent understands that question 24c refers to the motor vehicle and not to the other vehicle.

25a. Was -- outside the vehicle, getting in or out of it, a passenger or was -- the driver?

1  Outside (b)                      3  Passenger (c)  
 2  Getting in or out (c)          4  Driver (c)

---

b. What kind(s) of motor vehicle was involved?

1  Car (26)      2  Taxi (26)      3  Bus (26)  
 4  Truck (26)    5  Motorcycle (26)    6  Other (Specify)

\_\_\_\_\_ (26)

---

c. What kind of motor vehicle was -- in (getting in or out of)?

1  Car                      2  Taxi                      3  Bus  
 4  Truck                  5  Motorcycle              6  Other (Specify)

\_\_\_\_\_

1 Do not include the word "driver" for persons under 14 years of age when asking question 25.

a If two or more vehicles are involved, the word "vehicle" refers to any of the motor vehicles, for example, a person could have been "inside" a streetcar but "outside" of the car involved, so "Outside" should be marked in this case, since a streetcar is not a motor vehicle.

1) Motor Vehicle, Inside - A passenger or driver of a motor vehicle. Include persons who fell or were thrown out of a motor vehicle, persons with part of the body protruding from the vehicle and part inside, a person riding in the bed of a truck or on an open vehicle, such as, a motorcycle or tractor.

2) Motor Vehicle, Outside - Include hanging on to some outside part of a motor vehicle with the person's body outside, for example, a person riding on the fender of a car or hanging on to the tailgate of a truck; riding in a nonmotor vehicle, for example, railroad train, bicycle, streetcar or horse-drawn vehicle; riding in or on a "pedestrian conveyance," such as, coaster wagon, baby carriage or while on roller skates.

3) Motor Vehicle, Getting In or Out - Boarding or leaving a bus, getting off a truck, jumping or getting off a motorcycle, motor scooter, etc., or entering or leaving a stationary motor vehicle struck by a moving motor vehicle.

②⑤ Motor Vehicles Accidents (Continued)

②⑤

- 2 If the person was "Outside" the vehicle, ask question 25b and mark as many boxes as apply.
- 3 If the person was a "Passenger," the "Driver," or was "Getting in or out" of the vehicle, ask question 25c and mark the box which describes the kind of motor vehicle involved in the accident.
- 4 If none of the boxes describe the kind of vehicle(s) involved, mark "Other" and specify the kind.

26. How did the accident happen?

For motor vehicle accident, refer to Card Y and circle number for answer given.

If "Outside" -

1 2 3\* (Specify) \_\_\_\_\_

If "Inside" or "Getting in or out of" -

4 5 6 7\* (Specify object) \_\_\_\_\_

8  Accident on roadway } (Specify how) \_\_\_\_\_  
 Accident not on roadway }

---

For nonmotor vehicle accident, refer to Card Z and circle number for answer given.

11 12 13 14\* 15 16 17 18\* 19 20 21 22  
23 24 25 26 27 28\* \_\_\_\_\_

\*(Specify)

- 1 If a motor vehicle was involved in the accident, refer to Card Y to classify the response, then circle the appropriate number 1-8. Classify the answer to question 26 by circling 1, 2, or 3, if "Outside" is marked in 25a.
  - a Circle "1" if the accident happened between a motor vehicle and person riding on bicycle, in a streetcar, on a railroad train, on a horse-drawn vehicle. If an accident occurs between a motor vehicle and a person who is riding in a nonmotor vehicle not specified in class "1," do not circle "1." Such accidents should be classified as "Other," (3).
  - b Circle number "2," "Accident between motor vehicle and person who was walking, running, or standing" whenever there is (1) direct contact between the motor vehicle and the injured person or, (2) a case in which an object is set in motion by, falls from or protrudes from a motor vehicle and the object strikes the injured person. Accidents between a motor vehicle and an injured person who was not walking, running, or standing should be classified as "Other" (3).

- c Record accidents which involve a motor vehicle and a person outside the motor vehicle which cannot be classified in 1 or 2 as "Other" (3). For example, an accident wherein a motor vehicle strikes or collides with the injured person when he is riding on a "pedestrian conveyance," such as, a scooter, coaster wagon, roller skates, skis, sled, wheelchair, etc. Specify how the accident happened. The description should state what the injured person was doing at the time of the accident, what the vehicle was doing, and how the accident happened. Since these entries are used to further classify accidents, a complete description is essential. For example:

Hit on head while sitting on side of road, gravel dislodged by car.

- 2 When the person is "inside" a motor vehicle (either as a "Driver," "Passenger" or "Getting in or out"), circle numbers 4-8 as appropriate. An accident involving a motor vehicle cannot be classified in 4-7 unless it occurred "on the roadway." An accident is considered to have occurred "on the roadway." An accident is considered to have occurred "on the roadway" if any part of the motor vehicle (or either motor vehicle) was on the roadway at the time the accident originated or terminated.
- a Collision - Circle "4" if the motor vehicle the injured person was in (or getting in or out of) collided with another motor vehicle, either of which was on any part of the roadway. Both vehicles may have been moving at the time or one or the other may have been stationary.
- b Came to Sudden Stop on Roadway - Circle "5" if the person was injured because the motor vehicle he was in (or getting in or out of) came to a sudden stop on the roadway, but no collision was involved.
- c Ran Off Roadway - Circle "6" if the person was injured because he was in a motor vehicle which ran off the roadway. This would also include running onto the median strip. Include in this classification injuries received while the person was sitting in a car parked off the roadway which was struck by another car that ran completely off the roadway.

- d Accident with Other Object - Circle "7" if the motor vehicle the injured person was in (or getting in or out of) collided while on the roadway with some object other than another motor vehicle, and also specify the object. "Objects" as used here include nonmotor vehicles on the roadway, streetcar platforms, ditches, holes and ruts in the roadway, fallen trees, loose gravel, stationary construction equipment, animals, or persons. This classification would not include a stone wall, a telephone pole, etc., off the roadway which the vehicle ran into after it left the roadway. Substances causing sliding or skidding are not considered "objects" for the purposes of this classification.
- e Other Classes - If the accident cannot be classified in any one of 4-7, circle "8" for "Other" and determine whether the accident happened on the roadway or not. Mark the appropriate box and specify how the accident happened.
- f Roadway - That part of the entire street or highway which is normally used for vehicular traffic, plus the shoulder or curb. The center strip, which is not normally used for vehicular traffic is, therefore, not included as part of the roadway. Accidents occurring entirely in the center strip are not considered occurring "on the roadway."
- 3 Refer to Card Z if a motor vehicle was not involved in the accident and circle one of numbers 11-28.
- a If the accident could be classified in one of two categories, select the one appearing first in the list. For example, if the window fell on the injured person's hand, select 22 instead of 24.
- b If more than one injury resulted from an accident, classify the accident according to the injury which occurred first in time. For example:

A person cut his foot on a piece of glass at the top of the stairs which then caused him to tumble down the steps. When he landed at the bottom of the steps, he broke his ankle.

This accident would be classified as 23 since stepping on the glass led directly to the cut foot, which occurred before the broken ankle.

4 Classes of Injuries

a Number 11, Uncontrolled Fire, Explosion

- 1) Any fire of accidental, intentional, or spontaneous, origin that occurs in a place or space not intended for fires.

or

An out-of-control fire from a source intended for fires, such as, kerosene stove, a bonfire, or a campfire. Even a book of matches that flares up out of control is included in this class.

- 2) "Explosions" can come from several sources, such as, boilers, pressure cookers, fireworks, gases, gasoline, kerosene, and blasting devices other than war weapons. Exclude explosive war weapons, bombs, or a discharge of firearms (12).

b Number 12, Firearms - "Firearms" are any device used for shooting or bombing, such as, guns, bombs, air guns, BB guns, and explosive war weapons.

- 1) Classify injuries as resulting from firearms only when they are sustained as a result of normal use of such devices. For example, exclude an injury resulting from a gun used as a club for striking a person. Also, exclude from this category injuries resulting from fireworks, toy guns, sling shots, or bows and arrows.

c Number 13, Nonmotor Vehicle Involved - Circle 13 only if one of the nonmotor vehicles listed in the parenthetical part of 13 was involved. Exclude injuries involving other nonmotor vehicles.

d Number 14, Machinery, Motor or Belt-Driven - A injury classified in 14 must be one caused by machinery in operation. "Motor or belt-driven machinery" is defined as covering not only factory or farm machinery but also household appliances, such as, electric washing machines, vacuum cleaners, power lawn mowers, etc. Exclude electric hand irons, toasters, or heaters without fans, since these do not have motors. In making this classification, also specify the kind of machinery causing the accident, for example, "power saw."



- e Number 15, Cutting and Piercing Implements - Circle 15 for injuries resulting from all implements which are intended for cutting and piercing except those that meet the definition of machinery (in operation). For example, can opener, chisel, hand lawn mower, motor or belt-driven cutting or piercing machinery, if not in operation.
- f Number 16, Foreign Body - Include injuries resulting from foreign bodies entering any natural opening (eyes, ear, nose, mouth, etc.). Foreign bodies include such things as: Cinders, liquids, dust, food, seeds, insects, etc. Exclude swallowing poisons (18).
- g Number 17, Animals or Insects - This class of injuries covers those resulting from bites, stings, scratches, kicks, etc., from animals or insects. Exclude injuries involving insects that meet the definition of foreign bodies entering the orifices of the body (16). Also, exclude falling or being thrown from a horse (19).
- h Number 18, Poisons Swallowed - "Swallowed" also includes substances taken into the mouth which were expelled before swallowing. Also, include (1) poisoning that results from an overdose of a substance which is nonpoisonous when taken in normal doses or, (2) foods that may have been contaminated by a poisonous substance.
- 1) Specify the poisonous substance in such cases rather than the type of food.
  - 2) Exclude poisoning from foods which normally are nonpoisonous but which have been contaminated by bacteria or other organisms, usually described as "food poisoning." "Bacterial" food poisoning is considered an illness, not an injury. Also, exclude poisonous substances which are breathed or inhaled (28).
- i Number 19, Falls from Height - This class of injuries covers all falls from heights, but not falls on the same level. Falls from heights include falling while going up stairs as well as down stairs, and jumping or diving from a height. A person dropped (for example, a child) is considered also to have fallen from a height.
- j Number 20, Other Falls - "Other falls" are all falls which do not qualify as falls from a height. "Falls on the same level" include falling off a sled, a scooter, skis (except on a ski jump), tricycle, or coaster wagon; falling while skating; or falling back to a surface from which the person has jumped, for example, jumping for the ball in a basketball game.

26 How the Accident Happened (Continued)

26

- k Number 21, Bumps - This class includes bumping into either objects or persons, including striking, punching, kicking, etc.
  - l Number 22, Struck by Moving Object - This class includes injuries resulting from moving objects only. The moving objects may be those held in the hands of a person, those thrown or those falling accidentally.
  - m Number 23, Sharp or Rough Objects - Include here wounds from splinters, broken glass, etc. Also, include blisters on the hands or feet since these are usually the result of handling or stepping on rough objects.
  - n Number 24, Caught, Pinched or Crushed - This class includes injuries resulting from a part of the body being caught in, pinched, or crushed between either two moving objects or one moving object and one stationary one. Include injuries from strings, ropes, etc., which are wrapped too tightly around the body (or part of the body).
  - c Number 25, Hot Object - This class includes injuries resulting from coming into contact with hot objects (including electric or gas appliances) or hot substances or open flame. Exclude contact with electric current, for example, shock from electric current.
  - p Number 26, Lifting or Other Exertion - This class includes injuries resulting from onetime lifting or exertion. For example, lifting a heavy object or strain from pushing a heavy object across the floor. Also, include a person who strains a muscle or ligament as a result of jumping, throwing, or running.
  - q Number 27, Twisting, or Stumbling - This class includes injuries resulting from twisting or stumbling when no special exertion was involved. Some examples are, "turning an ankle" or "stubbing" or "stumping" your toe without bumping into an object.
  - r Number 28, Other - Circle 28 only when the specific classes listed do not adequately describe the type of accident, or you are not sure how it should be classified, and specify how the accident happened. In your description be sure to include the agent, instrument, or other means actually causing the injury as well as how the accident happened.
- 5 After completing the last Condition page for all reported conditions, continue the interview with the Doctor Visit page.

CHAPTER D5. DOCTOR VISITS PAGES

D5.A General Instructions - Two-Week Doctor Visits

The Two-Week Doctor Visits page consists of two facing pages containing columns for five doctor visits. Refer to the "DOCTOR" box in item C1 to see if any two-week doctor visits or calls were reported for the family. If none were reported, leave the Two-Week Doctor Visits page blank. If there are more than five two-week doctor visits reported for a family, use an additional questionnaire.

- 1 When to Fill a Two-Week Doctor Visits Page - Complete a doctor visits column for each doctor visit or call after completing the Condition pages for all conditions entered in C2.
- 2 Details of Two-Week Doctor Visits - Fill one column for each doctor visit or call in the two-week reference period. Begin with the first person reporting doctor visits and continue in the same manner for each succeeding person.
- 3 Two or More Doctors Seen on Same Visit - If two or more doctors were seen on the same visit, fill a doctor visit column for each doctor seen and indicate this in a footnote. Situations of this kind generally occur when a person visits a clinic where he 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 family doctor who, in the course of the same visit, calls in a specialist to examine or treat the person.
- 4 Visit to Doctor and Laboratory on Same Visit - The foregoing rule also applies if a person visits a doctor and the doctor immediately sends him to a neighboring laboratory for tests, X-rays, and so forth. Consider this a separate visit if the laboratory is not a part of the doctor's office or clinic and renders a separate bill for its services.
- 5 Consistency Check - Make a check mark to the right of the number of visits in item C1 as you complete each doctor visits column, for example 2 ✓. This indicates that two doctor visit columns have been completed for that person. Before leaving the Two-Week Doctor Visits pages, count the number of completed doctor visit columns for each person (excluding any that you have deleted). If this number differs from the number of visits in item C1, make any corrections necessary to make the entries consistent as follows:

Add to C1 any additional visits first reported in question 2b on the Doctor Visits page.

or

Subtract from item C1 any that you have deleted because they were outside the two-week reference period.

- 6 Illness Condition First Reported on Two-Week Doctor Visits Page - Enter any condition or injury first reported on the Two-Week Doctor Visits page in item C2 and fill a Condition page for it after completing all required doctor visit columns.

①

Item 1, Person Number

①

Person number _____
---------------------

- 1 Enter the person number for whom the "visit" information is being obtained. This entry identifies the person who has made the visit and is essential for tabulation purposes. If it is incorrect, all of the "visit" information will be attributed to the wrong person.

Question 2, Date of Visit

<p>Earlier, you told me that -- had seen or talked to a doctor during the past 2 weeks.</p> <p>2a. On what (other) dates during that 2-week period did -- visit or talk to a doctor?</p> <p>b. Were there any other doctor visits for him during that period?</p>	<p>OR { 7777 <input type="checkbox"/> Last week 8888 <input type="checkbox"/> Week before</p> <p>2a. _____ Month      Date</p> <p>b. Y (Reask 2a and b) N (Ask 3-7 for each visit)</p>
---	--

- 1 Read the introductory statement above question 2a only once for each family before asking question 2a for the first doctor visit.
- 2 Question 2a is used to record the date (month and day) of each reported doctor visit. Ask the question as worded, unless you know the "visit" you are asking about is a telephone call, in which case say, "On what date during that two-week period did -- talk to a doctor?" If more than one visit has been reported for a person, it is desirable (but not mandatory) to have the most recent visit listed first.
  - a In recording the date of the visit, enter both the month and the date, for example, July 23. An estimate of the exact date of the month is acceptable, but use the two-week calendar to help the respondent recall the exact date as closely as possible. If the exact date cannot be determined, at least determine the week. In this case, mark the "Last week" or the "Week before" box.
  - b If in recording the date of the visit, you learn that the visit actually took place outside the reference period (either before the two-week dates or during interview week), enter the date in 2a but delete this doctor visit by X-ing out the remainder of the column and correct item C1. If the only two-week doctor visit for a person is deleted because it is outside the reference period, before the two-week period but within the 12-month period, change "N" to "Y" in the 12-month column. If the only two-week doctor visit for a person is in interview week, probe to determine if the person had a 12-month doctor visit. If so, change "N" to "Y" in the 12-month column in C1.
- 3 Question 2b serves to remind the respondent of any additional visits that he may have forgotten to report earlier. Ask the question after entering the dates for all visits reported in C1 for this person.

② Date of Visit (Continued)

②

- a If any additional two-week visits are reported, reask question 2a, using the word "other" and record the date(s) for the additional visit(s) in question 2a of the next column(s).
- b Note that question 2b must always have a "No" entry in a person's last doctor visit column since a "Yes" entry in question 2b requires the filling of another column which in turn requires the reasking of question 2b. If the answer to that question is "Yes," still another doctor visit column must be filled. If the answer is "No," that is the last column for the person.

<p>3. Where did he see the doctor on the <u>    (date)    </u>, at a clinic, hospital, doctor's office, or some other place?</p> <p>If Hospital: Was it the outpatient clinic or the emergency room?</p> <p>If Clinic: Was it a hospital outpatient clinic, a company clinic, or some other kind of clinic?</p>	<p>3. x0 <input type="checkbox"/> While inpatient in hospital (STOP)</p> <p>01 <input type="checkbox"/> Doctor's office (group practice or doctor's clinic)</p> <p>10 <input type="checkbox"/> Telephone</p> <p>20 <input type="checkbox"/> Hospital Outpatient Clinic</p> <p>30 <input type="checkbox"/> Home</p> <p>40 <input type="checkbox"/> Hospital Emergency Room</p> <p>50 <input type="checkbox"/> Company or Industry Clinic</p> <p>60 <input type="checkbox"/> Other (Specify) →</p>
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1 Ask question 3, inserting the date of the visit. If the response to this question is "Hospital" or "Clinic," ask the appropriate probe question to determine if this was the outpatient clinic, emergency room, company clinic, etc. Mark the box which indicates the kind of place (not the name of the place) in accordance with the following definitions:

- a While Inpatient in Hospital - Any doctor's visit which occurred while the person was in a hospital overnight or longer. Mark this box and do not ask questions 4 through 7 but go on to the next doctor's visit or to the Hospital page.
- b Doctor's Clinic - Offices of a group of doctors.
- c Doctor's Office - The office of a doctor in private practice. This may be an office in the doctor's home, an individual office in an office building or a suite of an office occupied by several doctors.
- d Telephone - A telephone call made to, or from a doctor or doctor's office which relates to treatment or advice given by a doctor directly or transmitted through a nurse.
- e Outpatient Clinic - A unit of a hospital where persons may go for medical care without being admitted as an inpatient.
- f Home - Any place the person was staying at the time of the doctor's visit. It may be his own home, the home of a friend, a hotel room, etc.
- g Emergency Room - A unit of a hospital where persons may receive medical care, usually of an urgent nature, without or before being admitted as an inpatient.



③ Place of Visit (Continued)

③

- h Company or Industry Clinic - A company or plant doctor's office or clinic which is operated solely for the employees of that company or industry.
- i Other (Dispensaries, Community Health Centers, Etc.) - In the space provided, specify or give the best description of the place which you can obtain. Fill this space only if the "Other" box is marked.

4. Is the doctor a general practitioner or a specialist?	4. 01 <input type="checkbox"/> General practitioner <input type="checkbox"/> Specialist - What kind of specialist is he? → _____
--	---

- 1 If the respondent says that the doctor is a specialist, mark the "Specialist" box and ask the follow-up question. Record the kind of specialist named by the respondent. If the respondent does not know the term for the specialist, but only knows what he specializes in, enter that information in the space provided, for example, heart ailments, X-ray doctor, etc.
  - a A general practitioner is a medical doctor who does not limit his practice to a specialty.
  - b A specialist is a medical doctor who limits his practice to certain groups of people (children, women, etc.), certain conditions (diabetes, arthritis, etc.), certain parts of the body (eyes, ears, nose and throat, etc.) or special procedures (anesthesia, radiology, etc.).
  - c Do not make double entries, for example, GP and internist, without some further explanation of the entry. If the respondent cannot specifically say whether the doctor is a GP or an internist, your entry should reflect this fact by an entry such as "GP or internist—DK which."
  - d If the respondent does not know whether or not the person rendering the service for this visit is a doctor, enter "DK if Dr." Also enter any other information available which describes the person providing the service, such as "lab technician," or "X-ray technician."
  
- 2 If you learn that the doctor is not a medical doctor at all, it is particularly important that this fact be noted. In this case, enter "Not an MD" and also describe what he does, for example, chiropractor, oral surgeon, dentist. Do not delete these kinds of doctor visits from the Doctor Visits page even though they do not fit the definition of a medical doctor described earlier.

5

Question 5, Emergency or Surgical Care

5

5a. Was this visit for emergency care?	5a.	1 Y	2 N
b. Was this visit for surgery or pre or postsurgical care?	b.	1 Y	2 N

- 1 Emergency care is care which must be obtained, on an urgent basis, as a result of pressing medical need. This care cannot be postponed without severe effects.
- 2 Surgery or pre or postsurgical care is medical care received in connection with an operation, either before or after.

Question 6, Purpose of Visit

<p>6a. Why did he visit (call) the doctor on ___ (date) ___ ? Write in reason</p> <hr/> <p>Mark appropriate box(es)</p>	<p>6a.</p> <hr/> <p>1 <input type="checkbox"/> Diag. or treatment (6c)  3 <input type="checkbox"/> General checkup (6b)  2 <input type="checkbox"/> Pre or Postnatal care  4 <input type="checkbox"/> Eye exam. (glasses)  5 <input type="checkbox"/> Immunization  6 <input type="checkbox"/> Other _____</p> <p style="text-align: right;">(7)</p>
<p>b. Was this for any specific condition? Mark box or ask:</p>	<p>b.</p> <p>Y (Enter condition in 6a and change to "D" eg. or treatment")      N</p>
<p>c. For what condition did -- visit the doctor on ___ (date) ___ ?</p>	<p>c.</p> <p><input type="checkbox"/> Condition reported in 6a</p>

1. Ask question 6a, inserting the date the visit was made. Then write in the response verbatim and mark one or more of the boxes provided which best describes the answer given.

a. Diagnosis or Treatment

1) An examination or test to diagnose an illness, regardless of whether the examination or tests resulted in a diagnosis

or

2) Treatment or advice given by the doctor or under the doctor's supervision. Include X-rays either for diagnostic purposes or treatment in this class.

Also, mark this box when the visit is for the detection of a single condition by use of a glaucoma test, diabetes test, T.B. test, or a pap smear for cancer. Do not enter the condition in C2 unless it was discovered on this visit.

b. General Checkup - A visit to a doctor for the purpose of determining the general state of the person's health. This category includes checkups for specific purposes, such as physical examinations required to obtain employment, for college entrance, to obtain insurance, periodic (yearly) general checkups, visits to the well-baby clinic, etc.

However, a visit to a doctor for a checkup or examination for a specific condition such as when a person goes at regular intervals for a checkup for T.B. or a heart condition, should not be classified as "General checkup" but as "Diagnosis or treatment."

⑥ Purpose of Visit (Continued)

⑥

- c Pre or Postnatal Care - Consultation concerning the care of the mother, not the baby. Include visits by the mother to the doctor for checkups during the pregnancy and also during the period just after delivery. Exclude consultation for illnesses not related to pregnancy or delivery.
  - d Eye Examination - An examination of the eyes for the purpose of establishing a need for eyeglasses or for a change in the type of eyeglasses being worn. Any other eye examination or treatment of an eye condition is classified as "Diagnosis or treatment."
  - e Immunization or Vaccination - Shots or injections to prevent particular diseases.
  - f Other - Is used to record medical services received other than those listed or those which you do not know how to classify. Record the type of service as reported by the respondent. If necessary, use the footnote space for continuing the description of the medical service received.
- 2 Sometimes more than one service is provided during the same visit; if this is discovered, record all services received during one visit. However, do not probe for any additional services but enter them only if they are voluntarily reported together, for example, the respondent says, "I had a prenatal checkup; the doctor also gave me a polio shot for protection." In this case, mark both "Pre or Postnatal care" and "Immunization." If multiple reasons are given for the same doctor visit, follow the skip instruction for the category appearing first in the list.
- 3 Ask question 6b only if the "General checkup" box is marked in 6a. If a condition is given, circle "Y" and enter the condition in 6a. Then correct the box in 6a to "Diagnosis or treatment." If no condition is given, circle "N" and go to question 7.
- a If it is volunteered that a condition was discovered during a routine physical examination, do not enter this condition as the reason for the doctor visit unless there were symptoms which led to the examination. If there were symptoms of this condition, make the necessary corrections. If there were no symptoms, leave the original entries.

6

Purpose of Visit (Continued)

6

- 4 Ask or mark 6c only if the "Diagnosis or treatment" box is marked in 6a.
  - a If you already have a condition in the write-in box in 6a, mark "Condition reported in 6a" in the answer space in 6c without asking the question.
  - b If you ask 6c, record all conditions (or reasons for seeing the doctor) mentioned for that person in the answer space.
  - c If the person visited the doctor for tests but no specific condition was discovered, enter the response verbatim.



Who Paid for Visit (Continued)

7

7

- c Hospital Insurance or Doctor Visit Insurance - A health insurance plan which pays all or part of the hospital and/or doctor's bill.
  - d Accident Insurance Carried by Family or Someone Outside the Family - Includes insurance such as liability, auto, or home owner's insurance, school accident insurance which pays for accidents while school children are at school or school sponsored activities and any other insurance which pays for medical expenses caused by accidental injuries.
  - e Armed Forces Dependent Care - Armed Forces Dependent Care or Armed Forces Medicare or Champus is available only to the following persons:
    - 1) Active duty personnel and their dependents.
    - 2) Retired Armed Forces personnel and their dependents.
    - 3) Dependents of deceased Armed Forces personnel who died on active duty or in retirement status.
  - f If "Other" is reported, specify the source. If "No charge" is reported, enter the reason there was no charge, for example, "professional courtesy."
- 3 After circling all sources reported in 7a, ask 7b and if required, 7c until "No" is obtained in 7b. If "No charge" is reported in 7a, circle "N" in 7b without asking the question. Continue the interview with the 12-month Doctor Visit page.



D5.B General Instructions - 12-Month Doctor Visits

The 12-Month Doctor Visits page consists of two facing pages containing six person columns, one per person. Fill a column for each person with a 12-month doctor visit reported and no two-week doctor visits column completed.

- 1 Consistency Check - Make a check mark to the right of the "Y" in item C1 as you complete each doctor visits column, for example, (Y) ✓. This indicates that you have completed the doctor visit for that person. If you discover that a visit was outside of the reference period, correct C1 from "Y" to "N" for that person. If the visit was during the past two weeks, correct the two-week column in C1 and complete a two-week doctor visit for this person.
- 2 Details of 12-Month Doctor Visits - Most of the questions about 12-month doctor visits are the same as those for the two-week doctor visits.

1.	<input type="checkbox"/> 2-week D.V. (NP)
	<input type="checkbox"/> No 12-month D.V. (NP)

- a Item 1 - Complete item 1 for each member of the household by referring to the "Doctor" boxes in item C1. Mark the "2-week D.V." box if there are two-week doctor visits reported for this person. If no two-week visits are reported, mark the "No 12-month D.V." box if "N" is circled for this person. Leave item 1 blank for persons who require a 12-month doctor visits column, that is, "Y" is circled in item C1.

Earlier, you told me that -- had seen or talked to a doctor during the past 12 months.					
2. In what month during the past 12 months did -- last visit or talk to a doctor?	2. <table border="1"><tr><td>Month</td><td>19</td></tr><tr><td></td><td>Year</td></tr></table>	Month	19		Year
Month	19				
	Year				

- b Question 2 - Read the introduction above question 2 once for each family before asking question 2 for the first person reporting a 12-month doctor visit. Ask question 2, inserting for the dashes the name or relationship of the person for whom you are completing this doctor visit column. Enter the month and year of the person's last doctor visit during the past 12 months. Complete only one column per person.
- c Question 3 - Ask question 3, inserting the month recorded in question 2 and mark the appropriate box according to the instructions on pages D5-6 and 7.

- 1) If the last visit for this person was while a patient in the hospital, probe to determine the last time this person saw or talked to a doctor outside the hospital.

If within the past 12 months, enter the date in question 2 and ask questions 3-7 for this visit.

If not within the past 12 months delete this column, correct item C1 and go to the next person.

- d Questions 4-7 - See instructions for these questions on pages D5-8 through 14. Use the month reported in question 2 as appropriate.

- 3 Mass Visits - If when filling a 2-week or 12-month doctor visit column, a "mass visit" is discovered, delete it at this point. Probe to determine if there were any other 2-week or 12-month visits and if so, enter the date in question 2 and complete the column on the appropriate page.

If there were no other doctor visits, enter "mass visit" and correct the entry in item C1.

CHAPTER D6. HOSPITAL PAGE

- D6.A General Procedure - The Hospital page consists of two facing pages containing columns for four hospitalizations. The "HOSP." box in item C1 in each person's column will indicate which persons were in hospitals or nursing homes, rest homes and similar places during the specified time period, and the number of times. If no hospitalizations are reported, leave these pages blank. If there are more than four hospitalizations reported for a family, use additional questionnaires.
- D6.B Use of the Hospital Page - Begin with the hospitalization(s) for the first person listed who has one or more hospitalizations recorded in item C1. Fill the first column, starting with the most recent stay and continuing until all stays for that person have been recorded. Then go to the next person reporting hospitalizations and continue until all hospital stays have been recorded.
- 1 Each column represents information about a particular hospital stay, and all the questions apply to that stay.
  - 2 If a person was moved (transferred) from one hospital to another, for example, from an emergency hospital to a general hospital or from a general hospital to an extended care facility, record each as a separate stay.
  - 3 When a hospitalization is for childbirth, fill one column for the mother and a separate column for the baby.
  - 4 Since a separate column is filled for each stay (time) in a hospital, the number of columns filled for a person must equal the total number of hospitalizations in that person's column of item C1. If not, correct the figure in item C1 and explain the reason for the correction in a footnote.
  - 5 Make a check mark to the right of the number in item C1 as you complete each column. If the person had a total of three hospital stays recorded in item C1, there should be three check marks, for example, "3 ✓✓✓."

- D6.C Use the Appropriate Word when Asking the Question - Because the Hospital page is filled for stays in regular hospitals and also for stays in nursing homes, convalescent homes, rest homes and similar places, refer to the appropriate type of place in each question. The questions contain the words "nursing home" in parentheses. The instructions in later paragraphs use the word "hospital." However, the instructions given for a hospital stay also apply to stays in nursing homes, rest homes and similar places.
- D6.D Check with Question 18 of the Appropriate Condition Page - If the hospitalization(s) is for a condition which has been carried beyond item AA of a Condition page, ask if the nights reported in question 5a of the hospital column(s) have been included in the number of days reported in question 18 of the appropriate Condition page. If they have not, correct the figure in question 18. This check may be made after the hospital column(s) for the person has been completed.
- D6.E Special Note on Frequent Hospitalizations for the Same Person - Sometimes a person has been in and out of the hospital several times during the reference period. If the respondent cannot remember or does not know the details of each different stay, ask him to estimate the necessary information using the calendar when needed. Enter all available information in a separate column for each estimated stay.

①

Item 1, Person Number

①

1.	Person number _____
----	---------------------

- 1 Enter the person number of the person for whom the column is being completed. This number must be correct. Otherwise, all the hospital information will be assigned to the wrong person.

You said that -- was in the hospital (nursing home) during the past year.	USE YOUR CALENDAR	Month	Day	Year
2. When did -- enter the hospital (nursing home) (the last time)?	Make sure the YEAR is correct.	2.		19__

- 1 Read the introductory statement above question 2 for the first hospital column for a person. If stays are reported in both a hospital and nursing home, read the introductory phrase as follows: "You said that you were in a hospital and a nursing home during the past year. Which place were you in last, the hospital or the nursing home?" so that you can insert the appropriate word in the following questions. Then continue with question 2.
  
- 2 If the person was in a hospital or a nursing home more than once during the period, add the parenthetical phrase, "the last time," to the end of question 2. As indicated by this phrase, record the most recent hospital or nursing home stay first if the person had more than one stay. For the remaining columns, begin with the question, "When did you enter the hospital the time before?" and so on, for each subsequent hospitalization. Write in the month, day, and year the person entered the hospital.
  
- 3 If the respondent cannot furnish the exact date, obtain the best estimate possible. Use the calendars or the list of holidays in your flashcard booklet to assist the respondent in recalling dates. Ask whatever additional questions seem appropriate.

Some examples of questions you might ask to assist the respondent in recalling dates are:

Can you recall the approximate date?

Do you know which week of the month it was?

Do you recall the day of the week you entered the hospital?

Was it before or after Memorial Day (or some other special date)?

Was it in the early part, the middle part or the last part of the month?

② Date Entered Hospital (Continued)

②

- a If, after your probing the respondent cannot give the exact date but can set it as between two dates, enter both dates, for example, 5-10. As a last resort enter the part of the month, for example, early part, near the end of the month, etc.
- b If, after your additional questioning using the calendar, the respondent cannot say which month it was but that it was one of two, enter both, for example, Mar. or Apr. If the respondent is unable to name any months, ask what season of the year it was, for example, "Was it in the winter or spring?" and enter the season, that is, "winter" for the month.
- c You should always be able to make some sort of write-in entry in question 2. For statistical purposes, a date must always be assigned for each hospital entry, so it is essential that you obtain the maximum amount of information available.
- 4 Experience has shown that it is very easy to make a mistake in entering the year a person was hospitalized, particularly when you are working in a different calendar year from the reported year of hospitalization. In all cases, make sure that you have entered the correct year in question 2.

## Question 3, Name and Address of Hospital

3. What is the name and address of this hospital (nursing home)?	Name
	Street
	City (or county) State

- 1 Enter the name and address of the hospital (nursing home, rest home, sanitarium, etc.). The exact street address is not required, but the name of the street on which the hospital is located is needed to help identify the hospital. If the name of the street is not known, enter "DK." If the city is not known or the hospital is not in a city, enter the county and State.
- 2 It is important to obtain the full and complete name of the hospital in order to classify each hospital by type. If the respondent abbreviates the name or supplies only a shortened local name, such as, county hospital or general hospital, when he means Baker County Hospital or Detroit General Hospital, it is necessary to obtain and record the full name.
  - a Be sure that you have the correct name of the hospital. For example, Baker County may operate a hospital but its name is Jeremiah Wilson Memorial Hospital. In such a case, it would be impossible to identify Baker County Hospital for classification. In cases in which it is possible that the respondent could be giving the name as it is referred to locally, ask the respondent if that is the complete name of the hospital.
  - b For college infirmaries, we need to know the name of the university or college and whether it is the student health center (clinic) or the college hospital. For example, infirmary at UCLA would not be classifiable, whereas, UCLA Student Health Service or University of California Hospital would be.
- 3 Be sure that your entries of the name of the hospital, the street, and the city or county are legible. If the respondent is not sure how to spell any one of the names, spell it phonetically and footnote that it is a phonetic spelling.
- 4 If you are interviewing in the general area in which the hospital is located and have ready access to a local telephone directory, check it for doubtful hospital names. Also, if the respondent does not know the name of the street on which the hospital is located, check the telephone directory for that, when possible.



4

Question 4, Number of Nights in Hospital

4

4. How many nights was -- in the hospital (nursing home)?	4.	_____Nights
---	----	-------------

- 1 Enter in question 4, the total nights spent in the hospital. Do not include any nights in the interview week. However, all nights in the hospital through "last Sunday night" are to be entered, including nights prior to the date used in the hospital probe questions.
  - a If the respondent's answer is in terms of days, repeat the question so that he understands we are interested only in the number of nights. For example, a first answer of, "I was in for seven days," might mean six, seven or eight nights. Such answers should always be followed up by repeating the question or asking an additional question to clarify the answer.
- 2 Not Overnight, Delete - If you learn that the person did not remain overnight for this stay in the hospital, enter "None" in question 4 but do not ask any further questions about this hospitalization. Delete this hospitalization by X-ing out the remainder of the column and correct the figure in item C.
- 3 Entire Stay Prior to Reference Period - If the respondent's answer to the date of hospital entry for question 2 and the number of nights for question 4 indicates that the entire stay was prior to the reference period, that is, before the date specified in the hospital probe question, check with the respondent to verify that you have the correct date of entry and number of nights. If the entire stay was prior to the reference period for the hospital probe question, delete this hospitalization by X-ing out the remainder of the column and correct the figure in item C. Explain in a footnote that you have verified the date of entry and number of nights, and that the stay was prior to the reference period.

5

Question 5, Nights in Past 12 Months and Two Weeks;  
in Hospital Last Sunday Night

5

Complete Q. 5 from entries in Q.'s 2 and 4; if not clear, ask the questions.	
5a. How many of these -- nights were during the past 12 months?	5a. _____ Nights
5b. How many of these -- nights were during the past 2 weeks?	5b. _____ Nights
5c. Was -- still in the hospital (nursing home) last Sunday night for this hospitalization (stay)?	5c. Y                      N

- 1 Question 5 is divided into three parts, and each part can usually be answered based on the information obtained earlier in questions 2 and 4. In such cases, do not ask the questions, but be sure to make the appropriate entries.
- a Question 5a, Number of Nights in Past 12 Months - "The past 12 months" is defined as from "last Sunday's" date a year ago (entered in dentist and doctor visit reference date in C2) through last Sunday night, and includes both the beginning and ending dates.
- 1) If the answer to question 5a is not clear from earlier information, ask the question again, using the appropriate yearly calendar to assist the respondent in recalling dates.
  - 2) If all the nights in question 4 were in the past 12 months, copy the question 4 figure to question 5a.
  - 3) If none of the nights in question 4 were in the past 12 months, enter a dash (for none) in question 5a. Do not delete the column in such a case. Complete the remaining entries in the column.
- b Question 5b, Nights in Hospital during Last Two Weeks - If the date in question 2 and the number of nights in question 4 show that none of the nights in the hospital could possibly have been last week or the week before, enter a dash in question 5b. If there is any chance at all that any part of the hospitalization was in the two-week reference period, and the answer is not clear from earlier information, ask the question and record the number of nights or enter a dash as the case may be.

5

Nights in Past 12 Months and 2 Weeks; in Hospital Last  
Sunday Night (Continued)

5

- c Question 5c, Still There Last Sunday Night - Circle "Y" or "N" for this hospital stay in question 5c. If the date in question 2 and the number of nights in question 4 show that this stay could not possibly have included last Sunday night, circle "N" without asking the question. If there is any doubt, ask the question.
- 1) Note that if the person was in the hospital last Sunday night for his most recent hospital stay, "N" would be circled in question 5c for any previous hospital stays reported for him.

<p>6. For what condition did -- enter the hospital (nursing home) -- do you know the medical name? If medical name unknown, enter an adequate description.</p> <p>For delivery ask: Was this a normal delivery? For newborn, ask: Was the baby normal at birth?</p> <p>If "No," ask: What was the matter?</p> <p>Show CAUSE, KIND, and PART OF BODY in same detail as required for the Condition page.</p>	<p>6. <input type="checkbox"/> Normal delivery <input type="checkbox"/> Normal at birth</p> <p>Condition</p> <p>Cause <input type="checkbox"/> On Card C</p> <p>Kind</p> <p>Part of body</p>
--	--

- i. The entry in question 6 should fully describe the condition for which the person entered the hospital. If the medical name is not known, enter the best description of the condition which the respondent can give. All the rules for the entry of "cause," "kind," or "part of body" for the Condition page apply to entries in question 6. If this information is required in question 6 but is not known by the respondent, enter "DK" on the line. If the present effects of allergy are needed, enter these effects on the "kind" line.
  - a. For persons going to the hospital for tests or diagnosis, enter the results of the tests or the final diagnosis if known; otherwise, enter the trouble or condition that made the tests seem necessary.
  - b. If the respondent reports that a person entered the hospital to have an operation, enter in question 6 the condition which made the operation necessary. For example, if the respondent states "Amputation of one leg above knee," ask for the condition which made the operation necessary—it may be diabetes, leg cut in accident, etc. If the condition for which the operation was done is unknown, enter this fact together with the name or description of the operation, for example, "Hysterectomy, DK reason."
  - c. If more than one condition was diagnosed or treated during a particular hospital stay, enter all such conditions.
  - d. If the condition for which the person entered the hospital is on Card C, mark the "On Card C" box to indicate no further entries are required. Do not mark this box if a Card C condition is given in answer to a later part of question 6, for example, cause, kind, or part of body. If two conditions are reported as the reason for entering the hospital and one is not on Card C, record the required entries for cause, kind, and part of body for this condition.

6

Condition Causing Hospitalization (Continued)

6

- 2 Accidents or Injuries - If the entry in question 6 is the result of an injury which occurred during the three-month period preceding the date of interview, the rules for the entries of "part of body" and "kind of injury" that apply to the Condition page also apply to question 6. If the entry in question 6 is the present effect of an injury that occurred more than three months ago, the Condition page rules for "part of body" and "present effects" also apply here.
- 3 Deliveries and Births - For deliveries and births, question 6 should be asked this way:
  - a For the mother ask, "Was this a normal delivery?" If "Yes," mark the "Normal delivery" box and go to question 7. If "No," ask, "What was the matter?" and record on the condition line the respondent's description of the complications, for example, delivery—breech.
  - b For the baby ask, "Was the baby normal at birth?" If "Yes," mark the "Normal at birth" box and go to question 7. If "No," ask, "What was the matter?" and record on the condition line the respondent's description of what was wrong with the baby, for example, newborn—incubator baby.

Note that the delivery for the mother may be "Normal" but the baby may be born with a deformity. Conversely, the mother's delivery may have complications, for example, Caesarian section, but the baby may be normal. In some cases, it is possible that the mother's delivery may be complicated by an illness condition. When in doubt as to what constitutes "complications," enter all available information.

7

Question 7, Operations Performed

7

7a. Were any operations performed on -- during this stay at the hospital (nursing home)?	7a. Y _____ or N (8)
b. What was the name of the operation? If name of operation is not known, describe what was done.	b. _____
c. Any other operations during this stay?	c. Y (Describe) <input checked="" type="checkbox"/> _____ N _____

- 1 Ask question 7a for hospital stays as well as for stays in nursing homes, rest homes, etc., since some of the procedures, which by our definition are operations, may be performed in these places.
  - a If any operations were performed on the person during this stay in the hospital, circle "Y" and ask 7b. Enter the name of the operation in the write-in space. If the name of the operation is not known, ask the respondent to describe what was done and enter this description, then ask 7c. If "Yes," circle "Y" and describe the operation. Be sure to record each operation, if more than one was performed during this stay. Continue to ask 7c until you receive a "No" answer and then circle "N."
    - 1) Operation - Any cutting of the skin, including stitching of cuts or wounds. Include cutting of other tissue, scraping of internal parts of the body, for example, curettage of the uterus, and setting of fractures and dislocations. Also, include the insertion of instruments in body openings for internal examination and treatment, such as, bronchoscopy, proctoscopy, cystoscopy, and the introduction of tubes for drainage. Include anything ending in "-ectomy," for example, appendectomy (removal of appendix), tonsillectomy (removal of tonsils), etc. Exclude injections, transfusions and routine blood tests, pumping out or washing out of the stomach or bowels. Also, exclude routine circumcision for a newborn baby.
- 2 In some cases, respondents may not think of the setting of fractures and dislocations or the stitching of cuts or wounds as operations. If the person entered the hospital for such an injury and the respondent says no operation was performed, ask if the bone or joint was set or if stitches were taken in the cut or wound. If the answer is "Yes," enter the action taken as the name of the operation, for example, "Broken wrist" in question 6, "Wrist set" in question 7. If the respondent reports that the bone was not set, etc., explain the circumstances in 7b.

⑦ Operations Performed (Continued)

⑦

3 If more than one operation is performed, or if the operation was not performed for the condition recorded in question 6, ask for the name of the condition and record it in question 7 in addition to the name of the operation.

a An acceptable entry would be:

Question 6 - Tonsillitis

Question 7 - Tonsillectomy

or

Question 6 - Goiter

Question 7 - Removal of thyroid gland

b An unacceptable entry would be:

Question 6 - Gallstones

Question 7 - Removed gallbladder and hysterectomy

or

Question 6 - Kidney trouble

Question 7 - Cystoscope and removal of tumor

In b above, we need to know the reason for the hysterectomy or the site and kind of tumor.

### Question 8, Source of Payment

The following questions are about the bill for this hospital stay - not about any separate bill from the doctor or surgeon. Please look at this card (Show Card H).		1 2 3 4 5 6 7 8 9
		10 (Specify) →
a. Which of those sources paid or will pay any of this hospital bill?	8a.	_____
b. Did or will any other source pay any of this hospital bill?	b.	1 Y <span style="float:right">2 N (d)</span>
c. Which source?	c.	Circle additional sources in 8a Reask 8a and c
d. Did or will you or your family pay any part of this hospital bill out of your own pocket?	d.	<input type="checkbox"/> "1" is circled in 8a (e) 1 Y <span style="float:right">2 N (f)</span>
e. How much of this hospital bill did or will you or your family pay out of your own pocket?	e.	\$ _____
If hospital insurance reported ("3" circled in 8a), ask:		1 <input type="checkbox"/> Less than half (g)
f. What part of the hospital bill was or will be paid by hospital insurance, less than half or one half or more?	f.	2 <input type="checkbox"/> 1/2 or more
If only "3" is circled in 8a, ask:		
g. Did or will hospital insurance pay all of the hospital bill?	g.	1 Y <span style="float:right">2 N</span>

1 The purpose of question 8 is to determine what sources paid or will pay the hospital bill and approximately what proportion, if any, was paid by hospital insurance.

Insurance That Pays Hospital Bills - Any insurance which pays all or part of the hospital bill for the hospitalized person. The hospital bill should include only the bill submitted for the hospital itself, not the doctor's or surgeon's bill or the bill for special nurses. The hospital bill always includes the cost of room and meals and may also include the costs of other services, such as operating room, laboratory tests, X-rays and medicine.

Exclude bills or costs for personal services, such as TV or phone.

Ask question 8 for each hospitalization.

a Read the introduction above question 8 once for a family, show the respondent Card H and ask question 8a. Circle the number of each source reported and ask 8b (and 8c if required) to insure that all sources have been reported.

2 If questions arise as to the meaning of some of the statements in Card H, use the following as a guide:

a Total or Partial Payment by Self or Family - Payment by the person himself or by related household members.

NOTE: If the respondent indicates that a family member outside the household paid or will pay any of the bill, circle "10" and specify relationship.



8

Source of Payment (Continued)

8

- b Medicare - If the respondent actually says that part of the doctor's bill was paid by Social Security Medicare, circle "2." If he only specified "Medicare," determine whether this is Social Security or Armed Forces Medicare. If Armed Forces Medicare, circle "6."

It is possible that some respondents who are not eligible for Social Security Medicare benefits, that is, those persons under 65, will report that Social Security Medicare paid all or part of the hospital bill. If this happens, do not question the respondent about this inconsistency but circle "2" without any additional questions.

- c Hospital Insurance or Doctor Visit Insurance - A health insurance plan which pays all or part of the hospital and/or doctor's bill.
- d Accident Insurance Carried by Family or Someone Outside the Family - Includes insurance, such as liability auto or home owner's insurance, school accident insurance which pays for accidents while school children are at school or school-sponsored activities and any other insurance which pays for medical expenses caused by accidental injuries.
- e Armed Forces Dependent Care - Armed Forces Dependent Care or Armed Forces Medicare or Champus is available only to the following persons:
- 1) Active duty personnel and their dependents.
  - 2) Retired Armed Forces personnel and their dependents.
  - 3) Dependents of deceased Armed Forces personnel who died on active duty or in retirement status.
- f If "Other" is reported, specify the source.

- 3 In question 8d is an interviewer check item. If total or partial payment by self or family is reported, that is, "1" circled in 8a, mark this box and go to question 8e. If none of the bill was paid or will be paid by self or family, that is, if "1" is not circled in 8a, ask question 8d.

- 4 Questions 8d and 8e determine whether or not the family did or will pay any part of this hospital bill out of their own pocket and if so, how much. If "Yes" in question 8d, ask question 8e and record the dollar amount in the space provided, ignoring any odd cents. An estimate is acceptable. If "No" in question 8d, skip to question 8f.
- 5 If hospital insurance has been reported in 8a, that is, "3" circled in question 8a, ask question 8f. If "Less than half" of the hospital bill was or will be paid by hospital insurance, mark the "Less than half" box and go to item 9. If one half or more of this hospital bill was or will be paid by hospital insurance, mark the " $\frac{1}{2}$  or more" box and go to question 8g. Ask question 8g only if " $\frac{1}{2}$  or more" is marked in question 8f and the only source in question 8a is "3," Hospital Insurance or Doctor Visit Insurance.
- 6 Question 8g determines if hospital insurance did or will pay all of the bill. If the answer to 8g is "No," probe to determine what other source(s) did or will pay this hospital bill and correct 8a.

Interviewer Check Item 9

9. NOTE: If the condition in Q. 6 or 7 is in Q. 38 or 39 or there is "1" or more nights in Q. 5b, a Condition page is required. If there is no Condition page, fill one after completing columns for all required hospitalizations.

- 1 Item 9 gives instructions on how to handle conditions first reported on the Hospital page.
  - a A condition first reported in question 6 or 7 should have a completed Condition page only if some part of the hospitalization was during the past two weeks or if the condition is listed in question 38 or 39.
  - b If the hospital stay is for delivery and some part of the stay was during the past two weeks, a Condition page is required for the mother but not for the newborn baby if he was normal at birth. If he was not normal at birth, a Condition page is also required for the baby.
- 2 When a Condition page is required, enter this condition in item C2 after completing this hospital column. Then carry the condition(s) through the Condition page after completing columns for all required hospitalizations.

CHAPTER D7. HEALTH INSURANCE PAGES

- D7.A General Procedure - The Health Insurance page consists of two facing pages containing questions on Social Security Medicare and other types of health insurance coverage.
- 1 Questions 1 and 2 about Social Security Medicare are asked of each person 65 and over. For persons under 65, mark the box "Und. 65" above question 1. If no family members are 65 or over, skip these questions and go directly to question 3 after marking the "Und. 65" box.
  - 2 Question 3 concerns health insurance coverage of hospital, doctor's and surgeon's bills and is asked regardless of the age of the household members.
  - 3 Table HI asks detailed questions about the specific plans reported in question 3.
  - 4 Question 4 is a general question on why a person is not covered by a health insurance plan.
  - 5 Question 5 asks specifically about health insurance plans which cover routine or regular dental care.
- D7.B Introduction to Health Insurance Questions - Read the introduction above question 1 once for a family, either before asking the Medicare questions, if there are persons 65+, or as part of the introductory statement above question 3 if there are no persons 65+.
- 1 If there are family members 65+, say "These next questions are about health insurance." and ask questions 1 and 2 if necessary. Then say "We are interested in all kinds of health insurance plans except those which pay only for accidents."
  - 2 If there are no family members 65 or over, say "These next questions are about health insurance. We are interested in all kinds of health insurance plans except those which pay only for accidents." and ask question 3.

These next questions are about health insurance.		<input type="checkbox"/> Und. 65 (NP)					
IF 65 OR OVER. ASK:	1a. Is -- covered by that part of Social Security Medicare which pays for hospital bills?	1a.	1 Y    2 N    3 DK				
	b. Is -- covered by that part of Medicare which pays for doctor's bills, that is, the Medicare plan for which he or some agency must pay a certain amount each month?	b.	1 Y    2 N    3 DK (NP)    (NP)    (NP)				
	2. For each person with "DK" in Q. 1a or b, ask: May I please see the Social Security Medicare card(s) for -- (and --) to determine the type of coverage? (Transcribe the information from the card or mark the "Card not seen" box.)	2.	<table border="0"> <tr> <td>1 <input type="checkbox"/> Hospital</td> <td rowspan="3">} (NP)</td> </tr> <tr> <td>2 <input type="checkbox"/> Medical</td> </tr> <tr> <td>3 <input type="checkbox"/> Card not seen</td> </tr> </table>		1 <input type="checkbox"/> Hospital	} (NP)	2 <input type="checkbox"/> Medical
1 <input type="checkbox"/> Hospital	} (NP)						
2 <input type="checkbox"/> Medical							
3 <input type="checkbox"/> Card not seen							

- 1 Ask question 1 individually for each person 65+. Ask both parts of question 1, inserting the name or relationship for the dashes.
  - a Most persons 65 years old or over are covered by Social Security Medicare, Part A, which pays hospital bills. There is no charge to them for this coverage. Part B covers doctor bills. All persons covered under Part A are eligible for Part B, for which they pay a certain amount each month. Some persons may be covered under Part B but not Part A.
  - b If a respondent tells you he pays a certain amount each month in response to 1a, you know he has medical coverage. In this case, circle "DK" in 1a and "Y" in 1b.
  
- 2 Ask question 2 family style for all persons 65 and over with "DK" in 1a or 1b so that the respondent only needs to make one trip to look for the Medicare cards.
  - a A sample of a Medicare card appears on the inside front cover of the flashcard booklet. This sample may be shown if the person is not sure what a Medicare card looks like.
  - b If the card is available, transcribe the information from the card to question 2 by marking one or both of the "Hospital" and "Medical" boxes. If a date has been entered across from "Hospital insurance," then that person has hospital insurance. If there is a date entered across from "Medical insurance," then the person has medical insurance.
  - c If the card is not available, or if the person has no card, mark the "Card not seen" box.
  - d After completing question 1 or 2, as appropriate, go to question 3.

3

Question 3, Health Insurance

3

We are interested in all kinds of health insurance plans except those which pay only for accidents.		
3a. (Not counting Medicare) Is anyone in the family covered by hospital insurance, that is, a health insurance plan which pays any part of a hospital bill?	Y (3b, c)	N (3d)
-----		
b. What is the name of the plan? (Record in Table H.I.)		
-----		
c. Is anyone in the family covered by any other hospital insurance plan?	Y (3b, c)	N (3d)
-----		
d. Is anyone in the family covered by a (any other) health insurance plan which pays any part of a doctor's or surgeon's bill?	Y	N (Complete Table H.I. for each plan. If no plans reported, go to D)
-----		
e. What is the name of the plan? (Record in Table H.I.; reask 3d)		

- 1 Read the introductory statement above question 3a. Include the statement above question 1 if there were no persons 65+. Use the parenthetical phrase "Not counting Medicare" only if there are persons 65+ in the household to inform the respondent that Medicare plans should not be included.
- 2 Ask question 3a and circle either "Y" or "N." If the answer is "No," go directly to 3d. If the answer is "Yes," ask 3b and record the name of the plan(s) reported in column (a) of Table HI. Then ask 3c as a reminder to the respondent about any other health insurance plans which pay any part of a hospital bill. If additional plans are reported in 3c, reask 3b and record these plans in Table HI.

When a final "No" answer is received in 3c, circle "N" and ask 3d. If required, ask question 3e and record any plans reported in the same manner as for 3a and b. If a new plan is reported in 3e, reask 3d, inserting "any other" until a final "No" is received. Then circle "N" and complete Table HI.

If the respondent reports the same plan in answer to 3e as he did in 3b, do not enter this plan again in Table HI. If no plans are reported in any part of question 3, skip to item I.

- 3 Each plan should be entered on a separate line except for Blue Cross and Blue Shield. These should be entered on the same line and treated as one plan unless there are separate policies for some household members. This applies whether they were reported together or separately.

If you discover that a family has more than one plan from the same company, record these plans on separate lines of Table HI. However, do not probe for this information.

- 4 Definition of Health Insurance Plan - A health insurance plan is specifically designed to pay all or part of the doctor, hospital, or other medical expenses of the insured individual. The plan, in order to be considered as insurance, must be a formal one with defined membership and benefits. For the purpose of this survey, health insurance excludes the following:
- a Plans limited to "dread diseases" only, such as polio or cancer.
  - b Insurance that pays only on the basis of the number of days missed from work.
  - c Public welfare, Medicaid, care given children under the "Crippled Children's Program," etc.
  - d Insurance that pays only for accidents, such as liability insurance held by a car or property owner, insurance covering children for accidents at school or camp, etc.
  - e Care given to dependents of military personnel.
  - f Veterans' benefits.
- 5 Health Insurance Plans - Premiums or the costs of health insurance may be paid by the insured person, his family, his employer, his union, a club, a fraternal organization or some other group of which the insured person is a member. The premium may be a part of his dues or it may be paid by an employer as a fringe benefit. The insuring organizations may be either nonprofit or commercial groups. Payments by the insurance company may be made directly to the hospital or doctor, or directly to the person himself.
- 6 Name of Plan - We are interested in the specific names of the insurance plans, for example, Aetna, Blue Cross, Metropolitan, John Hancock, etc. Do not record the type of plan such as, family plan, major medical, high or low option. If the respondent gives the name of a union or the name of his employer, ask "Do you know the name of the insurance plan?" If the name of the plan is still not given, then enter the name of the union or the employer and indicate that the name of the insurance plan is unknown. Do not enter the name of the employer if the name of the plan is entered.

③ Health Insurance (Continued)

③

- 7 Insurance That Pays Hospital Bills - Any insurance which pays all or part of the hospital bill for the hospitalized person. The hospital bill should include only the bill submitted for the hospital itself, not the doctor's or surgeon's bill or the bill for special nurses. The hospital bill always includes the cost of room and meals and may also include the costs of other services, such as operating room, laboratory tests, X-rays and medicine.
- 8 Insurance That Pays Doctor's and Surgeon's Bills - Any insurance which pays all or part of the doctor's or surgeon's bill.



a

b

Table H. I., Columns a and b

a

b

TABLE H.I.		Which members of the family are covered by (name of plan)?
Name of plan (a)		Circle person numbers Is anyone else in the family covered under this policy? (b)
A		1 2 3 4 5 6 7 8 9 10
B		1 2 3 4 5 6 7 8 9 10
C		1 2 3 4 5 6 7 8 9 10
D		1 2 3 4 5 6 7 8 9 10
E		1 2 3 4 5 6 7 8 9 10

1 Complete Table HI after all appropriate parts of question 3 have been asked. Complete each line of Table HI across (columns (b)-(1)) before going to the next line.

a Column (a) - Enter in column (a) the name of the plan reported in response to 3b or 3e.

b Column (b) - Ask column (b) for all plans listed in column (a). When reading the question, insert the name of the plan so the respondent knows which plan you are referring to. Circle the appropriate person numbers of those covered by the plan. The additional question in column (b) serves to make sure no one who is covered by a particular plan has been missed. Do not ask this additional probe if all family members have already been reported as covered under a particular plan. If there are more than 10 persons in the family covered by this plan, write in and circle the additional person numbers.

(c) (d)

Table H. 1., Columns c and d

(c) (d)

Was this insurance plan obtained through an employer, union, or some other group?	Is this plan NOW carried through a group or as an individual plan?
(c)	(d)
1 Y 2 N 3 DK	1 <input type="checkbox"/> Group 2 <input type="checkbox"/> Ind. 3 <input type="checkbox"/> DK
1 Y 2 N 3 DK	1 <input type="checkbox"/> Group 2 <input type="checkbox"/> Ind. 3 <input type="checkbox"/> DK
1 Y 2 N 3 DK	1 <input type="checkbox"/> Group 2 <input type="checkbox"/> Ind. 3 <input type="checkbox"/> DK
1 Y 2 N 3 DK	1 <input type="checkbox"/> Group 2 <input type="checkbox"/> Ind. 3 <input type="checkbox"/> DK
1 Y 2 N 3 DK	1 <input type="checkbox"/> Group 2 <input type="checkbox"/> Ind. 3 <input type="checkbox"/> DK

- 1 Column (c) - This question is to determine if the policy was obtained through an employer, union, or some other group.

You need not specify where the plan was obtained. Circle "Y," "N," or "DK" as appropriate.

If it is volunteered that the plan was originally obtained through an employer, etc., and the person is no longer with that group, but now holds the policy as an individual plan, circle "Y" in column (c) and mark "Individual" in column (d) without asking the question.

- 2 Column (d) - Ask this question whenever the answer has not been volunteered in column (c). Emphasize the word "NOW" when asking the question as here we are interested in the present status of the plan. Mark "Group," "Individual" or "DK" as appropriate.

e

Table H. I., Column e

e

To receive services under this plan must you and your family go to certain clinics or doctors?		
(e)		
1 Y	2 N	3 DK
1 Y	2 N	3 DK
1 Y	2 N	3 DK
1 Y	2 N	3 DK
1 Y	2 N	3 DK

- 1 Column (e) - Ask column (e) of all plans carried through Table HI in order to find out if this plan is a prepaid group health insurance plan or another type of plan. After circling "Y," "N," or "DK" in this column, go to column (f).
  - a This question applies to services obtained when the insured is within his own community.
  - b A prepaid insurance practice may have more than one clinic and a number of doctors available to their insured population. Although in this situation there can be some selection in both facility and doctor, the insured is limited to facilities and doctors associated with the group practice and should respond "Yes" to column (e). Kaiser, Group Health Association, and Health Insurance Plan of Greater New York are examples of this type of health insurance. Accept the respondent's answer but use the above information to answer any questions the respondent may have.

(f)

(g)

Table H. I., Columns f and g

(f)

(g)

Does this — plan pay any part of hospital expenses?	Does this — plan pay any part of doctor's or surgeon's bills for operations?
(f)	(g)
1 Y 2 N 3 DK	1 Y 2 N 3 DK
1 Y 2 N 3 DK	1 Y 2 N 3 DK
1 Y 2 N 3 DK	1 Y 2 N 3 DK
1 Y 2 N 3 DK	1 Y 2 N 3 DK
1 Y 2 N 3 DK	1 Y 2 N 3 DK

1 Columns (f) and (g) - Ask for all plans carried through Table HI, regardless of whether they were reported in answer to the hospital insurance question (3a) or the doctor's and surgeon's question (3d). Insert the name of the plan when asking the question. Circle "Y," "N," or "DK" in each column as appropriate.

a Doctor's or surgeon's bills are those for an operation or delivery, pre or postsurgical care, or pre or postnatal care, either in the hospital, at the doctor's office, or some other place.

(h)

(i)

Table H. 1., Columns h and i

(h)

(i)

Does this plan pay any part of a doctor's bill for office visits or home calls?	Does this plan pay any part of a doctor's bill for office visits or home calls after a certain amount has been paid by the family?
(h)	(i)
1 Y (j) 2 N 3 DK	1 Y 2 N 3 DK
1 Y (j) 2 N 3 DK	1 Y 2 N 3 DK
1 Y (j) 2 N 3 DK	1 Y 2 N 3 DK
1 Y (j) 2 N 3 DK	1 Y 2 N 3 DK
1 Y (j) 2 N 3 DK	1 Y 2 N 3 DK

- 1 Column (h) - Ask this question about all plans. If the answer is "Yes," circle "Y" and go to column (j). If the answer is "No" or "Don't Know," circle "N" or "DK" as appropriate and go to column (i).
- 2 Column (i) - Ask this question if "N" or "DK" has been circled in column (h). After circling "Y," "N," or "DK" in this column, go to column (j).
  - a Column (i) refers to "deductible" plans that pay for doctor visits for most kinds of sickness but only after the person himself has paid a certain amount, such as \$50 or \$100, or after the person has been ill for a specified period of time.
- 3 Insurance Which Pays Any Part of a Doctor's Bill - In columns (h) and (i) we are interested in any insurance which pays all or part of a doctor's bill for home calls or office visits, excluding insurance that pays only for surgical or delivery care. Insurance which pays all or part of the bill for home calls and office visits include:
  - a Plans which pay the costs of doctors' care with no restrictions as to the number of calls or the nature of the ailment.
  - b Plans which cover most illnesses, but exclude a few such as mental diseases, tuberculosis, or conditions which started before a person enrolled in the plan.
  - c Plans issued in conjunction with a group practice prepayment plan, for example, Group Health Association of Washington, D.C., the Kaiser Plan on the West Coast, and HIP in New York.
- 4 Do not include as "doctor visit insurance" insurance that pays only for visits made to a doctor's office in relation to surgery, such as pre or postsurgical treatment or pre or postnatal treatment (pregnancies). Count insurance that pays only for these types of visits as surgical insurance (column (g)).

(j) (k)

Table H. I., Columns j and k

(j) (k)

What do you (does —) like most about this — plan?  (j)	What do you (does —) like least about this — plan?  (k)

1. Columns (j) and (k) - Ask for the opinions of persons who are covered by the plan. If the respondent is covered by the plan, ask for his opinion. If he is not covered by the plan, reword the question so that you ask for the opinion of the persons who are covered. Insert the name of the plan when asking these questions. Write out as concisely as possible the respondent's answer using the blank space directly above Table HI, if necessary.
  - a Repeat the question(s) if the respondent doesn't understand them. They are intended to get both a favorable and unfavorable opinion concerning that particular plan.
  - b If the person is still unable to answer, enter "Don't Know" in the column(s) and continue with the next column.

When was the last time any member of your family used this — plan?			
(1)			
000	<input type="checkbox"/> Nev. used	2 ___ Wks.	
	3 ___ Mos.	4 ___ Yrs.	
000	<input type="checkbox"/> Nev. used	2 ___ Wks.	
	3 ___ Mos.	4 ___ Yrs.	
000	<input type="checkbox"/> Nev. used	2 ___ Wks.	
	3 ___ Mos.	4 ___ Yrs.	
000	<input type="checkbox"/> Nev. used	2 ___ Wks.	
	3 ___ Mos.	4 ___ Yrs.	
000	<input type="checkbox"/> Nev. used	2 ___ Wks.	
	3 ___ Mos.	4 ___ Yrs.	

1 Column (1) - This question is asked about all plans. Record the number of weeks, months, or years since the last time this plan was used, or mark the "Never used" box, and go to the next plan or to question 4. "Last used" refers to the last time a household member circled in column (b) was sick and the plan paid or is expected to pay some of the medical expenses. If the period given does not correspond to any of the specified categories, footnote the answer.

(I) (4)

Item I, Question 4,  
Reason for Non-Coverage

(I) (4)

		(1)	
I	For each person, review Q's. 1 and 2 and Table H.I. and determine if "Covered" by either Medicare or insurance or "Not covered."	I	1 <input type="checkbox"/> Covered (NP) 2 <input type="checkbox"/> Not covered (NP)
Ask for each person "Not covered" (Many people do not carry health insurance for various reasons)			
4. Which of these statements (Hand Card N) best describes why -- is not covered by any health insurance plan? Any other reason?		4.	1 2 3 4 5 6 7 (Specify) →
		Circle all reasons given	

- 1 Item I - Item I is a person item, and is to be completed for each family member before going to question 4. Look at questions 1 and 2 and column (b) of Table HI and complete this check item.
- 2 Question 4 - Ask question 4 only for individuals who are indicated as not covered in item I.

Read the introductory statement above question 4 once for a family, show Card N to the respondent, and then ask question 4 for each appropriate person.

Circle the number(s) indicated for each person not covered by health insurance. Ask "Any other reason?" for each person until a "No" answer is given.



Question 5, Dental Coverage

5a. Is anyone in the family covered by an insurance plan which pays any part of a dentist bill for routine or regular care?	1 Y	2 N (41)
b. Which members of the family are covered? - Anyone else?	5b. <input type="checkbox"/> Covered	

1 Question 5 - Ask question 5a family style to determine if anyone has routine or regular dental insurance coverage. This coverage may or may not be included in the plan(s) previously reported in question 3. If "Yes" to question 5a, ask question 5b and mark the "Covered" box for all family members reported. Ask "anyone else?" until a "No" response is reported.

2 Dental insurance plans are those that pay any part of the dental bill for routine or regular care, such as cleaning, fillings, extractions, or X-rays. Coverage can be provided by a separate plan or it may be part of a general health insurance plan.

Do not include those plans which only pay for dental care as a result of an accident or injury.

CHAPTER D8. PERSON PAGES

D8.A General Procedure - Person pages 38 and 39 obtain information about education, veteran status, work status during the past two weeks, occupation and industry of those in the labor force, and income.

- 1 Ask questions 41 through 44 as a block, or mark the "Und. 17" box in 41a, beginning with the first person listed.
- 2 Leave questions 41b through 44d blank for persons under 17.

If 17 years old or over, ask:		<input type="checkbox"/> Under 17 (NP)
41a. What is the highest grade or year -- attended in school?		<input type="checkbox"/> None (42)
-----		Elem: 1 2 3 4 5 6 7 8
		High: 9 10 11 12
		College: 1 2 3 4 5+
b. Did -- finish the -- grade (year)?	41a.	
	b.	1 Y            2 N

- 1 Circle only one number to report the answer to this question. Thus, if the highest grade or year a person attended is the junior year of high school, circle the "11" opposite "High." Circle the highest grade attended regardless of "skipped" or "repeated" grades.
- 2 Regular School - Count only grades attended in a regular school where persons are given formal education in graded public or private schools, whether day or night school, and whether attendance was full time or part time. A "regular" school is one which advances a person toward an elementary or high school diploma or a college, university or professional school degree.
  - a If the respondent tells you he did graduate from high school but that "they only had 11 years of school back then," ask if he received a high school diploma. If "Yes," circle the "12" opposite "High" and circle "Y" in 41b. If "No," circle the "11" opposite "High" and circle "Y" in 41b.
  - b If a person volunteers that he completed college in less than four years and he obtained a degree (graduated), circle "4" opposite "College" and circle "Y" in 41b. If the person did not graduate or receive a college degree, the entry in question 41a should be the actual number of years he attended college, and question 41b should be asked and marked accordingly.

④ Education (Continued)

④

- c If a person volunteers that he completed four years of college but did not get a degree because he was enrolled in a five-year program, such as engineering, circle "4" opposite "College" in question 41a and "Y" in question 41b. If a person completed the fifth year of a five-year degree program and received a bachelor's degree, then circle "5" opposite "College" in question 41a and "Y" in 41b.
- d Also, persons may attend professional schools (law, medicine, dentistry) after less than four years of college. When the respondent answers in terms of these schools, obtain the equivalent in college years. For nurses, ask to determine the exact grade attended. If a nurse received her training in a college, determine grade attended in college. However, if training was received at a nurses school or hospital training school and did not advance the person towards a regular college degree, determine grade attended at the last regular school.
- 3 Nonregular School - Do not count education or training received in nonregular schools, such as vocational, trade or business schools, outside the regular school system. For example, barber colleges, beautician schools, citizenship schools, and dancing schools are not to be counted; likewise, do not count training received "on the job," or correspondence school training unless it is given by a regular school and is credited toward a school diploma or college degree.
- 4 Junior High School - If the highest grade a person has attended is in a junior high school, determine the number of years attended and record the grade as if it had been in a school system with eight years of elementary school and four years of high school.
- 5 Postgraduate Schooling - For persons who have attended postgraduate high school but have not attended a regular college, circle the "12" opposite "High."  
For those with postgraduate college training, circle the "5+" opposite "College."
- 6 Other School Systems - If the person attended school in a foreign country, in an ungraded school, under a tutor, or under other special circumstances, give the nearest equivalent of his highest grade attended or the number of years of attendance.

- 7 No Schooling - For persons who have not attended school at all, mark the "None" box and go to question 42a.
- 8 Question 41b, Grade (Year) Finished - Ask question 41b for all persons who are shown in question 41a as having attended school. Circle "Y" if the person has completed the entire grade or academic year entered in question 41a; circle "N" if the person did not finish the grade or year. For example, a person may have completed only a half year or he may have failed to "pass" the grade.
- a Note that the entry in question 41b for a person who may be currently enrolled in the regular school system would be "N." For example, a 17-year-old boy enrolled in the fourth year of high school would have "12" circled opposite "High" in question 41a, but since he would not yet have completed this grade, "N" would be circled in question 41b.
- b For a person with "5+" circled opposite "College" in question 41a, circle "Y" in question 41b, if he has gone through one or more postgraduate academic college years, without asking question 41b.

Question 42, Service in Armed Forces

Ask for all males 17 years or over:				
42a. Did -- ever serve in the Armed Forces of the United States?		42a.	2 Y	1 N (43)
b. When did he serve?	Vietnam Era (Aug. '64 to present) . . . VN	b.	1 VN	4 WWI
Circle code in descending order of priority. Thus if person served in Vietnam and in Korea, circle VN.	Korean War (June '50 - Jan. '55) . . . KW		2 KW	5 OS
	World War II (Sept. '40 - July '47) . . . WWII		3 WWII	6 DK
	World War I (April '17 - Nov. '18) . . . WWI			
	Other Service (all other periods) . . . OS			

1 Ask question 42 on service in the Armed Forces only of males 17 years old and over. For females go to question 43.

a Armed Forces - U.S. Army, Navy, Air Force, Marine Corps or Coast Guard and any National Guard Unit which was activated as part of the regular Armed Forces.

b Armed Forces Service - "Active Duty" - Included in "active duty" is the six-month period a young man may serve in connection with the provisions of the Reserve Forces Act of 1955. Count persons in the reserve who have served on the six-month active duty program as having been on active duty in the Armed Forces. Persons who are in this program but only attend weekly reserve meetings, summer camp or the like and have not completed the six-month program, have not been on "active duty."

c Exclude as service in the Armed Forces, persons working in civilian positions for the Armed Forces, serving in the Merchant Marine or, serving in a National Guard Unit not activated as part of the regular Armed Forces.

2 Accept the respondent's answer to question 42b regarding the period or periods of service in the Armed Forces. However, if a question is raised as to what dates are covered by a given war, use the following:

World War I - April 1917 to November 1918

World War II - September 1940 to July 1947

Korean War - June 1950 to January 1955

Vietnam Era - August 1964 to present

- a Circle one of the codes listed in 42b based on the following rules:
- 1) If the person served any time during the four major conflicts of this century, that is, the Vietnam Era, the Korean War, World War II or World War I, circle the code for the most recent wartime service, regardless of any peacetime service.
  - 2) If the person served in more than one of these major wars, circle the code for the most recent war period, for example, "VN" for service in both Vietnam and the Korean War, "KW" for service in both the Korean War and World War II, or "WWII" for service in both the second and the first world wars.
  - 3) For persons who served in a time period other than those noted above, circle "OS" for "Other Service (All other periods)." The "OS" code also covers service in such earlier conflicts as the Spanish-American War, the Boxer Rebellion or the Philippine Insurrection.

43

Question 43, Work Status in Past Two Weeks

43

43a. Did -- work at any time last week or the week before -- (For females): not counting work around the house?	43a.	1 Y (44a)	2 N
b. Even though -- did not work during these 2 weeks, does he have a job or business?	b.	1 Y	2 N
c. Was he looking for work or on layoff from a job?	c.	1 Y	2 N (Omit 43d)
d. Which -- looking for work or on layoff from a job?	d.	1 <input type="checkbox"/> Looking	3 <input type="checkbox"/> Both 2 <input type="checkbox"/> Layoff

1 Question 43a, Worked Last Week or Week Before - Ask question 43a for each person 17 years old or over. Circle "Y" in 43a for a person who worked at any time last week or the week before, even for an hour.

a Work - Paid work as an employee for someone else for wages, salary, commission or pay "in kind" (meals, living quarters, or supplies provided in place of cash wages). Also, include work in the person's own business, professional practice or farm and work without pay in a business or farm run by a related household member.

b Exclude work around the house, volunteer or unpaid work, such as, for church, Red Cross, or charity, and service in the Armed Forces.

2 Question 43b, With a Job or Business - Ask question 43b if "N" is circled in 43a. When questions arise, consider as having a job or business a person who was temporarily absent from his job or business all of last week and the week before because of vacation, bad weather, labor dispute, or personal reasons, such as, illness, but who expects to return when these events are ended. Also, circle "Y" for a person who says that he has a new job which he has not yet started, but enter a footnote, "New job—not yet started."

a Job - A definite arrangement with one or more employers to work for pay. full-time or part-time.

b On Call - A person "on call" to work only when his services are needed is not considered to have a job during weeks when he does not work. For example, a substitute teacher who did not work last week or the week before.



- c Seasonal - Seasonal employment is considered a job only during the season and not during the off-season.
- 3 Question 43c, Looking for Work or on Layoff - Ask question 43c regardless of the answer to question 43b. The reason for this is that a person who is not working but considers himself as having a job may actually be on temporary layoff or looking for a job, and we want to provide such persons an opportunity to say whether this is so. Circle "Y" if the respondent's answer indicates that the person was either looking for work or on layoff or both.
- a Looking for Work - Any effort to get a job or to establish a business or profession. A person was looking for work if he actually tried to find work during the past two weeks and also, if he made such efforts within the past 60 days, and was waiting during the past two weeks to hear the results of these earlier efforts. Some examples of looking for work are: Registering at an employment office; visiting, telephoning, or writing applications to prospective employers; placing or answering advertisements for a job; and being "on call" at a personnel office or at a union hiring hall, etc.
- b Layoff - Waiting to be called back to a job from which he has been temporarily laid off or furloughed. Layoffs can be due to slack work, plant retooling or remodeling, seasonal factors, and the like. If a person was not working because of a labor dispute at his own place of employment, he is not considered "on layoff" but with a job from which he is absent.
- 4 Question 43d, Which, Looking or on Layoff - If the answer to question 43c is "Yes," ask question 43d and mark the appropriate answer, that is, "Looking," "Layoff," or "Both" as indicated by the respondent's answer.



44a

44b

## Industry, Occupation, Class of Worker (Continued)

44a

44b

- 4 Question 44a, Name of Employer - Ask question 44a, and enter the name of the company, business, government agency, or other employer. Do not use abbreviations in question 44a unless that is all the respondent can give you for the name of the employer. For persons who work for employers without company names, such as, a farm, a dentist or lawyer's office, etc., write the name of the owner. Persons working for various private employers, such as, baby sitters, domestics, etc., should be reported as "private families."
- a Government - For employees of a government agency, record the specific organization and state whether the organization is Federal (U.S.), State, county, etc. For example, U.S. Treasury Department, State Highway Police, City Tax Office, etc. It is not sufficient to report merely U.S. Government or Police Dept., etc.
- b Self-employed - If the person for whom you are obtaining the information is self-employed, ask if the place of business or establishment has a name (such as, Twin City Barber Shop, Capitol Construction, etc.), and write it in 44a. If there is no business name, write "self-employed," "own business," etc.
- 5 Question 44b, Kind of Business or Industry - Do not repeat the name of the employer in this entry. Question 44b should tell clearly and specifically what the company or business does at the location where the person works.
- a In order to give a clear and exact description of the industry, the entry must state or indicate both a general and a specific function for the employer, for example, cattle ranch, copper mine, fountain pen manufacturer, wholesale grocery, retail bookstore, road construction, shoe repair service. The words ranch, mine, manufacturer, wholesale, retail, construction, and repair service show the general function. The words cattle, fountain pen, grocery, bookstore, road, and shoe indicate the specific function.
- b Avoid Use of the Word "Company" - Do not use the word "company" in this entry. It does not give useful information. If the respondent reports that he works for a furniture company, ask "Do they manufacture or do they just sell it?" If they just sell it, ask "Do they sell to other stores (which would be wholesale) or to individuals (which would be retail)?" Accordingly, in such a case the possible replies would be "furniture manufacturer," "furniture wholesaler," or "furniture retailer."

44b

Industry, Occupation, Class of Worker (Continued)

44b

- c Multiple Activity Businesses - Some firms carry on more than one kind of business or industrial activity. If the 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 be reported as working in "Men's clothing manufacturing."
- 1) If the different activities are carried on at separate locations, describe the activity where the person works. For example, a coal mine owned by a large steel manufacturer should be reported as "coal mine," the separate paint factory of a large chemical manufacturer should be reported as "paint manufacturing."
  - 2) A few specified activities, when carried on at separate locations, are exceptions to the above. The activity of the parent organization should be recorded 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 be "retail department store" rather than "warehouse."
- d Distinguish Among Manufacturing, Wholesale, Retail and Service - 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, it should be reported as a manufacturing company. Use the following as a guide:
- 1) A wholesale establishment buys, rather than makes products in large quantities for resale to retailers, industrial users, or to other wholesalers.
  - 2) A retailer sells primarily to individual consumers or users but seldom makes products.

- 3) Establishments which render services to individuals and to organizations, such as, hotels, laundries, cleaning and dyeing shops, advertising agencies, and automobile repair shops are engaged in providing services. They should not be reported as retailers but should show the type of services provided, for example, TV and radio repair.
- e Manufacturers' Sales Offices - 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 is recorded as "(product) manufacturers' sales office." For example, a St. Louis shoe factory has a sales office in Chicago; "shoe manufacturers sales office" is the correct entry for workers in the Chicago office.
- f Government Organization - Usually the name of the government agency is adequate, for example, U.S. Census Bureau, City Fire Department.
- 1) If the activity of the government agency is absolutely clear, the name of the agency is sufficient. In such cases, enter "Same as above" in 44b. However, sometimes the names of government agencies are not fully descriptive of their business or activity. A correct entry in 44b for a County Highway Commission might be one or any combination of the following: "County road building," "county road repair," "county contracting for road building (or repair)." For State Liquor Control Board, the correct entry might be "State licensing of liquor sales" or "State liquor retailer."
  - 2) If the business or main activity of a government employer is not clear, you should ask in what part of the organization the person works and then report that activity. For example, for a City Department of Public Works, a correct entry might be one of the following: "City street repair," "city garbage collection," "city sewage disposal" or "city water supply."

44b

Industry, Occupation, Class of Worker (Continued)

44b

- g Business in Own Homes - Some people carry on businesses 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.
- h Domestic and Other Private Household 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."
- i Examples of Adequate Entries for Question 44b - The following are some examples of inadequate and adequate entries for kind of business and industry (question 44b). Study them carefully and refer to them periodically to familiarize yourself with the types of entries that are proper and adequate.

Inadequate

Adequate

Agency

Collection agency, advertising agency, real estate agency, employment agency, travel agency, insurance agency.

Bakery

Wholesale bakery (sells to grocers, restaurants, hotels, etc.), retail bakery (sells only to private individuals).

Box factory

Paper box factory, wooden box factory, metal box factory.

Club, private club

Golf club, fraternal club, night club, residence club, boarding house.

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).

InadequateAdequate

Dairy	Dairy farm, dairy depot, dairy bar, dairy products—wholesale, dairy products—retail, dairy products—manufacturing.
Engineering company	Engineering consulting firm, general contracting, wholesale heating equipment, construction machinery factory.
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.
Foundry	Iron foundry, brass foundry, aluminum foundry.
Fur company	Fur dressing plant, fur garment factory, retail fur store, fur wholesaler, fur repair shop.
Laundry	<p>(a) Own home laundry (for a person doing laundry for pay in her own home).</p> <p>(b) Laundering for private family (for a person working in the home of a private family).</p> <p>(c) Commercial laundry (for a person working in a steam laundry, hand laundry, Chinese laundry, French laundry or similar establishment).</p> <p>(d) Self-service laundry (for a person working in an establishment where the customer brings her own laundry and pays a fee to use the washing machine or other equipment).</p>

44b

Industry, Occupation, Class of Worker (Continued)

44b

Inadequate

Adequate

Lumber  
company

Sawmill, retail lumber yard, planing mill,  
logging camp, lumber manufacturer.

Mine

Coal mine, gold mine, bauxite mine, iron  
mine, copper mine, lead mine, marble quarry,  
sand and gravel pit.

Nylon factory

Nylon chemical factory (where chemicals are  
made into fibers), nylon textile mill (where  
fibers are made into yarn or woven into  
cloth), women's nylon hosiery factory (where  
yarn is made into hosiery).

Office

Dentist's office, physician's office, public  
stenographer's office, life insurance agency.

Oil company

Oil drilling, petroleum refinery, retail  
gasoline station, petroleum pipeline,  
wholesale oil distributor.

Packing house

Meat packing plant, fruit cannery, fruit  
packing shed (wholesale packers and shippers).

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 utility, water supply.



44b

## Industry, Occupation, Class of Worker (Continued)

44b

InadequateAdequateRailroad car  
shopRailroad car factory, railroad repair shop,  
street railroad repair shop.

Rayon factory

Rayon chemical factory (where chemicals are  
made into fibers), rayon textile mills  
(where fibers are made into yarn or woven  
into cloth), rayon dress manufacturing  
(where cloth is made into garments).

Repair shop

Shoe repair shop, radio repair shop,  
blacksmith shop, welding shop, auto repair  
shop, machine repair shop.

School

City elementary school, private kindergarten,  
private college, State university etc.  
Distinguish between public and private,  
including parochial, and identify the  
highest level of instruction provided such  
as junior college, senior high school.

Tailor shop

Tailoring and cleaning shop (provides a  
valet service), custom tailor shop (makes  
clothes to customers' order), men's retail  
clothing store.

Terminal

Bus terminal, railroad terminal, boat  
terminal, truck terminal, airport.

Textile mill

Cotton cloth mill, woolen cloth mill, cotton  
yarn mill, rayon thread mill.Transportation  
companyMotor trucking, moving and storage, water  
transportation, airline, street railway,  
taxicab service, subway, elevated railway,  
railroad, petroleum pipeline, car loading  
service.

44b

44c

Industry, Occupation, Class of Worker (Continued)

44b

44c

Inadequate

Adequate

Water company

Water supply, irrigation system, water filtration plant.

Well

Oil drilling, oil well, salt well, water well.

- 6 Question 44c, Kind of Work (Occupation) - The entry in question 44c, should describe the kind of work the person himself does, that is, his occupation. The job title is adequate only if it tells clearly and specifically what he does. For example, "janitor," "salesclerk," "TV serviceman," "auto mechanic." If his job title is not an adequate description, find out what he does and enter this information in question 44c, for example, "nails heels on shoes," "operates dough-cutting machine." When more space is needed, continue the entry in a footnote.

a Observe the following special cases:

Apprentice

versus

Trainee

An "apprentice" is under a contract during his training period but a "trainee" is not. Include both the occupation and the word "apprentice" or "trainee" in the description, for example, apprentice plumber, plumber trainee.

Contractor

versus

Skilled

Worker

A "contractor" is engaged principally in obtaining building or other contracts and supervising the work. A skilled worker who works with his own tools should be described as a carpenter, plasterer, plumber, electrician, etc., even though he hires others to work for him.

Housekeeper

(paid)

versus

Housemaid

A "paid housekeeper" employed in a private home for wages has the full responsibility for the management of the household. A "housemaid" (general housework), "hired girl," or "kitchen maid" does not.

Interior  
Decorator  
versus  
Painter or  
Paperhanger

An "interior decorator" designs the decoration plans for the interiors of homes, hotels, offices, etc., and supervises the placement of furniture and other decorations. A "house painter" or a "paperhanger" only does painting or hangs paper.

Machinist  
versus  
Mechanic  
or Machine  
Operator

A "machinist" is a skilled craftsman who constructs all kinds of metal parts, tools, and machines through the use of blue prints, machine and hand tools, and precision measuring instruments. A "mechanic" inspects, services, repairs, or overhauls machinery. A "machine operator" operates a factory machine (drill press operator, winder, etc.).

Secretary  
versus  
Official  
Secretary

The title "secretary" should be used for secretarial work in an office. A secretary who is an elected or appointed officer of a business, lodge, or other organization should be reported as an "official secretary."

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 crating department," "works in cost control." The occupation entry must tell what the worker himself does, not what his department does.

44c

Industry, Occupation, Class of Worker (Continued)

44c

Specialist

If the word "specialist" is reported as part of a job title, be sure to include a brief description of the actual duties. For example, for a "transportation specialist" the actual duties might be any one of the following: "Gives cost estimates of trips," "plans trips or tours," "conducts tours," "schedules trains," or "does economic analysis of transportation industry."

- b Examples of Adequate Entries for Question 44c - The following are some examples of inadequate and adequate entries for kind of work (occupation). Study them carefully and review them periodically to familiarize yourself with the types of entries that are proper and adequate.

Inadequate

Adequate

Adjuster

Claim adjuster, brake adjuster, machine adjuster, complaint adjuster, insurance adjuster.

Agent

Freight agent, insurance agent, sales agent, advertising agent, purchasing agent.

Caretaker or  
Custodian

Servant, janitor, guard, building superintendent, gardener, groundskeeper, sexton, property clerk, locker attendant, vault attendant.

Clerk

Stock clerk, shipping clerk, sales clerk, statistical clerk, file clerk.

Custodian

See "Caretaker" above.

Doctor

Physician, dentist, veterinarian, osteopath, chiropractor.

Engineer

Civil engineer, locomotive engineer, mechanical engineer, stationary engineer, aeronautical engineer.

Entertainer

Singer, dancer, acrobat, musician.

<u>Inadequate</u>	<u>Adequate</u>
Factory worker	Electric motor assembler, forge heater, turret-lathe operator, weaver, loom fixer, knitter, stitcher, punch press operator, spray painter, riveter.
Farmworker	Farmer - for the owner, operator, tenant or share cropper who is self-employed. Farm manager - for the person hired to manage a farm for someone else.  Farm foreman - for the person who supervises a group of farm hands or helpers.  Farmhand or farm helper - for those who do general farmwork.  Fruit picker or cotton chopper are examples of persons who do a particular kind of farmwork.  When the place of work is a ranch, indicate specifically rancher, ranch manager, ranch foreman, and ranch hand or helper, as shown above in the case for similar types of farmworkers.
Fireman	Locomotive fireman, city fireman (city fire department), fire fighter, stationary fireman, fire boss.
Foreman	Specify the craft or activity involved, as foreman-carpenter, foreman-truck driver.
Laborer	Sweeper, charwoman, porter, janitor, stevedore, window washer, car cleaner, section hand, gardener, hand trucker.
Layout man	Patternmaker, sheet-metal worker, compositor, commercial artist, structural steel worker, boilermaker, draftsman, coppersmith.
Mechanic	Auto mechanic, dental mechanic, radio mechanic, airplane mechanic, office machine mechanic.

44c

Industry, Occupation, Class of Worker (Continued)

44c

Inadequate

Adequate

Nun	Specify the type of work done, if possible, as housekeeper, art teacher, organist, cook, laundress, registered nurse.
Nurse	Registered nurse, nursemaid, practical nurse, nurse's aide, student, professional nurse.
Office worker	Typist, secretary, receptionist, comptometer operator, file clerk, bookkeeper, physician's attendant.
Salesman	Advertising salesman, insurance salesman, bond salesman, canvasser, driver-salesman (routeman), fruit peddler, newsboy.
Supervisor	Typing supervisor, chief bookkeeper, steward, kitchen supervisor, buyer, cutting and sewing forelady, sales instructor, route foreman.
Teacher	College teachers should be recorded by subject and title, for example, "English instructor" or "history professor." For high school and elementary school teachers, grade or level is adequate, for example, "fourth grade teacher" or "junior high school teacher."
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.

7 Question 44d, Class of Worker - For each person with entries in questions 44a-c, record the class of worker by marking one of the boxes in question 44d. The information given in answer to questions 44a-c 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, "Did he work for himself in his own business, or did he work for someone else?"

- a Private-Paid - Working for a private employer for wages, salary or commissions. This includes also, compensation by tips, piece rates, or pay in kind, if received from a nongovernmental source, regardless of whether the source is a large corporation or a single individual. Include work for wages or salary for settlement houses, churches, unions, and other nonprofit organizations, such as Red Cross and U.S. Chamber of Commerce. Also, include work for private organizations doing contract work for State or local governments.
- b Government, Federal - Any branch of the Federal Government, including government-owned bus lines, government-owned electric power utilities, etc. Includes civilian employees of the Armed Forces and persons elected to paid federal offices.
- c Government, Other - Any branch of the government other than the Federal Government, for example, State, city, county, etc. This includes employees of public schools, city or State owned bus lines, etc.
  - 1) Include paid elective offices, international organizations, such as the U.N., and foreign governments.
  - 2) The words, "Federal," "State," "County," "City," appear frequently in the names of private companies. Also, the names of some government agencies may appear to be private organizations. You must determine whether the employer is private or government (Federal or Other) in these cases. Also, school teachers and other professional people working for pay sometimes report themselves as self-employed. Be sure you have the correct "class-of-worker" entry for such persons. Civilian employees of the National Guard may be Federal or State employees since many of them were federalized in 1969. Ask additional questions to determine if they should be classified as "Gov. Fed." or "Gov. oth."

44d

Industry, Occupation, Class of Worker (Continued)

44d

- d Own - Persons working for profit or fees in their OWN business, farm, shop, or office.
- 1) Include persons who have their own tools or equipment and provide services on a contract, subcontract, or job basis, such as carpenters, plumbers, taxicab operators, or truck operators.
  - 2) Exclude handymen, odd job workers, superintendents, foremen, managers, or other executives hired to manage a business or farm, salesmen working for commission, and offices or corporations.
  - 3) Ask "Is the business incorporated?" if the business is not a farm. If in reply to your question the respondent indicates the business or profession is incorporated, do not change the entry of "Own" to "Pvt. pd." Circle either "Y" or "N" according to the respondent's answer.
- e Nonpaid - Work without pay on a farm or in a business owned by a related household member. Include room and board and a cash allowance. If money which is definitely considered to be wages is received for such work, mark "Pvt. pd."
- f Never Worked - Never had a full-time civilian job lasting two consecutive weeks or longer.
- g Special Cases - If any of the following special cases are brought to your attention, employ the following rules:
- 1) Domestics, Etc. - A maid, laundress, cook, cleaning woman, gardener, or baby sitter working in another person's home is classified as "Pv't. pd."
  - 2) Farm Workers - Mark a person "Own," if he operates a farm for himself, regardless of whether he owns or rents the land.
    - a) Also, mark persons "Own," who have their own equipment and provide services to farmers, such as combine operator or a cotton-picking machine operator.
    - b) Farm managers, foremen, farmhands, etc., who work for wages or salary or at piece-rates, for example, tomato pickers, are classified as "Pv't. pd." or "Gov. oth." or "Gov. Fed." as the case may be, but not as "Own."



- 3) Partnerships - Two or more persons who operate a business in partnership should each be reported as self-employed in their own business. The word "Own" is not limited to one person.
  - 4) Clergymen - Preachers, ministers, priests, rabbis and other clergymen attached to a particular congregation or church organization are classified as "Pv't. pd."
    - a) Clergymen working in a civilian "Federal" or "Other" government position, for example, prison chaplain, are marked in the "Gov. Fed." or "Gov. oth." box in question 44d.
    - b) Clergymen not attached to any particular church organization and who conduct religious services on a fee basis are regarded as self-employed and in their "Own" business.
  - 5) Nuns receive "pay-in-kind" and are classified as "Pv't. pd."
  - 6) Public Utility Employees - Public utilities are subject to governmental regulation. Transportation, communication, electric light and power, gas, water, garbage collection and sewage disposal facilities are owned by either government or private organizations. Be sure to distinguish between government operated and private organizations in recording class of worker for public utility employees.
- 8 Check for Inconsistencies - Always be sure the entries for questions 44a-d are consistent. For example, a person whose employer and industry in 44a and 44b is "Government, Federal" should not be checked "Pv't. pd." in 44d. A person whose industry in 44b is "retail jewelry store" should not have an occupation of "barber" in 44c, etc. All entries for questions 44a-d apply to the same job, business or profession.

45

Question 45, Family Income

45

<p>Please look at this card - (Show Card I)</p> <p>45. Which of these income groups represents your total combined family income for the past 12 months - that is yours, your--'s etc.? Include income from all sources such as wages, salaries, social security or retirement benefits, help from relatives, rent from property, and so forth.</p>	<p>Group 03 <input type="checkbox"/> D 07 <input type="checkbox"/> H 00 <input type="checkbox"/> A 04 <input type="checkbox"/> E 08 <input type="checkbox"/> I 01 <input type="checkbox"/> B 05 <input type="checkbox"/> F 09 <input type="checkbox"/> J 02 <input type="checkbox"/> C 06 <input type="checkbox"/> G 10 <input type="checkbox"/> K</p>
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- 1 Ask question 45 once for a family to obtain the total combined income for all related household members during the past 12 months. Each unrelated household member or group should be asked question 45 individually at the time he is interviewed. If the respondent does not or will not answer the question for some reason, enter the reason in a footnote.
  - a Read the introductory phrase, "Please look at this card," show Card I to the respondent, and then ask question 45.
  - b Read the income question just as it appears on the questionnaire. After you ask the income question, give the respondent enough time to prepare his estimate and mark the appropriate box. Where necessary, help the respondent obtain the total by summing the income of several family members or the income for several sources.
- 2 Income of All Related Members - We want the money income of the household head plus that of all his relatives who are currently household members. Also, include the income of a member of the Armed Forces who is living at home with his family even though we do not record health information about him. If he is not living at home, include allotments and other money received by the family from him. If the head of the household is living alone or with no other relatives, include his income only.
- 3 Income of Unrelated Persons - On the questionnaire prepared for each roomer, servant or other person not related to the household head, mark the box for his or her individual income. If two or more such persons are related to each other, for example, roomer and his wife, mark the box for their combined incomes.

- 4 Include as Income - Wages and salaries, net income from business or farm, pensions, dividends, interest, rent, welfare, alimony, and other money income.
- a Do Not Count as Income:
- 1) Income in kind, such as room and board, free meals in restaurants, value of crops produced by a farmer but consumed by his family, etc.
  - 2) Insurance payments or lump sum inheritances.
  - 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.
  - 6) Tax refunds.
- 5 Where "Zero" Income Reported - When no one in the family had income or when a "loss" or "broke even" was reported as the total income for the family, mark the Group "A" box. Before accepting an answer of "No income," be sure the respondent understands all of the things we count as income.
- 6 Get Best Estimate - In difficult cases, you may have to help the respondent. Find out who worked during the past 12 months, how much they made a week, etc.; find out who operated a business or farm; or who received any pension, dividends, etc.
- 7 Reasons for Obtaining Income - Income is important in statistics for separating families into groups that live differently. The way these different income groups live often affects their health. For example, income indicates:
- a Differences in ability to obtain adequate health care.
  - b Differences in ability to afford food for adequate diets to prevent diseases, such as malnutrition in children.
- 8 Where to go Next - After completing the income question, go to the Household page.

CHAPTER D9. TABLE X

D9.A Table X - Living Quarters Determinations at Listed Address

- 1 Table X is designed to record the existence of additional living quarters at the sample address and to help determine whether the living quarters are a part of the unit being interviewed or constitute an "extra" unit to be interviewed on a separate questionnaire.
- 2 Be sure to continue the interview with item 13 or L of the Household page.

(E)

Item E

(E)

<b>E</b>	If this questionnaire is for an "EXTRA" unit in a B or NTA segment, enter _____	Serial No. of original Sample Unit _____	Item No. by which found _____

If in NTA segment, also enter for FIRST unit listed on property _____	LISTING SHEET	
	Sheet number	Line number

- 1 If an "extra" unit is discovered in either a B or NTA Segment, complete item E above Table X.
  - a Item E requires the serial number of the original sample unit; the item number (item 13a, 13b, or 13c) by which the "extra" unit was found; and if the extra unit is in an NTA Segment, the Segment Listing Sheet and line number of the first unit listed on the same property as the original sample unit.

① ② ③

Columns (1), (2), and (3)

① ② ③

Line No.	LOCATION OF UNIT	
	(1)	(2)
	<p>Where are these quarters located?</p> <p>(Enter exact description or location, e.g., basement; 2nd floor, rear)</p> <p>(If outside Area Segment boundary, specify in notes; STOP Table X and continue with Item 13 or L)</p>	<p>If listed, enter sheet and line number and stop</p> <p>If unlisted and:</p> <p>- B Segment, go to column 4</p> <p>- Area Segment, go to column 5.</p>
1		S ___ L ___
2		S ___ L ___
3		S ___ L ___

- 1 Column (1) - Use a separate line of Table X for each living quarters reported; for example, if the respondent reports that there are additional living quarters in the basement and on the second floor, you would fill one line for the basement and another line for the second floor. If more lines are needed, extend those in Table X into the footnote space below Table X.
- 2 Column (2) - Enter a specific description of each unit you are inquiring about; for example, "2nd floor, left;" "1st floor, rear;" or "basement." For units outside area segment boundaries, follow the instructions in column (2).
- 3 Column (3) - If the unit is already listed, enter its sheet and line number in column (3) and continue interviewing the original household. Do not consider as "already listed" a unit which was previously merged and has since become unmerged. If the unit is not listed, and is in a B Segment, go to column (4); if in an area segment, go to column (5).

4 5

Columns (4) and (5)

4 5

B SEGMENTS ONLY	
<p>INTERVIEWER: Are these quarters within the specific sample address shown in columns 2-4 of the B Segment list?</p> <p><i>(If "Yes," continue Table X. If "No," STOP Table X and continue with Item 13 or L)</i></p>	<p>Are these <i>(specify location)</i> quarters for more than one group of people?</p> <p><i>(If "Yes," fill one line for each group)</i></p>
(4)	(5)
Y      N	Y      N
Y      N	Y      N
Y      N	Y      N

- 1 Column (4) - In marking column (4) of Table X, refer to columns (2)-(4) on the line of the B Segment Address List for the original sample unit. If the additional unit is within the same structure and the specific address of the sample unit, circle "Y" in column (4) and continue Table X. If the additional unit is NOT within the same structure and the specific sample address, circle "N" in column (4) and continue with item 13 or L of the Household page.
  
- 2 Column (5) - The purpose of column (5) is to determine whether there are living quarters for more than one group of people in the space reported as "extra;" for example, whether there are living quarters for two separate groups of people on the second floor. Circle "Y" or "N" in (5), as applicable and fill a separate line of Table X for all living quarters reported. When more than one line is filled as a result of "Yes" in column (5), fill column (5) for the first line only. Be sure that each entry in column (2) describes the specific location of each quarter.

⑥ ⑦ ⑧

Columns (6), (7), and (8)

⑥ ⑦ ⑧

USE OR CHARACTERISTICS					
OCCUPIED Do the occupants of these (specify location) quarters live and eat with any other group of people?		ALL QUARTERS Do these quarters in (specify location) have:			
		Direct access from the outside or through a common hall?		A kitchen or cooking equipment for exclusive use?	
(6)		(7)		(8)	
Y (9)	N	Y	N	Y	N
Y (9)	N	Y	N	Y	N
Y (9)	N	Y	N	Y	N

- 1 The questions in these columns will determine whether the unit is separate living quarters.
  - a Column (6) - If the unit recorded in column (2) is occupied, ask question 6 and circle "Y" or "N," as appropriate. Make no entry in column (6) if the space is unoccupied. If "Y" is circled in column (6), skip to column (9) and circle "N."
  - b Column (7) - Circle "Y" or "N," as appropriate, for both occupied and vacant spaces.
  - c Column (8) - Ask the question in column (8) for both occupied and vacant quarters and circle "Y" or "N," as appropriate. If the unit is vacant and has no direct access or cooking equipment, ask whether the previous occupants had cooking equipment. (If you cannot apply this criteria, refer to the intended occupants.)



CLASSIFICATION		
N - Not a separate unit, add occupants to this questionnaire. (Complete a separate questionnaire for each unrelated person or family group.)		
HU	}	Separate unit
Ot		
Interview on a separate questionnaire.		
(9)		
N	HU	Ot
N	HU	Ot
N	HU	Ot

1 Use this column to classify the information recorded in columns (6)-(8) as follows:

- a If the answer to question 6 was "Yes," circle "N" in column (9). If occupied, add the occupants to the questionnaire for the original sample unit.
- b If the answer to question 6 was "No" (or if you did not ask question 6) and you received a "Yes" response for either question 7 or 8, circle "HU." Fill a separate questionnaire for the unit, whether occupied or vacant.
- c If the answer to question 6 was "No" (or if you did not ask question 6) and you did not receive a "Yes" response for either question 7 or 8, circle "OT." Describe the unit in the footnotes section; for example, enter "room in boarding house" or "staff unit in mental hospital." Fill a separate questionnaire for the unit, whether occupied or vacant.

⑩ ⑪

Columns (10) and (11)

⑩ ⑪

IF HU IN B SEGMENT ASK:	
In what year were these quarters (specify location) created? (If 1959 or 1960, specify "F" if first half, or "L" if last half.)	(If before July 1960) What was the name of the household head of these quarters on April 1, 1960?
(10)	(11)

- 1 These questions apply only if the space is classified as a housing unit (HU) and is in a B Segment.
  - a Column (10) - Record the last two digits of the year in which the quarters were created. If the year it was created was 1959 or 1960, ask whether it was during the first half (F) or last half (L) of the year and enter the appropriate letter before the year in column (10).
  - b Column (11) - If the unit was created before July 1960, record the last name of the household head on April 1, 1960, in column (11). Also, enter the first name if the respondent provides it. If the respondent does not know who lived in the unit on April 1, 1960, enter "DK." If the respondent had difficulty recalling, try to help him by referring to the Census date, April 1, 1960.

CHAPTER D10. HEALTH INSURANCE SUPPLEMENT

D10.A General - Complete the Health Insurance Supplement (HIS-5) after asking question 5 on the Health Insurance page. A separate supplement must be filled for each interviewed family and for each unrelated person or family.

- 1 On each supplement mark the "Book \_\_\_ of \_\_\_ Books" to correspond with the basic questionnaire for that family or unit. If you have three unrelated persons living together and person two is noninterview, the supplement for the head will be "Book 1 of 3 Books," no supplement for person two, and for person three, it will be "Book 3 of 3 Books." Complete the entries in this item after the supplement is completed.
- 2 Continue the interview with the Person page after completing the supplement.



# Identification of Supplement



PSU	Segment	Serial Number	Sample	
-			B -	Book ____ of ____ Books

- 1 Before you begin your assignment, transcribe the PSU, Segment, Serial, and Sample numbers from the HIS-1 questionnaires to the upper right-hand corner of the HIS-5 supplements, and insert the supplements inside of the back page of the matching questionnaires.



Interviewer Check Item



INTERVIEWER CHECK ITEM	Plans reported in Table H.I.:	<input type="checkbox"/> None (3)	<input type="checkbox"/> One (1)	<input type="checkbox"/> Two or more (2)
------------------------	-------------------------------	-----------------------------------	----------------------------------	--

- 1 Fill the Interviewer Check Item immediately after completing the Health Insurance page of the HIS-1. Examine Table H.I. of the Health Insurance page, then mark one of the three boxes:
  - a "None" - If there are no plans listed in Table H.I., mark this box and go to question 3.
  - b "One" - If there is only one plan listed in Table H.I., mark this box and go to question 1.
  - c "Two or more" - If there are two or more plans listed in Table H.I., mark this box and go to question 2.

1

Question 1, Extra Cash Health Insurance Plan

1

1. Is the -- plan you told me about a hospital insurance plan that pays extra cash to the family for each day or week in the hospital?	<input type="checkbox"/> Yes (Enter name of plan in Table H.S., 3) <input type="checkbox"/> No (3)
--	---

1 Ask question 1 if the "One" box is marked in the Interviewer Check Item. It is asked to determine if the health insurance plan entered in Table H.I. of the Health Insurance page is in fact a hospital insurance plan which pays extra cash to the family for each day or week in the hospital. Insert the name of the plan from Table H.I. when asking the question.

a Health Insurance Plan that pays "extra cash" while in the hospital, defined - It is a fixed compensation plan which can be distinguished from other types of health insurance plans by the following features:

- 1) The person covered is paid a fixed amount of money for each day or week (month, etc.) he is a patient overnight in the hospital. For example, the plan may pay him \$75 for each week spent in the hospital. Whatever the particular amount, it is specified in the policy itself, and is not based on the amount of the hospital bill or any specific charges of the hospital providing the care, such as the daily room rate.
- 2) This type of health insurance almost always pays the policy holder directly. It rarely pays the money to the hospital.
- 3) Payments are made to the policy holder regardless of what other types of health insurance coverage the person may have. For example, the person could be covered by another type of health insurance that paid 100 percent of the hospital bill. If he also had a fixed compensation plan, he would still receive the \$75 (or whatever the specific amount was) for the time spent in the hospital.

2 If the answer is "No," mark the "No" box and ask question 3.

3 If the answer is "Yes," mark the "Yes" box and circle "1" in Col. (a) of Table H.S. Then record the name of the plan in Col. (b) of Table H.S. and ask question 3.

2

## Question 2, Extra Cash Health Insurance Plan

2

2a. Are any of the plans you told me about, that is, (names of plans), supplementary hospital insurance plans that pay extra cash to the family for each day or week in the hospital?	<input type="checkbox"/> Yes <input type="checkbox"/> No (3)
b. Which plan? Enter name of plan in Table H.S.	
2c. Do any of the other plans you told me about pay extra cash while in the hospital?	<input type="checkbox"/> Yes (Reask 2b and c) <input type="checkbox"/> No

- 1 Ask question 2a if the "Two or more" box is marked in the Interviewer Check Item. It is asked to determine if any of the health insurance plans entered in Table H.I., of the Health Insurance page, are in fact supplementary hospital insurance plans that pay "extra cash" to the family for each day or week in the hospital. Insert the names of the plans from Table H.I. when asking the question.
- 2 If the answer to 2a is "No," mark the "No" box and ask question 3.
- 3 If the answer to 2a is "Yes," mark the "Yes" box and ask question 2b. Circle "2" in Col. (a) of Table H.S. and enter the name of the plan in Col. (b). Then ask question 2c.
- 4 If the answer to 2c is "No," mark the "No" box and ask question 3.
- 5 If the answer to 2c is "Yes," mark the "Yes" box and ask 2b. Circle "2" in Col. (a) of Table H.S. and enter the name of the plan in Col. (b). Continue to reask 2b and 2c until a final "No" is received. Then mark the "No" box and ask question 3.

## Question 3, Extra Cash Health Insurance Plan

3a. Are you, your --, etc. covered by any (other) hospital insurance plan that pays extra cash to the family for each day or week in the hospital?	<input type="checkbox"/> Yes <input type="checkbox"/> No (Table H.S.)
b. What is the name of the plan? Enter name of plan in Table H.S. and reask 3a.	

- 1 When to ask:
  - a After marking the "None" box in the Interviewer Check Item.
  - b After the "No" box is marked in either question 1, 2a, or 2c.
- 2 Ask question 3a family style inserting the names or relationships of all family members. Include the parenthetical "other" if any extra cash hospital insurance plan has been reported in question 1 or 2.
- 3 If the answer to 3a is "No," mark the "No" box and complete Table H.S. for all plans listed in Col. (b). If no plans are listed in Col. (b), continue the interview with question 41 of the Person page.
- 4 If the answer to 3a is "Yes," mark the "Yes" box and ask 3b. Circle "3" in Col. (a) of Table H.S. and enter the name of the plan in Col. (b). Then reask question 3a. Continue to reask questions 3a and 3b and record all plans in Col. (b) of Table H.S. until a final "No" is received. Then mark the "No" box and complete Cols. (c)-(j) of Table H.S. for each plan listed in Col. (b).



(a) (b)

Table H. S., Columns (a) and (b)

(a) (b)

	Ques. No.	Name of plan
	(a)	(b)
A	1	
	2	
	3	
B	1	
	2	
	3	
C	1	
	2	
	3	

1 Complete Table H.S. after all appropriate parts of question 3 have been asked. Complete each line of Table H.S. across (Cols. (c)-(j)) before going to the next line.

a Column (a) - Circle the appropriate number in Col. (a) when an extra cash hospital insurance plan is reported in response to questions 1-3.

b Column (b) - Enter in Col. (b) the name of the plan reported in response to questions 1-3.

(c)

Table H. S., Column (c)

(c)

How much does this -- plan pay for each day or week in the hospital?	
(c)	
\$ _____	<input type="checkbox"/> Day <input type="checkbox"/> Week <input type="checkbox"/> Month <input type="checkbox"/> Other →
\$ _____	<input type="checkbox"/> Day <input type="checkbox"/> Week <input type="checkbox"/> Month <input type="checkbox"/> Other →
\$ _____	<input type="checkbox"/> Day <input type="checkbox"/> Week <input type="checkbox"/> Month <input type="checkbox"/> Other →

- 1 Column (c) - Ask this question for each plan listed in Table H.S. Record the dollar amount in the space provided and mark the correct interval of payment box. If a time period given is other than daily, weekly, or monthly, mark the "Other" box and enter the period reported, for example, "bi-weekly."

(d)

Table H. S., Column (d)

(d)

Does this plan also pay a certain amount for each day or week of sickness or disability even when not in the hospital?  *If "1" or "2" in column (a), go to next plan; if "3" ask column (e)
(d)
Y (Next plan) N (*)
Y (Next plan) N (*)
Y (Next plan) N (*)

- 1 Column (d) - Ask this question to determine if the plan recorded in Col. (b) of Table H.S. is one which pays a certain amount for each day or week of sickness or disability even when the person is not in the hospital. For example, when he is unable to work because of sickness or disability and is not hospitalized.
- 2 If "Yes," circle "Y" and go to the next plan.
- 3 If "No," circle "N" and follow the skip instructions above Col. (d) denoted by the asterisk (\*).
  - a If "1" or "2" is circled in Col. (a) for this plan, go to the next plan.
  - b If "3" is circled in Col. (a) for this plan, go to Col. (e).

e

Table H. S., Column (e)

e

Which members of the family are covered by this -- plan? Circle person numbers. Is anyone else in the family covered under this policy?
(e)
1 2 3 4 5 6 7 8 9 10
1 2 3 4 5 6 7 8 9 10
1 2 3 4 5 6 7 8 9 10

1 Column (e) - Ask this question for those plans recorded in Col. (b) of Table H.S. which have "3" circled in Col. (a) and "N" circled in Col. (d).

a When reading the question, insert the name of the plan so the respondent knows which plan you are referring to. Circle the appropriate person numbers of those covered by the plan. The additional question in Col. (e) serves to make sure no one who is covered by a particular plan has been missed. Do not ask this additional probe if all family members have already been reported as covered under a particular plan. If there are more than 10 persons in the family covered by this plan, write in and circle the additional person numbers.

(f) (g)

Table H. S., Columns (f) and (g)

(f) (g)

Was this insurance plan obtained through an employer, union, or some other group?	Is this plan NOW carried through a group or as an individual plan?
(f)	(g)
1 Y 2 N 3 DK	1 <input type="checkbox"/> Group 2 <input type="checkbox"/> Ind. 3 <input type="checkbox"/> DK
1 Y 2 N 3 DK	1 <input type="checkbox"/> Group 2 <input type="checkbox"/> Ind. 3 <input type="checkbox"/> DK
1 Y 2 N 3 DK	1 <input type="checkbox"/> Group 2 <input type="checkbox"/> Ind. 3 <input type="checkbox"/> DK

- 1 Column (f) - This question is to determine if the policy was obtained through an employer, union, or some other group.

You need not specify where the plan was obtained. Circle "Y," "N," or "DK" as appropriate.

If it is volunteered that the plan was originally obtained through an employer, etc., and the person is no longer with that group, but now holds the policy as an individual plan, circle "Y" in Col. (f) and mark "Individual" in Col. (g) without asking the question.

- 2 Column (g) - Ask this question whenever the answer has not been volunteered in Col. (f). Emphasize the word "NOW" when asking the question as here we are interested in the present status of the plan. Mark "Group," "Individual" or "DK" as appropriate.



(j)

Table H. S., Column (j)

(j)

When was the last time any member of your family used this--plan?
(j)
<input type="checkbox"/> Never used 2 _____ Weeks 3 _____ Months 4 _____ Years
<input type="checkbox"/> Never used 2 _____ Weeks 3 _____ Months 4 _____ Years
<input type="checkbox"/> Never used 2 _____ Weeks 3 _____ Months 4 _____ Years

- 1 Column (j) - Record the number of weeks, months, or years since the last time this plan was used by a member of this household only. Or mark the "Never used" box, and go to the next plan. "Last used" refers to the last time the household member(s) were paid extra cash under this plan for each day or week in the hospital. If the period given does not correspond to any of the specific categories, footnote the answer.
- 2 After completing Table H.S. for each plan listed in Col. (k), place the supplement(s) inside the questionnaire(s) to which they apply and go back to the HIS-1 and complete questions 41-45 of the Person page.

CHAPTER E1. INTERVIEWING TECHNIQUES

E1.A How to Begin the Interview

1 Introduce Yourself to the Respondent

a The first step in the interview is to introduce yourself, including these five points:

- 1) Your name.
- 2) The U.S. Bureau of the Census.
- 3) Your Identification Card.
- 4) The fact that it is a health survey.
- 5) U.S. Public Health Service.

a) A suggested introduction is:

"I am \_\_\_\_\_ from the United States Bureau of the Census; here is my identification (show your identification card). We are taking a health survey for the United States Public Health Service."

b Verify the address with the respondent, and if required, determine "Year built."

c If you are not invited in immediately after you have introduced yourself, and you determine that the household is to be interviewed, you may add, "May I come in?"

2 Ask the First Question as Soon as Possible

a After seating yourself, begin immediately with the first question of the interview: "What is your mailing address and ZIP code?" The sooner the respondent begins to participate in the interview, the better. To start off with the interview is much more desirable than to describe the types of questions you are planning to ask.



- b An advance letter (sometimes called the "Dear Sir" letter) is sent out from the Data Collection Center immediately prior to the week of interview. It is sent only to those households for which a specific street address or mailing address has been obtained. This letter tells the respondent that his household has been selected for inclusion in the sample and briefly explains the general purpose of the survey.
  - 1) Even though the advance letter is sent to inform the household of your visit, you should not ask whether it has been received, or voluntarily supply the respondent with a copy. Drawing attention to the letter might interfere with the introduction as specified above. However, if the respondent questions why you are there, you may use the material in the letter in making your explanation.
- c If persons who are not members of the immediate family are present, suggest to the respondent before continuing that he might prefer to talk to you in a more private place. Even though a respondent might not refuse to be interviewed under these circumstances, the presence of outsiders might cause a reluctance to talk about certain types of illnesses which could result in a loss of information.

### 3 Explaining the Survey

- a You will find that most respondents will accept your introduction as the reason you are taking the survey. However, there will be a few who will want more information about the survey and you should be prepared to answer their questions. There may be a few others who are reluctant to give information, or who may actually refuse to be interviewed because they don't want to be bothered or because they don't believe the survey has any real value.
- b Purpose of the Survey - If a respondent questions the purpose of the survey, use the explanation on the back of your flashcard booklet. If it is necessary to give an additional explanation, you should base it on the material given in Part A, Chapter 1 of this Manual, using your own words to suit the level of understanding of the respondent.
- c Connection with Health Programs of Legislation - Guidance for answering questions.
  - 1) The National Health Survey (of which the Health Interview Survey is a part) was set up by an Act of Congress in 1956. The National Health Survey Act is supported by both major political parties, by the American Medical Association, and other organizations.

E1.A3

- 2) The National Health Survey is a fact-finding survey only. Everyone realizes the importance of information about people's health and medical care, and they trust the survey to be concerned only with gathering facts about these health problems—and not with how the problems should be solved. Actually, when there are controversies about how to solve some health problem both sides turn to the Health Interview Survey for the facts on the situation because they trust the survey to be unbiased.
- d If the respondent confuses this survey with other census work, or the 10-year Census, explain that this is one of the many special surveys that the Census Bureau is asked to carry out because of its function as an objective fact-finding agency and because of its broad experience in conducting surveys.
- e Why This Household - This happens to be one of the representative addresses picked. Who lives at the address, and whether or not they have problems with their health, had nothing to do with the selection. Each address represents approximately 1,300 households. 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 Public Health Service.
- f How Long Will It Take
- 1) This depends on the number of people in the family and on their health conditions. Do not say that the interview will take only a few minutes.
  - 2) If the respondent states that he has no time right now for an interview, find out when you can come back. However, always assume (without asking) that the respondent has the time right now unless he tells you otherwise.

### E1.A3

- g If you have difficulty in obtaining an interview, explain the purpose and importance of the survey, and stress the confidential treatment accorded all information furnished by the respondent. This should be done also at any point during the interview if the respondent should hesitate to answer certain questions.

### E1.B Your Own Manner

- 1 Your greatest asset in conducting an interview efficiently is to combine a friendly attitude with a business-like manner. If a respondent's conversation wanders away from the interview, try to cut it off tactfully, preferably by asking the next question on the questionnaire. Overfriendliness and concern on your part about the respondent's personal troubles may actually lead to your obtaining less information.
- 2 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 withhold information. Your own objectivity about the questions will be the best method for putting the respondent at ease and making him feel free to tell you of the conditions and illnesses in his family.
- 3 Avoid "talking down" to respondents when explaining terms but give as direct and simple explanations as possible.

### E1.C How to Ask the Questions

- 1 Ask the Questions in the Order Specified - If you change the order, it is likely that both you and the respondent will become confused. This is especially true of the health questions, which refer to different periods of time. Asking the questions out of order would force the respondent to keep jumping back and forth between time periods and would invite confusion.

E1.C

- 2 Complete the Condition, Doctor Visits, and Hospital pages after all of the probe questions on conditions, doctor visits, and hospitalizations have been asked for each related member of the household. Going back and forth between the probe questions and the various pages would be the "hard way" to conduct the interview and it is certain that if you fail to follow the correct interviewing sequence you would not remember to ask every question for every person.
- 3 Information Given Out of Turn or Volunteered - Sometimes respondents will start describing the health of the family in answer to the very first question and will cover their own illnesses and those of other family members in such a way that it is difficult to keep straight which person has which condition. When this happens, you should explain your problem to the respondent, namely, that you cannot keep up with him in recording the information and, at the same time, be sure that you are recording accurately what he says. Then, ask him to permit you to ask the questions as they appear so that he won't need to give the information more than once.
  - a If, however, a single condition is volunteered (reported not in response to any question or not in answer to the content of the particular question asked), a Condition page is required for it if it meets the requirements of "Conditions to be entered in C2" in Chapter 3.
- 4 Ask Each Question as Instructed - The wording and order of each question have been tested in actual interviewing and have been carefully designed to obtain the desired information. Therefore, the uniformity and value of the final results depend on all interviewers asking the questions in the same order and with the same wording.
  - a Avoid Asking Questions Unnecessarily - It is bad interviewing practice to ask a question when the respondent has already provided you with the specific answer. It may confuse the respondent, or even antagonize him, and may result in loss of information for later questions in the interview.
  - b If you are sure of the specific answer, you may make the appropriate entry without asking the question. However, if you are not sure about the earlier answer, it is good interviewing practice to verify the answer by saying something like: "I believe you told me earlier that a motor vehicle was involved in the accident, is this correct?"

5 Avoid Influencing the Respondent

- a Experience in other studies has shown that respondents tend to agree with what they think you expect them to say, even though the facts in the case may be different. Therefore, you must avoid "leading" the respondent by adding words to the questions or making slight changes in them that might indicate an answer you expect to hear.
- b Even slight changes which may seem to make no apparent difference can prove harmful and should be avoided. For example, the question, "During those two weeks did you stay in bed because of any illness or injury?" is greatly changed in meaning when changed to, "You didn't stay in bed during those two weeks because of any illness or injury, did you?" The question, "What did the doctor say it was? Did he give it a medical name?" would have a different meaning if changed to, "Did the doctor say you had glaucoma?"
- c Changes in question wording such as these suggest answers to the respondent and must be avoided. In an effort to be helpful the respondent may say, "Yes, that was it" or "That is true" or "That sounds about right," whereas, the facts may have been quite different.
- d Sometimes the respondent may not know the answers to the questions, and if this is the case, record the fact that he doesn't know.

6 Listen to the respondent until he finishes his statement. Failure to do so can result in your putting down incorrect or incomplete entries. The two most common types of errors made in this regard are:

- a Failure to listen to the last half of the sentence because you are busy recording the first half.
- b Interrupting the respondent before he has finished, especially if the respondent hesitates. A respondent often hesitates when trying to recollect some fact, and you should allow sufficient time for this to be done. Also, people will sometimes answer "I don't know" at first, when actually they are merely considering a question. When you think that this may be the situation, wait for the respondent to finish the statement before repeating the question or asking an additional question.

E1.C

- 7 Repeat the Question - The respondent may not always understand the question when it is first asked, and sometimes you can tell from the answer that the question has not been understood. In this case, repeat the question using the same phrasing as you used originally. This should not prove to be embarrassing since what you said the first time was not heard or understood. Frequently the respondent is capable of understanding the question but has missed a word or two. If you think it is helpful, you can preface the repetition of the question by a phrase, such as, "I see," "Oh, yes," and the like, and then repeat the actual question.
- 8 Repeat the Answer - Sometimes it is helpful to repeat the respondent's answer and then pause expectantly. Often this will bring out additional information on the subject. It is also useful as a check on your understanding of what has been said, especially if the statements or comments given have not been entirely clear. For example, "Including your doctor visit last week, that makes three times during the past two weeks?"
- 9 Do Not "Practice Medicine"
  - a Do not try to decide yourself whether or not any member of the household is ill. If a person mentions some condition but makes light of it or expresses doubt that he was "ill," enter the condition on the questionnaire anyway and ask the appropriate questions about it.
  - b Do not attempt to diagnose a respondent's illness from his symptoms, or to substitute names of diseases for the respondent's own description of the trouble. If a respondent's answer to a question is not specific or detailed enough, ask additional questions in accordance with instructions in paragraph E below. However, the final entry must always represent what the respondent said, in his or her own words.
- 10 Pacing the Interview
  - a Try to avoid hurrying the interview even under trying circumstances. If the respondent senses that you are in a rush to complete the questions and get out of the house, she will probably cooperate by omitting important health information which she might feel would take too much time to explain and record.

E1.C10

- b Maintaining a calm, unhurried manner and asking the questions in an objective and deliberate way will do much to promote an attitude of relaxed attention on the part of the respondent.
- 11 The flashcard booklet must be used for various parts of the interview. To keep the interview moving smoothly, learn how to handle the booklet. Also, have a second flashcard booklet for the respondent's use so that the necessity of passing the flashcard booklet back and forth can be reduced to a minimum.

E1.D Asking Additional Questions (Probing)

1 When to Ask Additional Questions

- a Sometimes a person will give you an answer which does not furnish the kind of information you need or one which is not complete. Ask additional questions in such cases, being careful to encourage the respondent to do the explaining without suggesting what the explanations might be. Ask as many questions as necessary to satisfy yourself that you have obtained complete and accurate information insofar as the respondent is able to give it to you.
- b Be sure to keep asking additional questions until you have a complete picture and all the pertinent details.
- c However, do not "over-probe." If the respondent says she does not know the answer to a question, do not try to insist that she give some answer. This might irritate the respondent, and also make her wonder about our interest in accurate responses.

2 How to ask Additional Questions

- a Ask in such a way that you obtain the information required without suggesting specific answers to the respondent. For example, "Please explain that a little more," "Please describe what you mean," or "What was the operation for?" Fit the questions to the information which has already been given.

E1.D2

- b In some instances you may need to suggest specific alternatives to the respondent when general phrases have not been successful in obtaining the information. This is also an acceptable method for asking additional questions, provided the respondent is never given a single choice. Any items specifically suggested to the respondent must always consist of two or more choices. The examples below illustrate both acceptable and unacceptable methods for asking additional questions.

Acceptable

Not acceptable

- |  |                                    |
|--|------------------------------------|
| 1) Can you tell me the approximate number of days?   | Would you say it was six days?     |
| 2) You said you first noticed the condition about a year ago. Was it more than 12 months ago or less than 12 months ago? | Was it more than a year ago?       |
| 3) Do you all live and eat together?   | Are you all one household?         |
| 4) Does she live the greater part of the year here or at her sister's home?  | Is she a member of this household? |
| 5) What kind of asthma is it?  | Is it bronchial asthma?            |
- c The "Not acceptable" questions in examples 3) and 4) show an interviewer who is unable to apply Census rules for determining the composition of a household, and expects the respondent (who doesn't know the Census rules) to make the decision.
- d The "Not acceptable" questions in examples 1) and 5) illustrate an invitation to the respondent to just say "Yes" without giving any thought to the question.



E1.D2

- e The "Acceptable" question in example 2) illustrates a proper way to give the respondent an opportunity to tie an event to a particular period of time. The "Not acceptable" question is again an invitation to the respondent to say "Yes."

E1.E Recording information correctly is just as important a part of the interview as asking the questions correctly. This involves writing clearly and plainly, recognizing in advance the amount of space allotted for descriptive entries and adjusting the size of your writing to fit into the space provided. If additional description is required, make free use of the footnote space. Be careful not to leave blank spaces where they should be filled in.

- 1 Use a black lead pencil or ball point pen.
- 2 Use "DK" for "don't know" only to indicate that the respondent does not know the answer to a particular question. Do not use it to fill answers for questions that you may have overlooked at the time of interview.
- 3 If, after an interview, you discover blanks in the questionnaire for questions which should have been asked, leave the items blank.

E1.F Review of Work

- 1 At Close of Interview - Look over the questionnaire while you are in the house and with the respondent so that you can ask any additional questions that are needed. Check to be sure:
  - a A Condition page has been completed for each condition listed in item C2.
  - b A two-week doctor visits column has been completed for each doctor visit or call recorded in item C1.
  - c A 12-month doctor visits column has been completed for each "Y" circled in item C1.
  - d A hospital column has been completed for each hospital/nursing home stay indicated in item C1.
  - e All health insurance questions have been asked.
  - f All "person" information has been recorded on the Person pages for each household member.

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E1.F

2 Prior to Transmittal

a Review the Household pages for completeness. Verify that the following items have been filled correctly:

1 Extra Units

1 through 2b  
4 through 8

9 (Ask or Do Not Ask box must be marked same as for original unit. Year built boxes marked, if required.)

10 through 12

L (Rural or All Other box must be marked same as for original unit.)

14 through 15, if required

16 through 20

Item E if in NTA or B segment

2 Nonrelated Household Members

1 through 7

10

16 through 20

3 More than one questionnaire for related household members

1 through 7

18

4 Type A Noninterview

1 through 15

18 through 20

5 Type B Noninterview

1 through 13

L

15

18 through 20

6 Type C Noninterview

- 1 through 8
- 9 if applicable
- 11
- 13c if checked
- 18 through 20

b When you review your questionnaires, do not enter any information which should have been furnished by the respondent and recorded during the interview.

E1.G "Thank You" letters (Form HIS-601) signed by the Surgeon General of the U.S. Public Health Service.

- 1 Leave one of these at each household after the interview has been completed. The letter thanks the respondent briefly for his cooperation and can be shown by the person interviewed to other members of the household who were not at home at the time of your call.
- 2 In leaving the letter say something such as: "Here is a letter of appreciation from the U.S. Public Health Service," or "Here is a letter from the Public Health Service thanking you for your cooperation in this survey."

E1.H Use of Telephone - Use a local telephone wherever practicable. Telephone only:

- 1 To make appointments.
- 2 To obtain one or two items of information for which the respondent has specifically invited you to telephone later.
- 3 Consult your Administrative Handbook on use of long distance calls.

CHAPTER E2. ADMINISTRATIVE

E2.A Transmittal of Materials

- 1 Transmit all "materials" for a segment to the regional office together, in the same package. These include all questionnaires (completed interviews and final noninterviews), and the Segment Folder.
- 2 Mail the materials on the day you make your last call, i.e., complete your last interview, in the (each) segment, without exception.
- 3 If you have picked up an "extra" unit(s), enter "Extra" in the serial number column of the "Record of Transmittal" on the Segment Folder, following the serial numbers for questionnaires received from your office.
- 4 Enter the date you are mailing the "materials" for the segment in the Segment Folder in the "Date of Shipment" column opposite serial number "01."
- 5 If, in unusual circumstances, you are permitted to complete any questionnaires after interview week, enter the following notation in the lower left-hand corner of the mailing envelope: "Late transmittal for Week \_\_\_\_" (enter the appropriate interview week number, e.g., 01, 02, etc.).

APPENDIX A TO PART E

CONFIDENTIAL NATURE OF INFORMATION COLLECTED  
IN NATIONAL HEALTH SURVEYS

- 1 General - National Health Surveys are conducted for the U.S. Public Health Service by the Bureau of the Census.
- 2 Nondisclosure of Information - The Health Interview Survey involves obtaining on a continuing basis details of the personal health records of a large number of individuals throughout the Nation. The Public Health Service has given assurance to the public that information identifying the individual will be held strictly confidential, will be used solely by persons engaged in and only for, the purposes of the survey, and will not be disclosed or released to other persons or for any other purpose. Bureau of the Census employees will observe this assurance of confidentiality and are subject to the Public Health Service as well as Department of Commerce and Bureau of the Census laws against unauthorized disclosure.
- 3 Subpoena of Records - In the event of a record collected in the Health Interview Survey being subpoenaed, any Bureau employee upon whom such subpoena is served will communicate with the Director of the Census through your Data Collection Center. Action to satisfy such subpoena will be taken only as authorized by Public Health Service Regulations, Section 1.108 of Title 42, Code of Federal Regulations.
- 4 Penalties for Unauthorized Disclosure or Falsification - 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 U.S.C. 1905). Deliberate falsification by an employee of any information in the survey is punishable by a fine up to \$10,000, or imprisonment up to five years, or both (18 U.S.C. 10001).

APPENDIX B TO PART E

DIAGNOSTIC ERROR CODES

<u>Error Code</u>	<u>Definition</u>
01	"Present effects" not given on Condition page but "old" operation entered in question 3.
02	"Condition" which was reason for "current" operation (-3 mos.), laboratory tests, surgery, observation, etc., not given on same Condition page, or "condition" which was reason for operation, laboratory tests, surgery, observation, etc., not given in same hospital column. For example, "stomach operation" but no entry of reason for operation; or the results of tests or final diagnosis not given with no entry to indicate results or final diagnosis not known. If code 02 is assigned, assign no other code.
03	Question 3a of Condition page or question 6 of Hospital page "DK" or left blank; only "part of body" is entered; or "part of body" entered with only very vague description of condition, for example, "bad back," "stomach bothers," "limps," "heart failure," etc., (with no indication as to what is wrong); or "Condition on Card C" box marked for a condition which is not on Card C. If code 03 is assigned, assign no other code.
04	"Cause" not given in question 3b, Condition page or question 6, Hospital page, for a condition other than cancer.
05	"Kind" (or "Manifestation") not given in question 3c, Condition page or question 6, Hospital page, for the conditions specified in question 3c.
06	"Effects" (or "Manifestation") not given in question 3b, Condition page for <u>allergy</u> or <u>stroke</u> . "Effects" (or "Manifestation") not given in question 6, Hospital page, for allergy.
07	"Part of body" affected inadequate or not given in question 3e, Condition page or question 6, Hospital page, for the specified conditions or impairments.
08	Accident questions (20-26 Condition page) not filled for an injury or for a condition due to an accident or injury. Footnote entry, "Same accident as condition __," is acceptable.

Error CodeDefinition

- 09 "Part of body" not given or inadequate in question 21a or in question 21b, Condition page or question 6, Hospital page, for an accident or injury.
- 10 Inadequate description of "kind of injury" in 21a, Condition page for accidents or injuries which happened less than three months ago. Inadequate description of "Kind of injury" and/or "Present effects" in question 6, Hospital page.
- 11 "Present effects" inadequate or not given in 21b, Condition page, for injury which happened before three months ago.
- 12 Question 10 not asked for persons six years old or over when eye condition reported on Condition page.
- 14 Impossible date or omission in question 2, Hospital page.
- 15 Omission or inconsistent entries in question 4-5c of Hospital page.
- 16 Condition page not filled for condition reported on Hospital page only, and condition is in question 38 or 39 or, there were one or more nights in question 5b, Hospital page.
- 17 Condition page not filled for condition reported on Two-Week Doctor Visits page only.
- 18 Positive responses in probe questions 5-10, 11 and/or 17 and no entry in item C2.
- 19 Limitation reported in probe questions M-23 and/or 27-33 and no entry in item C2.
- 20 Condition page not filled for a condition recorded in item C2.
- 21 No separate Condition page filled when more than one condition from question 38 or 39 (and present during past 12 months) is on a single Condition page.
- 22 Positive responses to probe questions 35-37 and no entry in item C1.
- 23 Hospital page not filled for hospitalization reported in item C1.

**ACCIDENT** - (D3-24) An unexpected event causing loss or injury resulting from carelessness or unavoidable causes. The terms "accident" and "injury" may be used interchangeably. There are cases, however, when an injury may not be accidental, for example, a war injury, a shouting, a stabbing, etc.

Also, accidents may occur without a resulting injury. For purposes of this survey, we are not interested in accidents in which there was no injury involved, unless there was restricted activity or medical attention in the past 2 weeks.

**ADULT** - Eligible respondent - (D3-1) 19 years or older, or ever married. Armed Forces member - (D3-6) 17 years or older.

**ALL OR MOST OF THE DAY** - (D3-17) More than half of the waking day.

**ANNULLED MARRIAGE** - (D3-15) Consider persons whose only marriage has been annulled as "never married."

**AREA SEGMENT** - (C-3) An area of land with well-defined boundaries which are outlined in red on the segment map. (See take all and non-take all segments.)

**ARMED FORCES** - (D3-6) U.S. Army, Navy, Air Force, Marine Corps, or Coast Guard, and any National Guard Unit activated as part of the regular Armed Forces.

**ARMED FORCES SERVICE** - (D8-5) "Active duty." Included in "active duty" is the six-month period a man may serve in connection with the provisions of the Reserve Forces Act of 1955. Count persons in the reserve who have served on the six-month active duty program as having been on active duty in the Armed Forces.

Persons who are in this program but only attend weekly reserve meetings, summer camp or the like and have not completed the six-month program, have not been on "active duty."

Do not count as service in the Armed Forces, persons working in civilian positions for the Armed Forces, or serving in a National Guard Unit not activated as part of the regular Armed Forces.

**B SEGMENT** - (A3-1) A group of addresses drawn from the 1960 Census Listing Book or selected from building permit data. They have no specified segment boundaries. Instructions for B Segments are given in Part F of this manual. (See also, Permit B Segment.)

**B SEGMENT ADDRESS LIST** - (F-6) Form 11-1-74 on which is listed the 1960 Census addresses with names of the household head (if known) for units comprising the segment.

**BED** - (D3-17) Anything used for sleeping, including sofa, cot, or mattress.

**BEING IN A HOSPITAL** - (D3-54) Staying overnight or longer in a hospital as an inpatient. Exclude visits to hospital patients, emergency room, or outpatient clinic.

**BOARDING HOUSE** - (B-10) An establishment with five or more units for rent to boarders and which serves regular meals to the residents who pay a combined rate for their room and meals on a weekly or monthly basis. None of the space occupied as living quarters in a boarding house constitutes a housing unit; classify the quarters for the proprietor or resident manager, as an other unit.

**BUSINESS, OWN** - (D8-23) Consider a person to have his own business if he maintains an office, store, or other place of business; if he uses machinery or equipment in which he has invested money for profit; or if he advertises his business or profession.

Handymen or other odd job workers are not considered as having a business during weeks they do not work.



CALENDAR CARD — (D1-3) A two-month calendar, interview month and preceding month.

#### COMBINATION ROOMING AND BOARDING

HOUSE — (B-10) A combination rooming and boarding house is an establishment with five or more units for rent that serves meals to some residents but only rents rooms to others.

Quarters occupied by boarders are always other units. The quarters occupied by roomers, the proprietor, manager or other resident employees may be housing units or other units depending on whether the quarters meet the housing unit definition.

If there are four or fewer units for rent, combine rooms occupied by boarders with the landlord's quarters (or with each other if the landlord does not live in the structure). Rooms that are occupied by roomers and meet the housing unit definition should be considered housing units. Consider rooms that do not meet the housing unit definition as part of the housing unit through which access to the room is gained.

COMMON LAW MARRIAGE — (D3-15) Married.

COMPANY OR INDUSTRY CLINIC — (D5-7) A company or plant doctor's office or clinic which is operated solely for the employees of that company or industry.

CONDITION TO BE ENTERED IN C2 — (D3-12) A health problem or accident resulting in: bed days, days lost from work or school, or cut down activity in the past 2 weeks; a doctor visit in the past 2 weeks; nights in the hospital in the past 2 weeks; limitation of activity or mobility; or is listed or reported in question 38 or 39, condition lists.

CONVALESCENT HOME — (See Nursing Home.)

COOKING EQUIPMENT — (B-5) (1) A range or stove, whether or not it is used regularly, or (2) other equipment such as a hotplate or electrical appliance, if the equipment is used for regular preparation of meals.

Vacant units without cooking equipment are considered as having such, if the last occupants had cooking equipment.

CUT DOWN AS MUCH AS A DAY — (D3-20) A day of restricted (cut down) activity is a day when a person cuts down on his usual activities for the whole of that day because of illness or injury. Usual activities for any day means the things that the person would usually do on that day.

Restricted activity does not imply complete inactivity, but all or most of a person's usual activities for the day must have been restricted for the person to have a cut-down day.

DAY IN BED — (D3-17) Any day on which the person was kept in bed either all or most of the day because of illness or injury. Taking a nap on "General principals" should not be counted as a day in bed. Also count the days as a patient in a hospital, sanitarium or nursing home as bed days whether or not the patient was actually lying in bed at the hospital, sanitarium or nursing home. Exclude hospital days for a normal newborn, unless the baby had some complication or illness.

DAYS LOST FROM WORK OR SCHOOL — (D3-17) A scheduled work school day missed because of health. Exclude Saturdays, Sundays, and holidays unless scheduled.

DENTAL INSURANCE PLAN — (D7-14) Those that pay all or part of the dental bill for routine or regular care, such as cleaning, fillings, extractions, or X-rays. Coverage can be provided by a separate plan or it may be part of a general health insurance plan.

DENTIST — (D3-26) A person who has been trained in the prevention, diagnosis, and treatment of diseases of the teeth and adjacent tissues. For example: oral surgeon, orthodontist, periodontist, dental hygienist.

DIAGNOSIS OR TREATMENT - (D5-10) (a) An examination or test to diagnose an illness, regardless of whether the examination or test resulted in a diagnosis, or, (b) treatment or advice given by the doctor or under the doctor's supervision.

Include X-rays either for diagnostic purposes or treatment in this class.

DIRECT ACCESS - (B-4) An entrance to the living quarters directly from outside of the building, or through a common hall.

DOCTOR - (D3-29) A medical practitioner with an M.D. or D.O. (Doctor of Osteopathy) degree, including ophthalmologists (occulists). Exclude chiropractors, chiropodists, podiatrists, optometrists.

General Practitioner-(D5-8) A physician who does not limit his practice to a specialty.

Specialist - (D5-8) A medical doctor who limits his practice to certain groups of people (children, women, etc.), certain conditions (diabetes, arthritis, etc.), certain parts of the body (eyes, ears, nose, and throat, etc.) or special procedures (anesthesia, radiology, etc.).

DOCTOR'S BILL, DOCTOR VISIT PAGE - (D5-13)  
The amount paid or to be paid for this visit. It may include, in addition to the usual fee for a visit, any charges for medication, laboratory tests or X-rays, procedures such as electrocardiograms or cauterization, any surgery performed in the doctor's office or any other service rendered.

Table H.I. (D7-9) - Those for an operation or delivery, pre or post-surgical care, or pre or postnatal care, either in the hospital, at the doctor's office, or some other place.

DOCTOR VISIT (SEE OR TALKED TO) - (D3-29)  
(1) A visit by the person to the doctor.

(2) A visit by the doctor to the person. If the doctor visits the household to see one patient while there examines or visits professionally another member of the household, count this visit as "doctor seen or talked to" for each individual for each condition receiving the doctor's attention.

(3) Telephone calls to or from a doctor (except requests for appointments or inquiries about a bill), visits to a doctor's office, a clinic, a medical center or hospital (either as an inpatient or an outpatient) where a person goes for treatment or examination ordered by a doctor but where he may not actually see or talk to a doctor. Also, include as visits calls to the doctor concerning the obtaining or renewal of a prescription.

(4) The person who had the condition is himself a doctor and he followed his own treatment or advice.

(5) Talking about the condition to a family member who is a doctor.

Exclude as "visits" shots or examinations (such as chest X-rays) administered on a mass basis. For example, a visit to a clinic, mobile unit, or some similar place to receive an immunization, a single chest X-ray, or a certain diagnostic procedure which was being administered identically to all persons who were at the place for this purpose, would not be counted as a visit. However, physicals for athletes, or the Armed Services are not mass visits and should be included.

Also, exclude as "visits" calls a doctor made to see the person while he was an inpatient in the hospital.

DOCTOR'S CLINIC - (D5-6) Offices of a group of doctors.

DOCTOR'S OFFICE - (D5-6) The office of a doctor in private practice. This may be an office in the doctor's home, an individual office in an office building or a suite of offices occupied by several doctors.

ELIGIBLE RESPONDENT — (D3-1) A related adult household member mentally competent; single persons 17 or 18 years old if there is no related person in the household who is 19 years old or over; unrelated adults responsible for the care of a child or an incompetent person; Armed Forces members living at home.

EMERGENCY CARE — (D5-9) Care which must be obtained, on an urgent basis, as a result of pressing medical need. This care cannot be postponed without severe effects.

EMERGENCY ROOM — (D5-6) A unit of a hospital where person may receive medical care usually of an urgent nature without being admitted as an inpatient.

EXTENSION SHEET — (F-11) A B Segment Address List stamped "extension sheet" used to list units at an address thought to be multi-unit.

"EXTRA CASH" PLAN — (D10-4) One designed to pay a fixed amount of money to the policyholder for each period of time in the hospital regardless of the amount of the hospital bill or of any other policies a person may have.

EXTRA UNITS — (A3-10)

(1) In B Segments: (A3-13) A housing unit or other unit in the same structure and within the specific address of the sample unit as recorded on the B Segment Address List. To be an extra unit, it must not be listed elsewhere (either on a separate line or in a notation) on the B Segment Address List.

(2) In NTA Segments: (A311) A unit (housing unit or other unit) which is discovered while interviewing a sample unit on the same property or in the same structure as the sample unit AND not listed previously although it is within the segment boundaries.

(3) In TA Segments: (A3-10) Any unit housing unit or other unit) not previously listed, which is within the segment boundaries and discovered while interviewing a sample unit or in updating lists at time of interview.

EYE EXAMINATION (GLASSES) — (D5-11) An examination of the eyes for the purpose of establishing a need for eye-glasses or for a change in the type of eye glasses being worn. Any other eye examination or treatment of an eye condition is classified to "Diagnosis or treatment."

FARM (PLACE OF ACCIDENT) — (D4-48) A farm building or land under cultivation, but not in the farm home or premises.

FEDERAL GOVERNMENT — (See Government, Federal).

FIRST NOTICED — (D4-30) When a condition first began to give any trouble or show any symptoms. This could have been prior to the time the condition was diagnosed, if there were symptoms which later proved to be the diagnosed condition.

For the after effects of an old injury (one which happened more than three months ago), when the present ill-effects were first noticed.

For a condition that has continued for a long time, such as emphysema, or stomach ulcer, it is the date the trouble was first noticed, not the date of the most recent attack or flare-up.

For conditions which usually last a short time, such as colds, but occur frequently, it is the date of the most recent episode.

FULL TIME JOB — (D8-9) One at which the person worked 35 or more hours per week and which lasted two or more consecutive weeks.

GENERAL CHECKUP — (D5-10) A visit to a doctor for the purpose of determining the general state of the person's health. This category includes checkups for specific purposes such as physical examinations required to obtain employment, for college entrance, to obtain insurances, etc.; periodic (yearly) general checkups; visits to the well-baby clinic, etc.

However, a visit to a doctor for a check-up or examination for a specific condition such as when a person goes at regular intervals for a checkup for TB or a heart condition, should not be classified as "General checkup" but as "Diagnosis or treatment."

GETTING IN OR OUT - (See Motor Vehicle).

GOING TO SCHOOL - (D3-42) Attendance at public or private schools, whether the course is vocational or academic. Include special schools, e.g., for retarded children or corrective schools for delinquents. Include attendance at a university or other institution for adult training or education.

GOVERNMENT, FEDERAL - (D8-22) Any branch of the Federal government, including government-owned bus lines, government-owned electric power utilities, civilian employees of the Armed Forces and persons elected to paid Federal offices.

Exclude paid employees of the American Red Cross, the U.S. Chamber of Commerce and similar civic and national organizations (Pvt. pd.).

GOVERNMENT, OTHER - (D8-22) Any branch of the government other than the Federal Government, e.g., State, city, county, etc. This includes employees of public Schools, government-owned bus lines, etc.

Include paid elective offices, international organizations such as the U.N., and foreign governments.

Exclude paid employees of the American Red Cross, the U.S. Chamber of Commerce and similar civic and national organizations (Pvt. pd.).

GRID MAP - (A3-6) A map covering a large area used to find the general location of a segment in relation to major landmarks of the city or county.

HEAD OF HOUSEHOLD - (D3-3) The person who is regarded as the head by the members of the household. It may be the chief breadwinner of the family, the parent of the chief earner, the only adult member of the household, or a member of the Armed Forces living at home about whom we want no health information.

HIGHWAY (LAND) - (D4-48) Any street, road, path, etc., (either public or private) which is customarily used for vehicular traffic.

HOME (DOCTOR VISIT) - (D5-6) Any place where the person was staying at the time of the doctor visit, including own home, friend's home, hotel room.

HOME (PLACE OF ACCIDENT) - (D4-47) Include not only a person's own home but also any other home, vacant or occupied, in which he might have been when he was injured, as well as homes being remodeled or undergoing repair. Do not consider an accident occurring at a house under construction as occurring at home, but mark "industrial place" for these.

At home (adjacent premises) - An accident occurring in the yard, the driveway, patios, gardens, or walks to the house or a garage. On a farm, the adjacent premises include the home premises or garage, but not the barns or other buildings (unless used as a garage) or the land under cultivation.

At home (inside house) - An accident occurring while the person was inside the house, in any room or porch but not an inside garage. Porches, or steps leading directly to porches or entrances are considered as "inside the house." Falling out of a window or falling off a roof or porch also are included as "inside the house."

Also include in this category injuries happening within motel or hotel rooms. The lobby corridors, and other public places within the motel or hotel premises are not regarded as "home." Mark them as "other," and specify.

HOSPITAL (BEING IN) - (See Being in a Hospital).

HOSPITAL BILL - (D6-14) Includes only the bill submitted for the bill submitted for the hospital itself, not the doctor's or surgeon's bill or the bill for special nurses. The hospital bill always included the cost of room and meals and may also include the costs of other services, such as operating room, laboratory tests, X-rays, and medicine.

HOSPITAL (EMERGENCY ROOM) - (See Emergency Room).

HOSPITAL OUTPATIENT CLINIC - (See Outpatient Clinic).

HOTEL - (B-10) An establishment that rents rooms or suites of rooms to transient or nontransient guests and provides regular hotel service, such as linens, maid and desk service. (See Non-transient Hotel or Transient Hotel).

HOUSEHOLD - (A2-1) The entire group of persons who live in one housing unit or one other unit. It may be several persons living together or one person living alone. It includes the household head and all his relatives occupying the housing unit or other unit. The household may also include roomers, servants, or other persons not related to the head who live there.

HOUSING UNIT - (B-4) A group of rooms or a single room occupied as separate living quarters; that is: (a) The occupants do not live and eat with any other persons in the structure, AND (b) there is either, (1) direct access from the outside or through a common hall, OR (2) a kitchen or cooking equipment for exclusive use of the occupants.

IMMUNIZATION OR VACINATION - (D5-11) Shots or injections for preventive care of particular diseases.

IMPAIRMENT - (D4-21) Deafness, trouble hearing or any other ear condition, blindness, trouble seeing, or any other eye condition, missing hand, arm, foot or leg - all or part of; trouble, stiffness, or any deformity of foot, leg, fingers, arm, or back.

INCOME - (D8-26) Wages and salaries, tips, commissions, net income from business or farm, pensions, allotments, dividends, interest, rent, welfare, cash bonuses, alimony, and other money income.

INDUSTRIAL PLACE - (D4-48) A factory, auto repair garage, railway yard, a warehouse, a workshop, a loading platform of a factory or store, etc. Include construction projects (houses, buildings, bridges, new roads) as well as buildings undergoing remodeling. Do not classify private homes undergoing remodeling as industrial places, but classify them as "home."

INJURY - (D3-24) Cuts, bruises, burns, sprains, fractures, "insect stings," "animal bites," "sunburn," "sun poisoning," "heat or sun strokes," "blister," "frostbite," "frozen feet," and poisoning. (See Poisoning).

INPATIENT - (D3-54) One who remains overnight or longer in a hospital as a patient.

INSIDE (MOTOR VEHICLE) - (See Motor Vehicle).

INTER-COMM - (C-95) A form used to report problems or questions.

INTERVIEW, COMPLETED - (D2-22) All questions were asked on personal characteristics and health for all members of a household. If a respondent has refused to answer a few of the questions, such as age, but has provided the rest of the information to the best of his knowledge, the interview is considered completed.

INTERVIEW, PARTIALLY COMPLETED - (D2-20) An interview has not been obtained for some members of a household. Enter the person number and the reason for non-interview in the footnote space on the front of the questionnaire.

INTERVIEW WEEK - (D3-13) The week in which the interview is completed, beginning with Monday and ending with Sunday night.

**JOB** - (D8-7) A definite arrangement to work for pay (full-time or part-time).

On Call - (D8-7) A person "on call" to work only when his services are needed is not considered to have a job during weeks when he does not work. For example, a substitute teacher who did not work last week or the week before.

Seasonal - (D8-8) Seasonal employment is considered a job only during the season in which the work is done.

**KEEPING HOUSE** - (D3-42) Housework around the person's own home but not paid housework for someone else.

**LAYOFF** - (D8-8) Waiting to be called back to a job from which a person has been temporarily laid off or furloughed. Layoffs can be due to slack work, plant retooling or remodeling, seasonal factors, and the like. If a person was not working because of a labor dispute at his own place of employment, he is not considered "on layoff" but with a job from which he is absent.

**LIMITED** - (D3-44 thru D3-50) A person is limited if he considers himself to be limited in the kind or amount of work, housework, play or other activities he can do.

**LISTING** - (C-3) Writing down on forms the addresses or other description of places in which people live or might live within a segment or building.

**LIST OF STRUCTURES WITH NO LIVING QUARTERS** - (C-37) Found on the inside back cover of the segment folder, used in area segments to list structures which contain no living quarters and are not located on the same property as a structure which contains living quarters.

**LOOKING FOR WORK** - (8-8) Any effort to get a job or to establish a business or profession. A person was looking for work if he actually tried to find work during the past two weeks and also if he made such efforts within the past 60 days, and was waiting during the past two weeks to hear the results of these earlier efforts.

Some examples of looking for work are: Registering at an employment office; visiting, telephoning or writing applications to prospective employers; placing or answering advertisements for a job; and being "on call" at a personnel office or at a union hiring hall, etc.

**MAIN (MAJOR) ACTIVITY** - (D3-42) That activity which the person considers his major activity during the past 12 months.

**MAIN ENTRANCE** - (A3-8) The entrance for the address of the building; if no address, the entrance usually used by visitors or persons other than tradesmen, servants, etc.

**MANUFACTURER** - (D8-11) Producer of goods for sale.

**MANUFACTURER'S SALES OFFICE** - (D8-12) A separate sales office of a manufacturer away from the factory.

**MERGER** - (A3-13) The resultant unit which arises when two or more units are combined into one unit.

**MOTEL, TOURIST COURT OR CAMP** - (B-11) An establishment that rents rooms or suites of rooms, provides services such as, linens, and maid or desk service, and guests can drive close to their quarters. All units are listed or sampled, whether transient or nontransient.

**MOTOR VEHICLE** - (D4-50) A power operated vehicle, not on rails, for transporting persons or property, intended for use on a land highway, either public or private; or a self-propelled non-highway vehicle, such as construction equipment, tractor, farm machinery, or tank when operating on a highway. Attached objects, such as a sled, coaster, or trailer are considered as part of the motor vehicle.

**MOTOR VEHICLE, GETTING IN OR OUT** - (D4-52) Boarding or leaving a bus, getting off a truck, jumping or getting off a motorcycle, motor scooter, etc., or entering or leaving a stationary motor vehicle struck by a moving motor vehicle.

**MOTOR VEHICLE, INSIDE** - (D4-52) A passenger or driver of a motor vehicle. Include persons who fell or were thrown out a motor vehicle, persons with part of the body protruding from the vehicle and part inside, a person riding in the bed of a truck or on an open vehicle, such as a motorcycle or tractor.

**MOTOR VEHICLE, MOVING** - (D4-51) If there is a question, consider the motor vehicle as moving if the wheels were moving (this includes skidding) or if the vehicle had come to a stop just an instant before the accident occurred.

**MOTOR VEHICLE, OUTSIDE** - (D4-52) Include hanging on to some outside part of a motor vehicle with the person's body outside, for example, a person riding on the fender of a car or hanging on to the tailgate of a truck; riding in a non-motor vehicle, such as a railroad train, bicycle, a streetcar or horsedrawn vehicle; riding in or on a "pedestrian conveyance" such as a coaster wagon, baby carriage, or while on roller skates.

**MOTORCYCLE** - (D4-52) A two-wheeled vehicle powered with a motor, such as a "motor scooter," "motor bike" or "motorcycle" including a side car.

**NATIONAL GUARD** - (D3-6) Civilian units of the Federal or State government. If activated by Presidential Order, they are part of the U.S. Armed Forces.

**NEVER MARRIED** - (D3-15) Includes persons whose only marriage was annulled.

**NEVER WORKED** - (D8-9) Never had a full-time civilian job lasting 2 weeks or longer.

**NONINTERVIEW** - (D2-18) A sample unit which is not interviewed.

**TYPE A NONINTERVIEW** - (D2-18) Refers to sample unit occupied by persons eligible for interview but for which no interview was obtained, such as, Temporarily Absent or Refusal.

Refusal - A respondent refused to be interviewed. In a footnote, explain the pertinent details regarding the respondent's reason for refusing.

No One At Home - After making repeated calls, you have not found an eligible respondent at home during the interview week even though there are people living there.

Temporarily Absent - The sample unit is the usual residence of a household which is temporarily away and will not return until after the particular interview period.

OTHER, TYPE A NONINTERVIEW - (D2-18) Occupied units on impassable roads, quarantined households and any other Type A cases not listed.

TYPE B NONINTERVIEW - (D2-18) Refers to a sample unit which is vacant, occupied entirely by Armed Force members, or persons with usual residence elsewhere. (See special situations for permit B Segments.)

Vacant - Nonseasonal - Vacant unit intended for year-round occupancy, regardless of where it is located. However, do not count as vacant a unit whose occupants are only temporarily absent, that is, would be defined as usual residents of the unit even though they are away at the time of interview.

Vacant - Seasonal - 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, other Type B).

Usual Residence Elsewhere - A unit which at time of interview is occupied entirely by persons who have usual residence elsewhere.

Armed Forces - A unit occupied solely by members of the Armed Forces on regular active duty.

OTHER, TYPE B NONINTERVIEW - (D2-19)

Construction Not Started - A sample unit in a Permit Segment for which construction has not been started.

NONINTERVIEW -- Continued

TYPE B NONINTERVIEW--Continued

Under Construction - Construction has not proceeded to the point where all exterior windows and doors have been installed and final usable floors are in place.

Converted to Temporary Business or Storage - Units temporarily used for business or storage purposes but expected to revert to residential use.

Vacant - Migratory Workers - A unit vacant at the time of interview, and used only for the temporary accommodation of migratory workers.

Vacant Trailer Space - An unoccupied trailer site.

TYPE C NONINTERVIEW - (D2-20) Refers to a unit assigned for interview which does not exist or for other reasons should not be included in the sample.

Demolished - Totally or partially torn down. If merely vacant pending demolition, classify as vacant.

In Sample by Mistake - A unit that should not have been listed originally. The unit may be outside segment boundaries, never intended for residential use, etc. Describe the situation fully.

Eliminated in Subsample - A unit eliminated in subsampling.

Built after April 1, 1960 - A sample unit in an area segment in a permit area, in a structure which was built after April 1, 1960.

OTHER, TYPE C NONINTERVIEW - (D2-20)

Nonexistent - A unit which you are unable to locate in a regular B Segment.

Unfit for Human Habitation - An unoccupied unit which has become unfit for human habitation and is beyond repair so that it is no longer considered living quarters.

Converted to Permanent Business Or Storage - A unit that has been permanently converted to business or storage use.

Merger - Two or more units on the Segment List are combined to make one housing unit and the sample unit is not the first listed.

NON MEDICAL DOCTORS - (D3-29) Includes Christian Science Healers, optometrists, naturopaths and other persons giving advice or treatment but who are not medical doctors.

NONPAID -- (D8-23) Work without pay on a farm or in a business owned by a related household member. Room and board and a cash allowance are not counted as pay for these family workers.

If the person receives money for such work, this person should be classified as "Pvt. pd."

NONSTAFF UNIT - (A3-28) Living quarters or a bed occupied by the persons for whom a special place is operated. Nonstaff units are not included in this survey and should not be listed, sampled, or interviewed.

NON-TAKE-ALL SEGMENT (NTA) - (A3-5) An area segment in which units are designated for more than one sample.

NONTRANSIENT HOTEL - (B-10) Seventy-five percent or more of the rooms or suites are occupied or intended for occupancy by permanent guests. Permanent guests usually stay a month or more at reduced monthly or weekly rates. All rooms or suites of rooms in a non-transient hotel are classified as housing units.

NURSING HOME, CONVALESCENT HOME, OR SIMILAR PLACE - (C-90) A home, sanitarium, or place which provides medical or personal care with accommodations for 3 or more persons, for reasons of mental or physical health, or advanced age.

ON CALL - (See Job).

ONSET - (See First Noticed).



**OPERATION — (D6-12)** 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, for example, curettage of the uterus, and setting of fractures and dislocations. Also include the insertion of instruments in body openings for internal examination and treatment, such as bronchoscopy, proctoscopy, cystoscopy, and the introduction of tubes for drainage. Include anything ending in "--ectomy" for example, appendectomy (removal of appendix), tonsillectomy (removal of tonsils), etc. Injections, transfusions and routine blood tests are not operations; neither is pumping out or washing out of the stomach or bowels. Also do not include a routine circumcision for a newborn baby as an operation.

**OTHER UNIT — (B-5)** Quarters where living arrangements are not sufficiently separate to meet the housing unit definition. These units are located in places such as hotels, institutions, or dormitories where residents have their own rooms, groups of rooms, or beds, but also have some common living arrangement such as a dining hall, living room or common recreational facilities.

For a complete list of types of places in which specified kinds of units are to be treated as other. See Part B, Table A of this manual.

**OUTPATIENT CLINIC — (D5-6)** A unit of a hospital where persons may go for medical care without being admitted as an inpatient.

**OWN BUSINESS (CLASS OF WORKER) — (D8-23)** Persons working for profit or fees in their OWN business, farm, shop, or office.

Include persons who have their own tools or equipment and provide services on a contract, subcontract, or job basis, such as carpenters or taxicab operators.

Exclude superintendents, foremen, managers, or other executives hired to manage a business or farm, salesmen working for commission and officers of corporations.

**OWN HOME — (D2-12)** Owned or being bought by a household member.

**PASSENGER — (See Inside).**

**PERMIT B SEGMENT — (F-25)** A B Segment which consists of addresses selected from residential permits issued since early 1960.

**PLACE OF RECREATION AND SPORTS —**

(D4-48) A place designed for sports and recreation, such as a bowling alley, amusement park, baseball field, dance hall, mountain or beach resort, or stadium. Exclude places of recreation or sports located on the premises of an industrial place or school, and places not designed for recreation or sports, such as a hill used for sledding or a river used for boating or swimming.

**PLACE OWNED OR RENT FREE — (D2-12)**

The entire acreage considered to be part of the same "place," including any part rented out to others. Even if the owner rents out all the land but continued to live on it, the rented land is part of the owner's place.

**RENTED — (D2-12)** "Place" for renters includes only the house and land for which they are paying rent, and not the entire acreage or property of the owner. This is an especially important distinction and one which you should explain to the respondent, if necessary.

**RENT FREE — (See Owned).**

**POISONING — (D3-24)** Include as injury, illnesses resulting from swallowing, drinking, breathing or coming in contact with some 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 oak," "poison ivy," "ptomaine or food poisoning."

**PRE OR POSTNATAL CARE — (D5-11)** Consultation concerning the care of the mother, not the baby. Include visits by the mother to the doctor for checkups during the pregnancy and also during the period right after delivery. Exclude consultations for illnesses not related to pregnancy or delivery.

PRESENT EFFECTS -- (D4-46) Present ill effects or results of an accident or injury which occurred more than three months ago.

PRIMARY SAMPLING UNIT (PSU) -- (A1-5) A combination of one or more counties and cities, or part of counties. PSU's are selected by scientific sampling methods to represent the entire population of the United States.

PRIVATE-PAID -- (D8-22) Working for a private employer for wages, salary or commissions. This includes also compensation by tips, piece-rates, or pay in kind, if received from a nongovernmental source, regardless of whether the source is a large corporation or a single individual. Include work for wages or salary for settlement houses, churches, unions, and other nonprofit organizations.

RACE -- (D3-10) White: Includes Latin-Americans unless they are definitely Negro, Indian, or other nonwhite.

Negro: Black or Negro

Other: Race other than White or Negro, including Japanese, Chinese, American Indian, Korean, Eskimo, and Hindu.

Circle race of father for persons of racial mixtures.

REFERENCE DATES -- (D3-13) The dates referred to in the probe questions.

2 week - The 2 weeks ending the Sunday night before the interview.

3 month -- The 3 months ending the Sunday night before the interview and beginning with that Sunday's date 3 months earlier.

12 month - The 12 months ending the Sunday night before the interview, and beginning with that Sunday's date a year ago.

Hospital - The period ending the Sunday night before the interview and beginning a year previous to the first of the month preceding the month in which Monday of interview weeks falls.

REGISTER, USABLE -- (C-75) An up-to-date card index, list, diagram, or sketch of houses, apartments, rooms, trailer sites, etc., occupied or intended for occupancy by the particular kind of unit to be sampled, unclassified or staff.

REGULAR SCHOOL -- (D8-2) Where persons are given formal education in graded public or private schools, whether day or night schools, and whether attendance was full-time or part-time. A "regular" school is one which advances a person toward an elementary or high school diploma or a college, university, or professional school degree.

RELATED -- (D3-1) Related by blood, marriage, or adoption.

RETAIL -- (D8-11) Sells primarily to individual consumers or users. Establishments such as laundries, render services to individuals and to organizations. They should not be reported as retail but should show the type of services provided e.g., TV and radio repair.

RETIRED -- (D3-43) A person reported as retired even if he is under 45. If reported as unable to work or something else, classify as reported rather than retired.

ROADWAY -- (D4-56) That part of the entire street or highway which is normally used for vehicular traffic, plus the shoulder or curb. The center strip, which is not normally used for vehicular traffic is, therefore, not included as part of the roadway. Accidents occurring entirely in the center strip are not considered occurring "on the roadway."

ROOMING HOUSE - (B-10) An establishment with five or more rooms, or suites of rooms, for rent to roomers who usually pay for their rooms on a weekly or monthly basis.

SALES FROM THIS PLACE - (D2-13) The gross amount received for the sale of crops, vegetables, fruits, nuts, livestock and livestock products (milk, wool, etc.), poultry and eggs, nursery and forest products produced on this "place." This refers to the gross sales made from the "place" during the past 12 months.

SAMPLE - (A1-5) The entire group of living quarters assigned for interviewing in any one quarter of the year; it represents all households in the United States. Each sample is identified by the letter "B" plus a number; for example, B60, B61, etc. A segment will never be assigned for interviewing more than once in a particular sample.

SAMPLE UNIT - (A3-9) A housing unit or other unit selected to be interviewed in the current sample.

SCHOOL - (See Regular School).

SCHOOL LOSS DAY - (D3-18) More than half of the scheduled school hours for persons 6-16 years old.

SCHOOL, GOING TO - (See Going to School).

SCHOOL, PLACE OF ACCIDENT - (D-48) Either in the school building or on the premises (campus). Include all types of schools, elementary, high schools, colleges, business schools, etc.

SEGMENT - (See Area Segment and B Segment)

SEGMENT FOLDER - (A3-1) A folder with identification information and instructions for listing or interviewing one segment.

SEGMENT LIST - (C-22) A form used to list the addresses or descriptions of regular units in an area segment.

SEGMENT MAP - (A3-3) A detailed map of an area segment on which the segment boundaries are outlined in red.

SEPARATED (MARITAL STATUS) - (D3-15) Married persons who have a legal separation or who have parted because they do not get along with each other.

SOMETHING ELSE, 6-16 - (D3-42) Usual activity for the past 12 months of persons aged 6-16 years who are not working, keeping house, or going to school.

SOMETHING ELSE, 17+ - (D3-42) Usual activity for the past 12 months of persons aged 17 years or older who are not retired, working, keeping house, or going to school. Include persons recently discharged from the Armed Services.

SPECIAL DWELLING LISTING SHEET - (C-24) A form used to record the name, type, and address of a special place, and to list units within the special place.

SPECIAL PLACE - (A3-15) Places such as transient hotels, trailer camps, dormitories, and institutions. A list of the different types of special places is given in Part C, Table E.

SPECIALIST - (See Doctor, Kind).

STAFF UNIT - (A3-29) A house, apartment, room, or suite of rooms, occupied or intended for occupancy by resident employees of special places, and their families, if any. In rooms having sleeping accommodations for 5 or more resident employees, each bed is a staff unit.

STREET AND HIGHWAY - (D4-48) The entire width between property lines of which any part is open for use of the public as a matter of right or custom including shoulder or curb. Public sidewalks are part of the street but private driveways, private lanes, private alleys and private sidewalks are not considered part of the street.

**SUPPLEMENTAL SEGMENT LIST - (C-22)** Form used in bringing lists up to date in NTA Segments. Units missed in previous listings and new converted units are entered on this list.

**SURGERY OR PRE OR POSTSURGICAL CARE - (D-59)** Medical care received in connection with an operation, either before or after.

**TAKE ALL SEGMENT (TA) - (A3-5)** An area segment in which all units are designated for the same sample.

**TELEPHONE (DOCTOR VISIT) - (D5-6)** A telephone call made to or from a doctor or doctor's office which related to treatment or advice given by a doctor directly or transmitted through a nurse.

**THINGS HE USUALLY DOES - (See Usual Activities).**

**TRANSIENT HOTEL - (B-11)** A hotel in which more than 25 percent of the rooms or suites are occupied or intended for occupancy by transient guests. Transient guests usually stay less than a month and pay daily rates. In a transient hotel, only the rooms occupied or intended for occupancy by permanent guests (if any) or by resident employees, are ordinarily listed or sampled; these are classified as housing units if they meet the housing unit definition.

**USUAL ACTIVITIES - (D3-20)** For school children and most adults, this would be going to school, working, keeping house, etc. For children under school age, usual activities depend upon whatever the usual pattern is for the child.

**USUAL PLACE OF RESIDENCE - (A2-3)** The place where a person usually sleeps. A usual place of residence must be specific living quarters held for the person to which he is free to return at any time. A mail address alone does not constitute a usual place of residence.

Living quarters which a person rents to or lends to someone else cannot be considered his usual place of residence during the time they are occupied by someone else. Likewise, vacant living quarters (sometimes furnished) which a person offers for rent or sale during his absence should not be considered his usual place of residence while he is away.

Persons with no usual place of residence elsewhere include migrants, persons trying to find permanent living quarters and other persons who are staying temporarily in the unit and do not have a home of their own.

**VETERAN - (D8-5)** A person who has served on full-time active duty in the U.S. Armed Forces.

Vietnam Era - August 1964 to present.

Korean War - June 1950 to January 1955.

World War II - September 1940 to July 1947.

World War I - April 1917 to November 1918.

Other Service - A period of service, none of which was during World War I or II, the Korean War or the Vietnam War.

**VOLUNTEERED CONDITION - (E1-5)** One that is not a direct answer to the particular question asked or that is reported other than in response to a question. Enter in item C2 any volunteered condition which meets the definition of Condition in this glossary.

**WHOLESALE - (D8-11)** Buys products in large quantities for resale to retailers, industrial users, or other wholesalers.

**WORK - (D8-17)** Paid work as an employee for someone else for wages, salary, commission or pay "in kind" (meals, living quarters, or supplies provided in place

WORK - Continued

of cash wages). Also include work in the person's own business, professional practice, or farm and work without pay in a business or farm run by a related household member.

Exclude work around the house, volunteer unpaid work such as for church, Red Cross, or charity, and service in the Armed Forces.

Accident At - The person was on duty at the time of the accident. A salesman traveling from town to town would be "at work" if an injury occurred en route between towns, but a person on his way to an office job who had an accident en route would not be considered as having been injured "at work."

YEAR BUILT - (D3-18) More than half of the scheduled work hours for persons 17 years old or over.

WORK LOSS DAY - (C-96) The date the original construction was completed, not later remodeling, additions, or conversions, nor the date houses were moved to a particular site. If a house has been moved, "year built" refers to the date its construction was completed on its original site. It is determined in area segments in permit areas.

YMCA, YWCA, YMHA - (B-11) Establishments which offer, at moderate cost, lodging for both transient and non-transient guests. The rules given for hotels apply to the living quarters in these places, except that all units in the place are listed or sampled, whether the place is transient or nontransient.