

PART B - NHIS CONCEPTS

CHAPTER 1. RESPONDENT RULES

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PART B, CHAPTER 1 RESPONDENT RULES

A. OVERALL OBJECTIVE

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

B. GENERAL DEFINITIONS

1. Adult--A person 18 years old or over.
2. Deleted Person--A nonhousehold member who was originally listed in error. For example, an Armed Forces member not living at home, a student away at college, or a person with a usual residence elsewhere.
3. "Eligible Respondent"--Any responsible adult 18 years or older, or an Emancipated Minor, may respond to the HIS health questions for all related household members of any age.
4. Emancipated Minor--This person is either: 14 to 17 years old and married or living with a partner **OR** 14 to 17 years old and living on his or her own without the supervision of an adult family member or legal guardian. Emancipated minors are not eligible for Sample Adult or Sample Child selection. They are eligible to be the respondent.
5. Family--An individual or a group of two or more related persons who are living together in the same household; for example, the reference person, his/her spouse, foster son, daughter, son-in-law, and their children, and the wife's uncle. Also, unmarried couples (same-sex and opposite-sex couples) are considered as belonging to the same family. Additional groups of persons living in the household who are related to each other, but not to the reference person, are considered to be separate families; for example, a lodger and his/her family, or a household employee and his/her spouse, or a single boarder with no one related to him/her living in the household. Hence, there may be more than one family living in a household, and a family can consist of only one person.
6. Household--The entire group of persons who live in one housing unit or one GQ unit. It may be several persons living together or one person living alone. It includes the reference person, any relatives living in the unit, and may also include roomers, severants, or other persons not related to the reference person.

7. Reference Person--This is the person, or one of the persons, who owns or rents the sample unit. The reference person should not be an Armed Forces member, but can be if no other person is eligible to be the reference person. For persons occupying the sample unit without payment of cash rent, the reference person is the first adult household member named by the respondent. This person must be a household member of the sample unit. If more than one household member owns or rents the sample unit, designate the oldest member as the reference person. If none of the household members owns or rents the sample unit, designate the oldest household member as the reference person.
8. Related--Related by blood, marriage, or adoption. Consider foster children and wards as related when determining family membership.
9. Respondent--A person who provides answers to the questions asked.
 - a. Self-Respondent--A person who responds to questions about himself/herself.
 - b. Proxy-Respondent--A person who responds to questions about other family members.
10. Responsible--Mentally and physically able to provide adequate and appropriate responses to the questions.

C. GENERAL INSTRUCTIONS

1. Who May Respond to Questions in the Front Section (Listing and Coverage) and the Household Composition Section
 - a. Ask these questions of any responsible adult household member. This person does not have to be related to the reference person.
 - b. It may be necessary before asking these questions to determine whether or not the person to whom you are speaking is actually a household member. Use the "Household Membership" rules on page 2 of your HIS-501C CAPI Flashcard and Information Booklet.
2. Who May Respond to the Family Section

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

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

3. Who May Respond to the Sample Adult Section

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

4. Who May Respond to the Sample Child Section

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

5. Exceptions to Eligible Respondent Rules

- a. If an unmarried couple (same-sex or opposite-sex) are living together as husband and wife, interview them together as a single family, regardless of their ages. Each may respond for the other, for any of their children, and for any other related household members.
- b. Unmarried persons regardless of their age, living with one or more of their own children may respond for themselves and for their children even if living with their parents. However, persons under 18 who have never been married cannot respond for any household members other than themselves and their own children.
- c. For persons who are not able to answer the questions for themselves and have no relative living in the household that can answer for them, you may interview someone who is responsible for their care. The person providing the care may or may not be a member of the household. In such situations, enter an F7 note at screen PROXY to explain the circumstances, including the name and relationship of the respondent if he/she is not a household member.

6. Persons Not Related to the Reference Person

Persons living in the household who are not related to the reference person are interviewed as separate families. For example, the Jones family has a lodger that rents a room in their

home. This person is treated as a separate "family" and is interviewed separately. The computer will automatically exclude this person from the Jones family and allow him to be interviewed separately.

7. Return Visit May Be Necessary

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

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PART B, CHAPTER 2 SCREENING

A. Introduction

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

B. When to Screen

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

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CHAPTER 3. HOUSEHOLD MEMBERSHIP

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PART B, CHAPTER 3 HOUSEHOLD MEMBERSHIP

A. OVERALL OBJECTIVE

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

B. OBJECTIVE

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

Or, after the first person has been entered:

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

-USUALRES- "Does John Doe usually live here?"

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

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

C. FILLING THE HOUSEHOLD ROSTER

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

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

It is acceptable to record an initial as the first name if this is how the person is legally known. Always verify that this is the person's legal name. When entering an initial, be sure to enter a period (.) following the initial to distinguish it from certain letters which serve functions within the instrument, such as "R", "D", and "H".

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

- ! Reference person
- ! Spouse or unmarried partner of the reference person
- ! Unmarried children of the reference person or spouse in order of their ages, beginning with the oldest
- ! Married sons and daughters (in order of age) and their families in order:
Husband, wife, children
- ! Other relatives
- ! Lodgers and other nonrelated persons
- ! If, among the persons not related to the reference person, there are married couples or persons otherwise related among themselves, list them in the above prescribed order.

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

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

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

- d. Household Roster Limit--The CAPI Household Roster can hold up to 30 people. It is highly unlikely that you will ever exceed this limit.
 - e. Determine Who Constitutes a Household--All the persons that live and eat together at the sample unit constitute a household, regardless of their relationship to the reference person. This also includes persons that live at the sample unit but do not eat with the other members of the household, IF they do not have a private entrance into their living quarters.
 - f. Determine Who Constitutes a Family--All the household members related to the reference person are assigned family number 1. All household members not related to the reference person are assigned family number 2. After the household roster is complete, you will select one person to be the household reference person and obtain the relationship of all the household members to that person. Then, you must determine if all the people not related to the reference person are related to each other (family number 2). You may need to assign new family numbers to some of these household members. See "Identifying Families and Assigning Family Numbers" on page B5-14 for more information. Each family is interviewed separately and you will be asked to indicate which family you want to continue with in multiple family households.
2. Special Situations Regarding Household Membership--You may encounter certain situations where household membership is unclear. Below are guidelines for handling these situations. You may have to ask several probe-type questions to determine the actual situation and therefore, make the proper decision as to household membership. *NOTE: Refer also to card HM on page 2 of the HIS-501C.*
- a. Families with two or more homes--Some families have two or more homes and may spend part of the time in each. For such cases, the usual residence is the place in which the person spends the largest part of the calendar year. Only one unit can be the usual residence. For example, the Browns own a home in the city and live there most of the year. They spend their summer vacation at their beach cottage. Neither house is rented in their absence. The home in the city is their usual place of residence.
 - b. Students and student nurses--Post-secondary students and student nurses away at college, trade commercial school in another locality are eligible to be interviewed in the locality where they are attending school. That is, even if a student considers his/her parents' home to be the usual residence, consider him/her to be a household member where presently residing. Consider a student to be a household member of his/her parents' home only if he/she is at home for the summer vacation and has no usual residence at the school. **NOTE: The above applies only to post-secondary school students and student nurses. Children under 18 attending boarding school away from home should still be considered as household members in their parents' homes.**

- c. Seamen--Consider crew members of a vessel to be household members at their homes rather than on the vessel, regardless of the length of their trips and regardless of whether they are at home or on the vessel at the time of your visit (assuming they have no usual place of residence elsewhere).
- d. Members of Armed Forces--Consider active duty members of the Armed Forces as household members if they are stationed in the locality and usually sleep in the sample unit.
- e. Citizens of foreign countries temporarily in the United States--Determine whether to interview citizens of foreign countries staying at the sample unit according to the following rules:
 - ! Do not interview citizens of foreign countries and other persons who are living on the premises of an Embassy, Ministry, Legation, Chancellery, or Consulate.
 - ! Interview citizens of foreign countries and other persons who are living in the United States, but not on the premises of an Embassy, etc. This applies only if they have no usual place of residence elsewhere in the United States. However, do not consider as household members foreign citizens merely visiting or traveling in the United States.
- f. Persons with two concurrent residences--Ask how long the person has maintained two concurrent residences and consider the residence in which the greater number of nights was spent during that period as the person's usual place of residence.
- g. Persons in vacation homes, tourist cabins, and trailers--Interview persons living in vacation homes, or tourist cabins and trailers if they usually live there, or if they have no usual residence anywhere else. Do not interview them if they usually live elsewhere.
- h. Inmates of specified institutions--Persons who are inmates of certain types of institutions at the time of interview are not household members of the sample unit. They are usual residents at the institution. (See Chapter 4, Topics 1 and 3 in the 11-8 Listing and Coverage Manual for a definition and list of institutions.)

D. ESTABLISHING RELATIONSHIPS

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

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

NOTE: Refer to the Household Composition portion of Part C of this manual for details regarding these categories.

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

1. All persons listed must be identified by their relationship to the reference person. If the respondent has already given you the relationship of the household members, you may record the relationships without asking RPREL. However, this information should be verified. Remember that we are interested in the relationship to the reference person and not necessarily to the respondent.
2. The reference person will be selected at screen HHREF. The computer will select the first non-military person, 14 years old or older, to be the reference person, and you will be given the option of accepting this person, or selecting another person. Select an Armed Forces member to be the reference person only when there is no other eligible person, or if the respondent insists on their selection.

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

3. For unmarried couples (same-sex and opposite-sex) living together, enter "3" (Unmarried Partner). If they do not report themselves as married, or the response is less explicit, such as "we share an apartment" or "we room together", enter "13" (Housemate/Roommate) for their relationship.
4. If two persons of the same sex (two males or two females) consider themselves as married, enter "2" (Spouse) for their relationship.

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CHAPTER 4. FAMILIES

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PART B, CHAPTER 4 FAMILIES

A. INTRODUCTION

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

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

B. HOUSEHOLD ROSTER

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

HOUSEHOLD ROSTER					
LINE	HHSTAT	NAME	AGE	FX	REL

--					
01	P R	JOHN DOE	35	1	Ref Person
02	S	JANE DOE	34	1	Wife
03	C	CORTNEY DOE	4	1	Child
04	S	STEVE SMITH	26	2	Boarder
05		EILEEN SMITH	24	2	Boarder
06	S	SCOTT JONES	22	3	Boarder

NOTE: Refer to the Household composition portion of Part C of this manual for more information regarding the Household Roster.

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

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

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

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

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CHAPTER 5. DEFINITIONS and PROCEDURES

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PART B, CHAPTER 5 DEFINITIONS and PROCEDURES

A. DEFINITIONS

Adult--A person 18 years old or older.

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

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

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

- ! Machinery or equipment of substantial value in which the person has invested capital is used by him/her in conducting the business. Hand rakes, manual mowers, hand shears, and the like would not meet the "substantial value" criteria.
- ! An office, store, or other place of business is maintained.
- ! There is some advertisement of the business or profession by listing it in the classified section of the telephone book, displaying a sign, distributing cards or leaflets, or otherwise publicizing that a particular kind of work or service is being offered to the general public.
 - a. Consider the selling of newspapers, cosmetics, and the like as a business if the person buys the newspapers, cosmetics, etc., directly from the publisher, manufacturer, or distributor, sells them to the consumer, and bears any losses resulting from failure to collect from the consumer. Otherwise, consider it as working for pay (job) rather than a business.
 - b. Do not consider domestic work in other persons' homes, casual work such as that performed by a craft worker or odd-job carpenter or plumber as a business. This is considered as wage work. Whether or not the person is considered as having a job is described under Job.
 - c. Do not consider the sale of personal property as a business.

- d. For questionable or borderline cases, do not consider persons as having a business. Determine whether a person is considered as having a job as described under Job.

CAPI--Computer Assisted Personal Interviewing.

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

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

- ! Display information for each case
- ! Make required address corrections
- ! Sort cases and get counts of cases for specific categories
- ! Interview households
- ! Transmit completed assignments

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

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

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

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

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

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

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

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

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

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

- A** = Active Duty Armed Forces Member
- B** = Family Respondent
- C** = Sample Child
- D** = Deleted (Non-household Member)
- P** = Household Reference Person
- R** = Household Respondent
- S** = Sample Adult
- E** = Emancipated Minor
- I** = Immunization Flag for All Children in Household 12-35 Months Old

Instrument Function Keys

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

- F1 = BACK 1 item**--Back-up one item
- F2 = FORWARD 1 item**--Go forward one item
- F3 = NEXT UNANS'D item**--Jump forward to next unanswered item
- F4 = JUMP menu**
- F5 = Status table**--Show status of all sections of the instrument for each family (Family,Adult, etc.)
- F6 = CHANGE answer** (the backspace key performs this function as well)
- F7 = Enter NOTES**--for specific question
- F8 = Not used** "within instrument" in HIS

F9 = SKIP to end of FAMILY section
F10 = SKIP to END--of interview
F11 = Not used "within instrument" in HIS
F12 = Window Toggle

SHIFT-F1 = Display case HH INFO--Show list of all persons in the household roster, household & family phone #'s
SHIFT-F2 = FAQ--Frequently Asked Questions & answers
SHIFT-F3 = Not used "within instrument" in HIS
SHIFT-F4 = Not used "within instrument" in HIS
SHIFT-F5 = LANGUAGE toggle
SHIFT-F6 = Not used "within instrument" in HIS
SHIFT-F7 = View NOTES--Show notes that were entered for specific question
SHIFT-F8 = SKIP to end of SAMPLE ADULT--section
SHIFT-F9 = SKIP to end of SAMPLE CHILD--section
SHIFT-F10 = Show F-KEYS--Show Function Keys

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

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

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

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

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

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

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

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

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

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

Housing Unit--A group of rooms or a single room occupied or intended for occupancy as separate living quarters. A housing unit may be occupied by a family or one person, as well as by two or more unrelated persons who share the living quarters. A housing unit does not have to be a structure. For example, trailers, tents, boats, trucks, buses, caves, and so forth may be housing units if they are used as separate living quarters (See page B5-8 for the definition of Separate Living Quarters).

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

Interview Period--The 17-day span in which the Field Representatives have to complete their HIS assignment. For example, Week 3 starts Monday, January 18, 1999 and closes out Wednesday, February 3, 1999.

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

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

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

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

4. Consider persons who have definite arrangements to receive pay while on leave of absence from their regular jobs to attend school, travel, etc., as having a "job". This may be referred to as "sabbatical leave". Probe to determine if the person is receiving pay if this is not volunteered.
5. Do not consider persons who work only at an unpaid job on a family farm or in a family business as having a "job" during a period when they are not working.
6. Do not consider persons who do not have a definite job to which they can return as having a "job". For example, do not consider a person to have a job if his/her job has been phased out or abolished, or if the company has closed down operations.

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

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

Non-interview Household--A household for which information is not obtained because **1)** the unit is occupied but an interview was not possible, or **2)** the unit is occupied entirely by persons not eligible for interview, or **3)** the unit is not occupied or not eligible for interview. You must classify non-interview households as either Type A, B or C (see Part C for a detailed discussion of each non-interview type).

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

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

Probing--A technique used to get more information from a respondent when he/she has given an incomplete or inappropriate answer. See Part A, Chapter 2 for a discussion of Probing.

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

1. **Last Week**--this is the week (7 days) just prior to interview week. The Last Week reference period starts on the Monday, and ends with and includes the Sunday, just prior to interview week. It does not include any days of the interview week. For example, if the interview is

conducted on Saturday, April 12, Last Week would refer to the period beginning on Monday, March 31 and ending Sunday, April 6.

2. **Two Week Reference Period**--this is the two weeks (14 days) just prior to interview week. The 2-week period starts on the Monday, and ends with and includes the Sunday, just prior to interview week. It does not include any days of the interview week. For example, if the interview is conducted on Saturday, April 5, the two-week period would refer to the two weeks beginning on Monday, March 17 and ending Sunday, March 30.
3. **30 Day Reference Period**--This is the period one month prior to the Sunday before interview week. It does not include any days of the interview week. For example, if the interview is conducted on Friday, July 11, the 30 day reference period would refer to the 30 day period beginning on Saturday, June 7th, and ending on Sunday, July 6th.
4. **Two Month Reference Period**--This is the period two months prior to the Sunday before interview week. It does not include any days of the interview week. For example, if the interview is conducted on Friday, July 11, the two-month reference period would refer to the two month period beginning on Thursday, May 8th, and ending on Sunday, July 6th.
5. **Three Month Reference Period**--this is defined as 91 days prior to the day of interview. In most questions that use this reference period the computer will calculate the day that the period begins on and include that in the question. For example, if the day that you are interviewing is May 14, 1996, question FINJ3M in the Family Section will read as follows: "During the past three months, that is, since February 13, 1996, was anyone in the family injured seriously enough that they got medical advice or treatment?" However, not all questions that use this reference period will have the date included in the question.

This reference period is different from the other reference periods in that it ends on the day prior to the day of interview; it includes days in the interview week. Therefore, this reference period changes daily. (The 12-month reference period in the Family and Sample Child sections also ends on the day before the interview.)
6. **Six Month Reference Period**--This is defined as the six months prior to the Sunday before interview week. It does not include any days of interview week. For example, if the interview is conducted on Monday, July 7th, 1997, the six month reference period would begin on Sunday, January 5th, 1997, and end on Sunday, July 6th, 1997.
7. **Twelve Month Reference Period**--In the Sample Adult section, the 12-month date is "last Sunday's" date a year ago; therefore the 12-month reference period begins on that date and ends on the Sunday night before interview week. For example, for an interview taking place on Wednesday, May 14, 1997, the 12-month period would begin on May 11, 1996, and end on Sunday, May 11, 1997. Again, note that the reference period **does not** include any days of the interview week. Some questions that use this reference period will include the date that the period begins on in the question, and others will not.

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

Reference Person (Family)--This is the person or one of the persons in a family, 18 years old or older, who is, generally, the first person mentioned by the household respondent in the family roster. In single family households the family reference person is the same person as the household reference person. If it is not obvious who is a responsible adult in a family in multiple unit households, designate the oldest family member as the reference person. If no family member is 18 years old or older, designate the oldest person remaining as the reference person.

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

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

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

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

- a. **Self-respondent**--A person who responds to questions about himself/herself.
- b. **Proxy-respondent**--A person who responds to questions about other family/household members.

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

Roster (Household/Family Roster)--At the bottom of some screens and on the right side of other screens there will be a household/family roster showing a list of all the people in the household or family. If the Roster is too long to fit all in one window, press F12 (window toggle) and then the Page Down key to view the rest of the roster. You should not have to do this very often, if at all, with the screens having the roster on the right side. Some rosters will contain only those family members to which a question applies, such as only adults displayed at the wages and salary screen.

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

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

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

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

Segments (Sample Segments)--A group of housing units or a well-defined land area. There are two types of segments in the HIS: **Area Segments**, which are defined land areas, and **Permit Segments**, which are samples of new construction addresses. Refer to your 11-8 Listing and Coverage Manual for a detailed discussion of each segment type.

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

Surgery or Operation--These terms are respondent defined.

Work--Include the following as work:

1. Working for pay (wages, salary, commission, piecework rates, tips, or "pay-in-kind" such as meals, living quarters, or supplies provided in place of cash wages).
2. Working for profit or fees in one's own business, professional practice, partnership, or farm even though the efforts may produce a financial loss.
3. Working as a military or civilian employee of the National Guard or Department of Defense.
4. Participating in a government sponsored work program such as Public Employment Program (PEP), Volunteers in Service to America (VISTA), Foster Grandparent Program, Work Incentive Program (WIN), etc.

Do not include the following as work:

1. Unpaid work which does not contribute to the operation of a family business or farm (e.g., home housework).
2. Unpaid work for a related household member who is a salaried employee and does not operate a farm or business (e.g., typing for a wife who is a lawyer for a corporation).

3. Unpaid work for an unrelated household member or for a relative who is not a household member.
4. Volunteer or other unpaid work for a church, charity, political candidate, club, or other organization, such as the Red Cross, Community Fund, etc.
5. Temporary duty with the National Guard or Reserves.
6. Owning a business solely as an investment to which no contribution is made to the management or actual operation (e.g., owning a grocery store which someone else manages and operates).
7. Jury duty.
8. Participating in a government sponsored program such as Job Training Partnership Act (JTPA) if it involves only training in a school or other institutional setting, and does not include on-the-job training (if it includes a combination of on-the-job training and classroom training, consider the person as working; count only the time spent on the job as working).
9. Work without pay in a business or farm operated by a related household member.

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

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

- ~ All exterior windows and doors have been installed
- ~ The usable floors are finished, and
- ~ The unit is ready for occupancy

Year Built does not apply to:

- ~ Any later remodeling
- ~ Any additions to previously existing structures
 - ~ Conversions (commercial or residential) within structure, or
 - ~ The date a house was moved to another site or lot.

B. PROCEDURES

1. **Locating the Address**--Most addresses in your assignment can easily be located based on your general knowledge of your interviewing area. If you have difficulty locating an address, see chapters 3 and 5 of your 11-8, Listing and Coverage Manual. Other suggestions include:

- ! Maps of your interview area may be available from various sources, such as the Chamber of Commerce, local government offices, automobile clubs, private firms that sell maps, some service stations, and local or state highway departments. Ask your supervisor before purchasing any maps, since you may be reimbursed for the cost of the maps. Your Segment folders should contain maps done at the time of listing.
- ! Post Office employees are familiar with the locations of addresses, and are the best sources of information on the locations of "rural route" mail delivery addresses.
- ! Police, fire, and other local government officials, such as assessors, building inspectors, and zoning officials, may be helpful.
- ! Local business persons who deal with people in the area may be able to explain the location of an address.
- ! Utilities such as electric companies and telephone companies service most households in an area and may be helpful in locating many.

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

2. **Contacting the Household**--After you locate an address, list or update at that address if applicable (see your 11-8 Listing and Coverage Manual for listing and updating instructions). Since **NHIS is a personal visit survey NOT a telephone survey**, visit the household at the sample unit and introduce yourself using an introduction similar to the one discussed in Part A, Chapter 2.

- a. **No One Home on First Visit**--If no one is home on your first visit, find out from neighbors, janitors, etc., what the best time would be to contact the occupants of the sample unit.
 - ! Try to find out from neighbors, janitors, of other knowledgeable persons when the occupants will be home; however, do not identify the specific name of the survey. Note the time in the F7 notes section of the CAPI instrument and/or in a notebook, and call back at that time.
 - ! Fill a Request for Appointment (Form 11-38 or 11-38a) indicating when you plan to call back. Enter your name and telephone number in the space provided. Also, enter the date and time you plan to call back in the F7 notes section of the CAPI instrument, and/or in a

notebook. Do not leave this form where it is easily visible, as this may anger the respondent.

- ! If you are able to determine that the occupants are temporarily absent (according to the conditions listed in Part C under Type A Noninterviews), follow the instructions under Type A Noninterviews in Part C.
- b. **No One Home on the Second and Subsequent Visits**--If no one is home on the second and subsequent visits, use the suggestions below, as well as suggestions from your supervisor, as an aid in establishing contact with the household.
 - ! Visit the address at different times of the day and night.
 - ! Ask neighbors, janitors, and knowledgeable persons when the occupants will be at home.
 - ! If the occupant's name is available from a mailbox or from a knowledgeable person, look up the name in a telephone directory. If you find the name at that address in the directory, you may use the telephone in an effort to arrange a visit. (Do not look inside the mailbox to get the household name.)

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

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

3. **Two-Week Doctor Visits**

a. **Include as doctor visits:**

- ! A visit by or for the person to the doctor or doctor's assistant for the purpose of obtaining medical advice, treatment, testing, or examination. For example, if a mother visits the doctor about her child, count this as a doctor visit for the child.
- ! A visit to a doctor's office, clinic, hospital emergency room, or outpatient department of a hospital where a person goes for treatment or examinations even though a doctor may not actually be seen or talked to.
- ! A visit by the doctor or doctor's assistant to the person. If the doctor or doctor's assistant visits the home to see one patient and while there examines or professionally advises

another member of the household, count this as a "doctor visit" for each individual receiving the doctor's or assistant's attention.

- ! Telephone calls to or from a doctor or assistant for the purpose of discussing the health of the person. Include calls to or from a doctor or assistant for obtaining or renewing a prescription or calls to obtain the results of tests or X-rays. Count the telephone call as a doctor visit for the person about whom the call was made. For example, if the wife calls the doctor about her husband's illness because he is too ill to call himself, count the call for the husband, not the wife.
- ! Medical advice obtained from any non-household member (related or not) who is a doctor, even if this is done on an informal basis.
- ! Laboratory visits.
- ! Physicals for athletes or the U.S. Armed Services.
- ! Visits to a nurse at work or school unless such visits were mass visits. For example, include an individual visit, but exclude visits by all or many persons for the same purpose, such as for TB tests, hearing exams, etc.

b. Exclude as doctor visits:

- ! Visits made by a doctor or assistant while the person was an overnight patient in the hospital.
- ! Visits for shots or examinations (such as X-rays) administered on a mass basis. If it is reported that the person went to a clinic, a mobile unit, or some similar place to receive an immunization, a chest X-ray, or a certain diagnostic procedure which was being administered identically to all persons who were at the place for this purpose, do not count this as a doctor visit. Do not include immunizations or examinations administered to children in schools on a mass basis as doctor visits. (*Physicals for athletes or the U.S. Armed Services are NOT considered mass visits; count these as doctor visits.*)
- ! Telephone calls made between a pharmacist and a doctor to obtain, renew, or verify prescriptions or calls made between the person and a pharmacist. Also EXCLUDE calls for appointments, inquires about a bill, and other topics not directly related to the person's health, and calls that are connected to a recording.
- ! Visits to dentists or oral surgeons.
- ! Self-treatment or medical advice prescribed for one's self.
- ! Medical advice or treatment given at home by a related household member who is a doctor.

- c. **Special Situations**--The following instructions apply to other medical contacts and special situations. Do not probe to determine if any of these situations occurred. If the respondent reports the information or raises a question, use the procedures given below so that all doctor visits will be properly counted.
1. **Two or more doctors seen on the same visit**--If two or more doctors are seen on the same visit, each doctor seen counts as a separate doctor visit. Indicate this type of situation in an F7 note. Situations of this kind may occur when a person visits a clinic where he/she sees doctors with different specialties; for example, a dermatologist in one office and an internist in another office. It might also occur when a person visits his/her family doctor, who, in the course of the visit, calls in a specialist to examine or treat the person.
 2. **Doctors and assistants seen on the same visit**--A visit in which the person sees both a doctor and one or more of the doctor's assistants who work under this doctor's supervision should be counted as only one doctor visit. For example, if the person sees a nurse and then the doctor who supervises that nurse, count this as only one visit. If, however, the person sees both a doctor and a doctor's assistant supervised by a different doctor, this counts as two visits. For example, if a patient sees a doctor and then is referred to a physical therapist who works under the supervision of another doctor, two visits should be recorded.
 3. **More than one assistant seen on the same visit**--When the person sees more than one assistant on the same visit, count as a separate visit each assistant seen who works under the supervision of a different doctor. If each of the assistants seen on the same visit works under the supervision of the same doctor, count this as only one visit. For example, count it as two visits if the person first saw one doctor's nurse and then was referred to another doctor's therapist. Count it as one visit if the person first had his/her blood pressure checked by one nurse and temperature checked by another, both working for the same doctor.
 4. **Laboratory visits**--Do not probe to determine if a visit took place at a laboratory. However, if a laboratory visit is reported, count this as a doctor visit.
4. **Identifying Families and Assigning Family Numbers**--The reference person and all persons related to the reference person will be assigned family number 1. All persons unrelated to the reference person will initially be assigned family number 2. If all those assigned family number 2 are not related to each other, you will need to assign new family numbers. You can change family numbers at screen FAMNUM in the Household Composition section:

-FAMNUM-		LINE NAME	FAM
FR: PROBE AS NECESSARY TO ESTABLISH RELATIONSHIPS OF PERSON(S) NOT RELATED TO THE REFERENCE PERSON.	:	01 ALAN SMITH	1
	:	02 BRENDA SMITH	1
	:	03 CAROL JONES	2
	:	04 DAN JONES	2
FR: DO NEW FAMILY NUMBERS NEED TO BE ASSIGNED TO ANY HOUSEHOLD MEMBERS?	:	05 ELLEN DAVIS	2
	:	06 GEORGE DAVIS	2
(H)	:		
(1) Yes, additional numbers	:		
(2) No, all are in family "2"	:		

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

a. **Definitions**

1. **Kind of business or industry**--The major activity of the establishment or business in which the person worked.
2. **Employee of a PRIVATE company, business, or individual for wages, salary, or commission**--Working for a private employer for wages, salary, commission, or other compensation such as tips, piece-rates, or pay-in-kind. The employer may be a large corporation or a single individual, but must not be part of any government organization. This category also includes paid work for settlement houses, churches, union, and other nonprofit organizations and work for private organizations doing contract work for government agencies.
3. **FEDERAL Government employee**--Working for any branch of the Federal Government, including persons who were elected to paid federal offices and employees of the Armed Forces and some members of the National Guard. Also include employees of international organizations (e.g., United Nations) and employees of foreign governments such as persons employed by the French Embassy of the British Joint Services Mission. *Exclude employees of the*

American Red Cross, the U.S. Chamber of Commerce, and similar civil and national organizations which are considered as PRIVATE businesses.

4. **STATE Government Employee**--An employee of a state government, including paid state officials (including statewide JTPA administrators), state police; employees of state universities, colleges, hospitals, and other state institutions; and most full-time employees of the National Guard.
 5. **LOCAL Government Employee**--An employee of cities, towns, counties, and other local areas, including city-owned bus lines; municipally-owned electric power companies, water and sewer services; local JTPA offices; and employees of public elementary and secondary schools.
 6. **Self-Employed**--Persons working for profit or fees in their own business, shop, office, farm, etc. Include persons who have their own tools or equipment and provide services on a contract, subcontract, or job basis such as carpenters, plumbers, independent taxicab operators, or independent truckers. *This does not apply to superintendents, foremen, managers, or other executives hired to manage a business or farm, salesman working for commission, or officers of corporations. Such persons are considered as employees of PRIVATE companies.*
 7. **Working WITHOUT PAY in a Family Business or Farm**--Working on a farm or in a business operated by a related member of the household, without receiving wages or salary for work performed. *Room and board and a cash allowance are not considered as pay for these family workers.*
- b. **General Instructions**--The work related questions are asked near the end of the Sample Adult Section. These questions provide a full description of a person's job or business.
1. There are different paths through this set of questions, depending on the Sample Adult's work status as reported in the family section. If the Sample Adult was working at a job or business LAST WEEK you will go through several screens to collect a full description of his/her job or business and some of the benefits of the job.
 2. All entries in these items must refer to the same job or business and must present a consistent picture since you are describing only one job, business, or profession. When you find an inconsistency, probe to obtain complete and consistent entries. For example, if a respondent told you that he works at Bob's Surf Shop and his most important activities are selling ice cream, this may be inconsistent. Probe to determine the correct information.

3. If a person worked at (or held) more than one job during the past week, or operated a farm or business and also worked for someone else, describe the one job or business at which he/she worked the most hours. If the person worked the same number of hours at all jobs, enter the one job or business at which he/she has been employed the longest. If the person was employed at all jobs the same length of time, enter the one job or business which the respondent considers to be the main one. You will have the opportunity to record multiple jobs at the end of this question set.
4. Consider persons who are working through an employment contractor to be working for the contractor, not the individual employer to whom they are assigned. For example, a person assigned a job by "Kelly Girls" as a typist for an insurance firm, you would enter "Kelly Girls" at the screen which asks "for whom did you work?", and "Temporary employment contractor" at the screen which asks "what kind of business or industry is this?"
5. For persons enrolled in government-sponsored programs, record the specific employer rather than the government program. For example, in the case of JTPA programs, it is possible for an individual to actually work for either the local government or a private employer. If in doubt as to whom the employer is, ask who pays the wages or salary and consider them the employer.
6. Whenever you have difficulty determining who the actual employer is, apply the "who pays" rule of thumb—ask who pays the wages or salary and consider the payer as the employer.

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

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

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

* Were you-

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

When the place of work is a ranch, follow the same procedures used for a farm. Use the terms "rancher" instead of "farmer", "ranch hand" instead of "farm hand",

etc. If you have difficulty deciding whether a place is a farm or ranch, consider it to be a farm.

c. Determining Employer--"For whom did you work at your main job or business?" (EMPLYR)

1. Enter the full and exact name of the company, business, government agency, or other employer. Do not use abbreviations unless that is all the respondent can give you for the name of the employer. For persons who work or last worked for employers without company names (such as a farm, dentist's or lawyer's office, etc.), enter the name of the owner. For persons who worked for several different employers, like odd-job or domestic workers, day workers, baby-sitters, etc., enter "various persons".
2. Government--For employees of a government agency, record the specific organization and indicate whether the organization is Federal (U.S.), state, county, etc. For example, U.S. Treasury Department, STATE Highway police, CITY tax office, COUNTY highway commission. It is not sufficient to report merely "U.S. Government", "City Government", "police department", etc. *NOTE: There are some persons who work full-time for the National Guard. These are considered civilian employees of the State, and should have this item completed as any other State employee, regardless of whether or not they normally wear a uniform.*
3. Self-Employed--If the person is self-employed, ask if the place of business or establishment has a name (such as Twin City Barber Shop, Capitol Construction, etc.) and enter this as their employer. If there is no business name, enter "self-employed", "own business", "family farm", etc.

d. Kind of Business or Industry--"What kind of business or industry is this?"

1. In order to give a clear and exact description of the industry, the entry must indicate both a general and a specific function for the employer; for example, copper mine, fountain pen manufacturer, wholesale grocery, retail bookstore, road construction, shoe repair service, etc. The words "mine", "manufacturer", "wholesale", "retail", "construction", and "repair service" show the general function. The words "fountain pen", "grocery", "bookstore", "road", and "shoe" indicate the specific function.
2. Do not use the word "company" in this entry. It does not give useful information. If the respondent reports that he/she works for a metal furniture company, ask, "What does the company do?" If they sell furniture, ask, "Do they sell to other stores (which would be wholesale) or to individuals (which would be retail)?" In this example, the possible replies would be "metal furniture manufacturer", "furniture wholesaler", or "furniture retailer". *Note that, where possible, you should specify for furniture manufacturers the major material used--wood, metal, plastic, etc.,*

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

3. Some firms carry on more than one kind of business or industrial activity. If several activities are carried on at the same location, describe only the major activity of the establishment. *For example, employees in a retail salesroom located at the factory of a company primarily engaged in the manufacturing of men's clothing should be reported as working in "Men's clothing manufacturing".*
 - a. If the different activities are carried on at separate locations, describe the activity at the place where the person works. *For example, report a coal mine owned by a large steel manufacturer as "coal mine"; report the separate paint factory of a large chemical manufacturer as "paint manufacturing".*
 - b. A few specified activities, when carried on at separate locations, are exceptions to the above. Record the activity of the parent organization for research laboratories, warehouses, repair shops, and storage garages, when these kinds of establishments exist primarily to serve their own parent organizations rather than the public or other organizations. *For example, if a retail department store has a separate warehouse for its own use, the entry for the warehouse employees should be "retail department store" rather than "warehouse".*
4. It is essential to distinguish among manufacturing, wholesale, retail, and service companies. Even though a manufacturing plant sells its products in large lots to other manufacturers, wholesalers, or retailers, report it as a manufacturing company. Use the following as a guide:
 - a. A wholesale establishment buys, rather than makes, products in large quantities for resale to retailers, industrial users, or to other wholesalers.
 - b. A retailer sells primarily to individual consumers or users but seldom makes products.
 - c. Establishments which render services to individuals and to organizations *such as hotels, laundries, cleaning, dyeing shops, advertising agencies, and automobile repair shops* are engaged in providing services. Report them as retailers, but show the type of services provided, *for example, "Retail TV and VCR repair".*
5. **Manufacturer's Sales Office:** Record a separate sales office set up by a manufacturing firm to sell to other business organizations and located away from the factory or headquarters of the firm as "(product) manufacturers' sales office". *For example, a St. Louis shoe factory has a sales office in Chicago; "shoe*

manufacturer's sales office" is the correct entry for workers in the Chicago office.

6. Business in own home: Some people carry on business in their own homes. Report these businesses as if they were carried on in regular stores or shops. *For example, dressmaking shop, lending library, retail antique furniture store, insurance agency, piano teaching, boarding house, rest home, boarding children (for a foster home), etc.*
7. Domestic and other private workers: When the name of a single individual is given as the employer, find out whether the person works at a place of business or in a private home. The proper industry entry for a domestic worker employed in the home of another person is "private home". For a person cleaning a doctor's office which is in the doctor's own home, the proper entry is "doctor's office". This also applies to other types of offices, such as dentists or lawyers.
8. Persons placed on jobs through union hiring halls or other similar registers often report working for the union. In this situation, probe to determine who pays the person--the union or the site employer--and complete this item for the one who pays.

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

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

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

1. When the combination of entries to these two questions does not give you an adequate description of the persons occupation, ask additional probing questions until the total combined information adequately describes the person's job.
2. Examples of combined entries: The following example is provided to help clarify the use of the combined information in these two work questions.

<u>Inadequate</u>	<u>Adequate</u>	<u>Adequate</u>
Mechanic Repairs cars	Mechanic Fixes dents, replaces fenders,	Mechanic, auto body repair Repairs cars

and other repairs
to auto bodies

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

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

3. When a person is self-employed, ask the occupation question as worded: "What kind of work were you doing?" Do not enter "manager" as the occupation unless the person actually spends most of the time in the management of the business. If the person spends most of the time in his/her trade or craft, record that as the occupation, that is, shoe repair, beautician, or carpenter, as the case may be.
4. You may encounter occupations which sound strange to you. Accept such entries if the respondent is sure the title is correct. *For example, "sand hog" is the title for a certain worker engaged in the construction of underwater tunnels, and "printer's devil" is sometimes used for an apprentice printer.* Where these or any other unusual occupation titles are entered, add a few words of description if the combined entries are not sufficiently clear.
5. Some special situations
 - a. Apprentice versus trainee--An apprentice is under written contract during the training period but a trainee may not be. Include both the occupation and the word "apprentice" or "trainee", as the case may be, in the description, *for example, "apprentice plumber" or "buyer trainee".*
 - b. Baby-sitter versus boarding children--A baby-sitter usually cares for children in the home of the employer. However, when the children are cared for in the worker's own home, the occupation is "boarding children".
 - c. Contractor versus skilled worker--A contractor is engaged principally in obtaining building or other contracts and supervising the work. Classify a skilled worker who works with his/her own tools as a carpenter, plasterer, plumber, electrician, and the like, even though he/she hires others to work for him/her.
 - d. Paid housekeeper 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 house-work), hired helper, or kitchen help does not.

- e. Interior decorator versus painter or paperhanger--An interior decorator designs the decoration plans for an interior of homes, hotels, offices, etc., and supervises the placement of the furniture and other decorations. A house painter or paperhanger only does painting or hangs paper.
 - f. Machinist versus mechanic versus machine operator--A machinist is a skilled craftsman who constructs metal parts, tools, and machines through the use of blueprints, machine and hand tools, and precise measuring instruments. A mechanic inspects, services, repairs, or overhauls machinery. A machine operator operates a factory machine (*drill press operator, winder, etc.*)
 - g. Secretary versus official secretary--Use the title "secretary" for secretarial work in an office; report a secretary who is an elected or appointed officer of a business, lodge, or other organization as an "official secretary".
 - h. Names of departments or places of work--Occupation entries which give only the name of the department or a place of work are unsatisfactory. *Examples of such unsatisfactory entries are "works in warehouse", "works in shipping department", "works in cost control".* The occupation entry must tell what the worker does, not what the department does.
6. Importance of the Work Activity question--The responses to the activity question are very important for coding purposes. Although the question may seem redundant in some cases, the responses often permit more accurate coding of the occupation. We cannot provide you with a complete list showing when an activity response together with the job title is adequate or when additional probing is necessary.

f. Class of Worker

-WRKCAT-

FR: SHOW FLASHCARD A9.

Looking at the card, which of these best describes your current job or work situation?
(H)

FR: READ IF NECESSARY.

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

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

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

1. If a person has more than one job or business, be sure to select the category that applies to the one job or business entered in the previous questions in this section.
2. Cautions regarding class-of-worker entries:
 - (a) Corporation employees--Report employees of a corporation as employees of a private employer (except for a few cases of employees of government corporations, such as the Commodity Credit Corporation, who must be properly reported as Federal Government employees). Do not report corporation employees as owning their business even though they may own part or all of the stock of the incorporated business.
 - (b) Domestic work in other persons' homes--Report house cleaner, launderer, cook, or cleaning person working in another person's home as working for a private employer.
 - (c) Partnerships--Report two or more persons who operate a business in partnership as self-employed in own business. The word "own" is not limited to one person.
 - (d) Public utility employees--Although public utilities (such as transportation, communication, electric light and power, gas, water, garbage collection, and sewage disposal facilities) are subject to government regulations, they may be owned by either government or private organizations. Distinguish between government-operated and privately-owned organizations in recording class of worker for public utility employees.
 - (e) Work for pay "in kind"--Pay "in kind" includes room, board, supplies, and food, such as eggs or poultry on a farm. This is considered pay except for a member of the family. Report persons who work for pay "in kind" as employees of a private company or individual.
 - (f) Work on an odd-job or casual basis--Report work on an odd-job or casual basis as work by an employee for a private company, business, or individual.

For example, do not report the baby-sitter employed in other people's households as self-employed.

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

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

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

Enter "1" for nuns who receive pay in kind.

- (h) Registered and practical nurses--private duty--For nurses who report "private duty" for kind of business, enter "5".
- (i) PX (Post exchange), officer's club, N.C.O. club employees, etc.-- Record persons working in a PX, officer's club, N.C.O. club, or similar organization which is usually located on a government reservation as "1". Such nonprofit organizations are controlled by private individuals elected by some form of membership.
- (j) Foster parents and child care in own home--Foster parents and other persons who consider themselves as working for profit and who provide child care facilities in their own homes are furnishing the shelter and meals for certain time periods and are to be considered as operating their own business; enter "5".
- (k) Boardinghouse keepers--For boardinghouse keepers who consider themselves as working and who perform this work in their own homes, enter "Own home" for industry, and enter "5" for class of worker. Record "boarding house" for industry with "1" for class of worker for those who do this work for someone else for wages or salary or pay in kind.
- (l) Sales or merchandise employees--Report persons who own a sales franchise and are responsible for their own merchandise and personnel as "Retail or Wholesale Sales" for industry with "5" for class of worker. Report persons who do sales work for someone else (*such as an Avon or Tupperware representative*) as "1" for class of worker. Also for such people, indicate whether they sell door-to-door or use the party plan method.

- (m) Post office and TVA employees--Report persons who work for the Postal Service and Tennessee Valley Authority as Federal employees and enter "2" for class of worker.
- (n) Comsat, Amtrak, and Conrail--Comsat, Amtrak, and Conrail are private companies and you should report the employees of these companies as "1."
- (o) Persons who work for public transportation, harbor, airport, housing, etc., Authorities, such as the Chicago Transportation Authority or the New York Port Authority, who get their money from any combination of Federal, State or Local funds and user fees, should be reported as "1."
- (p) Persons who work full-time for the National Guard are considered as civilian employees of the State and therefore be recorded as "3".

6. Making Corrections

It may be necessary to change an answer the respondent has given you. This can happen because the respondent gives you incorrect information, such as the wrong month for another household member's date of birth, or reporting injuries/poisonings, hospital stays or doctor visits that are not within the correct reference period.

When you need to correct an answer, you will have to make the necessary corrections. If you have not yet left the screen where the correction needs to be made, you can either press F6 (Change entry), enter the correct answer, and hit the ENTER key OR you can use the backspace key to erase the incorrect answer, enter the correct information, and hit the ENTER key.

NOTE: If you forget to hit the ENTER key after changing the answer, the instrument will retain the "old" answer in the data file.

If you have already left the screen where the correction needs to be made, you will have to go back to that screen using the F1 key (back up one item). Then, make the necessary change(s), using either the F6 key, or the backspace key. Changing an answer may require pressing F1 several times to reach the necessary screen (depending upon how far away you are in the instrument from where you need to back). Remember to hit the ENTER key so that the instrument actually changes the answer in the data file.

PART B - NHIS CONCEPTS

APPENDIX B.5 Examples of Adequate and Inadequate Entries for Type of Business or Industry and Type of Work

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

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

<u>Inadequate</u>	<u>Adequate</u>
Agency	Collection agency, advertising agency, real estate agency, employment agency, travel agency, insurance agency.
Aircraft components	Airplane engine parts factory, propeller manufacturing,
Aircraft parts	electronic instruments factory, wholesale aircraft parts, etc.
Auto or automobile components Auto or automobile parts	Auto clutch manufacturing, wholesale auto accessories, automobile tire manufacturing, retail sales and installation of mufflers, battery factory, etc.
Bakery	Bakery plant (<i>makes and sells to wholesalers, retail stores, restaurants, or home delivery</i>), wholesale bakery (<i>buys from manufacturer and sells to grocers, restaurants, hotels, etc.</i>), retail bakery (<i>sells only on premises to private individuals but may bake its own goods on premises</i>).
Box factory	Paper box factory, wooden box factory, metal box factory.
City or city government	City street repair department, City Board of Health, City Board of Education.
Private club	Golf club, fraternal club, night club, residence club.
Coal company	Coal mine, retail coal yard, wholesale coal yard.
Credit company	Credit rating service, loan service, retail clothing store (<i>sometimes called a credit company</i>).

Dairy	Dairy farm, dairy depot, dairy bar, <u>wholesale</u> dairy products, <u>retail</u> dairy products, dairy products <u>manufacturing</u> .
Discount house Discount store	Retail drug store, retail electrical appliances, retail general merchandise, retail clothing store, etc.
Electrical components manufacturer	Electronic tube factory, memory core manufacturing, transistor factory, manufacturer of tape readers, etc.
Electrical parts manufacturer Electronic components manufacturer Electronic parts manufacturer	
<u>Inadequate</u>	<u>Adequate</u>
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, cotton textile mill.
Foundry	Iron foundry, brass foundry, aluminum foundry.
Freight company	Motor freight, air freight, railway, water transportation, etc.
Fur company	Fur dressing plant, fur garment factory, retail fur store, wholesale fur store, fur repair shop.
Laundry	Own home laundry (<i>for a person doing laundry for pay in own home</i>), laundering for private family (<i>for a person working in the home of a private family</i>), commercial laundry (<i>for a person working in a steam laundry, hand laundry, or similar establishment</i>).

Lumber company	Sawmill, retail lumber yard, planing mill, logging camp, wholesale lumber, lumber manufacturer.
Manufacturer's agent	Specify product being sold, such as jewelry manufacturer's
Manufacturer's representative	representative, lumber manufacturer's agent, electric appliance manufacturer's representative, chemical manufacturer's agent, etc.
Mine	Coal mine, gold mine, bauxite mine, iron mine, copper mine, lead mine, marble quarry, sand and gravel pit.
Nylon or rayon factory	Nylon or rayon chemical factory (<i>where chemicals are made into fibers</i>); nylon or rayon textile mill (<i>where fibers are made into yarn or woven into cloth</i>); women's nylon hosiery factory (<i>where yarn is made into hosiery</i>); rayon dress manufacturing (<i>where cloth is made into garments</i>).
Office	Dentist's office, physician's office, public stenographer's office.
Oil company	Oil drilling, petroleum refinery, retail gasoline station,
Oil industry	petroleum pipeline, wholesale oil distributor, retail fuel oil.
Oil plant	
Packing house	Meat packing plant, fruit cannery, fruit packing shed (<i>wholesale packers and shippers</i>).
<u>Inadequate</u>	<u>Adequate</u>
Pipeline	Natural gas pipeline, gasoline pipeline, petroleum pipeline, pipeline construction.
Plastic factory	Plastic materials factory (<i>where plastic materials are made</i>), plastic products plant (<i>where articles are actually manufactured from plastic materials</i>).

Public utility	Electric light and power utility, gas utility, telephone company, water supply utility. <i>If the company provides more than one service, specify the services; such as gas <u>and</u> electric utility, electric <u>and</u> water utility.</i>
Railroad car shop	Railroad car factory, diesel railroad repair shop, locomotive manufacturing plant.
Repair shop	Shoe repair shop, radio repair shop, blacksmith shop, welding shop, auto repair shop, machine repair shop.
Research	<p>(1) "Permanent-press dresses" (product of the company for which research is done, when the company or organization does research <u>for its own use</u>), "Brandeis University" (name of university at which research is done for its own use), "St. Elizabeth's Hospital" (name of hospital at which medical research is done for its own use).</p> <p>(2) Commercial research (<i>if research is the main service which the company sells, and the research is done <u>under contract</u> to another company</i>).</p> <p>(3) "National Geographic", "Cancer Association", "Brookings Institution" (<i>name of the <u>nonprofit</u> organization</i>).</p>
School	City elementary school, private kindergarten, private college, state university. <i>Distinguish between public and private, including parochial, and identify the highest level of instruction provided, such as junior college, senior high school, etc.</i>
Tailor shop	Dry cleaning shop (<i>provides valet service</i>), custom tailor shop (<i>makes clothes to customer's order</i>), men's retail clothing store.
Terminal	Bus terminal, railroad terminal, boat terminal, airport terminal.

Textile mill

Cotton cloth mill, woolen cloth mill, cotton yarn mill,
nylon thread mill.

Inadequate

Adequate

Transportation company

Motor trucking, moving and storage, water transportation,
air transportation, airline, taxicab service, subway,
elevated railway, railroad, petroleum pipeline, car loading
service.

Water company

Water supply irrigation system, water filtration plant.

Well

Oil drilling, oil well, salt well, water well.

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

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

Factory worker Electric motor assembler, forge heater, turret lathe operator, weaver, loom fixer, knitter, stitcher, punch-press operator, spray painter, riveter.

Inadequate

Adequate

Farmworker

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

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

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

Firefighter

Locomotive fire stoker, city firefighter (city fire department), stationary fire engineer, fire boss.

Foreman/forewoman

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

Graphic arts

Illustrator, commercial artist, poster artist, art layout specialist, etc.

Group leader

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

Heavy equipment operator

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

Helper

Baker's helper, carpenter's helper, janitor's helper.

IBM clerk
IBM machine operator

IBM card puncher, IBM tabulator, sorting machine operator, proof machine operator, etc.

IBM operator	
Interior decorator	<i>Be sure that entries in the kind of work question differentiate between the <u>interior decorator</u> who plans and designs interiors for homes, hotels, etc., and those who paint, paper-hang, etc.</i>
Investigator	Insurance claim investigator, income tax investigator, financial examiner, detective, social welfare investigator, etc.
Laborer	Sweeper, cleaning person, baggage porter, janitor, stevedore, window washer, car cleaner, section hand, hand trucker.
Layout worker	Pattern-maker, sheet-metal worker, compositor, commercial artist, structural steel worker, boilermaker, draftsman, coppersmith.
<u>Inadequate</u>	<u>Adequate</u>
Maintenance worker	Grounds keeper, janitor, carpenter, electrician.
Mechanic	Auto engine mechanic, dental mechanic, radio mechanic, airplane structure mechanic, office machine mechanic.
Nun	Specify the type of work done, if possible, as grammar school teacher, housekeeper, art teacher, organist, cook, laundress, registered nurse.
Nurse Nursing	Registered nurse, nursemaid, practical nurse, nurse's aide, student nurse, professional nurse.
Office clerk Office work Office worker	Typist, secretary, receptionist, operator, file clerk, bookkeeper, physician's attendant.
Program analyst	Computer-systems analyst, procedure analyst, vocational director, manufacturing liaison planner, etc.
Program specialist	Program scheduler, data-processing-systems advisor, metal-flow coordinator, etc.
Programmer	Computer programmer, electronics data programmer, radio or TV program director, senior computer programmer, production planner, etc.

Research Research and development Research and testing Research assistant Research associate Research specialist Research work	Specify field of research, as <u>research chemist</u> , <u>research mathematician</u> , <u>research biologist</u> , etc. Also, if associate or assistant, <u>research associate chemist</u> , <u>assistant research physicist</u> , <u>research associate geologist</u> .
Salesperson	Advertising sales, insurance sales, bond sales, canvasser, driver-sales (route-person), fruit peddler, newspaper sales.
Scientist	Specify field, for example, <u>political scientist</u> , <u>physicist</u> , <u>sociologist</u> , <u>home economist</u> , <u>oceanographer</u> , <u>soil scientist</u> , etc.
Specialist	<i>If the word "specialist" is reported as part of a job title, be sure to include a brief description of the actual duties in screen IMPACT (most important activities or duties). For example, for a "transportation specialist" the actual duties might be any one of the following: "gives cost estimates of trips," "plans trips or tours," "conducts tours," "schedules trains," or "does economic analyses of transportation industry."</i>
<u>Inadequate</u>	<u>Adequate</u>
Shipping department	<i>What does the <u>worker</u> do?</i> Shipping and receiving clerk, crater, order picker, typist, wraps parcels, etc.
Supervisor	Typing supervisor, chief bookkeeper, steward, kitchen supervisor, buyer, cutting and sewing foreman/forewoman, sales instructor, route foreman/ forewoman.
Systems analyst Systems specialist	Computer-systems analyst, contract coordinator-manufacturer, production planner, etc.
Teacher	<i>Teacher should report the level of school they teach and the subject. Those below high school who teach many subjects may just report level. College teachers should report title. Following are some illustrations:</i>

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

Technician	Medical laboratory technician, dental laboratory technician, X-ray technician.
Tester	Cement tester, instrument tester, engine tester, battery tester.
Trucker	Truck driver, trucking contractor, electric trucker, hand trucker.
Works in stock room, bakery office, etc.	<i>Names of departments or places of work are unsatisfactory. The entry must specify what the <u>worker</u> does; for example, "shipping clerk" or "truck loader," <u>not</u> "works in shipping department," OR "cost accountant" or "filing clerk," <u>not</u> "works in cost control."</i>