

Form NHS-100

FY 1963

**NATIONAL HEALTH SURVEY
INTERVIEWER'S MANUAL**

U.S. DEPARTMENT OF COMMERCE

BUREAU OF THE CENSUS

Acting as Collecting Agent for

U.S. Public Health Service

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NHS-100
FY 1963

PART A
DESCRIPTION OF THE SURVEY
AND
PERSONS TO BE INTERVIEWED

CHAPTER 1.

DESCRIPTION OF THE SURVEY

A. Purpose of
the National
Health Survey

1. General

The basic purpose of the National Health Survey is to obtain information about the amount, and distribution of illness, its effects in terms of disability and chronic impairments, and the kind of health services people receive.

Prior to the present National Health Survey, the last nationwide survey of health was made in 1935-36, and many developments affecting the national health have taken place since then:

We have gone from depression to prosperity and through two wars.

The "wonder drugs" such as penicillin have been discovered and put into use.

Public and private health programs have been enlarged.

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

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

Despite extensive research on individual diseases in the last 20 years, one important element has been missing. We have had only piece-meal information from the people themselves on their illness and disability or the medical care they have obtained. Prior to the National Health Survey, which started in May 1957, many persons although sick or injured never became a "health statistic," since requirements for reporting illnesses were limited to hospitalized illnesses and certain contagious diseases.

In recognition of the fact that current information on the Nation's health is inadequate, and that National and Regional health statistics are essential, the Congress authorized a continuing National Health Survey (Public Law 652 of the 84th Congress).

2. Examples of uses of the data

What kind of information is obtained from the National Health Survey? How is this used? Here are some examples taken from a discussion of the program before the Congress:

a. Help give direction to health expenditures

Total health expenditures—both public and private—run into many billions of dollars a year. Better statistical information helps to give more effective direction to the expenditure of these large sums.

b. Occurrence and severity of illness and disability

Data on health statistics are valuable tools for the public health officer. The nationwide system of reporting communicable disease has been an important factor in the reduction, and in some instances virtual eradication of, some diseases which were chief causes of illness, disability, and even death several generations ago. Knowledge of the number and location of many diseases made it possible to develop effective programs of immunization, environmental sanitation, and health education which are essential factors in their control.

Today, chronic illness and disability—among both adults and children constitute our greatest public health challenge. Chronic illness and disability lower the earning power, living standards, and the general well-being of individuals and families. They reduce the Nation's potential output of goods and services and, in advanced stages, burden individuals, families and communities with high costs of care and assistance. The basic public health principle to be applied is the same: prevention. Better information on occurrence and severity of diseases and disability are needed in order to prevent their occurrence.

c. Control of accidents

Likewise, accidental injuries in the home and on the highways are extremely costly to society, and programs for effective control are still in their infancy. Statistics on the frequency of nonfatal

as well as fatal accidents of various types help to shape accident prevention programs and measure their success.

d. Health of the aged

There is nationwide interest in prolonging the effective working life of the aged and aging. Knowledge of the health status of people in their middle and later years is essential to effective community planning for the health, general welfare, and continued activity of older persons.

e. Health education and research

Governmental health programs have their counterparts in many of the national and local voluntary associations and organizations. These associations collect large sums—in the neighborhood of \$250 million annually—to promote research and education in such fields as poliomyelitis, cancer, tuberculosis, heart disease, mental health, crippling conditions, multiple sclerosis, alcoholism, and so on.

In the past, these organizations had to rely on mortality statistics almost exclusively as a source of information about the disease or condition with which they are principally concerned. Current health statistics produced by the National Health Survey aid such groups greatly in planning their activities and expenditures.

f. Health facilities—hospital care, rehabilitation, insurance, etc.

The growth of prepayment coverage under voluntary health insurance has increased the demand for the kind of illness statistics which can provide reliable estimates of the numbers of people who will be ill for a given number of weeks or months. Illness statistics provide an improved measurement of need for hospitals and other health facilities, and assist in planning for their more effective distribution. Public school authorities are aided in their planning for the special educational problems of mentally retarded or physically handicapped children. Vocational rehabilitation programs, public officials and industries concerned with manpower problems and industrial safety and health measures, the insurance industry, and the pharmaceutical and appliance manufacturers are also greatly assisted by reliable statistics on illness and disability.

g. Factors related to various diseases

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

3. Who uses the data

The principal users of the data are the United States Public Health Service, State and local health departments, public and private welfare agencies, medical schools, medical research organizations, and corporations engaged in the manufacture of drugs and medical supplies. Many other organizations and individuals also use the data.

B. Sponsorship of the Survey

The National Health Survey is sponsored by the United States Public Health Service, which is a part of the Department of Health, Education and Welfare. The Public Health Service has asked the Bureau of the Census to conduct the interviewing because of the Bureau's broad experience in conducting surveys. The findings of the Survey are analyzed and published regularly by the Public Health Service.

C. Design of the Sample on which the Survey is based

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

The sample for the survey was designed as follows:

1. Selection of sample PSU's

First 357 sample areas called primary sampling units or PSU's were set up by:

- a. Forming combinations of one or more counties or parts of counties from all of the counties in the United States.
- b. Then grouping together those county combinations that had similar characteristics such as geographic region, size and rate of growth of population, percent of non-white population, principal industry and type of agriculture.

- c. And, finally selecting one county combination (PSU) from each group to represent all the county combinations in the group.

2. Selection of sample segments and households

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

3. The quarterly sample

The entire group of households assigned for interviewing in any one quarter of the year is called a sample, since it represents a complete sample of the population. Each sample is identified by the letter "B" plus a number; for example, B22, B23, etc. A segment will never be assigned for interviewing more than once in a sample.

D. Scope of the Survey

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

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

E. Information accorded confidential treatment

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

CHAPTER 2

THE SAMPLE UNITS TO BE INCLUDED IN THE SURVEY

A. General

There are two general types of segments in the NHS survey:

B segments

These are segments for which a list of addresses has been drawn from the Decennial Census listings and from permits for new construction from the Survey of Construction. Instructions for B segments are given in Part F of the Manual. B segments have no boundaries on a map.

Area segments

These are segments for which, before a segment is assigned to you for interviewing, either you or another Census employee will have canvassed the area within the segment boundaries and listed all living quarters in the segment on the Segment List and, in some cases, on the Special Dwelling Listing Sheet.

B. Area segments

This chapter tells you how to identify the sample units in the area segments which are to be included in the survey. See Part A, Chapter 3 for definitions of the types of units used in listing ("housing units," "other units," and units in special dwelling places).

1. Listing materials

For each segment assigned to you for interviewing, you will receive a Segment Folder which will contain a detailed map of the segment, a Segment List, and a List of Structures With No Living Quarters. You may also receive a Special Dwelling Listing Sheet or a Special Dwelling Worksheet, if there is a special dwelling place such as an institution, dormitory, hotel, etc., in the segment.

C. Procedure in determining units to be interviewed

Use the following procedure to determine which units are to be interviewed, and when they are to be interviewed.

1. Determine week of interview
Determine the week of interview from the last date (i.e., for the current sample) given for the instruction "interview sample units during week of." This will be in Section I on the front of the Segment Folder. Do no interviewing in the segment before the week specified.

2. Determine general location of segment
Determine the general location of the segment from the tab of the Segment Folder and from the approximate location on the grid map, if one is furnished for the segment, which may be a county map or a city street or block map.
 - a. PSU number and name
You will find the code of the PSU in which the segment is located on the extreme left of the tab of the Segment Folder. On the new Segment Folders, Form NHS-202 (4-24-62), the area included in the PSU will be entered in the "PSU Name" box on the Segment folder tab. In other cases, your supervisor will inform you of the area included in the PSU.

 - b. Grid reference
If there is a grid map for the segment, there will be a grid reference in the "Grid Ref." box showing the approximate location of the segment on the grid map.

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

 - c. Place
There will be an entry in the "Place" box on the Segment Folder tab. This will identify the city or town in which the segment is located, or will read "Remainder of _____ County" if the segment is in a rural area.

 - d. Type of segment
The type of segment (TA, NTA or B) will be entered in the "Type" box on the tab of the Segment Folder. This will also be entered in Item 7(a) on questionnaires prepared by your office.

The two types of area segments, TA (Take All) and NTA (Non-Take All), will be discussed in Section D below. (B segments will be discussed in Part F of the Manual.)

e. Sample

A sample designation for the three-month period ("sample") in which the interview week falls is entered here. The period April-June 1962 is designated B21, July-September 1962 is designated B22, and the designation progresses indefinitely in this fashion. The designation that applies at any given time is the one entered in the box furthest to the right. Thus, in the following illustration,

Sample

B21	B22					
-----	-----	--	--	--	--	--

since B22 is the last entry to the right, the current interview week is within the period July-September 1962.

f. Section IV, Special instructions and notes

Examine Part A of Section IV, at the bottom of the front page of the folder, to find if your Supervisor has written any special instructions or notes for the segment. If you want to make some notes for yourself, such as directions for reaching the segment, enter them in Part B of this section.

g. Other entries on the folder

Other entries on the tab and front of the folder pertain to office operations or listing instructions.

3. Segment Map

A detailed map of the segment has been attached to the inside of the Segment Folder. The exact segment boundaries are outlined in red on this map. See Section E below, for instructions on use of the segment map.

4. Use of Segment List

One line of the Segment List will have been filled by the lister to describe each unit that he found in the segment at the time of listing.

a. Heading items

Heading items will have been filled to correspond to similar entries on the Segment Folder. The notation "Sheet ___ of ___ Sheets" will have been filled to indicate the first, second, third, etc. sheets, and the total number of sheets. Where the lister was able to determine this information, the post office serving the area containing the segment has been entered also.

- b. Segment boundaries or direction of travel
- For an urban segment, the section headed "Urban segments--boundaries" will have been filled to indicate the north, east, south and west segment boundaries.
- For a rural segment, there will be a separate Segment List for each road or road section in the segment. The lister assigned consecutive letters beginning with A to the roads or road sections in the order traveled (Road A, Road B, etc.). He identified the roads by letter on the segment map and used this road designation on the Segment List. The section headed "Rural segments--direction of travel" will have been filled to identify the road or road section by entries after "Proceeding from," "To" and direction of travel on the lettered road entered in column (2) of the Segment List.
- c. Column 2 street name or road designation
- An entry in this column identifies the street or road of all addresses in the columns to the right. A line across the column separates addresses on one street or road from those on another in urban segments.
- d. Column 3 house number or side of road
- The house number, if any, will have been entered in this column. In a rural segment L or R (for Left or Right) will be encircled to indicate the side of the road, based on the direction of travel given at the top of the sheet.
- e. Column 4 description or location
- There will be entries in this column to help you locate households where more description is needed than a street name and house number. Where there is no house number, the appearance of the house and nearby landscape features will be described, or the mileage from the nearest intersection will be entered. If there is a mailbox or sign with the family name on it, the name will be entered on the last line for the description. If at the time of listing it was determined that there is more than one unit in a structure, the location of each unit within the structure will be indicated.

Any structure thought not to contain living quarters, but on the same property as a listed unit, will be indicated by a check in the appropriate box to the right of the unit's description (and is to be considered as part of the sample unit).

- f. Column 5 sample designation An entry of the current sample designation (for the current three-month period) in this column indicates a unit that has been selected for the current sample. Units for which the current sample designation has been crossed off are eliminated from the survey.
- g. Column 6 serial number A serial number entered here corresponds to the serial number entered in Item 8 of the questionnaire.
- h. Column 7 additions and deletions You will make entries in this column when you add or delete a sample unit, in accordance with instructions in Paragraph G below.
- i. Remarks section The lister will have used the Remarks section at the bottom of the sheet to explain any special problems encountered in the listing.
5. Disregard List of Structures With No Living Quarters The List of Structures With No Living Quarters was completed by the lister. You need not concern yourself with this list during the interviewing phase.
6. Use of Special Dwelling Listing Sheet If there is a special dwelling place in the segment, the name, address, and type of place will be entered on a Special Dwelling Listing Sheet. The units to be interviewed in the place may be listed on this sheet or the total number of units may merely be recorded in the heading.
- D. Types of area segments There are two types of area segments in the National Health Survey: Take All (TA) and Non-Take All (NTA). In a TA (Take All) segment you "take all" (interview all) households in the segment; in an NTA (Non-Take All) segment you interview only households at designated addresses. Type of segment is identified on the Segment List and on the Segment Folder tab.
1. TA segments In TA segments, you will conduct an interview at each of the units listed on the Segment List and at any other units you find in the segment. Note that there is an entry of the current sample designation in Column 5 of the Segment List for each of the units listed.
- Occasionally you may be assigned a "large" TA segment in which you will interview only a sample of the units. See Paragraph J below.

2. NTA segments

NTA segments are those which contain more households than are desired for interview in any particular sample. Interviews are to be conducted only at the addresses for which you are furnished questionnaires (indicated in Column 5 of the Segment List) and at any unlisted units at the same address. (See discussion below.)

E. Procedure in locating sample units

The procedure in locating sample units in TA and NTA segments consists of using your maps to find the segment, proceeding through the segment using the route of the original lister, and stopping for interviews at units for which you are furnished questionnaires.

1. Use of maps to locate the segment

a. Use of grid map

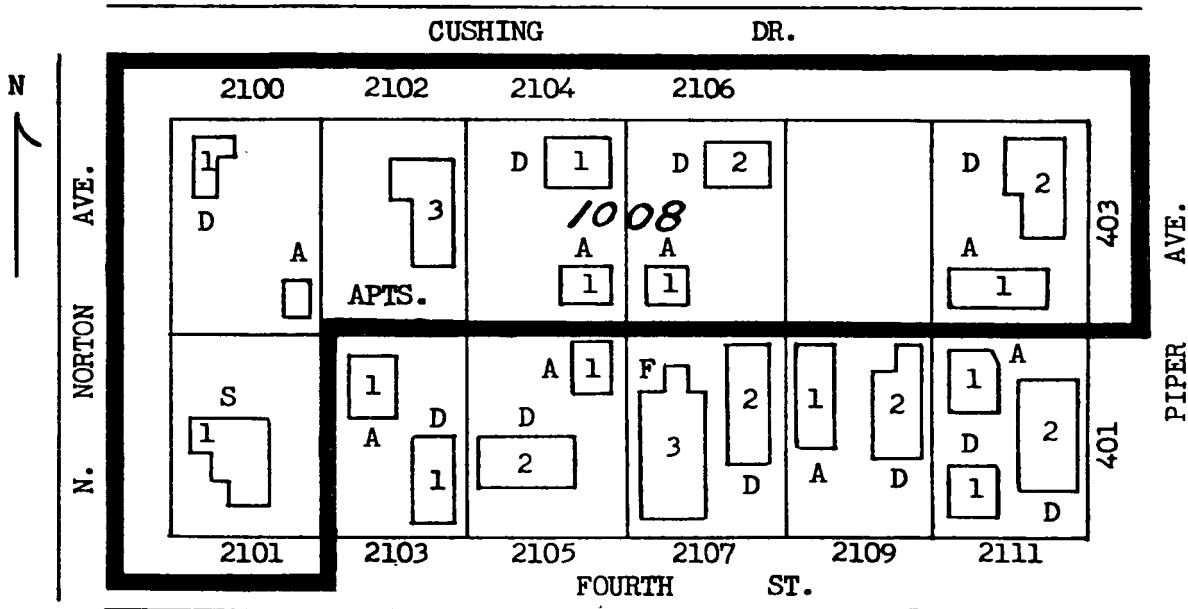
Use the grid map furnished with your assignment to find the general location of a segment. The grid map will cover a large enough area so that you can spot the general location of a segment in relation to major landmarks of the city or county.

b. Use of segment map

After you have determined how to get to the general area of a segment, use the detailed segment map for defining the exact boundaries of the segment. The boundaries outlined in red on the segment map are to be followed exactly in determining what structures are included and what structures are excluded. The red lines shown on the map represent the exact location of the segment boundaries.

- (1) Sanborn detail maps Wherever possible, segments are outlined on Sanborn detail maps which show the location and addresses of individual structures. (See illustration below. The heavy black line represents the red line boundaries of the segment.)

SANBORN DETAIL MAP

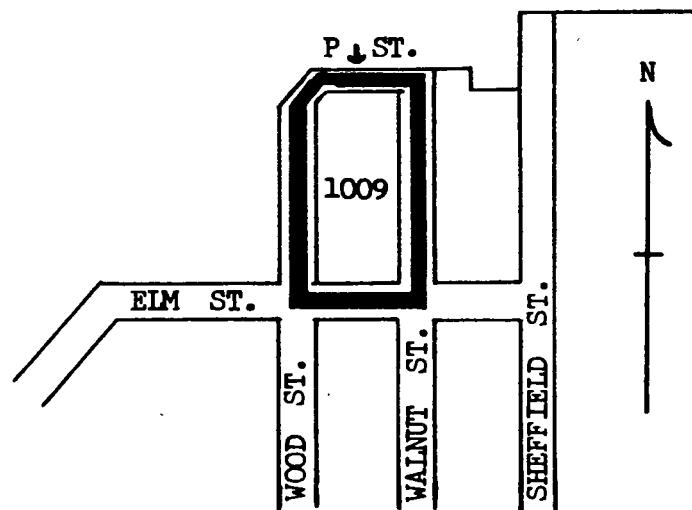


(The letter "D" indicates dwelling; "F" flat; "S" store; "Apts." apartments; and "A" garage. The numbers inside indicate the number of floors in the structure and the numbers along the margin are street numbers.)

Notice that in the segment outlined, the eastern boundary extends from the middle of Cushing Drive to the boundary between 403 and 401 Piper Ave. The southern boundary extends from Piper Ave. along the back property lines of 2103-2111 Fourth Street, the property line between 2101 and 2103 Fourth Street, and then along Fourth Street to N. Norton Ave. The other boundaries are the middle of N. Norton Ave. and Cushing Drive.

- (2) Block or Street maps Some segments will be outlined on Block or Street maps which show only the location of blocks or streets and no structure detail. The figure below illustrates a Block Map.

B L O C K M A P



- (3) Other kinds of segment maps Segments in rural areas will be outlined on county highway maps or (infrequently) on reproductions of subsegmenting maps prepared by other interviewers.

F. Procedure within the segment

1. Procedure for checking listing in TA Segments

In TA Segments you are to check the listing as you proceed around the segment, interviewing the sample units as you come to them. Add to the Segment List (Special Dwelling Listing Sheet for units in special dwelling places) any units not previously listed and cross off units which no longer exist (except for mergers).

After completing the listing check and making any necessary additions or deletions, enter your initials and the month and year (e.g. 7-62) in the spaces provided on the inside of the Segment Folder, to show that the listing of the TA segment has been brought up to date at the time of interview.

All units should be listed, whether occupied, vacant or under construction. Fill a questionnaire for each unit added to the lists unless the segment is "large" and is subsampled. (See paragraph J below.)

a. Determine precise boundaries of segment from Segment Map

In checking the listing of TA Segments, start at the point on the segment boundary where the original listing started. Determine the precise boundaries of the segment from the Segment Map which is attached to the inside of the Segment Folder. Identify the boundaries of the segment on the ground from the boundaries given on the Segment Map.

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

b. Specific procedure in rural TA segments

For TA segments in rural areas, follow the route of the original listing. However, cover all roads within the boundaries shown on the map, even if the original listing shows no units to be located on a given road. If a road itself is a boundary, the center of the road is considered the boundary

and all units on the side of the road which is within the segment are to be interviewed. If a rural road is not a boundary, canvass both sides of the road at the same time.

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

c. Specific procedure in urban segments

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

d. Structures which cross segment boundaries

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

e. New or missed special dwelling place¹

If in checking the listing of a TA segment you find a special dwelling place for which no Special Dwelling Listing Sheet has been filled, prepare one for it and list all units (staff or unclassified) in the place on it. Fill a questionnaire for each unit listed unless the segment is "large" and is subsampled (see paragraph J below).

f. Special dwelling places that have changed status¹

If a special dwelling place has changed to a housing unit or vice versa or if the special dwelling place has changed from one type to another proceed as instructed in Part C of the Manual. Report sample units that have been deleted as a result of the change as Type C non-interview.

¹Recent NBS interviewers not yet trained in listing should call their Office for assistance in these cases.

2. Procedure in
NTA segments

In NTA segments you are not to check the listing of the entire segment unless you have special instructions from your Supervisor to do so. When the entire NTA segment is not to be checked, simply proceed to the addresses indicated in Item 2 of the questionnaire in the order in which these units were listed.

In locating the sample units assigned to you for interviewing, check to see that they are inside the segment boundaries. If not inside the segment boundaries, return the questionnaire for the unit as a noninterview: Type C—"In sample by mistake" and footnote that it is outside the segment, describing the situation fully.

G. Procedures for handling extra, merged or converted units

The following procedures apply (1) when you find "extra" units in a TA segment or at a sample unit in an NTA segment; or (2) when you find that two listed units have been merged and are now occupied as a single unit; or (3) when you find a single unit has been converted into 2 or more units.

1. Identification of housing unit

You are to fill out a questionnaire for each housing unit and unit in a special dwelling place that you find in a TA segment (except in subsampled TA segments) and for each sample unit and each "extra" unit that you find in an NTA segment. You are to fill only the front of the questionnaire for any merged, demolished, or nonexistent unit assigned to you for interviewing. At each sample unit, you will need to apply the definition of a housing unit to identify each household to be interviewed separately. (For the definition of a "housing unit" see Chapter III.)

a. Usually only one housing unit

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

b. More than one housing unit

In some cases, however, you may find that there are one or more unlisted separate housing units at the address or on the property of a sample unit. The most common case of this kind is a structure that appears to be a single-family home but actually is divided into two or more apartments. You may also find that a part of a structure represents more than one housing unit; for example, an upstairs apartment may be subdivided into two

apartments. Sometimes you will find a house in the rear on the same property as the sample unit.

When you find more than one housing unit at the address or on the property of a sample unit, consider one unit to be the one originally listed and the others to be "extra" (see paragraphs G-2-a and G-2-b below).

c. Mergers

You may discover that because of conversions of two or more housing units into one housing unit since the listing, or because of an error in the listing, the unit selected for the sample should be combined with another.

For example, two apartments have been converted to a one-family house after the segment was listed. Or, a house which the lister recorded as having two apartments actually was always a single-family house. These are examples of what are called "mergers."

2. "Extra" units

In TA segments, an "extra" unit is any unit ("housing unit" or "other unit") not previously listed which is within the segment boundaries and is discovered while interviewing a sample unit or in bringing lists up to date.

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

NOTE: A merged unit, whether or not it has been crossed off the list, should be considered as though it "has not previously been listed." Therefore, a unit previously merged with a sample unit which later becomes unmerged should be considered as an "extra" unit.

The procedures for handling "extra" units will differ depending upon whether the unit is in a TA or NTA Segment.

a. If unit is
in a TA
segment

If the "extra" unit is in a TA segment, proceed
as follows:

- (1) List the "extra" unit on the next unused line of the Segment List. In Column 7, on the line on which you have listed the extra unit, write "Extra," the reason you have added it, and the date (month and year). A typical entry might be: "Extra, new construction, 9-62." If the "extra" unit is discovered in asking questionnaire Items 11, 12 or 13, enter in Column 7 "Extra" and the item number which led to its discovery. For example, "Extra, Item 12."
- (2) Interview the household in the "extra" unit. See Part D, Chapter 1 for instructions on filling identification items on the questionnaire.
- (3) If the "extra" unit is occupied, enter the last name of the household head in Item 8 of the questionnaire for the "extra" unit. Be sure to enter the complete mailing address (including the post office and state) in Item 2(a) for vacant, as well as occupied, units.

b. If unit is
in an NTA
segment

If the "extra" unit is in an NTA segment examine the Segment List to see whether it has already been listed. If it has not been listed (or if it has been listed but was previously merged), proceed as follows:

- (1) Make no entries on the Segment List.
- (2) Interview the household in the "extra" unit only if it is on the same property as the original unit. This "property" is defined as the land (with its buildings) on which is located the address or description in Item 2(a) of the questionnaire for the original unit at which the extra unit was found. This "property" could range from a single-family house and lot to a 200-acre farm.
- (3) If the "extra" unit is occupied, enter the last name of the household head in Item 8 of the questionnaire for the "extra" unit. Be sure to enter the complete mailing address

(including the post office and state) in Item 2(a) for vacant, as well as occupied, units.

- (4) Enter in Item E on the front of the questionnaire for the extra sample unit the serial number of the original sample unit, and the Segment List sheet and line number of the first unit listed on the same property as the original sample unit. Also enter the questionnaire item number (Item 11, 12 or 13) by which the "extra" unit was discovered.

- c. When structures identified in Column 4 become "extra"

Sometimes you will find that an "X" has been entered in one of the check boxes to the right of Column 4 on the Segment List (Farm Buildings, Store, Garage, or Other). This means that, at the time of listing, the structures checked contained no living quarters but were found on the same property as the sample unit. For purposes of interviewing, these checked structures are to be considered as part of the original sample unit. However, if you learn that any of these checked structures are now being occupied (or are now intended for use) as separate living quarters, you should pick them up as "extra" units and treat them as described above. On the other hand, if some people are now occupying these structures on the property of the sample unit, but their quarters do not constitute separate living quarters, these persons should be considered as part of the household occupying the main sample unit. See Part A, Chapter 3 for definition of separate living quarters.

- (1) Farm buildings

If an "X" has been entered in the check box labeled "farm buildings", this entry refers only to such structures as barns, chicken coops, silos, and tool sheds which contained no living quarters at the time of listing and are not ordinarily intended for human occupancy. However, if you happen to learn that one or more of these structures is being occupied as separate living quarters, you would treat them as "extra" units as mentioned above.

(2) Does not include structures intended as living quarters

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

3. Merged units

Where two or more units on the Segment List have been merged so that only one housing unit now exists, do not cross off any of the merged units listed. Instead on the line for each except the first of the merged units listed, enter in Column 7 "Merged," the Segment List line number of the first of the merged units listed and the date the merger was discovered. Correct the description in Column 4, if necessary, for the first of the merged units listed.

a. Interviewing merged units

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

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

4. Converted units

Where a sample unit has been converted by structural changes or by use into two or more units, interview all units and treat all but the first as "extra."

5. Units no longer in existence or listed in error

For sample units which have been listed in error, found to be outside the segment boundaries, demolished or converted permanently to commercial use, cross the unit off the Segment List and enter in column (7) the reason and date deleted, e.g. "Demolished 7/62."

H. Special Dwelling
Places

Part of your assignment may consist of interviewing at special dwelling places, such as transient hotels, trailer camps, dormitories, institutions and the like, where some or all of the living quarters do not meet the housing unit definition. A list of the different types of special dwelling places is given in Part A, Appendix A.

1. Special Dwelling Listing Sheet

Special dwelling places which you are to visit in a given segment are entered on a Special Dwelling Listing Sheet. This form contains information on the name and type of the special dwelling place, where it is located, the living quarters or persons in the special dwelling place that you are to cover, etc.

2. Sample units selected from a complete listing

For special dwelling places in which the sample units (that is, rooms, suites of rooms, beds, etc.) were selected from a complete listing, the office will have given you questionnaires for the sample units with the front partially filled, just as it does for regular units.

You will also receive from the office a Special Dwelling Listing Sheet for the special dwelling place.

3. Sample units selected from a register

For a special dwelling place where a register of units is available (as for example, a list of rooms in a dormitory), you will usually be directed by your office to sample the units directly from the register. Instructions for carrying out this sampling are given in Part A, Appendix B.

4. Further instructions on special dwelling places

Detailed instructions on how to proceed in special dwelling places are to be found in Part A, Chapter 3 and Appendix A and B.

I. Office assistance
in difficult cases

If you cannot clearly determine how to proceed in a special dwelling place or in other problem cases, call your office for assistance. Before calling, however, assemble all the information that you think would be useful to your office in advising you on how to proceed.

J. How to treat TA segments where number of units exceeds 20

In TA segments which have not been subsampled in the office and in which it is obvious that the number of units eligible for interview exceeds 20, subsample the units as instructed below in paragraph J-1. If it is not obvious that the total number of units exceeds 20, interview all the units even though you later discover the number exceeds 20.

In TA segments which have been previously subsampled, and in which extra units are found at the time of interview, continue the subsampling pattern used in the office, and interview all the units corresponding to the current sample designation.

Do not re-subsample a segment which has been subsampled by your office even though the size of the segment has increased so much that the segment is in the next highest interval in column 1 of the following table.

1. How to subsample

<u>If the total number of listed units is</u>	<u>Apply the following sampling instructions to the listed units</u>	
	<u>Start with and take the</u>	<u>and take every</u>
21-40	1st unit	2nd
41-60	2nd unit	3rd
61 and over	3rd unit	4th

In applying the subsample pattern in segments containing a special dwelling place, treat the two lists, the regular listing sheet and the Special Dwelling Listing Sheet as if they were a single list, carrying the subsampling pattern over from the segment list to the Special Dwelling Listing Sheet.

On the listing sheets, cross out the current sample designation and serial numbers of any of the units which are not selected as a result of applying the subsampling instructions given in the above table. Enter the current sample designation in Column 5 (or Column 3 for specials) for each of the listed units selected as a result of applying the subsampling pattern and for which there is no sample designation already entered.

2. Example of subsampling

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

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

3. Which units to interview after subsampling

After you have subsampled the units listed in segments containing more than 20 units, interview only those units for which there is still a sample designation in the appropriate column of the Segment List.

Questionnaires for units eliminated in subsampling are to be returned as Type C noninterviews: "Eliminated in sub-sample."

4. Report subsampled segments on Segment Folder

Record the subsampling rate on the Segment Folder in Section IV-B for each segment that you subsample. Report this as follows: "Subsampled by taking every_____."

CHAPTER 3.

THE HOUSING UNIT AND WHOM TO INCLUDE IN THE SURVEY

A. The Housing Unit

This chapter tells you how to identify a household, how to decide which persons at one address should be recorded on the questionnaire, and whether more than one questionnaire should be used for residents at the address.

Each household in the survey will be interviewed on a separate questionnaire. It is necessary, therefore, that you learn what constitutes a household. At the beginning of each interview you must determine how many households there are at the address you are visiting. To do this, you must know what kind of living quarters are at the address.

1. Many kinds of living quarters

People live in all kinds of places—houses, apartment houses, trailers, rooming and boarding houses, dormitories, etc. Some houses are arranged for just one family, some for two or more families, and other places (apartment houses), have living arrangements for dozens of families. Hotels, rooming and boarding houses, institutions and the like have living arrangements for many persons.

We need some kind of common denominator, or unit, to determine how many living arrangements there are in all of the types of places where people live. Therefore, all living quarters have been divided into two categories: "housing units" and "other units."

2. Examples of housing units and "other units"

Ordinarily a housing unit is a single family house, an apartment, or a flat. It may also be a trailer, boat, or tent. A housing unit may be located in a structure devoted primarily to business or other non-residential use, such as quarters in a warehouse where the watchman lives, or a barber's living quarters in back of his shop.

Examples of other units are: a room in a boarding house, a cot in a bunkhouse for migratory workers, a room in a nurses' home, and an unoccupied trailer site.

3. Household defined

A household is the entire group of persons who live in one housing unit or one "other unit." It may be several persons living together or one person living alone. It includes the household head and all his relatives occupying the housing unit or "other unit." The household may also include roomers, servants, or other persons not related to the head, who live there. Regardless of whether the household occupies a housing unit or an "other unit," it is to be interviewed on a separate questionnaire.

4. Definition of a housing unit

A group of rooms or a single room is regarded as a housing unit when it is occupied as separate living quarters; that is:

- a. When the occupants do not live and eat with any other persons in the structure

AND

- b. When there is either:

- (1) Direct access from the outside or through a common hall (as defined below)

OR

- (2) A kitchen or cooking equipment for the exclusive use of the occupants.

5. Direct access defined

Living quarters have direct access if there is either:

- a. An entrance to the living quarters directly from the outside of the structure

OR

- b. An entrance to the living quarters from a hall, lobby, or vestibule used by the occupants of more than one unit.

This means that the hall, lobby, or vestibule is not part of any unit but must be clearly separate from all units in the structure. Any room that serves the same purpose as a hotel lobby is considered a common hall provided it is not part of any unit.

Living quarters do not have direct access if the only entrance to the unit is through a room or a hall of another unit.

6. Kitchen or cooking equipment defined

The terms "kitchen" and "cooking equipment" are defined as follows:

a. Kitchen

A kitchen is a room used primarily for cooking and preparation of meals.

b. Cooking equipment

A unit has cooking equipment when it has either:

(1) A range or stove whether or not it is used regularly,

OR

(2) Other equipment, such as a hotplate or other electrical appliances, if the equipment is used for the regular preparation of meals—usually one or more each day.

7. "Other unit" defined

"Other units" are quarters where the living arrangements are not sufficiently separate to meet the housing unit definition. These units are located in places, such as hotels, institutions, dormitories, etc., where the residents have their own rooms, groups of rooms or beds but also have some common living arrangements such as a common dining hall, lobby or living room or common recreational facilities.

Some of the rooms, groups of rooms, etc., in these places are always classified as "other units" even though they have direct access or cooking equipment (e.g. living quarters in nurses' homes). Other rooms, groups of rooms, etc., are classified as "other units" only if they do not meet the housing unit definition.

B. Rules for Handling Unusual Situations

Although most of the time you will be interviewing in the more common types of living quarters, such as single-family houses, apartments, flats, etc., you may from time to time be assigned sample households in the less usual kinds of living places.

1. Trailers, boats, tents and railroad cars

Trailers, tents, boats, and railroad cars that are occupied, or vacant and intended for occupancy as separate living quarters on the site where located, are to be considered as housing units. Unoccupied trailer or tent sites, however, are "other units."

2. Guests and servants quarters

Occasionally quarters for guests or servants are located in a structure separate from the main house. Such quarters are to be handled according to the special rules given below.

- a. Guest quarters

Living quarters reserved for use by guests in a structure separate from the main house are considered as part of the main house. The guest house is not "separate living quarters occupied by a group of persons living and eating together" because the guests are considered as part of the group of people with whom they are staying. The main house together with the guests' quarters constitutes one housing unit.

In some cases, however, quarters referred to as "guest quarters" or a "guest house" may be occupied by persons who are not "guests." For example, a house which the people of the main house refer to as the "guest house" may be rented; quarters in a school referred to as "guest quarters" may be occupied by the janitor and his family. In such cases, the quarters are to be considered as separate living quarters.

- b. Servants' quarters

Living quarters which are located in a structure separate from the main house and occupied or intended for occupancy by servants are considered a separate housing unit only if they have separate cooking equipment which the servants use for preparation of meals. Otherwise, such quarters are considered as part of the employer's quarters and the combination is one housing unit. (This rule also applies to servants' quarters located within the same structure as the main house.)

3. Boarding house

A boarding house is an establishment with 5 or more rooms for rent to boarders and which serves regular meals to the residents who pay a combined rate for their room and meals on a weekly or monthly basis. None of the living space in a boarding house constitutes a housing unit; classify each living arrangement, including the quarters for the proprietor or resident manager, as an "Other unit."

If there are four or fewer rooms for rent to boarders, combine these rooms with the landlord's quarters (or with each other if the landlord does not live in the structure). In this situation, interview all of the occupants on one questionnaire (or one set of questionnaires). Consider the entire living space as one housing unit.

4. Rooming house

A rooming house is an establishment with 5 or more rooms, or suites of rooms, for rent to roomers who usually pay for their rooms on a weekly or monthly basis. No regular meals are served, but linens and maid service may be provided. In establishments such as these, consider each separate living arrangement which meets the housing unit definition as a housing unit. Living arrangements which do not meet the housing unit definition are to be classified as "Other units."

If the sample unit at which you are interviewing contains four or fewer rooms for rent to roomers, consider each room or suite of rooms, which meets the housing unit definition as a separate housing unit. The rooms which do not meet the housing unit definition should be combined with the landlord's quarters, if the landlord lives in the structure. If the landlord does not live in the structure consider each room, which does not meet the housing unit definition, as part of the housing unit through which access to the room is gained.

5. Combination rooming and boarding house

A combination rooming and boarding house is an establishment with 5 or more rooms for rent that serves meals to some resident persons but only rents rooms to others.

Quarters occupied by boarders are always "other units." The quarters occupied by roomers, the proprietor, manager or other resident employees may be housing units or "other units" depending on whether the quarters meet the housing unit definition.

If there are four or fewer rooms for rent, combine rooms occupied by boarders with the landlord's quarters (or with each other if the landlord does not live in the structure). Rooms that are occupied by roomers and meet the housing unit definition should be considered housing units. Rooms that do not meet the housing unit definition should be considered as part of the housing unit through which access to the room is gained.

6. Hotels

A hotel is an establishment that rents rooms or suites of rooms to transient or non-transient guests and provides regular hotel service, such as linens, maid, and desk service.

a. Non-transient hotel

A non-transient hotel is one in which 75 percent or more of the rooms or suites are occupied or intended for occupancy by permanent guests. Permanent guests usually stay a month or more at reduced monthly or weekly rates. All rooms or suites of rooms in a non-transient hotel are classified as housing units.

b. Transient hotel

A transient hotel is one in which more than 25 percent of the rooms or suites are occupied or intended for occupancy by transient guests. Transient guests usually stay less than a month and pay daily rates. In a transient hotel, only the rooms occupied or intended for occupancy by non-transient (permanent) guests (if any) or by resident employees are ordinarily listed or sampled; these are classified as housing units, if they meet the housing unit definition. At the time of listing it may have been necessary to list or sample all the rooms because the manager could not distinguish between "transient" and "permanent" quarters. In a situation such as this, rooms or units which are occupied by "transients" at the time of interview should be classified as "other units."

7. YMCA's and YWCA's
YMCA's and YWCA's are establishments which offer, at moderate cost, lodging for both transient and non-transient guests. The rules given above for hotels apply to the living quarters in these places, except that all units in the place are listed or sampled, whether the place is transient or non-transient.
8. Motels, tourist camps or courts, etc.
Motels, tourist camps or courts, etc., are essentially the same as hotels, except that guests can drive to or close to their quarters. The rules given above for hotels apply to motels, tourist camps or courts, etc. except that all units in the place are listed or sampled whether the place is transient or non-transient.
9. Vacation cabins
For vacation cabins in resort areas, apply the following rules:
- a. Five or more cabins under a single management
A group of five or more vacation cabins operated under a single management is to be treated like a motel, tourist camp or court, etc. A vacation cabin is "one of a group of five or more cabins under a single management" if the cabins are located next to each other and belong to the same owner but are rented or intended for rental to others, and the group is identified by a sign on the property on which they are located.
- b. Cabin not in group of five under single management
A vacation cabin not in a group of five as defined above is classified as a housing unit. However, a vacation cabin used as overflow sleeping quarters for the main house is considered as part of the main house.
- C. Rules for classifying living quarters in special dwelling places
In special dwelling places the rules for determining whether the living quarters constitute "housing units" or "other units" depend upon the type of special dwelling place and for whom the living quarters are intended. The rules for classifying living quarters in transient hotels, YMCA's and YWCA's, motels, tourist camps or courts, and vacation cabins were discussed in paragraph B above. The following are the rules for classifying living quarters in the remaining types of special dwelling places.

1. Armed Forces installations (excluding Armed Forces hospitals)

In Armed Forces installations (excluding Armed Forces hospitals) classify as an "Other unit" each unit for civilians (including families of military personnel), if: (1) the unit is in transient quarters such as a guest house, (2) it is in a barracks or bachelor-officers quarters, or (3) it is in quarters other than those described above and does not meet the housing unit definition.
2. Convents, Monasteries, and Sisters', Brothers' or Priests' residences

The procedure for classifying the living quarters in convents, monasteries, and Sisters', Brothers' or Priests' residences depends upon the number of units in the place.

 - a. Five or more rooms for Sisters, Brothers or Priests

If there are five or more rooms for Sisters, Brothers or Priests, classify as "other unit" each unit for Sisters, Brothers or Priests, and each unit for resident lay employees which does not meet the housing unit definition.
 - b. Four or fewer rooms for Sisters, Brothers or Priests

If there are four or fewer rooms for Sisters, Brothers or Priests and the residence is part of a school for resident students, hospital, orphanage, or similar establishment, classify the units according to the rules for that particular place. If the convent, monastery, etc., is not part of an establishment, treat the entire place as one housing unit.
3. Facilities for housing students- quarters in schools for resident students, dormitories, sorority or fraternity houses

In all facilities for housing students, classify as an "other unit," each unit for students and each unit for resident employees, such as janitors, housemothers, and resident faculty or administrative personnel, which does not meet the housing unit definition.
4. Facilities for housing workers- bunkhouses, labor or logging camps, migratory workers camps, etc.

The procedure for classifying the living quarters in facilities for housing workers depends upon the type of structure.

- a. Bunkhouses and other barracks-type structures
- The classification of living quarters in a bunkhouse or other barracks-type structure depends upon the number of workers the structure is intended to house. Note that living quarters occupied by a migrant family are considered as quarters for one worker regardless of the number of workers in the family.
- (1) Quarters for five or more workers
- If there are quarters for five or more workers, consider as an "other unit" each unit within the structure. A unit is the living space occupied by one person (or one family if migrant families are housed in the structure) such as bed, bunk, or room.
- (2) Quarters for four or fewer workers
- If the structure contains quarters for four or fewer workers, classify the entire structure as an "other unit."
- b. Living quarters other than those in bunkhouses and barracks-type structures
- If the living quarters are not in a bunkhouse or other barracks-type structure, classify as an "other unit" each unit which does not meet the housing unit definition.
5. Flophouses and missions
- In flophouses and missions (e.g. Salvation Army shelters), classify as an "other unit" each unit for persons except resident managerial staff and their families and each unit for the resident managerial staff which does not meet the housing unit definition.
6. General hospitals including VA and Armed Forces hospitals, children's hospitals and maternity hospitals
- In general hospitals including VA and Armed Forces hospitals, children's hospitals, and maternity hospitals, classify as an "other unit" each unit for resident employees, if the unit does not meet the housing unit definition. (Note that nurses' quarters are always "other units.") Also classify as "other unit" each unit for guests of patients.
7. Nurses' homes or quarters
- In nurses' homes or nurses' quarters in hospitals, institutions, and similar places, each unit (room or suite of rooms) should be classified as an "other unit."

8. Recreational and religious camps
- The classification of units in recreational and religious camps depends upon whether the camp is operated for adults or for children.
- a. Adults' recreational and religious camps
- In adults' recreational and religious camps, classify as "other unit" each unit for permanent guests or resident employees which does not meet the housing unit definition and each unit for transient guests (if such quarters were included because the management could not distinguish between quarters for transient and permanent guests).
- b. Children's recreational and religious camps
- In recreational and religious camps run for children, consider as an "other unit" each unit which is for resident employees and which does not meet the housing unit definition. Quarters for children in children's camps are excluded from the survey.
9. Private residential clubs and tourist homes
- A private residential club or tourist home is to be classified as a special dwelling place only if it contains 5 or more rooms or groups of rooms to be rented out. If there are fewer than 5 rooms or groups of rooms for rent, combine these rooms or groups of rooms with the landlord's quarters (or with each other if the landlord does not live in the structure).
- In private residential clubs and tourist homes that meet the special dwelling place definition, classify as "other unit" each unit for transient guests and each unit which is for permanent guests or resident employees and which does not meet the housing unit definition.
10. Specified institutions listed in Appendix A to Part A
- In the specified institutions listed in Appendix A to Part A, classify as "other unit" each unit for resident employees that does not meet the housing unit definition. (Note that nurses' quarters are always "other units.") Also classify as an "other unit" each unit reserved for guests of patients, visitors to inmates, etc.
11. Special Note:
- For the purposes of this survey, living quarters in certain types of special dwelling places are divided into two kinds of units: "staff" and "nonstaff."

a. "Staff"
units

Staff units are defined as the houses, apartments, rooms, suites of rooms, or beds in rooms having sleeping accommodations for 5 or more persons occupied by resident employees and their families, if any. Note that quarters in nurses' homes are always considered "staff" units. Staff units are to be included in the National Health Survey.

b. "Non-staff"
units

Non-staff units are the living quarters occupied by the persons for whom the special dwelling place is operated. Non-staff units are not included in this survey and should not be listed, sampled, or interviewed.

D. How to apply the housing unit definition at the time of interview

At the beginning of the interview, you are to enter in questions 1 and 2 of the questionnaire the names of all the persons living in the sample unit and their relationship to the head of the household.

1. Typical family group

If the persons entered on the questionnaire represent a "typical family group," such as husband, wife and unmarried children, or a parent and child, two or more sisters, or some similar clear-cut arrangement, consider all the members as a single household.

2. Additional household members - ask about separate quarters

If in addition to the head and his family the listing of persons in questions 1 and 2 contains a roomer, a roomer and his family, a married son and his family, or relatives such as mother, uncle, cousin, etc., ask if they all live and eat together as one family.

If they do all live and eat together, treat them as a single household and interview the entire group on one questionnaire.

If any of the persons recorded in questions 1 and 2 say they live separately from the others, ask about the access to the quarters they occupy and their cooking arrangements. If they have either direct access or separate cooking equipment, consider them as separate living quarters. If these separate living quarters have not already been listed, apply the rules for "extra" units, according to the instructions in Part A, Chapter 2.

3. Five or more boarders or roomers

If you have recorded five or more boarders or roomers in questions 1 and 2 of the questionnaire, the sample address is probably a boarding house or rooming house and you should apply the rules for these kinds of places. (See paragraphs B-3 through B-5).

4. Vacant living quarters

Living quarters are vacant if no persons are living in them at the time of your first visit. If the occupants are only temporarily absent, consider the unit as occupied. (See instructions in Part D, Chapter 1 on "Noninterviews.") Vacant living quarters constitute a housing unit if they have either:

a. Direct access

OR

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

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

Vacant quarters which do not have direct access or a kitchen or cooking equipment should be considered as part of the housing unit through which access to the space is gained. Note, however, that in some kinds of living places, such as boarding houses, flophouses and missions, institutions, etc., (which were discussed in Sections B and C), certain types of units are specifically designated as "other units." These should always be considered as separate units regardless of whether occupied or vacant.

E. Office assistance in difficult cases

If you cannot clearly determine from these instructions how to proceed in special dwelling places or other problem cases, call your office for assistance.

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

F. Whom to include
in the survey

1. General
rules

Two categories of persons in a household are to be considered as members of the household.

- a. Persons, whether present or temporarily absent, whose usual place of residence at the time of the interview is this household.
- b. Persons staying in the household who have no usual place of residence elsewhere.

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

2. Usual place
of residence—
defined

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

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

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

3. Persons to
be counted
as household
members

Count as members of the household the following:

- a. Members of the household living at home at the time of the interview.
- b. Members of the household temporarily absent at the time of the interview, on vacation, visiting, or on business. This includes bus drivers, railroadmen, traveling salesmen, etc., who usually do not stay long in one place, but who return home at intervals.
- c. Members of the household who are in a general hospital where most patients remain for a short period of time only—regardless of how long these particular persons have been in the hospital.
- d. New-born babies who have not yet left the hospital.
- e. Students of any age (including student nurses) who live in the sample unit while attending school. If they are at home on summer vacation at the time of the interview, count them at their own home.
- f. Domestic or other employees who live with the household and sleep in the same housing unit.
- g. Boarders or roomers who regularly sleep in the housing unit.
- h. Crew members of all canal or river vessels that travel on inland waterways, and crew members of vessels in coastwise, intercoastal or foreign trade (including the Great Lakes) that make trips of less than 24 hours duration, are considered household members at their homes.
- i. Civilians who usually live in the unit but who are temporarily abroad on a vacation or in connection with their work.

- j. Persons temporarily visiting with the household but who have no usual place of residence elsewhere.

4. Persons not to be counted as household members

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

- a. Persons temporarily visiting with the household who have a usual place of residence elsewhere.
- b. Persons of any age who are living elsewhere attending school at the time of the interview. (If they are away from the school on summer vacation, do not count them at their school home.)
- c. Persons who take their meals with the household but usually lodge or sleep elsewhere.
- d. Domestic employees or other persons employed by the household who do not sleep in the same housing unit. (If, however, they occupy quarters on the same property as the main house and have no cooking equipment in those quarters, count them as part of the main house.)
- e. Persons who were formerly members of the household but who, at the time of interview, are inmates of correctional or penal institutions, mental institutions, homes for the aged or needy, rest homes or convalescent homes, homes or hospitals for the chronically ill or handicapped, nurses' homes, convents or monasteries, or other places in which residents may remain for long periods of time, regardless of how long they are expected to remain there.
- f. Crew members of vessels in coastwise, intercoastal or foreign trade (including the Great Lakes) are considered to reside on the vessel rather than at their homes, if the ship normally makes trips of more than 24 hours duration.

- g. Persons working abroad if their regular place of duty is abroad.
- h. Members of the Armed Forces. We are not covering military personnel in this survey. (For definition of Armed Forces, see Part D, Chapter 2.)

G. Rules for counting special classes of persons

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

If you are unable to determine the person's usual place of residence because he spends an equal amount of time at each home, consider him to be a resident of the sample unit if he is living there at the time of interview. (Examples: (1) A widow divides her time equally between the homes of her children. (2) A family maintains two or more homes and spends an equal amount of time at each.)

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

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

Persons who have just moved in the housing unit: You are to interview the household member living in the housing unit on the day of your contact regardless of when they moved into the unit. For example, suppose you make your first call to interview a household on Tuesday, and find no one at home. For some reason you are unavoidably prevented from calling back until Saturday,

when you find that the family you would have interviewed on Tuesday has moved out and another family moved in on Thursday. You will interview the household occupying the unit at the time of your contact (i.e., Saturday).

Citizens of foreign countries: Citizens of foreign countries and other persons who are living on the premises of an Embassy, Ministry, Legation, Chancellory, or Consulate are never to be interviewed. Consider any such place not to be included in any segment.

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

1. They are permanently living in the United States.

OR

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

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

Doubtful cases: If there is any instance in which you are not sure whether to include persons as members of the household, consider them as members of the household, and describe the circumstances in a footnote. Report the case to your office on a Referral Sheet.

APPENDIX A (PART A)

CODES FOR TYPES OF SPECIAL DWELLING PLACES

I. Specified Institutions

CODES

Correctional Institutions

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

Mental Institutions

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

Homes for the Aged, Infirm and Needy

- 31.....Orphan asylums
- 31.....Children's homes
- 32.....County homes, almshouses, poor farms, etc.
- 38.....Soldiers' and sailors' homes
- 39.....Veterans Administration homes (domiciliary care)
- 33.....Fraternal or religious homes for the aged
- 34.....Commercial boarding house for the aged
- 35.....Homes and schools for the blind
- 36.....Homes and schools for the deaf
- 37.....Hospital schools for the crippled

- 40.....Nursing, Convalescent, and Rest Homes

CODES

Other Hospitals and Homes Providing Specialized Care

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

CODES

II. Other Special Dwelling Places

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

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

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

1. General or emergency hospitals; children's hospital; maternity hospital
2. Infirmary

71.....Hotels, Transient-type

72.....YMCA, Transient-type

73.....YWCA, Transient-type

74.....YMHA, Transient-type

75.....Private residential clubs } Those that meet the special

76.....Tourist homes } dwelling place definition

77.....Motel, Transient-type

78.....Tourist camp or court, Transient-type

78.....Groups of 5 or more vacation cabins under single management,
Transient-type

79.....Combination tourist-trailer court, Transient-type

Facilities for Housing Students

81.....School dormitory

82.....Fraternity

83.....Sorority

84.....School with resident students (other than for the needy or infirm and other than religious-operated schools)

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CODES

II. Other Special Dwelling Places—Con.

Facilities for Housing Workers

- 85.....Dormitory for workers
- 86.....Bunkhouse (provided that it has or is expected to have quarters for 5 or more farm or ranch hands)
- 87.....Labor camp
- 88.....Logging camp
- 89.....Migratory workers' camp
- 91.....Convents
- 92.....Monasteries
- 93.....Schools with resident students operated by Catholic religious orders
- 94.....Religious Training Schools (other than Catholic) such as Bible Institutes
- 00.....Nurses' Homes
- 01.....Flophouses
- 02.....Missions
- 03.....Recreational and Religious Camps (Adults)
- 04.....Recreational and Religious Camps (Children's)
- 05.....Trailer Camps
- 06.....Tent Camps
- 07.....Armed Forces Installations
- 08.....Armed Forces Hospitals

APPENDIX B (PART A)

SELECTING SAMPLE UNITS FROM A REGISTER IN A SPECIAL DWELLING PLACE

1. Purpose of
Appendix B

This appendix gives instructions on how to select sample units from a register in a special dwelling place. You may need this information on your very first assignment, or you may have no occasion to use it for several months after you begin work. Therefore, you need not learn this material until you are required to interview in a special dwelling place.

If you cannot clearly determine how to proceed in a special dwelling place, from these instructions and from instructions in Part A, Chapter 2, call your office for assistance.

2. When the
Special Dwelling
Worksheet is used

If there is a usable register of units in a special dwelling place, this was noted in the heading of the one or two Special Dwelling Listing Sheets prepared for the special dwelling place at the time of listing, along with the name, the type of place, and the number and kind of units to be sampled. Your office will have prepared Special Dwelling Worksheets for use in places where a usable register is available. Use the Worksheets to select the sample units from the register. The Worksheet will indicate whether rooms or persons are to be sampled.

CAUTION: Be sure to use that Section (I or II) of the Special Dwelling Worksheet which applies to the current sample. For example, if B21 is entered in the heading of Section I of the Worksheet and B22 in the heading of Section II, and you are interviewing for B22, you would use Section II to select the B22 units.

3. Staff and non-
staff units

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

- a. Specified institutions (those listed in Part I of Appendix A to Part A)
- b. General hospitals
- c. Armed Forces hospitals
- d. Veterans' hospitals (general, medical, and surgical)

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

- a. Nonstaff units defined

"Nonstaff units" are defined as (1) the persons for whom the special dwelling place is being operated (patients, prisoners, etc.) or (2) the units in which these persons live, such as rooms, suites of rooms, or beds in rooms having sleeping accommodations for 5 or more persons. As mentioned above, these units will not be listed, sampled or interviewed.
- b. Staff units defined

"Staff units" are defined as the housing units, rooms, suites of rooms, or beds in rooms having sleeping accommodations for 5 or more persons, occupied by resident employees and their families, if any.
- c. Special case: Units in Nurses' Homes

Special case. Nurses' homes are to be treated as a special case. According to the above definitions, units in nurses' homes would be "nonstaff units," that is, the nurses are the persons for whom the home is being operated. On the other hand, nurses living in hospitals are employees and, therefore, would be listed and sampled as "staff units." To avoid this inconsistency we are specifying that in nurses' homes all units in the place, whether occupied by nurses or by other persons living in the homes, are to be regarded as "staff units."
- d. Special dwelling places containing only one kind of unit--"Unclassified units"

In all other types of special dwelling places, it is not necessary to make a distinction and all units are referred to as "Unclassified units." These are the housing units, rooms, beds, etc., occupied or intended for occupancy by all persons in the special dwelling place.

e. How to sample staff units

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

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

4. Identification of units to be selected

The units to be selected will be identified by an entry of encircled sample numbers in column 2 of the worksheet in the section of the worksheet for the current sample. You must select the special dwelling place units corresponding to these encircled numbers and identify them by room number, etc.

In the figure below there is shown an illustration of a worksheet (Column 3 will not be filled when you receive it). The encircled numbers in column 2 mean that you are to select from the register the second, fourth, sixth, eighth, tenth, etc., unit of the appropriate type until you have completely gone through the register.

Excerpt From Special Dwelling Worksheet

Line no. (1)	Sample numbers (2)	Number or location unit (3)	Serial numbers (4)
1	(2)	Room B	51
2	(4)	Room D	52
3	(6)	Room F	53
4	(8)	Room H	54
5	(10)		
6	(12)		
7	(14)		
8	(16)		
9	(18)		
10			
11			

5. Points to be noted in sampling from a register
- In sampling from a register, note the following points:
- a. Be sure register is current and identify units selected
 - b. What to do if only one building of a special dwelling place is to be sampled
 - c. When to count a bed as a separate unit
 - d. How to sample when a floor plan or diagram is used
 - e. Use of a register of persons
- Be sure that the register (whether a list, card index, floor diagram, etc.) is current. Also if you are sampling from a register, identify in some way the units selected so that you may quickly locate these units again in the register, if necessary. For example, if you are sampling from a card file, you might identify the selected units by turning cards up, inserting blank slips of paper, etc.
- If the special dwelling place units in only one building of a special dwelling place are to be sampled, use either a register for the specific building or a register which indicates the particular building in which each unit is located. In that latter case, count only the units in the particular building in selecting the sample.
- Find out whether any of the rooms in the register contain sleeping accommodations for 5 or more persons. If so, count each bed in such rooms as a separate unit in selecting your sample.
- If the register being used is a floor plan or similar diagram, begin your count at some definite starting point (usually the lowest numbered room or bed) and follow through the diagram in some systematic fashion.
- A register of persons is used only when there is no register of rooms, etc., and it would be extremely difficult or time-consuming to make a complete listing of these rooms on a Special Dwelling Listing Sheet.
- If the Worksheet indicates that a register of persons is to be used, family groups who are living in the special dwelling place should be sampled rather than individuals within the family. For example, assume that in a summer hotel, there are no permanent guests and that

it would be very difficult to make a complete listing of the rooms occupied by employees, but that there is a list of employees' names from which you are to sample as follows:

(Henry Jones, headwaiter
(Mrs. Henry Jones, housekeeper

John Brown, baker

(Al Smith, gardener
(Mrs. Al Smith, maid

Josephine de Ritz, hostess

Guy Orlando, orchestra leader

You would regard the above as five separate units in sampling, since the Joneses and the Smiths are two separate family groups and should be sampled as such.

6. Identify adequately in col. 3 of the Special Dwelling Worksheet each unit to be interviewed in current sample

As you finally determine the units which are to be interviewed for the current sample, enter in column 3 of the section of the Worksheet designated for the current sample, the number, location, or other identification of each unit finally designated for interview so that later you will be able to locate it.

7. Actual number of sample units may be either larger or smaller than entry in item e in heading of the Special Dwelling Worksheet

The encircled sample numbers above the red line in column 2 of the appropriate section of the Worksheet represent the units that would be selected for interview if the total number of units entered in item e were correct. When you visit the special dwelling place, you may find that the number of special dwelling place units is actually different from the number entered for the current sample in item e. Note that more than one sample may be designated in the heading of the Worksheet; for example, the first column in the heading may be for B21 and the second column for B22. Be sure to refer to the column for the proper sample.

- a. If actual number is larger

If the actual number is larger than the number entered in item e for the current sample, you may find that, in order to go through the listing or register completely, you may have to select some units corresponding to sample numbers entered in column 2 below the red line. Enter the number or location of these units in column 3 in the same manner as for units above the red line.

Example:

Suppose in the following example the number entered in item e of the Special Dwelling Worksheet is 9, but that your visit to the special dwelling place discloses that there are actually 11 special dwelling place units. The unit corresponding to sample number 10 would, therefore, be selected.

Excerpt From Special Dwelling Worksheet

Line no. (1)	Sample numbers (2)	Number or location of unit (3)	Serial numbers (4)
1	(2)	Room 102	51
2	(4)	Room 104	52
3	(6)	Room 106	53
4	(8)	Room 108	54
5	(10)	Room 110	
6	(12)		
7	(14)		
8	(16)		
9	(18)		
10			
11			

- b. If actual number is smaller

It may happen that the actual number of units is smaller than the number entered in item e. In such a case, some of the encircled sample numbers above the red line in column 2 may not have units corresponding to them in the register or listing. If so, enter "None" in column 3 of the Worksheet opposite those encircled sample numbers above the red line for which there are no corresponding special dwelling place units. For example, if

there were four sample numbers—2, 4, 6, and 8—above the red line on the Worksheet and you find that there are only 7 units in the special dwelling place, your entry in column 3 of the Worksheet on line 4 opposite sample number 8 would be "None."

- c. Enter in item e the actual number of units found

If you have found that the actual number of listing units differs from the original estimate entered in item e for the current sample by your office, cross out (do not erase) the number previously entered in item e and enter the correct number beside it.

- d. Enter serial numbers in column 4

Enter serial numbers for any "extra" units in column 4. Use the next available serial numbers for special dwelling places in the segment.

For example, if the last serial number assigned in special dwelling places in a segment was 57, you would assign 58 to the first extra sample unit, 59 to the next extra sample unit, etc.

Note that in special dwelling places, serial numbers are assigned consecutively starting with 51, whereas for regular units in a segment, serial numbers are assigned consecutively starting with 01.

8. Use of partially filled questionnaires

For units in special dwelling places to be sampled from a register, you will receive questionnaires partly filled out, as for regular sample units. However, there will be no designation in item 2(a) on the questionnaire for the particular unit to be interviewed. After you have selected the unit from the register, describe it in item 2(a) on the questionnaire.

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

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PART D
THE HEALTH QUESTIONNAIRE
AND
HOW TO CONDUCT THE INTERVIEW

a. Item 2(a)
Address or
description
of location

If the address or description of the location on the questionnaire is inadequate, so that the unit can be found only with difficulty, add additional notes to clarify the address or description. For an "extra" unit, enter a complete address or description of location on the questionnaire.

b. Item 2(b)
Mailing
address

Item 2(b) is to be filled after the interview is completed. Before leaving the household, ask the respondent if the entry in Item 2(a) is their correct and complete mailing address. If it is not or if the entry in Item 2(a) is only a description or location, determine the correct mailing address and enter this information in 2(b). Be sure the name of the post office (city, town, village or branch) through which the household receives its mail, the postal zone (if any) and the state are entered in 2(a) or 2(b).

If the address shown in Item 2(a) is the correct and complete mailing address enter "same" in Item 2(b).

c. Item 2(c)
Type of
unit

In Item 2(c) check the box for "Housing unit" or "Other unit" according to the rules contained in Part A, Chapter 3. Check Item 2(c) for Type A and Type B noninterviews as well as for interviewed units. For a prelisted sample unit in a special dwelling place, or for a unit expected to be selected from a register of a special dwelling place (see Appendix B of Part A), your office will have entered in Item 2(d) the name of the special dwelling place and a two-digit code for its type (see Appendix A of Part A).

For "extra" units in special dwelling places you are to fill this item. Copy the name and code from the heading of the Special Dwelling Listing Sheet or Special Dwelling Worksheet, whichever you receive with your assignment.

2. Items 3-7
Identification

Items 3-5 are used for tabulation in Washington; Items 6-7 are used for control by Washington and by your supervisor. Item 7(a), Segment type (TA, NTA or B) will serve as a ready reference for you in filling Item E and in asking Item 13 (see below). In case of an "extra" unit, fill all these items by copying the corresponding entries from any other questionnaire in the same segment.

3. Item 8
Serial
number
- Item 8 shows the serial number within a segment. For an "extra" unit, enter in this item the last name of the household head if the unit is occupied. If the unit is vacant, leave Item 8 blank. All serial numbers for "extra" units are to be assigned by the Regional Office.
4. "Extra"
unit in NTA
segment
- If the questionnaire is for an "extra" unit in an NTA segment, fill Item E in accordance with instructions for "extra" units in Part A, Chapter 2.
5. Items 6-8
To be copied
to additional
questionnaires
- Copy Items 6-8 to each additional questionnaire when more than one questionnaire is used for a household. These entries, together with an entry in Item 1, will be the only entries required for the front page of an additional questionnaire.
- E. Items 9-14
When and
how to fill
- These items are to be filled after the interview has been completed. In every case, except as noted below, the question printed in the item must be asked as worded to obtain the correct entry for the item.
- F. Land Usage
- Since Items 9 and 10 on land usage are not filled for every household, this section of the questionnaire is set off by shaded lines.
1. Item L:
To be filled
by office
- Item L is a check item to tell you when to proceed with Items 9 and 10. Your office will fill Item L in advance for all units assigned to you.
- a. Where to
proceed
next
- As indicated on the questionnaire, if the "Rural" box is checked in Item L, proceed with Items 9 and 10. If the "all other" box is checked, omit Items 9 and 10.
- b. Filling
Item L for
"extra" units
- In cases where you fill a new questionnaire for extra units found at the time of interview, make the Item L entry in the same box as for the regular assigned units in the same segment.
2. Item 9
Own, rent,
or rent-free
- Ask the question in Item 9 as worded and record the respondent's answer by checking the appropriate box.
- In some cases, you may have to ask additional questions to get the correct information.

a. Own

Check the box for "Own" if the owner or co-owner is living at the sample unit, even though he may be absent from the household for a short period of time such as a family member in the Armed Forces or temporarily working away from home.

Check the "Own" box even if the place is mortgaged or not fully paid for.

The owner need not be the head of the household.

A co-operative apartment is owned only if the owner lives in it.

In the case of a trailer which is owned by the occupant but which is parked on rented ground, the land is considered to be the unit for the land usage question. Check the box for "Rent" in such a case.

b. Rent

Check the box for "Rent" if any money rent is paid or contracted for. The rent may be paid by persons not living in the unit--for example, a welfare agency.

c. Rent-free

Check the box "Rent-free" if the persons occupying the place neither own or rent it. Places of this kind are usually occupied rent-free by persons in exchange for services rendered, e.g., a caretaker, farm worker or janitor who receives the use of a house or apartment as part of his wages. A tenant farmer who does not pay money rent should be reported as occupying the unit rent-free.

3. Item 10(a)-
(b)
Acreage

If the answer to Item 9 is "Own" or "Rent-free" ask the question in Item 10(a) "Does this place have 10 or more acres?" If "Rent" is checked in Item 9 ask 10(b) "Does the place you rent have 10 or more acres?" Check the box for "Yes" or "No" as indicated by the respondent's answers. When questions arise use the following definitions as a guide.

a. General
definition
of "place"

In most cases the "place" has a clearly defined meaning. For example, in a built-up area, the "place" is likely to be one sample unit consisting of a house and lot. In the open country, on the other hand, it may consist of a whole tract of land or a combination of two or three pieces of land on which the sample units are located.

4. Item 10(c)
Sale of
produce
(\$50 or more)
- If the answer to Item 10(a) or (b) is "Yes" ask Item 10(c) as worded and record "Yes" or "No" as the case may be. It is not necessary to find out the precise amount, so long as the answer can be classified as \$50 or more ("Yes") or less than \$50 ("No"). Note that the question refers to gross sales during the past 12 months. If questions arise on the meaning of "sales from this place," use the following as a guide.
- a. Sales from
this place
defined
- By "sales of crops, livestock, and other farm products" is meant the gross amount received for the sale of crops, vegetables, fruits, nuts, livestock and livestock products (milk, wool, etc.) poultry and eggs, nursery and forest products produced on this place.
- Do not include the value of products consumed on the place. The products may have been sold at any time during the past 12 months.
- b. Place
- The "place" is the same as that referred to in Item 10(a) or (b).
- c. More than
one unit
- If there is more than one sample unit on a place (remembering how "place" is defined differently for owners and renters), the answer for each unit must be the same. For instance, the owner lives in one unit on a place of 15 acres. His total sales amounted to \$780. His hired hand lives rent free in a separate unit on the place. Each of the two units would have "Yes" in Item 10(a) and "Yes" in Item 10(c).
- d. Special
situation
- If the respondent has recently moved to the place, and he has not sold any farm products, explain that this question refers to sales made from the place during the past 12 months, either by him or by someone else. It's possible he may know, in a general way, the amount of sales. If, however, he is unable or unwilling to make an estimate, report the item as "DK" (Don't know).
5. Item 10(d)
Sale of produce
(\$250 or more)
- If the answer to Item 10(a) or (b) is "No" ask Item 10(d). Ask the question as worded and mark "Yes" or "No" as required.

- a. Follow same rules as for Item 10(c)
- In completing Item 10(d) follow the same instructions as were given for Item 10(c) for sales, definition of "place," more than one unit, and special situation. The only difference is that Item 10(d) refers to sales of \$250 or more. (The higher amount of sales from a place of less than 10 acres must have been made for it to be classified as a farm.)
- If the place is obviously a private home on a lot or an apartment, 10(d) can be checked "No" without asking the question.
6. Noninterviews
- If the unit is a Type C noninterview, do not fill Items 9 or 10. However, for Type A and Type B noninterviews try to obtain information on these items by asking neighbors. If you cannot obtain information on value of produce, at least try to get answers for Items 9 and 10(a) or (b). Where this is not possible, leave the items blank, but footnote the entry to say you were unable to find out. For vacant units, leave Item 9 blank, but try to obtain information for Item 10(a) and for 10(c) or 10(d) as appropriate.
- G. Items 11-13
Listing check
- Items 11 through 13 must be asked to find out whether there are any persons in the dwelling whom the respondent had not considered members of the household, and whether there are any unlisted units at the sample address. The information sought through Items 11, 12 and 13 is to be obtained for vacant units as well as for occupied units. Use a neighbor, building superintendent or the like as respondent for a vacant unit and for units where the occupants themselves have not been interviewed, i.e., because they are temporarily absent, etc.
1. Wording of questions
- Ask all these questions exactly as worded in units being interviewed. In inquiring about noninterview units, some rewording of the questions will be necessary.
- a. Item 11
- In asking Item 11, you are to insert the address of the sample unit as shown in Item 2(a). For a single-family house with a street address, use that, e.g., 801 N. Main St. If the sample unit is in a multi-unit structure, use the specific address of the sample unit, e.g., Apt. 2b (this basement apartment, this 2nd floor front apartment, etc.). For houses which have no street address, but only a general description of the house and location

in Item 2(a), substitute "this house" for the address. Where convenient, point to the entrance to the unit when asking Item 11.

- b. Item 12 Item 12 is to be asked in all segments, but only at those units whose address (or description) in Item 2(a) indicates that they are located in a SINGLE-UNIT structure, e.g., single-family detached house, one side of a duplex, row house.

For all other units, leave Item 12 blank.

- c. Item 13 Item 13 is to be asked in TA and NTA segments only. It is not to be asked in B segments. Also, it is not to be asked in apartment houses or apartment developments. In these cases, leave Item 13 blank.

- d. "Other units" Items 11-13 do not need to be asked for sample units selected from a special dwelling place register, nor for a sample unit which is a person, bed or cot, or unoccupied trailer site in completely listed special dwelling places.

Items 12 and 13 do not need to be asked for a sample unit which is a room in a boardinghouse or completely listed nurses' home. However, due to unusual arrangements which exist in some boarding houses and nurses' homes, Item 11 should be asked for sample units in these places (except those in nurses' homes with usable registers). Leave Items 11-13 blank when they do not need to be asked.

2. "Yes" answers If an answer of "Yes" is obtained for Items 11, 12, or 13, check the Segment List to see if the living quarters described are listed. If they are not listed anywhere on the Segment List, fill Table X at the bottom of page 1 of the NHS-6 questionnaire.

- a. Table X "Table X" is designed to record the existence of separate living quarters and to help to determine whether the living quarters are a part of the unit being interviewed or constitute an "extra" unit to be listed and interviewed on a separate questionnaire. You are to use Table X as follows:

Column 1

This is the line number column from which the number of "extra" units can be determined at a

glance. These line numbers provide identification for the extra units in case a reference should have to be made to any particular one. In most cases, only one line will be filled on one questionnaire.

Column 2

Enter the questionnaire item number by which the unit was discovered, for example, 11.

Column 3

The purpose of this column is to find out the number of separate living quarters in each space reported, for example, the number of separate quarters on the second floor, etc. Check "Yes" in column (3a) or "No" in (3b) as appropriate and fill a separate line of Table X for each separate living quarters reported. When more than one line is filled as a result of asking (3a), columns (2), (3a) and (3b) need be filled only for the first line.

Column 4

Enter a description of the location of the specific space you are inquiring about; for example, "2nd floor, left"; "1st floor rear"; "basement," etc.

Columns 5-7

The questions in these columns will determine whether the space is a housing unit, "other" unit or not separate living quarters.

Col. 5

Determine whether the quarters shown in col.(4) are occupied; if so, ask the question and record the answer by making an "X" in column 5(a) or (b). If the quarters are vacant skip to column (6).

Col. 6

Ask question 6 whether the space is occupied or vacant, and check column (6a) or (6b) as appropriate. (See Part A, Chapter 3, paragraph A-5.)

Col. 7

Ask question 7 for both occupied and vacant space and check column (7a) or (7b). (See Part A, Chapter 3, paragraphs A-6, 6a and 6b.) If the space is vacant and has no direct access or cooking equipment, it will be necessary to ask whether the last occupants had cooking equipment. (See Part A, Chapter 3, paragraph D-4.)

Columns 8
and 9

Use these columns to classify the information recorded in columns 5-7 as follows:

Col. 8

If the space is neither a housing unit or "other" unit, enter a check in column (8) and if occupied,

add the occupants to the questionnaire for the sample unit at which discovered.

Col. 9

If the space qualifies as a housing unit or "other" unit, check column (9a) or (9b) as appropriate and fill a separate questionnaire for the unit and interview it, no matter whether occupied or vacant.

Columns 10 and 11

The questions in columns 10 and 11 apply only if the space is classified as a housing unit and is in a B segment. (Part F of this Manual contains instructions on B segments.)

Column 12

If the space inquired about is found to be an "other" unit, describe the unit in column 12; for example, enter "room in boarding house," "staff unit in mental hospital," etc.

b. Check mark

Place a check mark (✓) beside each entry of "Yes" in Items 11, 12 or 13 to indicate that you have checked the Segment List and have either: (a) found the unit listed so no further action was necessary, or (b) filled Table X and completed other necessary follow-up action.

H. Item 14
Telephone number

Enter the telephone number in Item 14. If the household has a telephone but the number is not obtained footnote the reason. The "No phone" box is to be checked only in those cases where there is no telephone in the household at all.

If the respondent asks why the telephone number is being obtained explain that in case the office requires additional information, it would be cheaper to call for it by telephone than to send someone out again to make a personal visit.

I. Item 15
Record of calls

This is a record of all visits made to a household to complete your interviewing, and is to include all visits made regardless of whether or not you found anyone home. Count as "visits" only actual attempts to contact the household, such as by ringing the doorbell or knocking on a door.

1. Calls for entire household

The first line of Item 15 is for a record of calls to obtain an interview from any acceptable respondent. Enter the date and time of each visit in the column for the particular visit you are making. That is, enter the date and time of the first call in the column headed "1," for the second call in the column headed "2," etc. For

the date enter the month and day, e.g., "Feb. 4." Do not use numerals for the month. For time enter the time of day or night, e.g., "9:20 A.M.," "7:30 P.M.," etc. This time represents the time you make the call, not the time you complete the interview.

Enter an "X" on the line for "Entire household" in the column headed "Com." for the last call made to the household to indicate that the interviewing for the household has been completed. For final "Noninterview" leave the "Com." column blank. Ordinarily the "X" will be entered in the "Com." column immediately after the last date entered on the household line.

However, if return calls for additional respondents are necessary, the "X" on the household line should be placed directly above the "X" on the last call line.

2. Return calls for individual respondents

The remaining lines in Item 15 are for a record of return calls to obtain information from individual respondents. Use one line for each person for whom it is necessary to make a return call, and enter the column number of the person in the space following "Col. No." Ordinarily, such calls will be required only for persons not related to the head.

Enter an "X" in the appropriate column headed "Com." to indicate that an interview has been completed on a call for a specific respondent. Enter the "X" on the appropriate line and in the "Com." column immediately following the date and time of interview.

3. Illustration of how to fill Item 15

Below is an illustration of how to fill Item 15. No one was at home on the first trip to the household. The housewife and 20-year-old son were interviewed for themselves and for other related household members on the second trip. A roomer (column 5) could not be interviewed until the fourth trip.

15. RECORD OF CALLS AT HOUSEHOLDS									
Item		1	Com.	2	Com.	3	Com.	4	Com.
Entire household		<u>Date</u> Time	May 6 10:30AM		May 6 7:45PM		_____	_____	X
Record of return calls for individual respondents	Col.No.5	<u>Date</u> Time			_____		May 7 7:45PM	May 8 8:10PM	X
	Col.No.	<u>Date</u> Time			_____		_____	_____	
	Col.No.	<u>Date</u> Time			_____		_____	_____	
	Col.No.	<u>Date</u> Time			_____		_____	_____	

J. Item 16
Noninterviews

Item 16 is for recording any instance in which you are not able to obtain complete interviews for part or all of a household.

A completed interview is one in which the interviewer has asked all questions on personal characteristics and health for all members of a household. If a respondent has refused to answer a few of the questions, such as that on income, but has provided the rest of the information to the best of his knowledge, the interview is considered completed.

In a case where an interview is not completed, enter an "X" in the box for the appropriate non-interview reason, one box only.

1. Type A non-interviews

Noninterviews can be classified into four general groups. The first of these (Type A) consists of households occupied by persons eligible for interviews, but for which no interview was obtained. (If only part of a household is noninterview, it is classified as Type Z noninterview—see below.)

Type A noninterviews must be held to an absolute minimum. Every Type A noninterview means that we are losing valuable information; and if the number is large, our sample returns may not be representative of the entire population.

- a. Refusal An occasional respondent may refuse to be interviewed. When this is the case, check the "Refusal" box in Item 16. Also, in the Footnotes space, write out all the pertinent details regarding the respondent's reason for refusing to grant the interview.

 - b. No one at home--
 repeated
 calls Check this box if, after making the permitted number of calls, you have not found an eligible respondent at home even though there are people living there during the interview week.

 - c. Temporarily
 absent Check this box if the usual residents of a household are temporarily out of town, and will not return until after the end of the interview week; make certain that the unit is not vacant.

 - d. Other
 Type A This category will include occupied units on impassable roads, quarantined households, and any other Type A cases not listed above. On the line under the box state the reason briefly, e.g., "impassable roads."
2. Type B noninterviews Type B noninterviews consist of vacant units, and units occupied solely by persons who are not household members by Census definition.
- a. Vacant
 nonseasonal Check this box for all vacant units except those in summer resort or winter resort areas and those for the use of migratory workers. However, do not count as "vacant" a unit whose occupants are only temporarily absent, i.e., would be defined in Part A, Chapter 3 as usual residents of the household even though they are out of town now. Such units should be classified "temporarily absent."

 - b. Vacant
 seasonal Check this box for vacant units in summer resort or winter resort areas only.

 - c. Usual
 residence
 elsewhere This category is for units occupied solely by persons who have usual residence elsewhere, as defined in Part A, Chapter 3.
- In resort areas, particularly, there will be many houses, apartments, etc., occupied by persons and families who have homes elsewhere. When an occupied summer or winter home is one of the sample addresses and the occupants have a usual residence

elsewhere (as defined in Part A, Chapter 3), the household is to be classified as "usual residence elsewhere."

Note, however, that the sample unit must be actually occupied at the time of interview to be classified here. Usually, this means that you will need to contact a household member to learn that a unit is to be classified properly as "usual residence elsewhere." Sample units being held for persons with usual residence elsewhere who are not actually living there at the time of interview should be classified as "vacant," even if fully furnished and not for sale or rent.

- d. Armed Forces This category is for units occupied solely by members of the Armed Forces on regular active duty, as defined in Part D, Chapter 2.
- e. Other Type B This category will include all the classes of units listed below. In each case, check the "Other" box and on the line under the box state the reason briefly, e.g., "under construction."
- (1) Unit under construction Consider a unit as "under construction" if the construction has not proceeded to the point where all exterior windows and doors have been installed and final, usable floors are in place. If the construction has proceeded to this point, the reason for noninterview should be reported as "vacant."
- (2) Unit being created from conversion of former unit Indicate here units being created from the conversion of a former unit. Use the same criteria for completion of construction as in the case of "unit under construction."
- (3) Vacant--migratory workers Indicate here units now vacant and used only for the temporary accommodation of migratory workers.
- (4) Temporary business or storage Indicate here units temporarily used for business or storage purposes, but expected to revert to residential use. If a unit has been permanently converted to business or storage use, it is to be classified as a Type C noninterview.

- (5) Vacant trailer space You may occasionally be assigned to interview the occupants of a designated trailer space in a trailer camp. If the space has no trailer in it, classify it here.
- (6) Units not yet started in SOC permit segments You may be assigned a segment with the letter "P" following the segment number and find that construction at a sample unit in the segment has not been started. Treat this unit as a Type B noninterview, "other" and specify "permit." This means that although a building permit was issued, construction has not been started.
3. Type C noninterviews Type C noninterviews include units which ordinarily would not be listed or sampled for this segment, and which you have eliminated as sample units in accordance with the instructions in Part A, Chapter 2.
- a. Demolished "Demolished" units have been totally or partially torn down. If merely vacant pending demolition, classify as vacant rather than here.
- b. In sample by mistake This classification refers to units that should not have been listed originally. The units may be outside segment boundaries, never intended for residential use, etc. Describe the situation fully.
- c. Eliminated in sub-sample Check this box when you have eliminated a unit in subsampling, in accordance with instructions in Part A, Chapter 2.
- d. Other Type C This category will include all the classes of units listed below. In each case, check the "Other" box and on the line under the box state the reason briefly, e.g., "nonexistent."
- (1) Non-existent Classify here any unit which you have not been able to find. Describe the situation fully.
- (2) Unfit for human habitation An unoccupied unit which has become unfit for human habitation and is beyond repair so that it is no longer considered living quarters should be classified here.

- (3) Perma-
nently
converted
to busi-
ness or
storage Classify here any unit that has been permanently converted to business or storage use.
- (4) Mergers Classify as Type C "Other-Merger" units which are noninterview because they have been merged with another unit. See the instructions in Part A, Chapter 2.
- (5) Other Classify here any other Type C noninterviews and describe them in full.

4. Type Z
noninterviews

As mentioned above, a Type Z noninterview is a case where only part of a household is noninterview: an interview has been obtained for one or more members of a household, but no interview has been obtained for one or more other members. Since Type Z noninterviews have nearly the same effect on our statistics as Type A noninterviews, every effort must be made to avoid Type Z's as well as Type A's.

In case of a Type Z noninterview, enter the column numbers of noninterview persons in the indicated blanks. Also enter the noninterview reason in full.

K. Items 17 and 18
Name and code of
Interviewer

Sign your name in the space provided in Item 17 after you have completed the entire interview for a household or are turning in the questionnaire as a final noninterview. In Item 18, enter the interviewer's code which has been assigned to you by your office.

CHAPTER 2.

SELECTED PERSONAL CHARACTERISTICS (QUESTIONS 1-7)

- A. Symbols, type face and general rules
- In order to become familiar with the questionnaire, you must first know the meaning of the different kinds of symbols and type face used on the questionnaire.
1. Symbols used

The following symbols are used throughout the questionnaire wherever they apply.

 - a. Use of three dots
Where three dots "... " appear, insert the name of the illness, accident or injury which you are asking about. This aids the respondent in answering the questions, especially when several illnesses have been reported.
 - b. Use of two dashes
Where two dashes "--" appear, insert the name of the person, relationship or the number, whichever is appropriate.
 - c. Words in parentheses
Words in parenthesis are alternative wordings of the question and are to be used when they fit a particular situation better.
 2. Questions in heavy type
The questions to be asked the respondent appear in heavy black type (bold face). Instructions to you, as the interviewer, appear in light type. These instructions tell you when you are to ask the questions.
 3. Use of pronoun, "you"
Most of the questions include the word "you" and, therefore, apply only when you are talking to the respondent about his own characteristics and health conditions. When you are asking about other members of the family, substitute for "you" either "he" or "she" or use the name or relationship of the person involved.
 4. How to delete an entry
If you make the wrong entry in writing out an answer to a question, do not erase. Instead, draw a line through what you have written and write the correct entry elsewhere in the space or in a note in the footnote space. If you make an "X" in the wrong check box, draw a circle around that box and make an "X" in the correct box.

5. Use of
footnotes

Footnotes should be used to explain questionable or inconsistent entries, to record that a questionable spelling is phonetic and describe its meaning, to continue an entry when the space provided is not adequate, and to give additional information which you feel to be pertinent. Footnotes are required for various specific entries and circumstances, as cited in later instructions.

B. Questions on
personal
characteristics

The remainder of this chapter deals with the first set of questions you will be asking in each household. Some of these items are used to establish a list of the household members. Other items provide descriptions of the persons such as age, race, sex, marital status, and work status during the past 12 months so that illness in the population can be studied in relation to these factors. Other questions on personal characteristics are asked at the end of the interview. Since this is a health survey, it is important that we start asking the health questions as soon as possible, after the household members are identified.

C. Eligible
respondent

Questions 1 and 2 (name and relationship) may be asked of any "responsible" adult member of the household. "Responsible" means anyone who is not mentally incompetent or too ill to be able to think clearly about the questions being asked. Adult means a person 19 years old or older or any person who has been married. Single persons 17 or 18 years old must not respond for other family members but may respond for themselves under the following circumstances:

- (1) If there is no related person in the household who is 19 years old or over; for example, if the household consists of two unrelated 17 or 18 year old boys living in a school dormitory room, each may respond for himself.
- (2) If they are present during the interview with an older respondent, 17 or 18 year old persons may respond entirely or partly for themselves. However, do not make any extra effort to have them participate.

The reason for this restriction is that, while 17 and 18 year old persons should know about themselves, they are unlikely to have sufficient knowledge about the rest of the family to be able to furnish accurate information.

1. For questions 3-7
 - a. "Related"-defined
"Related" means related by blood, marriage, or adoption.
 - b. Children
Information about a child is normally to be obtained from one of the parents or other related adult in the household. If an unrelated person is usually responsible for the child's care, that person may report for the child. Thus, if the respondent has a foster child or ward living in his home, he should answer the questions about the child.
 - c. Adults not related
Adults not related to the head of the household (roomers or servants) are to answer questions 3-7 (and all other questions) for themselves. If, however, such persons have a husband (wife) in the household, she (he) may answer the questions for him (her) and their children.
2. Exceptions to eligible respondent rule
In the following two cases a person who is not a related member of the sample household can be considered an acceptable respondent.
 - a. You may interview a person who is responsible for the care of a person who is not competent to answer the questions, provided there are no related members of the household who can answer for the person. The person may or may not be a member of the household. For this type of case, enter a footnote describing the circumstances, e.g., "only household member is mentally incompetent and unable to respond for self; respondent was person who takes care of her during the day."
 - b. A member of the Armed Forces who lives at home with his family may be interviewed for his family even though he himself is not listed as a household member.

3. Return call
may be
necessary

In some instances, you will have to make a second visit to the household in order to interview an eligible respondent. For example, if a respondent who is otherwise acceptable does not appear to be "responsible" because of extreme age, illness, etc., stop the interview and continue with another respondent even if doing so requires an additional call. Also if an otherwise eligible respondent can answer questions for himself, but does not know enough about other related adults in the household, finish the interview with him, but arrange to call back for the other household members. For cases such as the foregoing, describe the circumstances in a footnote.

4. No eligible
respondent
in household

If none of the household members listed is an eligible respondent, and there is no eligible respondent according to the exceptions in paragraphs 2-a and 2-b above, turn in the questionnaire as a noninterview, Type A - other, and explain the circumstances.

D. Question 1
Names of house-
hold members

Question 1(a) "What is the name of the head of this household?" is the opening question of the interview. Next, ask question 1(b) to obtain the names of the other household members.

1. List every
person named
by respondent

Then, ask questions 1(c) and 1(d) as reminders about persons who may be overlooked by the respondent.

List each person named by the respondent in answer to questions 1(a)-1(d).

- a. Question 1(c)

Before asking the question in 1(c), state to the respondent "I have listed" and read the names of all persons listed in response to questions 1(a) and 1(b). (If the relationships are known at this point, you may include them. For example, you might say: "I have listed your husband, Henry Smith; you, Mary Smith; your sons, John and James and your daughter, Nancy.")

Then ask "Is there anyone else staying here now such as friends, relatives, or roomers?" If "Yes," list each one reported.

- b. Question 1(d)

The three parts of question 1(d) are to be asked separately. That is, obtain an answer of "Yes" or "No" to the question "Have I missed anyone who usually lives here but is now: Temporarily in a

hospital?" before asking "Away on business?". Obtain an answer of "Yes" or "No" to that question before asking "On a visit or vacation?".

If the answer is "Yes" to any part of 1(d) list the person(s).

2. Question 1(e)

Question 1(e) is one of the steps in determining whether or not the persons listed from questions 1(a)-1(d) are to be considered household members. If an answer of "Yes" is given for any person listed, ask additional questions for that person as needed in order to determine whether he has a usual place of residence elsewhere.

3. Question 1(f)

Question 1(f) is to be asked if it appears that any adult males have been listed. For the purpose of this question, "adult" means a person who is 17 years old or over. The question is to be asked at this point to avoid asking unnecessary questions about active members of the Armed Forces, who are not included in the survey.

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

If the answer to question 1(f) is "Yes" delete the person(s) by drawing a large X in his column from question 1 through question 16, and explain in a footnote the reason for the deletion, e.g., "On active duty with Armed Forces." Do not change the column numbers of other members of the household.

Although question 1(f) is primarily for males, if in asking the question, it is discovered that a listed female household member is in the Armed Forces she also is to be deleted.

a. "Armed Forces"-
defined

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

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

b. Armed
Forces
Reserve

Persons who are in any reserve component of the Armed Forces but who only attend weekly reserve meetings, summer camp or the like are not on "full-time active duty."

4. Who are
household
members

The rules given in Part A, Chapter 3 for determining which persons are to be considered members of a household must be applied at every household. You should always ask any additional questions needed in order to determine properly who are household members. Examples of such questions are as follows:

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

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

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

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

5. Delete the
name if not
a household
member

If a person whose name you have entered would be considered to have a usual place of residence elsewhere, or to be living in a separate unit, following the rules in Part A, Chapter 3, do not include him as a household member. Delete his name by drawing a large X in the column for that person, from question 1 through question 16. Explain in a footnote the reason for the deletion. Do not change the column numbers of other members of the household.

6. Use additional
questionnaires
if more than 6
household
members

All members of the household, regardless of whether they are related to the head, are to be listed on one questionnaire (or one set of questionnaires if more than 6 persons). If there are 7 to 12 members of the household, list them on a second questionnaire and change the column numbers to "7," "8," etc. If there are more than 12 members of the household, use additional questionnaires in a similar manner.

7. Prescribed
order of
listing
household

List the members of the household in the following order:

1. Head of the household
2. Wife of the head
3. Unmarried children of the head, or of the wife, in order of their ages, beginning with the oldest
4. Married sons and daughters (in order of age) and their families listed in this order: husband, wife, children
5. Other persons related to the head
6. Roomers and other persons not related to the head

a. Related
persons
first

List first the head of the household and all persons related to the head in the order specified.

b. Unrelated
persons
second

Then, list all persons not related to the head, for example, servants, roomers, etc., in a convenient order. If among the persons not related to the head there are married couples or persons otherwise related among themselves, they should be listed in the order indicated for the families of married children (group 4).

8. How to enter
names

Use column 1 for the head of the household and use a separate column for each of the other persons. Do not skip columns.

In the column for the head of the household, enter the last name in the space provided at the top, and enter the first name in the space below the last name. If there should be two persons in the household with the same first and last names they must be further identified by a middle initial or name, or as Jr., etc. Do not assume members of the household have the same last name. However, for each member of the household with the same last name as the person in the preceding column, enter a long dash instead of repeating the last name.

The following example of a five-person household illustrates the correct procedure:

<u>Col. 1</u>	<u>Col. 2</u>	<u>Col. 3</u>	<u>Col. 4</u>	<u>Col. 5</u>
Doe	_____	Poe	_____	Roe
John	Betty	Olive	Samuel	Thomas
Head	Wife	Daughter	Grandson	Roomer

E. Question 2
Relationship
to head of
household

As the respondent gives you the name of each household member, enter not only the name but also the relationship of this person to the head of the household. You may find it convenient to repeat the name and relationship as you write them, so that the respondent does not give you the names too rapidly for you to record them.

1. Head of household

Accept as the head of the household the person whom the respondent names as the head.

There must be one and only one head of the household. In some households you will find two or more persons sharing a housing unit who are not related. Since there can be only one head, designate one as the "Head" and call each of the others "Partner."

a. Head--
defined

If a question is raised as to what is meant by the head of a household, say that he (she) is the person who is regarded as the head by the members of the household. In most cases the head is the chief breadwinner of the family, although this is not always true. In some cases the head may be the parent of the chief earner, or may be the only adult member of the household. As pointed out above, members of the Armed Forces are not covered by the survey even if they continue to live at home. Therefore, if a member of the Armed Forces is regarded as the head, list instead his wife (or other logical person) as the head.

b. If "head"
deleted

If the person originally designated as the head of the household is deleted for any reason, designate another person as "head" and change the

relationships of other household members if necessary. Do not change the column numbers of other members of the household.

2. Relationship of other persons

After you have determined who is to be recorded as the head of the household, enter in question 2 for each person the relationship of the person to the head of the household.

a. Examples of relationship entries

Some typical examples of relationship entries are "wife," "son," "daughter," "stepson," "stepdaughter," "father," "mother," "grandson," "daughter-in-law," "aunt," "cousin," "nephew," "roomer," "servant," "hired hand," "partner," and "maid." (Note: In the case of common-law marriages report the relationship as you would for married persons.)

b. Persons unrelated to the head

If there are any persons in the household who are not related to the head, but are related to each other, their relationship to each other should be shown also. For example, a roomer and his wife must be listed as "roomer" and "roomer's wife;" a roomer and his brother must be listed as "roomer" and "roomer's brother"; a servant and her daughter must be shown as "servant" and "servant's daughter."

3. Persons in "special dwelling places," rooming houses, etc.

You may be assigned to interview persons who live in "special dwelling places" (institutions, hospitals, hotels for transients, facilities for housing students or workers, summer camps, trailer or tent camps, etc.

In all such places, follow the rules in Paragraphs E-1 and E-2 above for relationship entries in question 2 (e.g., "head," "wife," etc.), including unrelated members to be included on the same questionnaire such as "partner," "roomer," etc.

F. Questions 3-7
How to ask
the questions

As indicated above, questions 1 and 2 (name and relationship) are to be filled for each person in the household at the beginning of the interview.

Questions 4 and 5 are on race and sex. As a rule, do not ask these questions, but simply check the proper boxes while you are asking question 3 on age. Ask question 3 for each person (for whom the respondent is an eligible respondent) before you ask question 6 (marital status) for any person.

Similarly, ask question 6 for each person before you ask question 7 (work status).

For each of the questions, start by asking the respondent to answer the question about himself. Then ask him to answer the question for the head (if the respondent is not the head) and proceed to the other household members for whom he is an eligible respondent, in the order in which the members are listed.

1. Illustration

Illustration A below summarizes the order of asking the questions in a four-person household, where the wife is the respondent on questions 1 and 2 for all household members, and on questions 3-7 for related persons; and where a roomer is respondent on questions 3-7 for himself.

Illustration A

Questions	Head	Wife	Daughter	Roomer
1 2	Asked about all household members			
3 4 5	2nd	1st	3rd	Roomer re- sponds for himself
6	2nd	1st	3rd	For self
7	2nd	1st	3rd	For self

G. Question 3
Age at last
birthday

Be sure to obtain the age of each person at his last birthday. If the respondent does not know the exact age of the person, ask him to estimate it as closely as he can.

For babies under 1 year of age, check the box "Under 1 year."

H. Questions 4 and 5
Race and sex

Unless you learn otherwise, assume that the race of all persons related to the respondent is the same as the race of the respondent.

1. Nonwhite
races

Report Mexicans as white, unless they are definitely Indian or other nonwhite race. Report Negroes and persons of mixed Negro and other parentage as Negro. Report American Indians and all races other than white or Negro as "other." When in doubt, explain the situation in a footnote.

2. Sex

The sex of a person cannot always be known from the name. For example, names such as "Marion" and "Lynn" are used for both males and females. If there is any doubt, ask the sex of the person.

I. Question 6
Marital status

Ask question 6, on marital status, only for persons 17 years old and over. If the person is under 17 years of age, check the box "Under 17 years" without asking the question, even though you may have learned that the person is married, widowed, divorced or separated. For persons 17 and over, if it is obvious from the relationship entries that two of the household members are husband and wife, check the box for "Married" without asking the question. If the person is the mother or father of a household member leave off the phrase "...or never married." in asking the question.

1. Annulled
marriages

Consider persons whose only marriage has been annulled as never married.

2. Separated
persons

Accept a respondent's statement that a person is separated. If, however, the respondent raises a question as to the meaning of "separated," explain that the term refers only to married persons who have a legal separation or who have parted because they do not get along with each other.

Persons who are separated from their spouse because of the circumstances of their employment, service in the Armed Forces, or similar reasons (other than marital discord) should be classified as married not separated.

3. Common-law
marriages

Consider persons with common-law marriages as married.

J. Question 7
Main activity
during past
12 months

Question 7 asks what the person was doing most of the past 12 months. Ask this question for each person 17 years of age and over. For persons under 17 years of age, check the box "Under 17 years," without asking the question.

1. How to ask question 7(a)

If you are asking questions about males, ask question 7(a) as follows: "What were you (was he) doing most of the past 12 months" (pause and continue) "Working or doing something else?" Thus, ask the two parts of the question in succession, without waiting for a reply to the first part. The manner of asking the question is similar for females but the wording should follow that given on the questionnaire, "What were you doing most of the past 12 months - keeping house, working or doing something else?" Note that men are not to be asked if they were keeping house. However, if the respondent says a man was keeping house most of the past 12 months, check the box "Keeping house."

2. "Something else"--defined

"Something else" includes all activities besides "Working and Keeping house."

3. Definition of "working," "past 12 months"

Accept the respondent's reply in answer to this question if it corresponds to one of the check boxes. However, if a question as to the meaning of the terms is raised, follow these definitions:

a. Working-- defined

"Working" includes paid work as an employee for someone else for wages, salary, commission, or pay "in kind" (meals, living quarters or supplies provided in place of cash wages). Also include work in the person's own business, professional practice or farm, and work without pay in a business or farm run by a relative.

Do not count work around a person's own house or volunteer unpaid work for a church or charity.

b. Past 12 months-- defined

The past 12 months is defined as the 12 months between the Sunday immediately prior to the week of interview and the same date one year earlier. If the respondent appears to be thinking in terms of a calendar year, call to his attention the period you are asking about.

c. More
than
one
activity

If a person says that he has had more than one kind of activity, check the activity at which the person spent the most time during the past 12 months. Thus, if a woman has kept house and also worked, check the box which describes the activity that took up most of her time during the past 12 months. If the person spent equal time at two types of activity, check the one which the person considers more important.

4. Question 7(b)
Retirement

Ask question 7(b), "Are you retired?" only if the answer to question 7(a) is recorded as "Something else," and the person is 45 years old or over.

Accept the respondent's answer to this question if it is "Yes" or "No." If a question is raised as to what is meant by "retired," state that it means that the person has either voluntarily or involuntarily stopped working, (or never worked), and that he is not looking for work. Most retired persons have pensions or independent incomes. A retired person may or may not be unable to work.

K. Item H
Whom to
interview

After completing questions 1-7, determine which related adults are at home at the time of interview and check the appropriate box as to whether the person is "At home" or "Not at home." In the case of children, check the box "Under 19 years."

This procedure is a reminder, as stated on the questionnaire, to interview each ADULT for himself for questions 8-16 and Tables I, II, and A if he is at home at the time of the interview. Since these questions are about each person's own health, he should be the best source of information about them.

If another adult is reported to be at home, explain to the respondent that you would like to ask the person the remaining questions about himself, and ask if he can come in and join you.

If you have checked "Not at home" for a person who arrives later on in the interview, you should, of course, interview him also, but do not change the original entry. This rule applies even though the person arrives in time to answer some of questions 8-16.

In the case of unrelated persons (roomers, servants, etc.), this determination is not to be made until you have completed the interview for all related members. Record "At home" for an unrelated person at the time you conduct the interview with that person. Persons unrelated to the head of the household who are related to each other, are to be treated the same as any other family group.

CHAPTER 3.

HEALTH AND HOSPITALIZATION QUESTIONS, 8-16, AND ITEM R

A. General
procedure

Questions 8-16 are organized so as to obtain health information systematically for each member of the household. Space is provided for recording the illnesses, injuries and hospitalizations reported for each person in the column for that person. After questions 8-16 have been asked for all related household members, detailed information about each illness and injury will be obtained and recorded in Table I and Table A, and about each hospitalization in Table II.

1. Order of
asking
questions
8-16

When you are interviewing a person for himself follow the order in which the questions appear on the questionnaire.

When you are interviewing one person in the household about himself and also asking about other related members of the household follow the order listed below:

Block of Questions
or Single Question

Ask for:

8-11

These questions are asked as a block for the respondent first. Then, as a block, for each related household member, one member at a time.

12, 13

All related household members at one time.

14

Respondent first. Then, each related household member--one at a time.

15

Respondent first. Then, each related household member--one at a time.

16

All related household members at one time.

The example below illustrates a three-person household in which the wife is the respondent.

ILLUSTRATION B

Order of asking questions 8-16

Questions	Ask in order:		
	Head	Wife	Son
8			
9	2nd	1st	3rd
10			
11			
12			
13			
	All family members at one time		
14	2nd	1st	3rd
15	2nd	1st	3rd
16			
	All family members at one time		

When two (or more) related adults in the same household are being interviewed together, follow the same general order of asking the questions: ask questions 8-11 as a block of one respondent, then ask questions 8-11 of the other respondent, then ask questions 8-11 for each other related household member in the order in which he is listed on the questionnaire. Follow the same procedure in asking question 14, and in asking question 15. Complete questions 8-16 for all related household members before filling Table I or Table II.

2. How to record illness conditions reported in questions 8-14

Record the answers to questions 8-14 for each person in the column for the person in the space opposite the corresponding question. If more than one condition is reported in answer to a question, record each condition not already recorded for the person. Do not record the same condition twice for the same person even though the respondent names the condition twice.

Record as illness whatever the respondent reports to you as illness. Record in the column spaces enough information so that when you are ready to obtain the additional information in Table I, later in the interview, you will be able to identify the condition properly. The complete description of the condition will be recorded later in columns (d-1) through (d-5) of Table I.

Record the condition in the column space of the question in answer to which it is reported. For example, if an injury, chronic condition or impairment is reported in answer to question 8 or 9, it is to be recorded there (in 8 or 9) even though specific questions will be asked about injuries, chronic conditions and impairments later.

3. Use of probes in questions 8-11

There are two probe questions, labeled (a) and (b) to be used in connection with each of questions 8-11.

a. Probe question (a)

Whenever the answer to one of questions 8-11 is "Yes," ask the appropriate probe question; "What was the matter?" or "What are they?", etc., to bring out a description of the condition and the name of it if the condition is not volunteered.

b. Probe question (b)

After recording any conditions reported in answer to one of questions 8-11 ask the second probe question (b) "Anything else?" This gives the respondent an opportunity to report additional conditions. Ask probe question (b) regardless of whether probe question (a) is asked.

Continue to ask the question "Anything else" until you obtain an answer of "No" and check the "No" box. Thus, either the "No" box alone will be checked in questions 8-11 or both the "Yes" and "No" boxes will be checked; never the "Yes" box alone.

4. Questions 12, 13 list of conditions and list of impairments

There are no general probe questions to be asked in connection with questions 12 and 13, since they are directed at specific conditions named in lists to be read to the respondent. Therefore, either the "Yes" box or the "No" box will be checked for each person in questions 12 and 13. If the "Yes" box is checked, one or more conditions should be recorded for the person.

5. Question 14 Other problems with health

Question 14 is designed to give the respondent an opportunity to report other ailments, conditions or problems with health which a family member may have, which had not been asked about specifically. There are two probe questions similar to those in questions 8-11. Ask probe question (a) if the condition is not volunteered. Ask probe question (b) regardless of whether probe question (a) is asked and continue to ask the question until an answer of "No" is received. Thus, the "No" box must always be checked in question 14, as in questions 8-11.

6. Questions 15, 16 Hospitalization probe questions

If the answer to question 15(a) is "Yes" the question "How many times were you in the hospital during that period?" is to be asked and the answer recorded in q. 15(b) in the column for the person. Question 16 is a family-style question to find out about persons now in the household who have been in nursing homes, rest homes or similar places since the date a year ago which is entered in question 16(a). For each "time" recorded in these questions, a line of Table II is to be filled.

B. Questions 8-10

1. Time reference
2. Last week or the week before-- defined

Questions 8-10 apply to the 2-week period, "last week or the week before," as defined below.

"Last week or the week before" refers to the 2 weeks (14 days) just prior to the week in which you are interviewing. The 2-week period starts with Monday and ends with last Sunday night. No days of the interview week are to be included. For example, if you are interviewing on Tuesday, July 24, 1962 "last week or the week before" would refer to the period from Monday, July 9, 1962 through Sunday night, July 22, 1962; no illness starting after July 22 would be included, no matter how serious it might be. This principle applies to all succeeding questions.

3. Question 8
Sick last week
or the week
before

Question 8 is to be asked as worded using the parenthetical phrase "that is, the 2-week period which ended this past Sunday night" the first time you ask the question of each respondent. After the respondent has heard it once, you may ask question 8 for other members of the family without including the parenthetical phrase, unless you feel that the respondent needs to hear the phrase repeated more often.

4. Question 9
Medicine or
treatment

Ask question 9 as it is worded, and whenever you have an entry in question 8 for a person, add the parenthetical phrase, "besides ... which you told me about." The parenthetical phrase refers to conditions already reported, since question 9 is not intended to ask about medicine or treatment taken for the conditions already reported.

Question 9(a), "For what conditions?" is asked to bring out conditions not already reported. Unless it had been reported earlier, record any condition (or conditions) for which the medicine or treatment was taken. Do not record in question 9, the kind of medicine or treatment taken or recommended.

In recording answers to question 9, distinguish between medicine taken for preventive purposes, for example, vitamins or minerals taken to improve a person's general health, and medicine taken for a condition already present. If the only medicine taken is to prevent an illness from starting or for general well-being, question 9 should be checked "No." However, if by not taking the medicine the person would have a flare-up or attack of an illness condition which would otherwise be expected to be dormant, question 9 should be checked "Yes" and the condition recorded.

5. Question 10
Accidents and
injuries during
last week or
the week before

Question 10 covers accidents and injuries happening last week or the week before and is to be asked as worded. Of concern are all sorts of injuries, such as cuts, bruises, burns, poisonings, fractures, strains, sprains, and dislocations. Record separately each injury reported by the respondent.

The word "accidents" together with "injuries" is used in the wording of the question in case some persons may think of "injuries" only in terms of "accidents." Accidents can occur without causing

injuries and such accidents should not be reported. On the other hand, not all injuries are accidental, for example, one person attacking another or injuries received in an attack or battle during a war. All injuries are to be recorded whether or not they were caused by accidents.

It is not necessary at this point to find out the full detail of the nature of the injury since this will be obtained later in Table I, but you should record sufficient information to be able to identify it later in Table I.

C. Question 11
Injuries
which still
bother a
person

This question is for reporting the type of effects still bothering the person as a result of injuries occurring prior to "last week or the week before." The original injury may have occurred only a few weeks or months ago or, on the other hand, it may have happened many years ago. This question serves as an additional probe for reporting conditions of interest in this study which persons might fail to mention in answer to earlier questions since they may now be adjusted to them and not look upon them as illness.

It is not necessary that the person suffered ill effects during "last week or the week before" or be suffering them "now" for the illness condition to be present. If the person is subject to periodic recurring attacks of a condition caused by an old injury, it should be recorded. For example, a person who is subject to recurrent attacks of "foot trouble" due to an old injury had his last attack over a month ago but knows he may have another attack at any time. "Foot trouble" should be recorded in question 11 for such a person.

1. What to record

Record in question 11 the present ill effects experienced, not the injury itself. For example, entries of "stiff shoulder," "pains in arm," etc., describe the present effects and are proper entries for question 11. If the respondent reports the condition only in terms of the original injury, as for example, a broken hip that occurred some time ago, ask the added probe in question 11(a): "In what way does it bother you?", then record the present effects. If the injury occurred fairly

recently and is not yet healed, e.g., a wrist fractured three weeks ago has not yet healed; the entry should be the injury, e.g., "fractured wrist."

D. Question 12
Conditions List
Card A

Question 12 differs from the earlier questions in three major respects:

- (1) It covers a twelve-month period.
- (2) It involves reading a list of conditions to the respondent (see Card A).
- (3) It is asked for all of the family members at one time.

The conditions on Card A are for the purpose of calling the respondent's attention to certain selected chronic conditions which have a fairly high prevalence rate in the population and which might be overlooked by the respondent unless they are causing trouble at the present time.

1. Time
reference

The time period referred to in this question is the past 12 months. The past 12 months is defined as the 12 months immediately prior to the week of interview. An easy way to do this is to take "last Sunday's" date and ask about the period from that date a year ago. For example, if "last Sunday's" date was July 1, 1962--then the period you are asking about is July 1, 1961, through July 1, 1962.

2. How to ask
the question

Read the question as worded on the questionnaire and follow immediately by reading the Conditions List on Card A to the respondent. Read the list condition by condition, and wait for a reply of "Yes" or "No" to each condition before going on to the next one. This procedure is necessary in order to be sure the respondent has time to think about each of the conditions. This is the only acceptable way for reading the list. If two respondents are present, wait for each to reply to each condition before going on to the next one.

a. Family
reference

Question 12 includes a reference to the specific members of the family about whom you are inquiring. In the course of reading the list of conditions, insert the reference to the family members as often as necessary to keep a particular respondent aware of the fact you are asking about other persons as well as about him.

In reading the Conditions List, if you should come to a condition which has been reported previously for any family member, read the name of the condition anyway and add a phrase such as, "besides your asthma" or "besides your son's asthma?", etc.

b. Ask about others

If the respondent's reply to a condition is "I have that," "my husband had ..." or a similar response which indicates the respondent may not be reporting about the entire family, after recording the condition ask "Has anyone else in the family had ... DURING THE PAST 12 MONTHS?"

c. Repeating introductory phrase

To help the respondent remember that question 12 applies to all family members, repeat the phrase "Has anyone in the family had any of these conditions DURING THE PAST 12 MONTHS?" each time after one of the conditions on the list has been reported. The question is printed in the heading of Card A as a reminder to you to repeat it as often as necessary.

3. Conditions not present at time of interview

Any condition on the list which the person had at any time during the past 12 months should be reported even if the source of the trouble has been corrected (as in the case of a hernia repair), or removed (as in the case of a tumor operation).

4. Present conditions not causing trouble

The respondent may mention that a member of the household has a certain condition but that the condition hasn't caused trouble in the past 12 months. For example, a person with diabetes which is kept under control through treatment, might not consider that the diabetes has caused trouble but he knows that he still has it. Conditions of this type should be recorded on the questionnaire.

5. Doubts about recording

The words in capital letters are to be emphasized in reading the check list of conditions. However, if the respondent reports "Yes" to a condition do not ask if it is CHRONIC, REPEATED, etc. Assume the respondent heard the condition as read and record it. (It is not necessary to record the word "chronic," etc.)

If the respondent mentions a condition but is not sure whether it would be considered "chronic,"

etc. or adds that he doubts whether we are interested in it, ask "Have you had ... during the past 12 months?" If the answer is "Yes," the condition should be recorded on the questionnaire.

6. Hasn't had condition for 12 months or more

If the respondent mentions that a household member formerly had one of the conditions on the list, but that the condition was cured (e.g., asthma the person had as a child), or that it was corrected by an operation, prior to the past 12 months, it is not to be reported unless it was present at some time during the past 12 months.

7. "Arrested" conditions

When a condition is reported as arrested it means that the person still has the condition but that its progress has been arrested. Such conditions should be reported in question 12. For example, a person who said he has a case of arrested tuberculosis would be checked "Yes" in question 12 and "arrested tuberculosis" would be recorded.

8. Conditions volunteered

Occasionally, when listening to the list of conditions on Card A, a respondent will volunteer a condition not included on the card. Such conditions should be recorded in question 12 provided the conditions were experienced during the last 12 months, except conditions which are usually temporary or of short duration (such as colds, flu, chicken pox, etc.). These should not be recorded unless a condition of this type started or was present during the past 2 weeks.

9. How to record the answers

Even though question 12 is asked for the family as a whole, you record the answer in the proper column for each person: either a check for "Yes" and an entry of the condition(s), or a check for "No" should appear in each person's column.

E. Question 13
Impairments
List
Card B

Question 13 is to be handled in the same manner as question 12, except that question 12 and Card A refer to chronic conditions, question 13 and Card B refer to impairments. All impairments are to be recorded if the person still had them as of "last Sunday night," even though the person may not think of them as illness.

The wording of question 13 serves as a break in the reading of a list of conditions and calls to the attention of the respondent that these are conditions of a different type.

F. Question 14
Other ailments,
conditions,
or problems
with health

Question 14 is to be asked separately for each related household member. This question is a kind of general "clean-up" question and is intended to provide the respondent an opportunity to report here any ailment or condition which had not been mentioned earlier, possibly some that the check lists may have called to his mind.

1. Time
reference

As indicated by the question itself, the time reference for question 14 is the present time.

2. How to
ask the
question

Ask the question as worded, "At the present time do you (does your husband, etc.) have any other ailments, conditions, or problems with your health?" Check the box for "Yes" or "No" for each person. If the "Yes" box is checked ask probe question (a) "What is the condition?" unless it has already been volunteered. Record the condition itself if it is still present. If the condition is no longer present, record the present ill-effects.

Following are some examples of responses to question 14 together with the way each should be handled.

- a. A respondent reports in answer to question 14 that her son is subject to frequent nose-bleeds. "Nosebleeds" should be recorded as a condition for the son.
- b. A respondent reports in answer to question 14 that her mother had a virus infection last fall which hung on for a long time. In reply to your question the respondent says her mother no longer has the infection but still is weak. "Weakness" (or something similar) should be recorded for the mother as the present effect of the old condition.
- c. In answer to question 14 a respondent reports that she had pneumonia last winter. When you ask if she still has any ill effects from the pneumonia she says no, she recovered from it completely some time ago. Nothing should be recorded since neither the condition nor ill effects from it are present now.

If "Yes" has been checked in question 14, ask probe question (b), "Any other problems with your health?", regardless of whether it was necessary to ask probe question (a), and record any problem (condition or effect of old condition) reported. Continue to ask probe question (b) until an answer of "No" is received, then check the "No" box.

3. Special note

As indicated in the instructions for question 14, for certain conditions you will need to ask additional questions to determine if the condition is still present or if there are any present ill-effects. However, this does not apply to impairments or conditions on Card A. It is not likely that many of the latter will be reported in question 14, since you have just finished reading the two check lists. However, if one of these is reported, it should be entered in question 14 (unless of course it had been already reported earlier) without trying to determine whether it is "still present" or has left any "present ill-effects."

G. Question 15
Hospitalizations
since specified
date

Question 15(a) is to be asked separately for each related household member. Check the box for "Yes" or "No" for each person, and if "Yes" is checked ask question 15(b), before asking question 15(a) for the next person.

A date will have been entered in question 15(a) on questionnaires prepared for each of your assignments. This date will be the first of the month preceding the month in which the first day of the interviewing week falls. Always use the date on the questionnaire in asking the question. For example, in all interviews being conducted in the week starting Monday, July 9, 1962, you would ask the question "Have you been in a hospital at any time since June first, a year ago?"

Although the survey is primarily concerned with hospitalizations which occurred during the past 12 months, for certain statistical purposes we also need to know about hospitalizations which occurred just prior to the past 12 months. Also, people tend to forget hospitalizations which started prior to the "past 12 months" but which actually extended into the 12-month-period. For these reasons, therefore, the hospitalization question is asked for a period that is slightly longer than 12 months. Table II will bring out

whether part of such hospital stays was actually in "the past 12 months."

If a second questionnaire is needed because there are more than six household members, enter in question 15(a) the date which is on the first questionnaire before asking the question. If you need to prepare a questionnaire for an "extra" unit, enter in question 15(a) the date used on other questionnaires for that interview week before asking the question.

For each person for whom the answer to question 15(a) is "Yes," ask 15(b), "How many times were you in the hospital during that period?" and enter the number in the column for that person.

Note: If a respondent should ask what you mean by "being in a hospital," explain that this means being hospitalized as an inpatient for some illness condition, for childbirth, for an operation, etc. Going to an outpatient clinic in a hospital or to visit another person who is a patient there should not be counted as "being in a hospital," and only the times the person himself was a patient in the hospital should be counted in question 15(b).

H. Question 16
Stay in
nursing home,
rest home, or
similar place

Question 16(a) is to be asked for all related members at one time.

The date entered (or to be entered) in question 16(a) is the same date as in 15(a), and the same general procedure is to be followed in asking the question in reference to that date.

"Nursing home, rest home, or any similar place" means any type of "home," sanitarium (sanatorium) or institution where patients are apt to remain for long periods of time. These include homes for the aged, convalescent homes, TB sanitariums or TB wards in general hospitals, institutions for the mentally ill, etc. The length of time the person was a patient in a place of this type does not affect the inclusion of this stay, as long as the person is now a household member by Census definition (see Part A, Chapter 3).

If the answer to question 16(a) is "Yes," ask question 16(b), "Who was this?" unless the name of the person(s) has been volunteered. Check the "Yes" box in the column for each such person, and check the "No" box in the columns for other members of the household.

For each person with the "Yes" box checked, ask question 16(c), "How many times were you in a nursing home or rest home during that period?" and enter the number in the column for that person.

I. Item R
Who
responded

Item R is for the purpose of identifying who responded for the health probe questions (8-16). Check one of the boxes in Item R as follows:

1. Adults

If the adult person responded for questions 8-16 entirely for himself, check the box "Responded for self-entirely." If he responded partly for himself, check the box "Responded for self-partly" and enter the column number of the person who partly responded for him. For adults not present, enter the column number of the person or persons who responded for them.

Consider a person to have responded entirely for himself if he was present during all this part of the interview. Consider a person to have responded partly for himself if he was present during any part of this time.

2. Children

For an unmarried person under 19, enter in Item R the column number of the person or persons who responded for him.

3. "At home"
but not
interviewed

If you have checked the "At home" box for a person in Item H but have not been able to interview him for himself, explain the circumstances in a footnote.

CHAPTER 4.

TABLE I, TABLE A AND TABLE II

A. Table I

1. General procedure The questions in Table I are to be asked separately for each condition reported.

a. Order of asking questions within Table I Successive lines of Table I are to be filled in accordance with the following order. Start with the respondent and carry each of his illnesses through Table I, one at a time, beginning with the first one listed in questions 8-14. Continue for each other person in the same manner in the order the person is listed on the questionnaire. See Illustration C on the following page.

b. One line for each condition Use one line of Table I for each condition. Frequently, two or more closely related conditions will be reported for one person; for example, a person might have heart trouble and high blood pressure. You would use one line for the heart trouble and one for the high blood pressure.

There are five lines in Table I on pages 2 and 3 of the NHS-6 questionnaire. If more lines are needed for entries in Table I, use the additional lines numbered from 6 to 13 on pages 4 and 5 of the questionnaire. If more than thirteen lines are needed, use an additional questionnaire and renumber the first line (pages 2 and 3) number 14, the second line 15, etc.

c. Follow order of questions in Table I Ask each question in the order specified going across the Table. Headings across certain columns tell you when these questions are to be asked.

2. Column (a) Enter in column (a) the column number of person for whom the illness, injury or impairment is reported. This entry identifies the person who has the illness and is essential for tabulation purposes. If it is incorrect or has been omitted, all of the related illness information in this line of Table I might be attributed to the wrong person.

Illustration C

Question	Head	Wife	Son
8. <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	Cold		
9. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No
			Diabetes
10. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
11. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
		Stiff Elbow	
12. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	Bronchitis		
13. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
		Deafness	
14. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

- Column #2 was the respondent.

Table I

Line number	Col. No. of person	Question No.	Did you EVER at any time talk to a doctor about ...?	Ask for all illnesses and present effects of old injuries (a) If doctor talked to: What did the doctor say it was? - did he give it a medical name? (b) If doctor not talked to: Record original entry and ask: (d-2) - (d-5) as required. Ask for all injuries during past 2 weeks: What part of the body was hurt? What kind of injury was it? Anything else? (Also, fill Table A for all injuries)
	(a)	(b)	(c)	(d-1)
1	2	11	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Stiff elbow
2	2	13	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Deafness
3	1	8	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Cold
4	1	12	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Bronchitis
5	3	9	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Diabetes

The column number to be entered for a person listed on the first questionnaire for a household is the column number printed on the questionnaire, even if one or more columns have been deleted. For persons listed on additional questionnaires because all six columns on the first questionnaire have been filled (even if some are deleted), enter the column number as you have changed it, i.e., 7, 8 or 9, etc.

3. Column (b)
Question
number

Enter the number of the question from which the condition was first obtained.

a. Conditions
not picked
up by ques-
tions 8-14

When conditions not picked up by questions 8-14 are reported later in the interview, show in column (b) where such conditions were first reported; for example, "Table II." (Do not add conditions of this type to questions 8-14.)

4. Column (c)
"Doctor ever
talked to"

"Did you EVER at any time talk to a doctor about ...?" is to be asked for each condition reported. Check "Yes" or "No" in this column according to the response obtained. When interviewing a household respondent for other adult members of the household, obviously you would substitute for the word "you" the proper words to indicate the person referred to. In the case of children, substitute the phrase "Did anyone EVER at any time talk to the doctor about --'s (your daughter's, your son's) ...?"

a. "Doctor
talked to"--
defined

"Talking to" the doctor about a condition includes both seeing a doctor and consulting a doctor by telephone.

Consider as "talking to the doctor" a visit by the person to the doctor or a visit by the doctor to the person. If the doctor pays a visit to the household to see one patient and while there examines or visits professionally another member of the household, a single visit may be counted as "doctor ever talked to" by each individual for each condition receiving the doctor's attention. Visits to doctors in clinics or at hospitals (including visits as an outpatient) are to be considered visits to the doctor.

Consider as "talking to the doctor" any telephone calls to the doctor's office that involve receiving suggestions for treatment or advice from the doctor even if they are transmitted through the nurse and the doctor wasn't spoken to directly.

Consider talking about the condition to a family member who is also a doctor as talking to the doctor ("Yes" in col. (c)). Also, if the person who had the condition is himself a doctor and he followed his own treatment or advice, this should be reported as doctor "talked to" in column (c).

Exclude telephone calls made to the doctor's office only for the purpose of making appointments.

b. Chronic conditions

For chronic conditions the question in column (c) refers to any time a doctor was seen since the condition started. For example, a person might not consult a doctor every time he experienced an occurrence (attack) of the trouble. Such cases would be checked "Yes" in col. (c) if a doctor had been consulted for the trouble at any time.

c. Non-chronic conditions

In the case of non-chronic conditions such as colds, virus, etc., the question in column (c) refers to whether a doctor was talked to at any time about that particular condition (cold, virus) which was experienced last week or the week before. The question in column (c) does not refer to talking to the doctor about previous attacks of colds, virus, or other non-chronic conditions.

d. Type of doctor--defined

For the purposes of this survey, consulting MD's, osteopaths or dentists (for dental conditions) will be considered as talking to a doctor but consulting chiropractors, chiropodists, podiatrists, naturopaths, Christian Science healers or other types of people giving medical care will not be counted. However, do not make special inquiry about the kind of doctor consulted. It is not intended that you tell the respondent the survey definition of who is considered a doctor. For example, if a person said in answer to the question in column (c), "I saw a chiropractor--do you consider him a doctor?", you would not need to answer "Yes" or "No" but tell him we are interested in any doctor he may have talked to. Continue at once to the next question, "What did the doctor say it was--

did he give it a medical name?", and check "No" in column (c) for the condition about which a chiropractor was seen.

Record in column (d-1) what the chiropractor said it was even though you have checked "No" in column (c).

Opticians and optometrists do not hold M.D. degrees. However, an oculist is an old-fashioned term for ophthalmologist, and ophthalmologists do hold M.D. degrees and are to be counted as doctors.

B. Table I
(Columns
(d-1)-(d-5))

For purposes of analysis, all illnesses and injuries reported will be translated into medical codes. Since the coding system to be used provides for over 1500 different conditions, it is essential that the descriptions on the questionnaire be as complete and detailed as you can make them.

The best description of an illness is its exact medical title. Names of illnesses given by respondents are often sufficient to permit medical coding. This is true of entries such as cold, hay fever, bronchitis, chicken pox, etc. However, the statements of respondents do not always give a complete description of the condition. When the respondent does not know the exact medical title of the illness, one or more of three different kinds of information generally need to be obtained.

1. A specific description of what the trouble was, that is, the specific kind of trouble.
2. The respondent's statement of the cause, or a note that the respondent does not know the cause.
3. The part of the body affected.

When a doctor has been talked to about an illness the question in column (d-1), "What did the doctor say it was—did he give it a medical name?" is always to be asked and constitutes the first step toward getting an adequate entry. Regardless of whether or not a doctor was talked to, the respondent's first statement may not give a complete description of the illness condition. The questions in columns (d-2)-(d-5) are for the purpose of supplying the additional information needed.

The "x" which appears on the right side of each of columns (d-2), (d-3), (d-4) and (d-5) is to be circled whenever the question does not need to be asked. The question does not need to be asked when the information you would expect to obtain by asking it already appears in an earlier column of Table I.

1. Column (d-1)
Asking the
question

Ask column (d-1), "What did the doctor say it was-- did he give it a medical name?" exactly as worded for each illness condition about which a doctor was talked to ("Yes" in column (c)). As stated on the questionnaire, this question is also to be asked for present effects of "old" injuries, i.e., those which happened prior to last week or the week before. For injuries which happened during last week or the week before do not ask "What did the doctor say it was---", ask instead, "What part of the body was hurt? What kind of injury was it?" This instruction together with the question appears in the lower half of the heading over column (d-1). See the instructions in paragraph B-1-e below.

If a doctor was not talked to about an illness condition ("No" in column (c)), do not ask the question over column (d-1), but instead enter in column (d-1) the original entry from the question (8-14).

a. Recording
name of
condition

Enter in column (d-1) whatever the respondent tells you the doctor said, using the respondent's own words. If the medical name given by the respondent is one which is unfamiliar to you, ask him to spell it for you. If the spelling is not known, record it phonetically but also ask the respondent to describe how it affects him and record the description in a footnote. In this way it may be possible to apply the medical codes when the spelling is poor.

b. Vague or
incomplete
description

Your entry in column (d-1) and its related columns (d-2) through (d-5) should represent the most complete description of the condition the respondent can give you. Therefore, if the respondent does not know the medical name, if his answer is vague, or if a more complete description was given in answer to one of questions 8-14 than given in answer to the question in column (d-1), copy the pertinent details of the first answer to the space in column (d-1).

c. Accidents or injuries -entry in column (d-1) The entry to be made in column (d-1) for accidents or injuries depends on whether the injury happened during the last two weeks or before that time. Therefore, at this point, if it isn't clear when the injury occurred ask additional questions to find out if it occurred last week or the week before or prior to that time.

(1) Injury happened in last two weeks For injuries which happened during "last week or the week before," column (d-1) is for recording the nature of the injury and the part of the body affected at the time the injury occurred.

(2) Injury happened prior to last two weeks For injuries or accidents happening prior to last week or the week before, column (d-1) is for recording the present effects of the original injury. (It is not the place for recording the original injury itself which will be recorded in Table A.)

In the case of an injury which happened earlier but has not yet healed, the original injury is to be entered in column (d-1), since the original injury is still present. For example, in the case of a fractured hip occurring four weeks prior to the interview, the entry "fractured hip" is appropriate in column (d-1) if the fracture has not yet healed. For these cases, indicate in a footnote that the injury has not yet healed.

d. Injuries defined There are many kinds of injuries, such as cuts, bruises, etc. See the examples of adequate nature of injury entries below. Some types of injuries need special consideration.

(1) Special types of injuries "Insect stings," "animal bites," "sunburn," "sun poisoning," "heat or sun strokes," "blisters," "frost bite," etc. are also considered as injuries.

(2) Poisonings Illnesses resulting from poisoning count as injuries. A poisoning can occur from eating, drinking, breathing or coming in contact with some poisonous substance or gas. Poisoning also may occur from an overdose of a substance that is non-poisonous when taken in normal doses.

Such occurrences are considered injuries (and Table A is required) whether or not the illness was from a one-time occurrence or was the result of continued exposure.

Note: Sometimes the words "poison" or "poisoning" are used to describe conditions which are classified as diseases or illnesses and not as injuries, e.g., "poison oak," "poison ivy," "ptomaine or food poisoning." These do not require a Table A.

- (3) Continued exposure Except for poisonings (see above), exposure to heavy lifting, loud noise and other similar hazards are considered injuries only when they are one-time occurrences. For example, a punctured ear drum resulting from a loud explosion would be considered an injury, but continued exposure to loud noises at work resulting in partial deafness would not be considered an injury. For the latter case, do not fill a Table A, but footnote the entry to state that the condition was caused by continued exposure to loud noises at work. Follow the same procedure if the cause is continued heavy lifting, continued strain, etc.

- e. Adequate reporting of nature of injury for column (d-1) For injuries which occurred "last week or the week before," the entry in column (d-1) should specify the exact nature of the injury sustained and not how the accident itself happened. General, vague answers such as "hit," "bumped," "mashed," etc. are not acceptable since they do not provide sufficient information on the nature of the injury. Following are some examples of adequate and inadequate nature of injury entries:

<u>Adequate Nature of Injury</u>	<u>Inadequate Nature of Injury</u>
eye bruised	eye hit
knee fractured	knee smashed
hand bruised	hand injured
back strained	back hurt
scalp cut	head hit
brain concussion	head bumped
hip dislocated	fell downstairs
toe fractured	toe mashed
bones in foot broken	foot crushed
arm cut and bruised	arm mangled
neck whiplash	neck hurt
ankle sprained	ankle swelled

- (1) Internal injuries For injuries to internal organs it is only necessary to know the name of the organ injured, such as "injury to liver," "spleen injured." For the purpose of this survey, "internal organs" are those inside the chest, abdomen and pelvis.

- (2) **Something entering body** For something entering the body through the eye, ear, nose, etc., that caused trouble, the entry should show the object causing the trouble, where the object entered the body and where it lodged. For example, "swallowed fish bone, stuck in throat," "cinder in eye," etc.
- (3) **Poisonings** For all poisonings show the substance or agent, and the manner in which the person was poisoned, e.g., "swallowed overdose of aspirin," "breathed carbon monoxide," "lye burned hand."
- (4) **Multiple injuries** A single accident may result in one or more kinds of injuries. Only one line should be filled in Table I for injuries from a single accident, but column (d-1) should include a proper description of each specific injury, for example, "fractured ankle and dislocated shoulder," "loss of eye--6 ribs broken--fractured skull." If the space is not sufficient in (d-1) for an adequate description, continue the entry in the footnote space.
2. **Column (d-2) Cause of condition** When the entry in column (d-1) is an impairment or a symptom or any entry from questions 11 or 13, the question "What was the cause of....?" is to be asked unless the cause has already been recorded in column (d-1). If the question in column (d-2) is not to be asked, circle "X" on the line for that condition.
- a. **Impairment defined** An impairment may be the result of a disease or illness, or it may be from an injury the person has received, or it may be a defect present since birth. The cause of the impairment must be obtained so that it will be possible to distinguish between these three main sources of impairments.
- As defined for this survey, an impairment consists of:
- (1) Any of the conditions on Card B
 - (2) Loss of one or both eyes, loss of breast, loss of kidney or lung
 - (3) Mental deficiency or retardation
- (1) **Special note** All entries in column (d-1) which come from questions 11 or 13 are to be asked column (d-2) whether or not they fall under the definition of

impairments as given above. (This instruction appears in the heading of column (d-2), as a reminder.)

b. Symptom defined

Generally speaking, "symptoms" are signs of diseases and when a person has symptoms he is said to be ill. The term "disease" refers to the underlying condition causing the symptoms. Because symptoms are only signs and because certain symptoms, such as backache or headache, may be produced by more than one condition, just reporting the symptom is not a sufficient entry. An upset stomach, for example, is a symptom of some condition,--it could be from a virus or from food eaten or it could have an emotional basis, etc.

Card C in your booklet (NHS-507) contains a list of symptoms arranged in alphabetical order which, together with their synonyms, is to be considered a complete list for the purposes of the survey. When in doubt as to which condition reported is a symptom, refer to this list for an answer.

(1) Synonyms of symptoms on Card C

There are certain symptoms not listed on Card C which are clearly synonymous with the symptoms which are listed. For example, "running a temperature" is not listed but "fever" is and these are clearly synonymous. In the case of symptoms clearly synonymous with those on Card C, column (d-2) is also to be asked.

c. Amount of detail required for impairments and symptoms in column (d-2)

The amount of detail required for column (d-2) is the same as for column (d-1). If the answer to the question in column (d-2) is an impairment or a symptom, column (d-2) should be asked again for the cause of the impairment or symptom reported in column (d-2).

Examples:

(d-1)	(d-2)
deformed lower leg	paralysis cause-stroke
headache	upset stomach cause-DK

The entry of "cause-DK" (for "don't know") shows the interviewer has recognized "upset stomach" as a second symptom and has asked column (d-2) again in an attempt to obtain the cause of the upset stomach.

3. Column (d-3)
Read news-
paper print
with glasses

Ask column (d-3) for all persons 6 years old or over who have reported blindness, poor vision or eye trouble of any kind in answer to columns (d-1) or (d-2). If an eye condition is picked up for the first time in column (d-4) or (d-5), go back and ask the question in column (d-3) if an eye impairment or serious eye condition is reported. For example, if "partial blindness" were to be first reported in (d-4) as the effect of a "stroke," you should go back and ask (d-3). It is not necessary to go back and ask (d-3) for minor eye trouble in (d-4), such as "eyes water" as an effect of "allergy."

This question applies to the total vision a person has; therefore, impaired vision in only one eye would not necessarily affect a person's ability to read newspaper print. Be sure to read the question clearly so that the respondent hears the phrase "with glasses," since many people who have serious eye trouble can read ordinary newspaper print when they are wearing their glasses, even though they may not be able to read without them.

Check the box for "Yes" or "No" depending on the respondent's answer. If the respondent gives a qualified answer instead, record the qualified answer in a footnote without checking either box.

Note the following special cases:

- (1) Check "Yes" if the person does not wear glasses but says he can read ordinary newspaper print.
- (2) Leave column (d-3) blank for persons who are illiterate and explain in a footnote that the person cannot read.

Circle the "X" in column (d-3) for conditions which do not involve one or both eyes, and conditions for children under 6 years of age.

a. Illustration D

Illustration D on the following page shows some examples of entries in columns (d-1), (d-2) and (d-3). Column 2 is the respondent in this illustration.

4. Column (d-4)
Kind of
trouble

With respect to the medical coding requirements for certain illness conditions, the entries in column (d-1) or (d-2) do not always show the exact kind of condition the person has. For example,

Illustration D

Question *Head: AGE 35 Wife: AGE 34 SON: AGE 5*

8.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
		<i>Nervousness</i>	<i>Diarrhea</i>	
9.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	<i>Indigestion</i>			
10.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
			<i>Hurt knee</i>	
11.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	<i>Back trouble</i>	<i>Eye trouble</i>		
12.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
13.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
		<i>Withered arm</i>	<i>Squint in one eye</i>	
14.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	<i>Hepatitis</i>			

Table I

Col. No. of person	Question No.	Did you EVER at any time talk to a doctor about ...?	Ask for all illnesses and present effects of old injuries: (a) If doctor talked to: What did the doctor say it was? — did he give it a medical name? (b) If doctor not talked to: Record original entry and ask: (d-2) - (d-5) as required. Ask for all injuries during past 2 weeks: What part of the body was hurt? What kind of injury was it? Anything else? (Also, fill Table A for all injuries)	Ask if the entry in Col. (d-1) is: An impairment, or a Symptom, or	Ask only if 6 years old or over and blindness, poor vision, or eye trouble of any kind. Can you see well enough to read ordinary newspaper print with glasses?
(a)	(b)	(c)	(d-1)	(d-2)	(d-3)
2	8	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<i>Nervousness</i>	<i>Menopause</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
2	11	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<i>Blind in one eye</i>	<i>Accident</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
2	13	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<i>Atrophy of muscles in one arm</i>	<i>Poliomyelitis</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
1	9	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<i>Indigestion</i>	<i>Nerve-Cause DK</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
1	11	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<i>Back trouble</i>	<i>Spinal injury</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
1	14	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<i>Hepatitis</i>		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
3	8	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<i>Diarrhea</i>	<i>DK</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
3	10	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<i>Bruised knee</i>		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
3	13	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<i>Squint in one eye</i>	<i>DK</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

"heart trouble," "kidney trouble," and "stomach trouble" are all general terms which mention trouble with a specific part or organ of the body but they are not specific as to the kind of trouble. Thus, heart trouble might be of several different kinds--angina, coronary, rheumatic heart, heart leakage, etc.; kidney trouble could apply to kidney stones, nephritis, bladder infection, etc.; stomach trouble could refer to any number of digestive disturbances, for example, ulcers, appendicitis, intestinal flu, etc.

- a. When to ask column (d-4)

There are four illness conditions printed in the heading of column (d-4) for which the question "What kind of ... is it?" is to be asked. These conditions are "asthma," "cyst," "growth," and "tumor." This question is also to be asked if column (d-1) or column (d-2) contain the words "trouble," "condition," or "disease," which are vague descriptions. (This instruction also appears in the heading of column (d-4).)

- b. How to ask column (d-4) for allergies, strokes

When "allergy" or "stroke" has been reported in column (d-1) or (d-2), ask column (d-4) but use the alternate wording printed in the heading of column (d-4) namely:

"How does the allergy affect you?"

or

"How does the stroke affect you?"

- (1) Descriptions for allergies and strokes

For allergies and for strokes the information needed is not "kind of trouble" but how the disease affects the person--that is, what the manifestations are. For example, in the case of an allergy, the person may have been affected with a swelling in some part of the body, with a breaking out or itching, with sneezing, eyes watering and nasal trouble or trouble with breathing, etc.

In the case of a stroke the manifestation might be, for example, "nervous tic on left side of face," "right leg and arm paralyzed," "speech difficulty," etc. Note that for a stroke, the information needed is how the person is affected now, not necessarily how he was affected at the time of the stroke.

c. When to re-ask column (d-4)

When column (d-4) has been asked and the answer of "kind" consists of a symptom (which is listed on Card C) or a vague description such as "usual kind," or "chronic," record the first answer but repeat the question in column (d-4). Record the second answer if it is specific and not merely a repetition of the first answer; if the same answer is obtained in the second attempt or if the respondent doesn't know the "kind" of trouble, record "DK" as the second answer.

Note that for allergies and strokes the explanation of how a person is affected may be a symptom, such as swelling, itching, nervous tic, etc. These are adequate as manifestations and column (d-4) does not need to be re-asked.

5. Column (d-5) Part of body affected

Column (d-5) is to be asked only for certain specified types of conditions. These are listed in the heading of column (d-5) and also appear in paragraph 5-a below.

Ask column (d-5) unless one of the entries in columns (d-1), (d-2) or (d-4) contains the required description of the part of the body which is affected. Circle the "X" in column (d-5) if "part of body" is not required at all or has been entered in a previous column.

a. Conditions for which column (d-5) must be asked

The conditions for which the "part of body" must always be shown--either in column (d-5) or one of the previous columns are:

- (1) All impairments
- (2) All injuries (current injuries and "present effects" of old injuries)
- (3) Certain conditions and symptoms, as follows:

Abscess	Cyst	Pains
Ache	Growth	Sores
Bleeding	Infection	Soreness
Blood clot	Inflammation	Tumor
Boils	Neuralgia	Ulcers
Cancer	Neuritis	Weakness

The "part of body" is also required for conditions and symptoms which are clearly synonymous with those listed in the heading of column (d-5), e.g., hemorrhage, a synonym for bleeding.

b. Detail
needed

For certain parts of the body more detail is needed than for others. Whenever column (d-5) is required, the specific parts of the body for which more detailed specification is needed are the head, back, arm, or leg. These are listed in the heading of column (d-5) together with the type of specific detail that is required. (Exception: The "part of the head" is not required for an entry of "headache(s).")

Other detailed entries besides those listed are acceptable, for example, "finger," "toe," "arch," "neck," etc. If an entire arm or leg is affected, state that this is so by entries such as "one entire arm" or "one whole leg"; do not simply enter "arm" or "leg."

If the part of the body affected is the eye or ear, or any part of the arm or leg, state whether one or both are affected. The use of the singular or plural is acceptable except in those cases where the use of the singular or plural does not show specifically whether one or both are affected. For example, in the case of "eye infection" or "deafness" an entry of "one" or "both" (eyes or ears) must be made.

Illustration E includes examples of some conditions properly reported in columns (d-1)-(d-5).

Illustration E

Table I

Line number	Col. No. of person	Question No.	Did you EVER at any time talk to a doctor about ...?	Ask for all illnesses and present effects of old injuries: (a) If doctor talked to: What did the doctor say it was? — did he give it a medical name? (b) If doctor not talked to: Record original entry and ask: (d-2) - (d-5) as required. Ask for all injuries during past 2 weeks: What part of the body was hurt? What kind of injury was it? Anything else? (Also, fill Table A for all injuries)	Ask if the entry in Col. (d-1) is: An Impairment, or a Symptom, or came from question 11 or 13. What was the cause of ...? (If "Cause" is an injury, also fill Table A)	Ask only if 6 years old or over and blindness, poor vision, or eye trouble of any kind. Can you see well enough to read ordinary newspaper print with glasses?	Ask for any entry in Col. (d-1) or Col. (d-2) that includes the words: Allergy* Tumor Asthma "Condition" Cyst "Disease" Growth "Trouble" Stroke* What kind of ... is it? *For an allergy or stroke ask: How does the allergy (stroke) affect you?	Ask only for: Impairments and injuries And for: Abscesses Inflammation Aches Neuralgia Bleeding Neuritis Blood Clot Pains Boils Sores Cancer Soreness Cyst Tumor Growth Ulcers Infection Weakness What part of the body is affected? Show detail for: Ear or eye - (one or both) Head - (Skull, scalp, face) Back - (Upper, middle, lower) Arm - (Shoulder, upper, elbow, lower, wrist, hand; one or both) Leg - (Hip, upper, knee, lower, ankle, foot; one or both) (d-5).
	(a)	(b)	(c)	(d-1)	(d-2)	(d-3)	(d-4)	(d-5)
1	2	12	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Asthma		<input type="checkbox"/> Yes <input type="checkbox"/> No	Bronchial	
2	2	13	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Back trouble	Accident	<input type="checkbox"/> Yes <input type="checkbox"/> No	Slipped disc	Upper back
3	1	8	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Bleeding from nose	High blood pressure	<input type="checkbox"/> Yes <input type="checkbox"/> No		
4	1	12	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Stroke		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Partial blindness	One eye
5	1	12	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Allergy		<input type="checkbox"/> Yes <input type="checkbox"/> No	Eyes water	
6	3	8	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Heart trouble ^u		<input type="checkbox"/> Yes <input type="checkbox"/> No	Coronary	
7	3	9	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Pains in chest ^u	Coronary heart	<input type="checkbox"/> Yes <input type="checkbox"/> No		

FOOTNOTES AND COMMENTS

^u Same conditions - Line 6 carried across remainder of Table I.

6. Condition to which remaining questions refer

The most specific description of a condition is considered the "main condition" and is the one which should be asked about for the remaining questions in Table I. For example, if a symptom has been reported in column (d-1) but in answer to column (d-2), the condition causing the symptom has been reported, the condition in column (d-2) is the one to which the remaining questions should refer. Current effects from old injuries are to have the remaining columns asked about them, not the injury itself.

However, an impairment, regardless of the column in which it is recorded, is the condition to which the remaining columns should refer.

In the examples below, the asterisk (*) shows the condition to which the remaining columns apply:

(d-1)	(d-2)	(d-4)	(d-5)
sore leg	varicose veins*	(\bar{X})	(\bar{X})
stomach trouble	(\bar{X})	stomach ulcer*	(\bar{X})
backache	loss of kidney* cause-cancer	(\bar{X})	(\bar{X})
curvature of spine*	rheumatoid arthritis	(\bar{X})	Middle and upper

- a. Re-ask column (c) if "No"

If the "main condition" being carried across Table I is different from the condition entered in column (d-1), and the "No" box is checked in column (c) for that condition, ask column (c) about the "main condition" and correct column (c) if "Yes."

C. Types of reporting problems

The following paragraphs call attention to some conditions that may cause reporting problems particularly with respect to whether or not they should be included if they are reported by the respondent.

1. Dental conditions

Do not report filling of cavities in the teeth as such, but report the toothache or other troubles together with their causes. Also, report all diseases of the mouth and jaws--including pyorrhea, abscesses,

and boils. If teeth were pulled or other dental surgery performed, report it, giving the name of the disease or condition that necessitated the pulling of the teeth or surgery.

2. Pregnancy and childbirth

Normal pregnancy is not to be considered as illness. Complications of pregnancy, if considered by the respondent as illness, should be reported as such.

Delivery or childbirth, even when normal, should be reported for the mother in Table I if it occurred last week or the week before since this condition involves bed days and usually hospitalization. In recording a delivery either state that it is normal or that there were complications. If there were complications, enter "delivery" and also a description of the complications in columns (d-1)-(d-5) of Table I. Do not record "pregnancy" if you mean "normal delivery" or "childbirth."

Childbirth during the last two weeks need not be reported for the baby in Table I, unless there were birth complications for the baby or the baby had some other illness. For these kinds of cases enter the specific condition; do not enter just "birth."

3. Menstruation

Normal menstruation is not illness. However, if menstruation is abnormal or caused illness this should be reported, for example: excessive or slight "flow," delayed or painful menstruation, or frequent or irregular menstruation. Any menopausal symptoms mentioned should be included as illness.

4. Cysts, tumors or other growths

Cysts, tumors, and other growths can be either malignant (cancerous) or benign (non-cancerous). The questions in columns (d-1) and/or column (d-4) may obtain this information and it is anticipated that they will. If they do not, however, do not ask the respondent if the growth was malignant.

5. Illness resulting from vaccination, immunization, etc.

Vaccination and immunization in themselves are not illnesses. However, they may cause temporary illness with such symptoms as fever, headaches, etc. Illness resulting from vaccination or immunization should be reported as in the following example: "Fever and headache" in column (d-1); and "smallpox vaccination" in column (d-2).

6. Mental illness All mental illnesses that are mentioned by the respondent should be recorded on the questionnaire. Try especially to get the medical term if known by the respondent.
7. Names of operations If the only description the respondent gives of an illness is the name of an operation, ask what the condition was that made it necessary to have the operation and record it in column (d-1). Also, record the present effects, if any, that cause illness.
8. Reaction to drugs If the respondent reports as an illness in the past 2 weeks a reaction to drugs taken, three things should be reported--the reaction, the drug, and the reason for taking the drug. For example, "skin rash-penicillin-virus."
9. Illnesses occurring in past 12 months not now present For chronic conditions experienced during the last 12 months which the person no longer has (for example, a hernia which has been repaired or a tumor which has been removed) show what the trouble was at the time the person had the condition.
10. Illnesses, etc., starting after "last Sunday night" For the purposes of this survey, no illness, hospitalization or other health-related event starting (or first occurring) after "last Sunday night" should be recorded on the questionnaire. If you have recorded something of this kind and afterwards learn that it should not have been recorded, delete or correct the entry as appropriate and explain the deletion in a footnote. This rule does not apply to household membership (see par. 1 on page A-36) or personal characteristics such as age, marital status or membership in the Armed Forces, all of which apply as of the time of interview.
11. Conditions reported separately which may be the same
- a. Caution about deciding two conditions are the same Under no circumstances are you to attempt to diagnose conditions or to make decisions that two conditions are the same because you yourself have the impression that they should be. It is only when the respondent indicates that they are the same by his answers to columns (d-1)-(d-5) that you are to consider that they are the same.

- b. Procedure for conditions which are reported to be the same

In asking the questions in columns (d-1) through (d-5) for two or more conditions, if the respondent says that one condition is the same as another condition, follow this procedure:

- (1) Leave in Table I the separate entries in columns (d-1)-(d-5) for each condition reported but footnote the entries and state in the footnote which conditions are the same.
- (2) Since you will already have taken the first condition through all columns of Table I, do not ask the remaining questions for the other condition or conditions which have been reported as being the same. See Illustration E on page D-59.

D. Table A

Table A is for the purpose of obtaining additional facts about three types of cases:

1. Injuries or poisonings occurring "last week or the week before."
2. Injuries or poisonings which occurred prior to "last week or the week before" which caused ill-effects that are still present.
3. Injuries or poisonings which occurred prior to "last week or the week before" which have caused impairments.

Table A is to be filled immediately after completing columns (d-1) through (d-5) and before asking the remaining columns of Table I.

For group 1, questions 3-5 of Table A will be asked. Questions 1 and 2 will not be asked since the date of the injury and the nature of the injury will be recorded in Table I.

For groups 2 and 3 all of the questions in Table A will be asked about the injuries, since Table I will have recorded only the present effects of earlier injuries or the present impairment.

If an impairment or the present effects of an old injury are the result of more than one accident,

fill a separate Table A for each accident. If a condition listed on one line of Table I is the result of two or more accidents, fill a separate Table A for each accident. Enter the same line number from Table I in each Table A.

If space for four or more injuries or poisonings is needed for a household, use one or more additional questionnaires for this purpose. Do not use the footnote space for recording accidents or injuries.

1. Information from Table I

Enter the number of the line in Table I on which the accident, injury or poisoning or the present effects or impairment from an earlier injury or poisoning are listed.

2. Questions 1 and 2

Questions 1 and 2 are to be asked only for accidents or injuries which happened prior to "last week or the week before."

For accidents which occurred during the past two weeks do not ask questions 1 and 2, but check the box "Accident happened last week or week before" and skip to question 3(a).

a. Question 1
When it happened

Ask question 1 for all injuries or poisonings which occurred prior to "last week or the week before."

Record the month and the year if the injury or poisoning occurred in 1961, 1962 or 1963. Only the year needs to be recorded if the accident occurred prior to 1961.

b. Question 2
Nature of injury and part of body

Ask question 2 of Table A for all injuries or poisonings which occurred prior to "last week or the week before." The entries for part of body and nature of the injury require the same amount of detail as for entries in columns (d-1)-(d-5) of Table I. Follow the same instructions given in paragraphs B-1-e and B-5-b when filling this question.

If more than one part of body was injured, be sure to identify the injury to each part of body.

Example:

<u>upper leg</u>		<u>bruised</u>
<u>ankle</u>		<u>fractured</u>

3. Question 3(a)
Motor vehicle
involved in
accident

Ask question 3(a) for each injury unless the answer is clear from the information already given. In that case check the proper box without asking question 3(a). If the answer to question 3(a) is "No," go to question 4.

a. Motor
vehicle
defined

A motor vehicle is any mechanically or electrically powered device, not operated on rails, upon which or by which any person or property may be transported or drawn upon a land highway. A land highway is any street, road, path, etc., (either public or private) which is customarily used for vehicular traffic. Any object such as a trailer, coaster, sled, or wagon attached to a motor vehicle is considered a part of the motor vehicle.

Motor vehicles include cars, busses, trucks, fire engines, motorcycles, motorized bicycles, motorized scooters and trolleys not operating on rails. In addition, farm machinery, construction machinery, tractors and army tanks are considered motor vehicles only when in transport, under their own power, on a land highway. Devices used solely for moving persons or materials within the confines of a building or its premises are not considered motor vehicles.

Some respondents may think of certain non-motor vehicles such as trains, streetcars or bicycles as motor vehicles and report accidents involving those vehicles as "Yes" answers to question 3(a). Be careful that such accidents are recorded as "No" in question 3(a) on the questionnaire.

b. Involve-
ment not
restricted
to collisions

Check "Yes" for each accident involving a motor vehicle in any way at all, regardless of whether the person was in the vehicle and regardless of whether the vehicle was moving at the time of the accident. The "Yes" box would be checked in question 3(a), for example, for the following situations: A pedestrian hit by a car, a person hurt while boarding or leaving a bus, or a person on a bicycle hurt by running into a parked car, or a person hurt while repairing a car. These would be reported as accidents involving a motor vehicle as well as the case of a person hurt in a collision or some other type of accident while riding in a motor vehicle.

4. Question 3(b)
Number of
motor vehicles
involved
- Question 3(b) is to be asked if the answer to question 3(a) is "Yes." Check the box "Yes" if more than one motor vehicle was involved and "No" if only one motor vehicle was involved.

Again, be careful that only motor vehicles are reported as involved in the accident and exclude non-motor vehicles.

5. Question 3(c)
Was motor
vehicle moving
- Ask question 3(c) if the answer to question 3(a) is "Yes," regardless of the answer to question 3(b).

- a. How to ask
the ques-
tion
- If only one motor vehicle was involved ("No" in question 3(b)), question 3(c) is to be asked without the parenthetical phrase. If more than one motor vehicle was involved, ask "Was either one moving at the time?"

If a motor vehicle and non-motor vehicle were involved (e.g., a bus and a train collision), be sure the respondent understands that the word "it" in question 3(c) refers to the motor vehicle and not to the other vehicle.

- b. Special
note
- In most cases it will be easy for the respondent to determine whether or not the motor vehicle was moving at the time of the accident, but in some instances a question may arise. Consider that the motor vehicle was moving if the wheels were moving (this includes skidding) or if the vehicle had come to a stop just an instant before the injury occurred.

6. Questions 4(a)
and 4(b)
Where accident
happened
- Question 4(a) is to be asked for each accident and if the accident did not occur at home, question 4(b) is also to be asked.

If the accident did happen at home, it is necessary to know if it happened inside the house or on the premises.

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

- (1) Inside house Check the box for "inside house" if the accident occurred while the person was inside the house, in any room or porch but not an inside garage. Porches or steps leading directly to porches or entrances are considered as "inside the house." Falling out of a window or falling off a roof or porch also are included as "inside the house." Also to be included in this category are injuries happening within motel or hotel rooms. The lobby, corridors and other public places within the motel or hotel premises are not to be regarded as "home."
- (2) Adjacent premises Check "adjacent premises" if the accident occurred in the yard, the driveway, patios, gardens or walks to the house, or a garage. On a farm, the adjacent premises include the home premises or garage, but not the barns or other buildings (unless used as a garage) or the land under cultivation.
- b. Some other place Check "some other place" if the accident occurred some place besides a home. In that case, ask question 4(b) and check the box which describes the particular type of place where the accident happened. If the types of places listed do not describe the type of place where the accident occurred, check the box "other" and specify the type of place.
- c. Street and highway The phrase, "street and highway" means the entire width between property lines of which any part is open for the use of the public as a matter of right or custom. Note that this includes more than just the traveled part of the road. "Street and highway" includes the whole right of way. Public sidewalks are part of the street but private driveways, private lanes, private alleys and private sidewalks are not considered part of the street.
- d. Farm "Farm" is to be checked if the accident occurred in a farm building or on land under cultivation but not in the farm home or premises. "Farm" includes a ranch, as used here.
- e. Industrial place and premises "Industrial place and premises" is to be checked if the accident occurred in industrial places and premises such as a factory building, a railway yard, a warehouse, a workshop, a loading platform of a factory or store, etc. A construction project (houses, buildings, bridges, new roads, etc.) is included in this class, as well as buildings

undergoing remodeling. Private homes which are undergoing remodeling are not to be classified as industrial places and premises, but instead should be classified as "home." Other examples of "industrial place and premises" are logging camps, shipping piers, oil fields, shipyards, sand and gravel pits, canneries, and auto repair garages.

f. Schools

"School (including school premises)" is to be checked for an accident occurring either in the school buildings or on the premises (campus). This classification includes all types of schools, elementary, high schools, colleges, business schools, etc.

g. Place for recreation and sports

"Place for recreation and sports" is to be checked for accidents occurring in places which are designed for sports and recreation, such as, bowling alley, amusement park, baseball field, dance hall, lake or mountain or beach resort, stadium. In contrast, a person injured while sledding on a hill near his home, for example, would not be checked as "sports and recreation" even though sledding is a sport. Places for recreation or sports located on the premises of an industrial place should be classified as "Industrial place and premises."

Exclude recreation and sports at schools from this class, since it would be checked in box 6.

h. Other

Check the box "Other" if the specific types of places listed above do not describe where the accident happened. If "Other" is checked, specify the exact type of place, such as, grocery store, restaurant, office building, church, etc. General entries such as "Armed Forces" are not satisfactory, since a person can be in the Armed Forces and have an accident in any one of several kinds of places.

7. Question 5
At work when
accident
happened

Check the box "Under 17 at time of accident" when that is clearly the case from the information given in question 1 of Table A and question 3 (age). Otherwise, ask question 5 of Table A and check one of the appropriate boxes.

Consider an injury as occurring "at work" if the person was on duty at the time of the accident. Thus, a salesman traveling from town to town

would be "at work" if an injury occurred en route between towns, but a person on his way to an office job who had an accident en route would not be considered as having been injured "at work."

Check "No" for persons who were not "at work" at a job or business at the time of the accident.

Check "While in Armed Services" for any injury or poisoning which occurred while the person was in the Armed Services (excluding the Reserves), regardless of whether he was on duty at the time it occurred. For example, check the box "While in Armed Services" for a sailor who was away from his ship when he slipped, fell on the ice and broke his leg on a downtown street.

E. Table I
(Cols. (e)-(s))

1. Columns
(e)-(f-2)
Restricted
activity last
week or the
week before

The purpose of these questions is to separate the illness conditions causing persons to cut down on their usual activities for as much as a day from those conditions not affecting usual activities.

Ask the question over columns (e) and (f) exactly as worded. Check either column (e) or column (f), but not both. If the answer is "No," enter "X" in column (e) and leave columns (f)-(j) blank. If the answer is "Yes," enter "X" in column (f) and ask the question over columns (f-1) and (f-2). Record the respondent's answer to the question without explaining "the things you usually do." However, if questions are raised the following definitions should be used.

- a. "Things
you usual-
ly do"
defined

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

On Sundays or holidays "usual activities" should be interpreted as the things the person usually

does on such days—going to church, playing golf, visiting friends or relatives, staying at home and listening to the radio, reading, looking at television, etc.

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

(2) In bed or in a hospital If a person is sick in bed or in the hospital (because of the condition you are asking about), he is always to be counted as cutting down on the things he usually does. This includes a chronic invalid who might spend all of his time in bed because of the condition you are asking about.

b. Columns (f-1) and (f-2) Cut down for as much as a day If column (f) is checked, ask the question over cols. (f-1) and (f-2), "Did you have to cut down for as much as a day?" If the answer is "No," check col. (f-1) and skip to col. (k). If the answer is "Yes," check column (f-2) and continue with the question in column (g).

(1) "Cut down for as much as a day"—defined Accept the respondent's answer to this question, but if questions are raised as to the meaning of "cut down for as much as a day," use the following as a guide.

A day of restricted activity (cut down) is a day when a person cuts down on his usual activities for the whole of that day on account of an illness or injury. "Usual activities" for any day means the things that the person would usually do on that day, as defined above.

Restricted activity does not imply complete inactivity but it does imply only the minimum of the things a person usually does. A special nap for an hour after lunch does not constitute cutting down on usual activities for as much as a day, nor does the elimination of a heavy chore such as cleaning ashes out of the furnace or hanging out the wash. All or most of a person's usual activities for the day must have been restricted for the person to have been caused to cut down on the things he usually does for as much as a day.

Following are some examples of a person having to cut down on the things he usually does for as much as a day:

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

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

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

2. Column (g)
How many
days during
that two-
week period

Ask column (g) for all persons answering "Yes" to the question over columns (f-1) and (f-2) ("X" entered in (f-2)). Enter the total number of different days during last week or the week before on which the condition caused the person to cut down on the things he usually does for as much as a day. The days to be entered here are not necessarily consecutive days.

Note that the "two-week period" in the question in column (g) includes the Saturdays and Sundays. All days of the week are of equal importance in this question, even though the types of activities which were cut down might not be the same on week-ends as on regular week days. If necessary, this should be brought to the attention of the respondent.

To illustrate the concept involved in the preceding paragraph, consider the following example: a man who planned a fishing trip for Saturday and Sunday had to stay home from work Friday and was also too ill to go fishing both on Saturday and Sunday because of a flare-up of his back trouble. Assuming that this is the only time during the past 2 weeks in which he was bothered by back trouble, the correct entry for column (g) would be "3."

As stated above, a person who is sick in bed or in the hospital (because of the condition you are asking about) is cutting down on the things

he usually does, so all days in bed or in a hospital are to be included in the total in column (g).

3. Column (h)
Number of
days in bed

Ask column (h) as worded, "During that two-week period, how many days did ... keep you in bed all or most of the day?"

Enter the total number of days this condition kept the person in bed, either all or most of the day or check the box for "None." Do not leave this column blank if there is an "X" ("Yes") in column (f-2).

a. "Day in
bed"—
defined

Count as a "day in bed" any day on which the person was kept in bed either all or most of the day because of the condition being inquired about. All or most of the day is defined as more than half of the daylight hours. Taking a nap on "general principles" should not be counted.

All hospital days or days as a patient in a sanitarium or nursing home, are to be counted as bed days even if the patient was not literally in bed at the hospital, sanitarium, or nursing home.

b. Check
entry

Since all days in bed are to be included in column (g), the number of days shown in column (h) can never be greater than the number in column (g).

4. Column (i)
Days lost
from
school

Ask the question as it is worded for persons 6-16 years old. Check the box "None" if no days were lost from school and also if the person does not go to school (and is between the ages of 6-16, inclusive). Once you have learned that the person would not have been going to school during that period whether he had been sick or well, you can check the box "None," without asking the question, for any other conditions listed for him in Table I, and for which column (i) requires an entry.

a. "School
day"—
defined

Count only the days when the whole school day was lost from school due to an illness or injury. For example, a day when the person went to school at noon would not count as a day lost from school. However, if the person's regular school day is less than a whole day and that amount of time was lost from school on account of illness, it should be counted as a whole day lost from school.

- b. Special Note (1) Since school vacation periods are not all the same, this question is to be asked even during periods of the year which you might normally think of as school vacation periods.
- c. Special Note (2) If a person 6 through 16 years of age works in addition to going to school, record only the days lost from school (disregarding any days lost from work).
5. Column (j) Days lost from work This question is for the purpose of finding out if a person lost time from work because of the condition you are asking about in Table I.
- As indicated in the heading, the question in column (j) is to be asked only for persons 17 years old or over.
- If a person for whom column (j) is to be asked is a woman, add the phrase "not counting work around the house."
- Note that for persons 17 or over who reported restricted activity for the condition which is being carried across Table I, column (j) must be asked regardless of the person's answer to question 7 (work status during the past 12 months).
- Check "None" for persons who did not lose time from work. Leave column (j) blank for persons under 17 since the question is not to be asked for them.
- Once you have learned that the person would not have been working during that period whether he had been sick or well, check the box "None" without asking the question, for any other conditions listed for him in Table I, and for which column (j) requires an entry.
- a. Work defined "Work" is defined for column (j) the same as given in Part D, Chapter 2, paragraph J-3-a.
- b. "Work day" defined Apply the same instructions given above for "school day" to a "work day" in arriving at the number of days lost from work. (See paragraph E-4-a.)
- c. Special note If a person 17 years of age or over goes to school in addition to working, record only the days lost from work (disregarding any days lost from school).

6. Check for number of days reported in cols. (i) and (j)

Since hardly anyone works 7 days a week or goes to school 7 days a week, you should follow-up such replies as "the whole 2 weeks" or "all last week," etc. Do not enter "14" or "7" automatically but re-ask the question in order to find out the actual number of days lost from work or school. If a person actually lost 7 or 14 days from work or school during "last week or the week before," enter "7" or "14" but explain in a footnote that these days were actually lost.
7. Check between cols. (g), (h), (i) and (j)

The number of days entered in column (g) must be equal to or greater than the number of days entered in any one of columns (h), (i) or (j), since days in bed or days lost from school or work all represent "cutting down on usual activities." If there are inconsistencies of this kind, additional questions must be asked to ascertain the correct numbers to be recorded in each of the appropriate columns.
8. Overlapping days of restricted activity

If the person has days of restricted activity reported (cols. (g), (h), (i) or (j)) which are caused by more than one condition enter the number of days for each condition reported and ask, "Were any of these days the same?" If the answer is "Yes," specify in a footnote the number of days that were the same.

Illustration F indicates some patterns of restricted activity during the past 2 weeks.

Illustration F

Ages

Col. No. of person	LAST WEEK OR THE WEEK BEFORE did . . . cause you to cut down on the things you usually do?		Did you have to cut down for as much as a day?		How many days during that two-week period?	During that two week period, how many days did . . . keep you in bed all or most of the day?	If 6 - 16 years old ask: How many days did . . . keep you from school last week or the week before?	If 17 years old or over ask: LAST WEEK or the WEEK BEFORE, how many days did . . . keep you from work? (For females add) not counting work around the house?
	Check one		Check one					
	No (Go to Col. (k))	Yes →	No (Go to Col. (k))	Yes →				
(a)	(e)	(f)	(f-1)	(f-2)	(g)	(h)	(i)	(j)
38	2	X			Days	Days or None <input type="checkbox"/> None	Days or None <input type="checkbox"/> None	Days or None <input type="checkbox"/> None
39	1		X	X	5 ¹¹ Days	1 Days or None <input type="checkbox"/> None	Days or None <input type="checkbox"/> None	2 ¹¹ Days or None <input type="checkbox"/> None
	1		X	X	1 ¹¹ Days	Days or None <input checked="" type="checkbox"/> None	Days or None <input type="checkbox"/> None	1 ¹¹ Days or None <input type="checkbox"/> None
17	3		X	X	6 Days	3 Days or None <input type="checkbox"/> None	Days or None <input type="checkbox"/> None	Days or None <input checked="" type="checkbox"/> None
14	4		X	X	1 Days	1 Days or None <input type="checkbox"/> None	1 Days or None <input type="checkbox"/> None	Days or None <input type="checkbox"/> None

11 One day was the same

9. Columns
(k)-(m)
Condition
first noticed
during or prior
to past 3 months

Ask the question appearing over columns (k)-(m) for each condition in Table I. In the case of an injury or poisoning, substitute the question "Did ... happen during the past 3 months or before that time?" for "Did you first notice ... during the past 3 months or before that time?"

If the condition was first noticed prior to the past 3 months, enter "X" in column (k) and leave columns (l) and (m) blank. If it started during the past 3 months, enter "X" in column (l) and ask the question in column (m).

a. "First
noticed"—
defined

The time when a condition was first noticed refers to the time when it first began to give any trouble or show any symptoms. This could have been even prior to the condition having been diagnosed if there were symptoms which later proved to be the diagnosed condition.

In the case of a current injury, this is when the injury occurred; in case of after-effects of an injury, such as an infection from a blister, this refers to when the after-effects began to give trouble.

In the case of a condition that has continued for a long time, as might be the case with heart trouble or arthritis, the date might be many years ago. Some conditions which a person has all of the time manifest themselves in more serious ways from time to time. It is the date the trouble was first noticed that is referred to here, not necessarily the date of the most recent attack or flare-up.

b. Past 3
months—
defined

The past 3 months refers to the 3 months immediately prior to the week of interview. Count the week of interview as starting with Monday of that week. Thus, for an interview being conducted on Monday, July 16th the past 3 months refer to the period from April 15th through July 15th.

c. Column (m)
Condition
started
during
past
2 weeks

Ask column (m) for each condition that was first noticed during the past 3 months.

If the condition first started prior to the week before last, check the box "Before 2 wks." If it started within the past 2 weeks, ask the question "Which week, last week or the week before?"

Check the box "Last week" if the condition started during the week before the week of interview. Check "Week before" if it started during the week before the one immediately prior to the week of interview.

10. Column (aa)
Instructions
to interviewer

The heading of this column tells you, the interviewer, under what conditions you are to continue with the questions for a condition. The questions are to be continued for all conditions starting prior to 3 months ("X" in col. (k)) and for all conditions which are included on the Conditions List (Card A) and all impairments as defined earlier. As indicated in the heading of column (aa) the questions in cols. (n)-(s) are not to be asked about a condition which started less than 3 months ago unless it is on Card A or is an impairment.

Impairments or conditions listed on Card A may not necessarily have been reported in answer to questions 12 and 13—they may have been reported earlier or later in the interview. The condition as recorded does not need to include the terms "chronic," "repeated," etc. to be considered as on Card A or as an impairment, even though these terms are used in reading the check lists.

a. Special
Note

For conditions starting "during the past 3 months" (col. 1 checked) you are instructed to continue the questions past column (aa) only if the condition is an impairment or is on Card A. This procedure also applies to conditions like those on Cards A or B. For example, if in answer to the reading of "heart trouble" on Card A, a person said that he had "angina pectoris" which started a month ago you would carry the condition beyond col.(aa), despite the fact that it was not reported literally as "heart trouble." It would of course be impossible to provide a complete list of all the conditions which are "like those on Card A," but in general, if you have any reason to believe that a reported condition is similar to one of the Card A conditions it should be carried past column (aa).

11. Column (n)
Bed days
during past
12 months

This column is for recording the total number of days during the past 12 months which have been spent in bed because of a particular condition. The word "about" in this question is intended to convey the idea that an approximation of the number of bed days is sufficient. Check the box for "None" if no days were spent in bed during the past 12 months on account of this condition.

- a. "Bed day"—
defined Staying in bed means all or most of the day as defined for column (h). As indicated earlier, days spent in a hospital are to be included.
- b. Help the
respondent
to estimate It may be desirable to assist the respondent in making an estimate of the number of days in bed for all or most of the day during the past 12 months. For example, you might ask "How many days usually during a month did ... keep you in bed—how many months was this the pattern?". Or, the same type of question might be asked in terms of weeks.
- c. Check
entry The number in column (n) cannot be less than the number in column (h) since "last week and the week before" is part of the past 12 months.
- d. Overlapping
bed days Any days in bed caused by more than one condition are to be reported in col.(n) in the same manner as overlapping days of restricted activity of cols. (g), (h), (i), and (j). (See par. E-8 of this chapter.)
12. Column (o)
Bed days
during last
week or the
week before This question is for the purpose of recording the number of days in bed "last week or the week before" for persons who are usually bed-ridden or who are "in and out" of bed frequently. Such persons may not consider being in bed as a departure from their usual activities and, therefore, may have reported that they had not cut down on their usual activities during the past two weeks (col.(e) checked).
- As stated on the questionnaire, column (o) is to be asked only if one or more days in bed are reported in column (n) and column (e) is checked. Enter the number of days in bed during last week or the week before or check the box for "None."
- Do not change earlier entries made in columns (e)-(j) as a result of the answer to column (o).
- If the answer in column (n) is 365, do not ask column (o) but record "14" in column (o).
13. Column (p)
EVER
hospitalized
for this
condition The question in column (p), "Were you EVER hospitalized for this condition?" is to be asked for all conditions carried past column (aa). Check the "Yes" or "No" box in accordance with the respondent's answer. If a question is raised use the following as a guide: (a) "EVER" means at any time during the life of the person (except, of course, hospitalizations starting after "last Sunday night"); (b) "hospitalized" means to be in a hospital as an inpatient for diagnosis or treatment; (c) "this condition" means the condition being carried across Table I or anything related to it.

a. Special
Note

This question is not designed to pick up hospitalizations occurring during the reference period shown in question 15 that might not have been reported in question 15 or 16. However, if the respondent volunteers an additional hospitalization—one that did occur during the reference period shown for question 15 - correct the entry in question 15 or 16 and carry the hospitalization down to Table II. In such a case explain the reason for the correction in a footnote to question 15 or 16.

14. Column (q)
Activities
affected by
health

Column (q) applies to each person for whom one or more conditions are reported in columns (n-p). The present status of the person's activities will be obtained in this question. The question is asked only once for each person and after all conditions for the person have been recorded in Table I.

a. Card to
be shown

In asking the question in column (q) an Activities Card will be shown the respondent who will classify himself or any other person for whom he is reporting by selecting one of the four statements on the card. There are four versions of the card to be used. The four variations are:

Card D Workers and all other persons except
housewives and children—(green)

Card E Housewife—(blue)

Card F Children from 6 through 16 years—(yellow)

Card G Children under 6 years old—(salmon)

The card to be used for each person is to be selected in accordance with his activity in question 7 and his age in question 3.

b. How to
ask the
question

The question in column (q) is intended to ask the respondent which statement on the card fits the person best, in terms of health. Show the proper card for the person to the respondent and read aloud the introduction which appears in the question itself. If the respondent does not appear to understand that he is to select the statement best describing the present status of his activities, read each statement aloud and ask him which one best fits the person. Follow this procedure also in cases where the respondent is not able to read the card.

If the first answer of the respondent indicates that the respondent has not understood the reference, you should inquire if he is thinking of it in terms of health.

c. Illustrations of some limitations

Statement No. 1 on all the cards—"unable to work (keep house, go to school, etc.) at all"—is relatively easy to understand and respondents do not appear to have any difficulty in deciding whether the first statement applies to a person. The following examples are for the purpose of acquainting you with the types of limitations that may be questioned.

Statement No. 2—"able to work (keep house, etc.) but limited in the amount or kind of work (housework, etc.)"—may need some additional explanation. Some examples of the kinds of limitations referred to are listed below.

Cards	Limitations
Workers: (Card D)	Needs special working aids or special rest periods at work; unable to work full time or for long periods of time; unable to do strenuous work, etc.
Housewife: (Card E)	Unable to lift children, wash or iron or do housework for long periods at a time, etc.
Children 6-16: (Card F)	Needs special schools or special teaching, unable to go to school full time or for long periods at a time, etc.
Children under 6: (Card G)	Needs special rest periods, unable to play strenuous games, unable to play for long periods at a time.

Statement No. 3 refers to those who are only limited in their outside activities. For example, limited in participating in sports, clubs, hobbies, church, civic projects, shopping, athletics, games, etc. Note that Card G does not carry Statement No. 3 since it is not applicable to children under six years old.

d. Where to record

Enter on the line for the last condition for the person the number of the statement the respondent selects.

15. Column (r)
Due to
illness
conditions

Column (r) is to be asked only if the entry in column (q) is "1," "2," or "3"—i.e., if the person's present activities are limited in some way. Check "Yes" or "No" on the line for the last condition for each person for whom column (r) is asked. Be sure the respondent understands that the question refers to all of the conditions reported for the person, and only to those conditions. If a respondent has reported only one condition, ask the question in column (r) as follows: "Is this because of the condition you told me about?"

Do not report "Yes" for an elderly person merely because of his age, if he says that the limitations on his activities are not due to any of the conditions reported for him. In this circumstance, check "No" but do not change the entry in column (q)

16. Column (s)
Which
condition

If the respondent has reported more than one condition and has answered "Yes" to column (r), ask "Which?", meaning which condition. Enter "X" on the line for each condition the respondent says has contributed to the limitation of activities reported for the person in answer to this question.

a. Special
Note

If the "X's" in column (s) are ONLY for conditions involving (1) pregnancy, (2) injuries which have not yet healed, or (3) conditions not carried beyond col. (aa), go back and re-ask column (q) as follows: "Except for your 'broken leg' ('pregnancy,' 'influenza,' etc.), which statement on this card (show card again) would normally fit you best, in terms of health?" If the respondent selects a different statement, correct columns (q), (r) and (s) as appropriate.

F. Table II
Hospitalizations
and stays in
nursing homes,
rest homes or
similar places

Table II is to be filled for all hospitalizations and stays in nursing homes, rest homes or any similar places since the date entered in questions 15(a) and 16(a). As mentioned above, Table II is to be filled after completing Table I for all related household members.

1. Item T

Before filling Table II, Item T at the top of pages 4 and 5 is to be filled for all members of the household. Enter in the column for each person the total number of times in a hospital or nursing home, etc., reported for the person in

questions 15(b) and 16(b). If the answer to both questions 15(a) and 16(a) for the person is "No," check the "None" box in his column for Item T. Complete Item T even if the "None" box is to be checked for all household members and no Table II is needed.

2. General procedure for Table II

The answers to questions 15 and 16 will have indicated which persons in the household were in hospitals or nursing homes, rest homes and similar places during the specified time period. Each stay in any one of these types of places is to be recorded, regardless of the number of times a person was in any of them during the period and regardless of how many times a person may have gone for the same condition.

If a person was moved from one hospital to another, e.g., from an emergency hospital to a general hospital, these are to be recorded as two separate stays.

When hospitalization is for childbirth, one line of Table II will be filled for the mother and a separate line for the baby.

Since a separate line of Table II is to be filled for each stay (time) in a hospital, the number of lines filled for a person in Table II should agree with the number in his column for Item T (plus any lines added by question 17). If it does not, correct the figure in Item T and explain the reason for the correction in a footnote, e.g., "respondent misunderstood question 15—actually only 1 time in hospital."

If more than four lines are needed in Table II use additional questionnaires.

3. Column (a)
Column number of person

Enter the column number of the person for whom you are recording the information. As in Table I, it is essential that the column number be entered for the correct person. Otherwise all of the related hospital information might be attributed to the wrong person.

4. Column (b)
Question number

Enter the question number that provided the information for the line of Table II you are filling.

5. Column (c)
Date
entered
hospital

Read the question in column (c) as worded, inserting the number of times reported for the person in the first part of the question. If the person was in a hospital more than once during the period, add the parenthetical phrase "the last time" to the end of the question. As indicated by this phrase, the most recent hospitalization is to be recorded first if the person had more than one hospitalization in the period.

Record in column (c) the month, day and year the person entered the hospital. If the respondent cannot furnish the exact date, obtain the best estimate possible. Use the calendars in the back of your Flash Card Booklet to assist the respondent in recalling dates and ask whatever additional questions seem appropriate.

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

"Can you recall the approximate date?"

"Do you know which week of the month it was?"

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

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

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

If, after your probing, the respondent cannot fix the exact date but can set it as between two dates, enter both dates, e.g., "5-10." As a last resort, enter the part of the month, e.g., "early part," "near end of month," etc.

If, after your additional questioning with the calendar, the respondent cannot say which month it was but that it was one of two, enter both, e.g., "Mar. or Apr." If the respondent is unable to name any months, ask what season of the year it was, e.g., "Was it in the winter or spring?" and enter the season (e.g., "winter") for the month.

You should always be able to make some sort of entry in column (c). For statistical purposes a date must always be assigned for each hospital

entry, so it is essential that you obtain the maximum amount of information available.

- a. Caution regarding correct entry for year

Experience has shown that it is very easy to make a mistake in entering the year a person was hospitalized, particularly when you are working in a different calendar year from the reported year of hospitalization. In all cases, make sure that you have entered the correct year in column (c).

6. Column (d)
Number of nights in hospital, nursing home, etc.

Enter the total number of nights spent in the hospital. Do not include any nights in the interview week. However, all nights in the hospital through "last Sunday night" are to be entered, including nights prior to the specified date (if any).

If the respondent is unable to state the exact number of nights the person was in the hospital, again use your calendar to assist the respondent's recall, and ask any necessary additional questions, for example:

"Do you remember the day of the week you left the hospital?"

"Was it more than 20 nights or less than 20 nights?"

"Do you remember how many weeks you were there?"

As in the case for column (c), you should always be able to obtain some approximation of the number of nights. Therefore, and whenever necessary, obtain the best estimate you can and enter that in column (d).

If the respondent's answer is in terms of days, repeat the question so that he understands we are interested only in the number of nights. For example, a first answer of, "I was in for 7 days" might mean 6, 7 or 8 nights. Such answers should always be followed up by repeating the question or by asking an additional question to clarify the answer.

If it is learned that the person did not remain overnight for any "time" (stay) in the hospital, enter "None" in column (d). Delete this line of Table II, correct the figure in Item T and explain the reason for the deletion in a footnote, e.g., "Did not remain overnight."

7. Columns (e), (f) and (g)
Check on 2-week and 12-month period

These three columns contain questions which you (the interviewer) can usually answer from information obtained earlier. In such cases, do not ask the questions but be sure to make the appropriate entries.

- a. Column (e)
Number of
nights in
past 12
months
- "The past 12 months" is defined the same as for questions 7 and 12, i.e., from "last Sunday's" date a year ago through last Sunday night.
- If the answer to column (e) is not perfectly clear from earlier information ask the question, again using your calendars to assist the respondent in recalling dates.
- If all the nights in column (d) were in the past 12 months, copy the column (d) figure in column (e).
- If none of the nights in column (d) was in the past 12 months, enter "None" in column (e). Do not delete the line in such a case. Complete the remaining entries in Table II.
- b. Column (f)
Nights in
hospital,
nursing
home, etc.
during past
2 weeks
- If the date in column (c) and the number of nights in column (d) show that none of the nights in a hospital, nursing home, etc. could possibly have been in the past 2 weeks, enter "None" in column (f). If there is any chance at all that any part of the hospitalization was in the past 2 weeks, and the answer is not clear from earlier information, ask the question. Enter the number of nights included in the past 2 weeks, if the hospital stay extended into the past 2 weeks.
- c. Column (g)
Still there
last Sunday
night
- If the person was still in the hospital, nursing home, etc. on last Sunday night, check "Yes"; if not there last Sunday night, check "No." If the date in column (c) and the number of nights in column (d) show that this period could not possibly have included "last Sunday night," check the box for "No" without asking the question. If there is any doubt, ask the question.
8. Column (h)
Condition
causing
hospitalization
or stay in
nursing home,
rest home or
similar place
- Ask the question in column (h), "For what condition did you enter the hospital—do you know the medical name?" Enter the medical name, if known; if not known, enter the best description of the condition which the respondent can give. The entry should fully describe the condition for which the person entered the hospital. As indicated in the column heading, all the rules for entry of "cause," "kind" and "part of body" in columns (d-1)-(d-5) of Table I apply to entries in column (h) of Table II. If "cause," "kind" or "part of body" is required and this information

is not known by the respondent, enter "cause DK,"
"kind DK" or "part of body DK"; do not enter just
"DK."

The column (h) entry should represent the diagnosis
given at the hospital, if it is known, which may
not necessarily be the complaint for which the per-
son went to the hospital. In the case of a person
going to the hospital for tests or diagnosis, enter
the final diagnosis if known; otherwise enter the
trouble or condition that made the tests seem nec-
essary.

For delivery and childbirth, enter in column (h)
whether the Mother's delivery was normal ("normal
delivery") and whether the baby was normal at
birth ("normal birth"), or whether there were com-
plications. In the latter case, enter "delivery"
or "birth" in column (h) and also specify what the
complications were. For example, if the mother's
delivery was by Caesarian section but the baby was
a perfectly normal baby, the entry for the mother
would be "delivery - Caesarian" and the entry for
the baby would be "normal birth." Conversely,
the mother may have a "normal delivery" but the
baby may be born with a deformity, e.g., "birth -
club foot." Other examples: the mother's delivery
may be complicated by an illness condition, the
baby may be "premature," "underweight," "weighed
only four pounds," "blue baby," etc. Any such
complications are to be recorded in addition to
"delivery" or "birth."

Check with
column (n)
Table I

If the hospitalization is for a condition which
has been recorded in Table I, verify that the nights
reported in column (e) of Table II have been in-
cluded in the number of days reported in column (n)
of Table I. If they have not, correct the figure
in column (n).

Column (i)
Operations
performed

If any operations were performed on the person
during the stay in the hospital, check the "Yes"
box and enter in column (i) the name of each
operation performed. Otherwise, check the "No"
box. Ask "Any other operation?" until you re-
ceive the answer of "No" and check the "No" box.

a. Surgical operation—defined

A surgical operation, for the purpose of this survey, includes any cutting or piercing of the skin, including stitching of cuts or wounds. It includes cutting or piercing of other tissue, scraping of internal parts of the body (e.g., curettage of the uterus), and setting of fractures and dislocations. Also included are the insertion of instruments in body openings for internal examination and treatment (e.g., bronchoscopy, proctoscopy, cystoscopy), and the introduction of tubes for drainage. Injections, transfusions and routine blood tests are not to be reported as surgical operations.

b. How to report surgical operations

For all surgical operations, in addition to the name of the operation, ask for the name of the condition for which the operation was performed and report it if it has not already been recorded in column (h). For example, if the respondent states "amputation of one leg above knee," ask the name of the condition for which the operation was performed—it may be "diabetic gangrene," or "leg lacerated in automobile accident," or "osteomyelitis," etc. If the name of the operation is not known, record in column (i) the condition for which it was performed. The following examples show the correct method of reporting:

Amputation of one foot—diabetic gangrene

Operation for varicose ulcers on both upper legs

Be sure to report each operation if more than one was performed during the stay in the hospital.

10. Column (j)
Name and address of hospital

Enter the name and address of the hospital, nursing home, rest home, sanitarium or similar place in column (j). The exact street address is not required but the name of the street on which the hospital is located is needed to help in identifying the hospital. Enter the name of the hospital on the broken line. Enter the street and the city and State below it. If the name of the street is not known, enter "DK." If the city is not known or the hospital is not in a city, enter the county and State.

It is important to obtain the full and complete name of the hospital in order to classify each hospital by type in accordance with Public Health Service specifications. If the respondent abbreviates the name or supplies only a shortened

local name, for example, "county hospital," "general hospital," etc., when he means "Baker County Hospital" or "Detroit General Hospital" etc., it will be necessary to obtain and record the full name.

Also, be sure you have the correct name of the hospital. For example, "Baker County" may operate a hospital but its name is "Jeremiah Wilson Memorial Hospital." In such a case it would be impossible to identify "Baker County Hospital" for classification. In all such cases in which it is possible that the respondent could be giving the name as it is referred to locally, ask the respondent if that is the name of the hospital.

Be sure that your entries of the names of the hospital, the street and the city or county are legible. If the respondent is not sure how to spell any one of the names, spell it phonetically and footnote that it is a phonetic spelling.

Note:

If you are interviewing in the general area in which the hospital is located and have ready access to a local telephone directory you can check the latter for doubtful hospital names.

11. Column (x)
Instruction
to interviewer

If the entries in Table II, in either column (h) or (i), show a condition that does not appear in Table I, go back and carry this condition through Table I if:

(a) The stay in the hospital, nursing home or sanitarium includes any part of "last week or the week before" (an entry of "1" or more nights in column (f))

or

(b) The stay was for a condition listed on Card A or for an impairment

Note:

If the condition carried back to Table I is due to an accident or injury, a Table A should be filled for that line of Table I.

12. Question 17
Baby born
in hospital

Question 17 is a check on Table II to be sure that all deliveries and births which should be recorded are entered in Table II.

- a. Question 17(a) Baby in household As instructed on the questionnaire, examine the relationships and ages in questions 2 and 3 to see if a baby (or babies) one year of age or under is listed as a household member. If a baby 1 year of age or under is listed, check the "Baby" box in question 17(a) and go to question 17(b). If no baby is listed, check the "No baby" box in question 17(a) and skip to question 18.
- b. Question 17(b) Births and deliveries shown in Table II If a baby age 1 or under is listed, check Table II to see if the baby's birth and the mother's delivery are recorded. If more than one baby age 1 or under is listed, be sure to check on both (or all). If delivery and birth are recorded in Table II, check the "Yes" box in question 17(b) and skip to question 18. Otherwise, check the "No" box and ask question 17(c).
- c. Question 17(c) Was baby born in the hospital Check the "Yes" box in question 17(c) if the baby (babies) was born in the hospital and ask question 17(d). If the baby was not born in a hospital check the "No" box and skip to question 18.
- d. Question 17(d) Birthdate of baby Enter the month, day and year the baby was born. (If it is necessary to ask about more than one baby, continue the 17(d) entry in a footnote, e.g., "(name of baby) born (month) (day), (year).") If the birthdate is on or after the date shown in questions 15(a) and 16(a), fill one line of Table II for the mother and a separate line of Table II for the baby for all deliveries and births not previously recorded in Table II.

CHAPTER 5.

HEALTH INSURANCE

A. Health insurance coverage

Questions 18-20 are designed to obtain information as to which household members are covered by health insurance for hospital bills, surgeons' bills and doctors' bills for home calls and office visits. The name of the plan(s) by which the person is covered is to be obtained also.

1. Definition of health insurance

Health insurance is any plan specifically designed to pay all or part of the medical or hospital expenses of the insured individual. The plan, in order to be considered as insurance, must be a formal one with defined membership and benefits rather than an informal one. For example, an employer simply paying the hospital bill for an employee would not constitute a health insurance plan, as defined in this survey.

For the purpose of this survey, health insurance excludes the following kinds of plans: (1) plans limited to "dread diseases" only, such as polio or cancer; (2) insurance which covers bills for accidents only, for example, insurance that covers children for accidents at school or camp, insurance of a worker that covers him only for accidents on the job; (3) insurance that pays only on the basis of the number of days missed from work; (4) public welfare care, care given to dependents of military personnel (Medicare Plan), care given children under the Crippled Children's program, etc.

a. Types of plans

Health insurance may be of many types. Premiums or the costs of providing the hospital or health services may be paid by the insured person, his family, his union, a club, a fraternal organization or some other group of which the insured person is a member. The premium may be a part of his dues or it may be paid by an employer as a fringe benefit. The insuring organizations may be either non-profit groups or commercial groups. Payments by the insurance company may be made directly to the hospital or doctor, or directly to the person himself.

B. Question 18
Insurance for
hospital bills

Question 18 is to be asked about all related persons in the household, and of unrelated household members in their separate interviews.

1. Question 18(a)
Hospital insurance coverage

Read the introduction to question 18(a) exactly as worded so that the respondent will understand insurance which covers hospital bills for accidents only is not to be included.

Read the names of the members of the household to whom question 18(a) refers. Use the first names of the persons or their relationships, for example, "Do you, your wife, and your daughter have...?"

If the answer is "Yes," ask question 18(b). If the answer is "No," check the "No" box in the columns for all related household members and go to question 19.

2. Question 18(b)
Who is covered

If the answer to question 18(a) is "Yes," ask question 18(b) and check the "Yes" box in the column of each related household member who is covered by hospital insurance. Check the "No" box for any related household member who is not covered by hospital insurance.

3. Question 18(c)
Name of plan

Question 18(c) is to be asked for all persons covered by hospital insurance.

The second part of question 18(c), "Any other plans?" is to be asked after the name of one or more plans has been given. The purpose of this question is to find out whether the person or other members of the household have any other plans which provide hospital coverage. Continue to ask until you receive an answer of "No."

The name of each insurance plan that pays any part of the hospital bills should be entered in question 18(c) for each person who has or is covered by one or more such plans. The name of the plan must be written out in full. (See the exception in paragraph E below.) If the space is insufficient, continue the entry in the footnote section.

If the respondent gives the name of a union or the name of his employer, repeat the question in the form, "Do you know the name of the insurance plan?" After repeating the question, if the name of the plan is not given, enter the name of the union or the employer. Do not enter the name of the employer if the name of the plan is entered.

a. Numbering plans

Regardless of whether a person is covered by one, two or even more plans, number each plan reported, as in the following examples:

Examples of one plan

Ex. A

(1) Blue Cross

Ex. B

(1) Sons of the Northern Star Insurance Co. of Duluth
--

Example of two separate plans

(1) Blue Cross (2) Mutual of Omaha

C. Question 19
Insurance for
surgeon's bill

Question 19 is to be asked about each related person in the household regardless of the answer of "Yes " or "No" to question 18(a), since it is possible to have either kind of insurance without having both.

Insurance which pays for surgery must pay in whole or in part, the bill of the doctor or surgeon for an operation. It may also include visits to the surgeon's office after discharge from the hospital. Note that the surgery itself may be performed in a doctor's office.

The same instructions apply to questions 19(a), 19(b), and 19(c) as given for question 18.

Any plan reported in 19(c) must be written out in full for each related household member who is covered, even if the same plan was entered in 18(c).

D. Question 20
Insurance for
doctors' bills
for home calls
and office visits

Question 20 refers to insurance which pays all or part of the doctors' bills for home calls and office visits for non-surgical care for most kinds of sickness.

As in questions 18(a) and 19(a), ask question 20(a) for each related person in the household by reading the names or relationships of all the persons.

The general instructions for questions 20(a), 20(b) and 20(c) are the same as those for questions 18 and 19.

1. Question 20(d)
Insurance paying
doctors' bills
for most kinds
of sickness

The purpose of this question is to distinguish between those kinds of insurance which cover a person for doctors' bills for home calls or office visits for most kinds of sickness and those which are limited only to specific items such as prenatal and postnatal care or presurgical consultation and postsurgical check-ups, etc.

Check the "Yes" or "No" box in accordance with the respondent's answer.

When additional explanation is required use the following as a guide.

a. Definition of
coverage for
doctors' care
for "most
kinds of
sickness"

Insurance which pays all or part of the bill for home calls and office visits for "most kinds of sickness" includes:

- (1) Plans which pay the costs of doctors' care with no restrictions as to the number of calls or the nature of the ailment.
- (2) Plans which cover most illnesses, but exclude a few such as mental diseases, tuberculosis or conditions which started before a person enrolled in the plan.
- (3) "Deductible" plans that pay for doctor visits for most kinds of sickness but only after the first three or four calls, after the expenditures of the first \$50 or \$100, or after the person has been ill for a specified period of time.
- (4) Plans issued in conjunction with a group practice prepayment plan, e.g., Group Health Association of Washington, D. C., The Kaiser Plan in the Far West and HIP in New York.

For all of the above, the "Yes" box should be checked in question 20(d).

Excluded for the purposes of this question are plans which may pay all or part of the doctor bills for home calls and office visits but only for: prenatal and postnatal visits; presurgical and postsurgical visits; minor surgery performed at a patient's home or in a doctor's office; physical or diagnostic examination; poliomyelitis; treatment for injuries at home or in a doctor's office.

For policies restricted to these kinds of coverage for doctors' visits, check the "No" box in question 20(d).

b. More than one plan

If more than one plan has been reported in answer to question 20(c), question 20(d) is to be asked about each plan, as indicated in the question itself. Check the "Yes" or "No" box in question 20(d) for the first plan recorded. Footnote the second, third, etc., plan, giving the name of the plan and whether or not it pays for most kinds of sickness. Example: "(1) Blue Shield" and "(2) Aetna Plan" have been reported in 20(c). Ask question 20(d) about the "Blue Shield" plan and check the "Yes" or "No" box. Then ask question 20(d) about the "Aetna Plan" and enter in a footnote "Aetna Plan pays for (or does not pay for) most kinds of sickness."

E. Special note on use of "same"

The use of the word "same" is authorized as an entry in the columns of persons related to the head of the household in one case only: where there is one plan of identical coverage for all related members of the household. This applies separately to each of questions 18, 19 and 20. The name of the plan is to be written out in full (and numbered) in the column for the head of the household. As noted in paragraph C above "same" is never to be entered in question 19 to indicate it is the same as the entry in question 18. The same rule applies to question 20.

See the examples of correct and incorrect uses of the word "same" on pages D-94a and D-94b.

EXAMPLES OF CORRECT AND INCORRECT USES OF THE WORD "SAME"

Example 1 - Correct

All related household members have identical coverage under the Aetna Plan for hospital insurance, insurance for surgeons' bills and insurance for doctors' bills, which pays for most kinds of sickness.

	Col. (1)	Col. (2)	Col. (3)
	Head	Wife	Son
Question 18	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Name of plan(s) <i>(1) Aetna Plan</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Name of plan(s) <i>Same</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Name of plan(s) <i>Same</i>
Question 19	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Name of plan(s) <i>(1) Aetna Plan</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Name of plan(s) <i>Same</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Name of plan(s) <i>Same</i>
Question 20	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Name of plan(s) <i>(1) Aetna Plan</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Name of plan(s) <i>Same</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Name of plan(s) <i>Same</i>
20(d)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Example 2 - Correct

A man, his wife and their 10-year-old son have identical coverage of hospital insurance and insurance for surgeons' bills with Blue Cross and Blue Shield. None of them is covered by insurance for doctors' bills.

	Col. (1)	Col. (2)	Col. (3)
	Head	Wife	Son
Question 18	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Name of plan(s) <i>(1) Blue Cross</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Name of plan(s) <i>Same</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Name of plan(s) <i>Same</i>
Question 19	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Name of plan(s) <i>(1) Blue Shield</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Name of plan(s) <i>Same</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Name of plan(s) <i>Same</i>
Question 20	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Name of plan(s)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Name of plan(s)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Name of plan(s)
20(d)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

Example 3 - Incorrect

A man and his wife have identical hospital insurance coverage with both Blue Cross and Mutual of Omaha and identical coverage for surgeons' bills with Blue Shield and Mutual of Omaha. Their 19-year-old daughter is not covered by Blue Cross or Blue Shield but has the same coverage with Mutual of Omaha as her mother and father. All three have the same coverage with Mutual of Omaha for doctors' bills, but this pays only for treatment of injuries.

	Col. (1)	Col. (2)	Col. (3)
	Head	Wife	Daughter
Question 18	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Name of plan(s) (1) Blue Cross (2) Mutual of Omaha	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Name of plan(s) Same	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Name of plan(s) Same as plan (2)
Question 19	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Name of plan(s) (1) Blue Shield (2) Mutual of Omaha	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Name of plan(s) Same	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Name of plan(s) Same as plan (2)
Question 20	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Name of plan(s) (1) Mutual of Omaha	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Name of plan(s) Same	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Name of plan(s) Same
20(d)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

See Example 4 for correct entries for this household.

Example 4 - Correct

Example 4 shows the correct entries for the household situation described in Example 3.

	Col. (1)	Col. (2)	Col. (3)
	Head	Wife	Daughter
Question 18	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Name of plan(s) (1) Blue Cross (2) Mutual of Omaha	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Name of plan(s) (1) Blue Cross (2) Mutual of Omaha	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Name of plan(s) (1) Mutual of Omaha
Question 19	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Name of plan(s) (1) Blue Shield (2) Mutual of Omaha	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Name of plan(s) (1) Blue Shield (2) Mutual of Omaha	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Name of plan(s) (1) Mutual of Omaha
Question 20	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Name of plan(s) (1) Mutual of Omaha	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Name of plan(s) Same	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Name of plan(s) Same
20(d)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

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F. DK Name of plan

As explained above, the name of the plan(s) is to be asked for each person covered by health insurance ("Yes" checked in questions 18, 19, or 20).

If the respondent knows that a person is covered by health insurance, but is unable to give any information on the name of the plan, enter "DK Name of plan" in the column for the person. If the name of the plan is not known for one person, such as the head of the household, do not assume that the name of the plan is not known for other household members, since this is not necessarily true. Ask the name of the plan for each person, and enter "DK Name of plan" in the column for each person for whom the name of the plan is not known (except as noted below).

Following the instructions for the use of the word "Same," after recording "DK Name of plan" in column (1), you may enter "Same" in the remaining columns if all household members are covered by only one plan and it is the same plan for all members, and the name of the plan is not known.

CHAPTER 6.

PERSONAL CHARACTERISTICS AND INCOME
 (Questions 21-26)

A. Questions 21-26

Questions 21-26 are to be asked after completion of the health insurance questions for all related household members.

1. Order of asking questions 21-26

Illustration G below summarizes the order of asking questions 21-26 in a four-person household, where the wife is the respondent.

Illustration G

Questions	Head	Wife	Son (age 20)	Roomer
21	1st	Check box	2nd	For self
22	2nd	1st	3rd	For self
23 24 25	2nd	1st	3rd	For self
26	To be asked for all related members; answer to be entered in column for head only			For self

B. Question 21
Service in
Armed Forces

Ask question 21(a), on service in the Armed Forces, only of males 17 years old and over. For other persons, check the box "Fem. or under 17 yrs." and skip the remaining parts of question 21.

1. "Armed Forces"—
 defined

If the answer to question 21(a), "Did you ever serve in the Armed Forces of the United States?" is "No," skip the remaining parts of question 21. If the answer to question 21(a) is "Yes," ask the remaining parts of question 21 that are appropriate, as indicated below.

"Armed Forces" means active duty for any time at all in the Armed Forces as defined in Part D, Chapter 2, paragraph D-3-a.

2. Questions 21(b),
21(c), and 21(d)
War or peace-time
service

If the answer to question 21(a) is "Yes," ask question 21(b), "Was any of your services during a war or was it peace-time only?" Check the box for "War" if the person's service was during war-time only or if it was during both war and peace. Check the box for "Peace-time only" if the person's only service was during peace-time. For those with peace-time service only, ask question 21(d).

3. Periods of
service

Accept the respondent's answers to questions 21(b), 21(c), and 21(d) regarding the period or periods of service in the Armed Forces. However, if a question is raised as to what dates are covered by a given war, cite the appropriate period as follows:

World War II — September 16, 1940 to July 25,
1947
Korean War — June 27, 1950 to January 31,
1955

Check the appropriate boxes for all of the wars in which the person has served.

Check the box "Other" for service during World War I, the Spanish American War or any other war not listed on the questionnaire.

C. Question 22
Education

Ask question 22(a) highest grade of school attended only of persons 17 years old and over. If the person is under 17 years of age, check the box for "Under 17 years" without asking the question.

1. Make only
one mark

Make only one mark to report the answer for this question. Thus, if the highest grade a person has attended is the junior year of high school, circle the "3" opposite "High." Enter the highest grade attended regardless of "skipped" or "repeated" grades.

2. Regular
school

Count only grades attended in a regular school where persons are given formal education in graded public or private schools, whether day or night school, and whether attendance was full time or part time. A "regular" school is one which advances a person toward an elementary or high school diploma, or a college, university, or professional school degree.

3. Nonregular schools

Do not count education or training received in nonregular schools, such as vocational, trade, or business schools outside the regular school system. For example, barber's colleges, beautician schools, citizenship schools, and dancing schools are not to be counted.

Likewise do not count training received "on the job," or correspondence school training unless it is given by a regular school and is credited toward a school diploma or college degree.

4. Junior high school

If the highest grade a person has attended is in a junior high school, record the grade as if it had been in a school system with eight years of elementary school and four years of high school.

5. Post-graduate schooling

For persons who have attended post-graduate high school but have not attended a regular college, circle the "4" opposite "High."

For those with post-graduate college training, circle the "5+" opposite "College."

6. Other school systems

If the person attended school in a foreign country, in an ungraded school, under a tutor, or under other special circumstances, give the nearest equivalent of his highest grade attended or the number of years of attendance.

7. No schooling

For persons who have not attended school at all check the box "None."

8. Question 22(b) Year finished

Ask question 22(b) for all persons who are shown in question 22(a) as having attended school. Check the "Yes" box if the person has completed the entire grade or academic year entered in question 22(a). Check the "No" box if the person did not finish the grade or year. For example, a person may have completed only a half year, or he may have failed to "pass" the grade.

Note that the entry in question 22(b) for a person who may be currently enrolled in the regular school system would be "No." For example, a 17-year-old boy enrolled in the fourth year of high school would have "High-4" circled in question 22(a), but since he would not yet have completed this grade the "No" box would be checked in question 22(b).

For a person marked as "college 5+" in question 22(a) check "Yes" in question 22(b) if he has gone through one or more post-graduate academic years. Otherwise check the "No" box.

If the answer to question 22(a) indicates that the person completed more than one post-graduate academic college year, check the "Yes" box without asking question 22(b).

D. Order of asking questions 23-25

Inasmuch as questions 23-25 all relate to employment, these questions are to be asked as a block for each person 17 years old or over.

E. Question 23
Employment status
in past 2 weeks

Question 23(a) is to be asked for each person 17 years old or over. (Note that the answer to question 7 regarding a person's major activity during the past 12 months does not determine when to ask question 23.)

For persons under 17, check the box "Under 17 years."

Ask the question as worded and accept the respondent's reply of "Yes" or "No." However, if questions arise as to the meaning of "work", use as a guide the definition contained in Part D, Chapter 2, paragraph J-3-a.

A person who worked at any time last week or the week before, even for an hour, is to be checked "Yes" for question 23(a).

1. Where to proceed next

If "Yes" is checked in question 23(a) omit questions 23(b) and 23(c) and ask question 24—all parts.

If "No" is checked in question 23(a) both questions 23(b) and 23(c) must be asked.

2. Question 23(b)
With a job or business

Ask question 23(b) as worded and check "Yes" or "No" in accordance with the respondent's answer. When questions arise, consider as having a job or business a person who was temporarily absent from his job or business all of last week and the week before because of vacation, bad weather, labor dispute or personal reasons such as illness; and expects to return when these events are ended. Also check "Yes" for a person who says that he has a new job which he has not yet started but enter a footnote, "New Job - not yet started."

- a. Job - defined A person has a job when he has a definite arrangement with one or more employers to work for pay (full-time or part-time).
- (1) Seasonal job Seasonal employment is considered a job only during the season and not during the off-season.
- (2) Persons "on call" A person "on call" to work only when his services are needed is not considered to have a job during weeks when he does not work. For example, a substitute teacher who was not called to work last week or the week before would be checked "No" for question 23(b).

- b. Business - defined A person has his own business (including a farm operation or professional practice) if he does one of the following:
- (1) Maintains an office, store, or other place of business.
- (2) Uses machinery or equipment in which he has invested money for profit.
- (3) Advertises his business or profession.

Casual workers who work for themselves such as itinerant handymen or other odd job workers are not considered to have a business during weeks when they do not work.

3. Question 23(c) Looking for work or on layoff Question 23(c) is to be asked regardless of the answer to question 23(b). The reason for asking the question of persons who have answered "Yes" to 23(b) is that a person who is not working but considers himself as with a job may actually be on temporary layoff or looking for a job and we want to provide such persons an opportunity to say whether this is so.

- a. How to record the answer Check the "Yes" box if the respondent's answer indicates that the person was either looking for work or on layoff or both.
- b. Looking for work-defined Looking for work refers to any effort to get a job or to establish a business or profession. A person was looking for work if he actually tried to find work during the past two weeks and also if he made such efforts previously (i.e., within

the past 60 days) and was waiting during the past two weeks to hear the results of these earlier efforts.

Some examples of looking for work are: registering at an employment office; visiting, telephoning or writing applications to prospective employers; placing or answering advertisements for a job; and being "on call" at a personnel office or at a union hiring hall, etc.

c. Layoff -
defined

A person is said to be on layoff if he is waiting to be called back to a job from which he has been temporarily laid off or furloughed. Layoffs are generally due to slack work at the person's place of employment. However, they may also be due to plant re-tooling or re-modelling, seasonal factors and the like. If a person was not working because of a labor dispute at his own place of employment he is not to be considered "on layoff" but with a job from which he is absent.

F. Question 24
Occupation,
Industry, etc.

Fill questions 24(a) to 24(d) for all persons checked "Yes" in questions 23(a), (b) or (c).

Questions 24(a)-(c) are for the purpose of obtaining a description of the person's job or business, i.e., name of employer, nature of business or industry and nature of occupation.

Question 24(d) asks about the person's occupational status during the past three years.

1. Job or business
to which ques-
tion 24 applies

For persons who worked during the past two weeks ("Yes" to question 23(a)) and for persons with a job ("Yes" to question 23(b)), these questions are about the present job. If a person worked at or has more than one job, these questions refer to the job at which he spends the most time. If equal time is spent at each job, it refers to the one the respondent considers most important.

For a person who has answered "Yes" to question 23(b) because he has a new job on which he is to report in the near future, question 24 should be asked about his last job or business. In case such a person has never previously had a job or business, enter "Never worked" in question 24(a) and skip the remaining parts of question 24.

- a. Persons with
"Yes" in
23(c) only

For persons who did not work and did not have a job but are either looking for work or on layoff, these questions refer to the last full-time civilian job the person had. Accept whatever the respondent reports as a person's last full-time civilian job. If a question is raised as to the meaning of "full-time" job, define this as a job at which the person worked 35 hours per week or more and which lasted two consecutive weeks or more.

If a person who has reported "Yes" to question 23(c) only has never previously had a full-time civilian job or business, enter "Never worked" or "Never had full-time job" in question 24(a) and skip the remaining parts of question 24.

2. Question 24(a)
Name of Employer

Ask question 24(a) as worded, and enter the name of the company, business, government agency or other employer.

For persons who work for employers without company names such as a farm, a dentist or lawyer's office, etc., write the name of the owner.

Persons working for various private employers such as baby sitters, domestics, etc., should be reported as "private families."

For employees of a government agency record the specific organization and state whether the organization is Federal (U.S.), State, county, etc. For example, U.S. Treasury Department, State Highway Police, City Tax Office, etc. It is not sufficient to report merely "U.S. Government" or "Police Dept," etc.

- a. Self-
employed

If the person for whom you are obtaining the information is self-employed, ask if the place of business or establishment has a name (such as Twin City Barber Shop, Capitol Construction, etc.), and write it in 24(a). If there is no business name, write "self-employed," "own business," etc.

3. Question 24(b)
Kind of business
or industry

The entry here should tell clearly and specifically what the company or business does at the location where the person works. Do not repeat the name of the employer in this entry.

- a. Description needed In order to give a clear and exact description of the industry, the entry must state or indicate both a general and a specific function for the employer; for example, cattle ranch, copper mine, fountain pen manufacturer, wholesale grocery, retail book store, road construction, shoe repair service. The words ranch, mine, manufacturer, wholesale, retail, construction, and repair service show the general function. The words cattle, fountain pen, grocery, book store, road, and shoe indicate the specific function.
- b. Avoid use of the word "company" Do not use the word "company" in this entry. It does not give us useful information. If the respondent reports that he works for a furniture company, you should ask "Do they manufacture or do they just sell it?" If they just sell it, you should ask "Do they sell to other stores (which would be wholesale) or to individuals (which would be retail)?" Accordingly, in such a case the possible replies would be "furniture manufacturer," "furniture wholesaler," or "furniture retailer."
- c. Multiple activity businesses Some firms carry on more than one kind of business or industrial activity. If the activities are carried on at the same location, describe only the major activity of the establishment. For example, employees in a retail salesroom, located at the factory of a company primarily engaged in the manufacture of men's clothing, should be reported as working in "Men's clothing manufacturing."
- If the different activities are carried on at separate locations, describe the activity where the person works. For example, a coal mine owned by a large steel manufacturer should be reported as "coal mine," the separate paint factory of a large chemical manufacturer should be reported as "paint manufacturing."
- A few specified activities, when carried on at separate locations, are exceptions to the above. The activity of the parent organization is reported for research laboratories, warehouses, repair shops, and storage garages, when these kinds of establishments exist primarily to serve their own parent organizations rather than the public or other organizations. For example, if a retail department store has a separate warehouse for its own use,

the entry for the warehouse employees should be "retail department store" rather than "warehouse."

d. Distinguish among manufacturing, wholesale, retail and service

It is essential to distinguish among manufacturing, wholesale, retail, and service companies. Even though a manufacturing plant sells its products in large lots to other manufacturers, wholesalers, or retailers, it should be reported as a manufacturing company.

A wholesale establishment buys, rather than makes, products in large quantities for resale to retailers, industrial users, or to other wholesalers.

A retailer sells primarily to individual consumers or users but seldom makes products.

Establishments which render services to individuals and to organizations, such as hotels, laundries, cleaning and dyeing shops, advertising agencies, and automobile repair shops, are engaged in providing services. They should not be reported as retailers, but should show the type of services provided, e.g., "TV and radio repair."

e. Manufacturers' sales offices

A separate sales office set up by a manufacturing firm to sell to other business organizations and located away from the factory or headquarters of the firm is reported as "(product) manufacturer's 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.

f. Government organizations

Usually the name of the government agency is adequate, for example, "U. S. Census Bureau," "City Fire Department." (Note: This is the only exception to the rule for not using the name of the employer.) However, sometimes the names of government agencies are not fully descriptive of their business or activity. A correct entry in 24(b) for a County Highway Commission might be one or any combination of the following: "county road building," "county road repair," "county contracting for road building (or repair)." For a State Liquor Control Board, the correct entry might be "State licensing of liquor sales" or "State liquor retailer."

If the business or main activity of a government employer is not clear, you should ask in what part of the organization the person works and then report that activity. For example, for a City Department of Public Works, a correct entry might be one of the following: "city street repair," "city garbage collection," "city sewage disposal," or "city water supply."

- g. Business in own home Some people carry on businesses in their own homes. Report these businesses just 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. (Note exception for laundry in examples in par. F-3-i.)
- h. Domestic and other private household workers When the name of a single individual is given as the employer, find out whether the person works at a place of business or in a private home. The proper industry entry for a domestic worker employed in the home of another person is "private home."
- i. Examples of adequate entries for question 24(b) Following are some examples of inadequate and adequate entries for kind of business and industry (question 24(b)). It is not intended that you try to memorize these examples. However, you should study them carefully and refer to them periodically to familiarize yourselves with the types of entries that are proper and adequate.

Inadequate

Adequate

Agency -

Collection agency, advertising agency, real estate agency, employment agency, travel agency, insurance agency.

Bakery -

Wholesale bakery (sells to grocers, restaurants, hotels, etc.), retail bakery (sells only to private individuals).

Box factory -

Paper box factory, wooden box factory, metal box factory.

Inadequate

Adequate

Club, private club -	Golf club, fraternal club, night club, residence club, boarding-house.
Coal company -	Coal mine, retail coal yard, wholesale coal yard.
Credit company -	Credit rating service, loan service, retail clothing store (sometimes called a credit company).
Dairy -	Dairy farm, dairy depot, dairy bar, dairy products—wholesale, dairy products—retail, dairy products—manufacturing.
Engineering company -	Engineering consulting firm, general contracting, wholesale heating equipment, construction machinery factory.
Express company -	Motor freight, railway express agency, railroad car rental (for Union Tank Car Company, etc.), armored car service.
Factory, mill or plant -	Steel rolling mill, hardware factory, aircraft factory, flour mill, hosiery mill, commercial printing plant.
Foundry -	Iron foundry, brass foundry, aluminum foundry.
Fur company -	Fur dressing plant, fur garment factory, retail fur store, fur wholesaler, fur repair shop.
Laundry -	a. Own home laundry (for a person doing laundry for pay in her own home). b. Laundering for private family (for a person working in the home of a private family). c. Commercial laundry (for a person working in a steam laundry, hand laundry, Chinese laundry, French laundry, or similar establishment).

Inadequate

Adequate

d. Self-service laundry (for a person working in an establishment where the customer brings her own laundry and pays a fee to use the washing machine or other equipment).

Lumber company -

Sawmill, retail lumber yard, planing mill, logging camp, lumber manufacturer.

Mine -

Coal mine, gold mine, bauxite mine, iron mine, copper mine, lead mine, marble quarry, sand and gravel pit.

Nylon factory -

Nylon chemical factory (where chemicals are made into fibers), nylon textile mill (where fibers are made into yarn or woven into cloth), women's nylon hosiery factory (where yarn is made into hosiery).

Office -

Dentist's office, physician's office, public stenographer's office, life insurance agency.

Oil company -

Oil drilling, petroleum refinery, retail gasoline station, petroleum pipeline, wholesale oil distributor.

Packinghouse -

Meat packing plant, fruit cannery, fruit packing shed (wholesale packers and shippers).

Pipeline -

Natural gas pipeline, gasoline pipeline, petroleum pipeline, pipeline construction.

Plastic factory -

Plastic materials factory (where plastic materials are made), plastic products plant (where articles are actually manufactured from plastic materials).

Inadequate

Adequate

Public utility -	Electric light and power utility, gas utility, telephone utility, water supply.
Railroad car shop -	Railroad car factory, railroad repair shop, street railroad repair shop.
Rayon factory -	Rayon chemical factory (where chemicals are made into fibers), rayon textile mills (where fibers are made into yarn or woven into cloth), rayon dress manufacturing (where cloth is made into garments).
Repair shop -	Shoe repair shop, radio repair shop, blacksmith shop, welding shop, auto repair shop, machine repair shop.
School -	City elementary school, private kindergarten, private college, State university, etc. Distinguish between public and private, including parochial, and identify the highest level of instruction provided such as junior college, senior high school.
Tailor shop -	Tailoring and cleaning shop (provides a valet service), custom tailor shop (makes clothes to customer's order), men's retail clothing store.
Terminal -	Bus terminal, railroad terminal, boat terminal, truck terminal, airport.
Textile mill -	Cotton cloth mill, woolen cloth mill, cotton yarn mill, rayon thread mill.

Inadequate

Adequate

Transportation
company -

Motor trucking, moving and stor-
age, water transportation, air
line, street railway, taxicab
service, subway, elevated rail-
way, railroad, petroleum pipe-
line, car loading service.

Water company -

Water supply, irrigation system,
water filtration plant.

Well -

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

4. Question 24(c)
Kind of work
(Occupation)

The entry in question 24(c) should describe the kind of work the person himself does, that is, his occupation. The job title is adequate only if it tells clearly and specifically what he does; for example: "janitor," "sales clerk," "TV serviceman," "auto mechanic." If his job title is not an adequate description, find out what he does and enter this information in 24(c), for example, "nails heels on shoes," "operates dough-cutting machine." When more space is needed, continue the entry in a footnote.

a. Detail needed

One-word occupational descriptions are seldom adequate. We need to know what type of a nurse or engineer, clerk; teacher, etc., a person is. For example, practical nurses, registered nurses, and nurses aide are put in different groups in Census statistics, so a full description is necessary. Refer to the examples in paragraph F-4-d for the kind of detail needed to describe specific occupations.

b. Caution on
occupations
of young
persons

Professional, technical, and skilled occupations usually require lengthy periods of training or education which a young person normally cannot have. Be sure to find out whether a young person is really only a trainee or an apprentice or a helper and, if so, enter apprentice electrician, electrician's helper, etc.

- c. Other cautions There are some additional special cautions which you should observe:
- (1) Apprentice versus trainee An "apprentice" is under a contract during his training period but a "trainee" is not. Include both the occupation and the word "apprentice" or "trainee" in the description—e.g., apprentice plumber, plumber trainee.
 - (2) Contractor versus skilled worker A "contractor" is engaged principally in obtaining building or other contracts and supervising the work. A skilled worker who works with his own tools should be described as a carpenter, plasterer, plumber, electrician, etc., even though he hires others to work for him.
 - (3) House-keeper (paid) versus housemaid A "paid housekeeper" employed in a private home for wages has the full responsibility for the management of the household. A housemaid (general housework), hired girl, or kitchen maid does not.
 - (4) Interior decorator versus painter or paper-hanger An "interior decorator" designs the decoration plans for the interiors of homes, hotels, offices, etc., and supervises the placement of the furniture and other decorations. A house painter or a paperhanger only does painting or hangs paper.
 - (5) Machinist versus mechanic or machine operator A "machinist" is a skilled craftsman who constructs all kinds of metal parts, tools, and machines through the use of blue prints, machine and hand tools, and precision measuring instruments. A mechanic inspects, services, repairs, or overhauls machinery. A machine operator operates a factory machine (drill press operator, winder, etc.).
 - (6) Secretary versus official secretary The title "secretary" should be used for secretarial work in an office. A secretary who is an elected or appointed officer of a business, lodge, or other organization should be reported as an "official secretary."
 - (7) Names of departments or places of work Occupation entries which give only the name of the department or a place of work are unsatisfactory. Examples of such unsatisfactory entries are "works in warehouse," "works in crating department," "works in cost control." The occupation entry must tell what the worker himself does, not what his department does.

(8) Specialist If the word "specialist" is reported as part of a job title, be sure to include a brief description of the actual duties. For example, for a "transportation specialist" the actual duties might be any one of the following: "Gives cost estimates of trips," "plans trips or tours," "conducts tours," "schedules trains," or "does economic analysis of transportation industry."

d. Examples of adequate entries for question 24(c) Following are some examples of inadequate and adequate entries for kind of work (occupation). As with the examples of entries for kind of business or industry, these should be studied carefully and reviewed periodically to familiarize yourselves with the types of entries that are proper and adequate for question 24(c).

Inadequate

Adequate

Adjuster -

Claim adjuster, brake adjuster, machine adjuster, complaint adjuster, insurance adjuster.

Agent -

Freight agent, insurance agent, sales agent, advertising agent, purchasing agent.

Caretaker or custodian -

Servant, janitor, guard, building superintendent, gardener, ground-keeper, sexton, property clerk, locker attendant, vault attendant.

Clerk -

Stock clerk, shipping clerk, sales clerk, statistical clerk, file clerk.

Custodian -

See "Caretaker" above.

Doctor -

Physician, dentist, veterinarian, osteopath, chiropractor.

Engineer -

Civil engineer, locomotive engineer, mechanical engineer, stationary engineer, aeronautical engineer.

Entertainer -

Singer, dancer, acrobat, musician.

Inadequate

Adequate

Factory worker -

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

Farmworker -

Farmer—for the owner, operator, tenant or share cropper who is self-employed. Farm manager—for the person hired to manage a farm for someone else.

Farm foreman—for the person who supervises a group of farm hands or helpers.

Farmhand or farm helper—for those who do general farmwork.

Fruit picker or cotton chopper are examples of persons who do a particular kind of farmwork, rather than general farmwork.

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

Fireman -

Locomotive fireman, city fireman (city fire department), fire fighter, stationary fireman, fire boss.

Foreman -

Specify the craft or activity involved, as foreman-carpenter, foreman-truck driver.

Laborer -

Sweeper, charwoman, porter, janitor, stevedore, window washer, car cleaner, section hand, gardener, hand trucker.

Layout man -

Patternmaker, sheet-metal worker, compositor, commercial artist, structural steel worker, boiler-maker, draftsman, coppersmith.

Inadequate

Adequate

Mechanic -	Auto mechanic, dental mechanic, radio mechanic, airplane mechanic, office machine mechanic.
Nun -	Specify the type of work done, if possible, as housekeeper, art teacher, organist, cook, laundress, registered nurse.
Nurse -	Registered nurse, nursemaid, practical nurse, nurse's aide, student professional nurse.
Office worker -	Typist, secretary, receptionist, comptometer operator, file clerk, bookkeeper, physician's attendant.
Salesman -	Advertising salesman, insurance salesman, bond salesman, canvasser, driver-salesman (routeman), fruit peddler, newsboy.
Supervisor -	Typing supervisor, chief bookkeeper, steward, kitchen supervisor, buyer, cutting and sewing forelady, sales instructor, route foreman.
Teacher -	College teachers should be recorded by subject and title, for example, "English instructor" or "History Professor." For high school and elementary school teachers, grade or level is adequate; for example, "fourth grade teacher" or "junior high school teacher."
Technician -	Medical laboratory technician, dental laboratory technician, X-ray technician.
Tester -	Cement tester, instrument tester, engine tester, battery tester.
Trucker -	Truck driver, trucking contractor, electric trucker, hand trucker.

5. Question 24(d)
Length of time
doing this kind
of work

Question 24(d) is to be asked for all persons 20 years old or over who have employer, occupation and industry entries in questions 24(a)-(c).

For persons 17 to 19 years of age with entries in questions 24(a)-(c) check the box "Under 20 years."

a. How to ask
the question

In asking question 24(d) insert the occupation or kind of work entered in question 24(c), for example, "Have you been a salesman (civil engineer) (typist) or doing this kind of work for the past three years?"

Do not explain the question, but check "Yes" or "No" in accordance with the respondent's answer. When questions do arise, use the following as a guide:

b. Reference
period—
defined

The three year period refers to the three years immediately prior to "last Sunday."

c. Same kind
of work -
defined

To have been doing the same kind of work for the past three years, a person must have been doing essentially the same kind of work for all of the past three years (either "full-time" or "part-time"), except for periods away from work because of illness, vacation, strikes or lay-off.

Following are some examples which may help you to decide whether a person has been doing essentially the same kind of work for the past three years (see page D-114).

<u>Same</u>	<u>Different</u>
("Yes" in question 24(d))	("No" in question 24(d))
During past three years person's occupation, job title or kind of work changed from—	During past three years person's occupation, job title or kind of work changed from—
(1) Office receptionist to typist to private secretary.	(1) Truck driver to truck mechanic.
(2) Drill press operator to lathe operator to welding machine operator.	(2) Kitchen ware sales- man to office manager of kitchen ware wholesaler.
(3) Shoe salesman to furniture salesman to auto salesman.	(3) Hockey player to sports announcer.
(4) Apprentice carpen- ter to carpenter's helper to carpenter.	(4) College economics professor to director of State tax commission.

- (1) Change of employer, industry or class of worker: No change in occupation
- Also count a person as having done the same kind of work for the past three years if he merely changed employers or worked for different kinds of industries but without essentially changing his occupation. Some examples are: (1) a person who, during the past three years, worked only as a time-keeper but first in a Federal shipyard, then on a new commercial office building, then on a bridge construction gang; (2) a lawyer who worked four years in the legal department of a large corporation but later opened his own law office; (3) a migrant farm laborer who travels on a seasonal basis from one part of the country to another following the crops.

- (a) Exclusion Check the "No" box in question 24(d) for persons who changed occupations during the past three years or who began working only during the past three years, e.g., a 24-year-old accountant who began his occupation two years ago and did not work previous to that time.

6. Question 25 . For each person with entries in questions 24(a)-(c), record the class of worker in one of the boxes in question 25.

The information given in answer to questions 24(a)-(c) will usually be sufficient for identifying "class of worker." If the information previously supplied is not adequate for this purpose, ask additional questions as necessary, for example, "Did he work for himself in his own business, or did he work for someone else?"

The definition for "class of worker" entries are as follows:

- a. "Private - paid"-defined This class includes all persons working for a private employer for wages, salary or commissions. This includes also compensation by tips, piece-rates or pay in kind, if received from a non-governmental source, regardless of whether the source is a large corporation or a single individual. Work for wages or salary for settlement houses, churches, unions and other non-profit organizations is also to be classified here.
- War veterans who work for a private employer may also receive VA (GI) subsistence payments; they should be reported as "Private - paid"—not as government workers.
- b. "Government" - defined Government workers include persons who work for any branch of the government—Federal, State, city, county, etc. This includes employees of public schools, government-owned bus lines, government-owned electric power utilities, etc.

Included also in this class are civilian employees of the Armed Forces, persons elected to paid offices, employees of international organizations such as the U. N. and employees of foreign governments.

This class excludes paid employees of the American Red Cross, the U. S. Chamber of Commerce and similar civic and national organizations. Such employees would be classified as "Private - paid," not as "Government."

Work for private organizations doing contract work for branches of Federal, State or local governments should not be classified as "Government."

(1) Caution

The words, "Federal," "State," "County," "City," appear frequently in the names of private companies. Also, the names of some government agencies may appear to be private organizations. You must determine whether the employer is private or government in these cases. Also, school teachers and other professional people working for pay sometimes report themselves as self-employed. Be sure you have the correct "class-of-worker" entry for such persons.

c. "Own"—
defined

This class includes persons working for profit or fees in their OWN business, farm, shop, office, etc.

"Own business" includes persons who have their own tools or equipment and provide services on a contract, sub-contract, job, etc., basis, such as carpenters, plumbers, taxicab operators, truck operators, etc.

This class excludes superintendents, foremen, managers, or other executives hired to manage a business or farm or salesmen working for commission.

Officers of corporations are not to be reported as owning their own business even though they do own all or part of the corporation stock.

d. "Non-paid"—
defined

This class includes work without pay on a farm or in a business operated by a relative. The relative need not be a member of the household.

Room and board and a cash allowance are not counted as pay for these family workers. Do not check the "Non-paid" box if the person receives money for such work; this person should be classified as "Private - paid."

e. Special cases If any of the following special cases are brought to your attention, employ the following rules:

(1) Domestic and other odd job workers A maid, laundress, cook, cleaning woman, gardener, or baby-sitter working in another person's home should be classified as "Private - paid."

(2) Farm workers A person who operates a farm for himself, regardless of whether he owns or rents the land, should be checked "Own."

Persons who have their own equipment and provide services to farmers such as a combine operator or a cotton-picking machine operator, should also be checked "Own."

Farm managers, foremen, farm hands, etc., who work for wages or salary or at piece-rates (e.g., tomato pickers) should be classified as "Private - paid," or "Government" as the case may be, but not as "Own."

(3) Partnerships Two or more persons who operate a business in partnership should each be reported as self-employed in their own business. The word "Own" is not limited to one person.

(4) Clergymen Preachers, ministers, priests, rabbis and other clergymen attached to a particular congregation or church organization are to be classified as "Private - paid."

Clergymen working in a civilian government position, e.g., prison chaplain, would be checked in the "Gov't" box in question 25.

Clergymen not attached to any particular church organization and who conduct religious services on a fee basis are regarded as self-employed and in their "Own" business.

Nuns receive "pay-in-kind" and they should be classified as "Private - paid."

(5) Public Utility employees Public utilities are subject to governmental regulation. Transportation, communication, electric light and power, gas, water, garbage collection, and sewage disposal facilities are

owned by either government or private organizations. Be sure to distinguish between government-operated and private organizations in recording class of worker for public utility employees.

f. Check for inconsistencies

You should always check to be sure that the entries for questions 24(a)-(c) and 25 are consistent. For example, a person whose employer and industry in 24(a) and 24(b) is "Government" should not be checked "Private - paid" in 25; a person whose industry in 24(b) is "retail jewelry store" should not have an occupation of "barber" in 24(c); etc. All entries for questions 24 and 25 apply to the same job, business or profession.

G. Question 26
Family income

Question 26 is asked in order to obtain the total income for the entire family during the past 12 months.

Read all parts of the question so that the respondent will know which persons are included in the family and what types of income are to be included.

Show the income card (Card H of Form NHS-507) to the respondent as you ask the question.

1. Income of all related members

This question covers the income of the head of the household and all other household members who are related to the head. Thus, it may cover the income of two married couples who are related to each other and living together. Record the code designation (A, B, C, etc.) for the income of this entire group of related persons in the column for the head of the household and leave the question blank for all household members related to the head.

Income to be reported is gross cash income (excluding pay in kind) except for reporting income for a family with their own farm or business; in that case, net income should be reported.

If the question is raised, this should be income before taxes are deducted.

Also include in the family income figure, the income of a member of the Armed Forces who is living at home with his family even though he is not to be recorded as a family member. Include allotments and other money received by the family from a member of the Armed Forces not living at home.

2. Income of unrelated persons

In the column for each roomer, servant, or other person not related to the head, enter the code for his or her individual income, with one exception—if two or more such persons are related to each other (e.g., roomer and roomer's wife), enter the code for their combined incomes in the column for the member of the group who is listed first on the questionnaire.

The following illustrates the proper entries in question 26 for a five-member household consisting of a man (head) and his family and a roomer and his wife.

Col. (1)	Col. (2)	Col. (3)	Col. (4)	Col. (5)
<u>Poe</u> Howard	<u>Emily</u>	<u>Sam</u>	<u>Roach</u> John	<u>Mary</u>
Head	Wife	Son	Roomer	Roomer's wife
G			F	

3. Problem cases

Nearly all respondents will answer the income question without hesitation. An occasional respondent may refuse to answer the question, however, even though you explain that the information will be kept strictly confidential. In that case, enter the word "Refused" in the column for the head. If the respondent does not answer the question for some other reason, enter this reason in the column for the head.

4. Reasons for
obtaining
income

The income is very important in the statistics for separating the families we interview into groups that live differently. The way these different income groups live affects their health in many ways. For example, people with different incomes have different kinds of occupations, and their occupations affect their health. All of the income information, just like the rest of the information, is completely confidential.

CHAPTER 7.

MEDICAL CARE COSTS

A. General

Information about medical care costs incurred by the household during the past 12 months is to be obtained by means of a self-enumeration mail-in form, NHS-6(a). The self-enumeration questionnaire is in the form of a booklet, with an attached explanatory letter and general instructions for the respondent, and individual pages to be filled for each related person.

B. Form NHS-6(a)

At least one Form NHS-6(a) is to be left at each household for which an interview has been completed.

The booklet contains pages for six related household members. If there are more than six related members it will be necessary to leave an additional booklet. A separate booklet Form NHS-6(a) is to be given to each household member or group of members (e.g., roomer and roomer's wife) not related to the head of the household, after completing the interview with each such respondent.

1. Preparation of Form NHS-6(a)

There are several entries to be made on each page needed for the household. These entries are to be made at the close of the interview, just before leaving the household.

a. Dates of past 12 months

In Item 2 of the "General Instructions" and at the top of each page needed, enter the beginning and ending dates of the past 12 months. The past 12 months is defined the same as for question 12, namely, the 12 month period which ended "last Sunday night."

For example, for an interview completed on July 9, 1962 the dates to be entered would be "From: July 8, 1961 to: July 8, 1962." Note that the "From" date is not the date (a year ago) entered in questions 15 and 16, which is provided for a special purpose.

The dates of the past 12 months can be entered in Item 2 of the "General Instructions" and on the first page before you start your assignment for the week. Enter the dates on other pages needed when you complete the form.

- b. Name of person
In the space provided near the top of each page, enter the full name of the person for whom that page is to be filled, e.g., Albert Long, Sr., Mary Long, Albert Long, Jr. Enter the names in the same order in which they are listed on the NHS-6.
- c. Household identification
At the bottom of the first page of each separate NHS-6(a) form used, enter the PSU, Segment and Serial numbers of the household. These can be entered before you start your assignment. For units for which a serial number has not been assigned by the office, leave the Serial Number box blank.
- d. Column number of person
In the "Column No." box at the bottom of each page, enter the NHS-6 column number of the person for whom that page is to be filled.

- 2. Handing Form NHS-6(a) to respondent
Hand the Form NHS-6(a) to the respondent together with a special self-addressed envelope, and request him to fill it out and mail it within the next five days explaining that the envelope requires no postage. (The envelope is a large letter-sized envelope addressed to the Regional Office, with "NHS-MCC" printed in the lower left corner.)

Do not attempt to explain what is in the NHS-6(a) unless the respondent asks. In that case, say that the form contains some questions on medical care costs for the family during the past 12 months, and that the covering letter explains the purpose more fully.

- C. Reminder on mailing address and telephone number
In some cases, the respondent may forget to return the form or will return it with information missing. In this event, your office will initiate some kind of follow-up action, either by mail or by telephone. For this purpose, therefore, it is especially important that we have a correct and adequate mailing address for all interviewed households. In this connection, be sure to follow the instructions in Part D, Chapter 1, paragraph D-1-b, regarding the mailing address of the household.

The telephone number is equally important for follow-up purposes. Be sure it is entered in Item 14 or that the "No phone" box is checked.

D. Instructions
for Medical
Care Cost
Control Form
NHS-431

At least one control record, Form NHS-431, must be prepared for each segment. This is a record of the NHS-6(a) forms which have been left at interviewed households. In the heading, enter the Regional Office and its code number. Then transcribe the Sample, PSU and Segment designation from the tab of the Segment Folder. (If a segment consists of two or more parts, do not include the suffix A, B, etc. as part of the segment designation. All units in a segment are to be listed on the same control form in numerical order.)

1. Section I

Prior to transmitting the questionnaires for a segment, arrange them in serial number order, and complete at least one line of Section I (columns (a)-(d)) for each NHS-6 questionnaire (including noninterviews). Complete columns (a)-(d) as follows:

Column (a). Enter the serial number from Item 8 on the front of the NHS questionnaire. For units for which a serial number has not been assigned by the office, leave column (a) blank.

Column (b). For interviewed households enter the mailing address from Item 2(a) or 2(b) on the front of the NHS questionnaire. Also enter the telephone number or check the box "No phone."

For noninterview households enter the word "non-interview" and also the type, namely A, B or C, e.g., "Noninterview—Type B."

Column (c). Enter the first name, last name, relationship, age and the column number of each related person in the order in which they appear on the questionnaire. These persons also would have been listed, each on a separate page, in the NHS-6(a) Medical Care Costs questionnaire. For the head of the related group, also enter the income group letter from question 26 of the NHS-6 questionnaire.

An unrelated person (persons) in a household should be shown on a new household line (lines), repeating the entries in columns (a) and (b) for the household to which he (they) belongs. Persons unrelated to the head of the household but related to each

other and within the same household should be shown as a family group.

Same last names may be shown by a dash.

If more than six lines are needed for one household, continue into the next block and repeat the serial number in column (a). In column (b) make the entry "Household above continued."

If more than twelve lines are needed for one household, continue this same pattern of entries.

Continue your Section I entries on the back of the form, if needed, and if that does not provide sufficient space, use a second form.

Column (d). Enter the date of the original interview, e.g., 7/9.

2. Transmittal

Transmit the NHS-431 along with the shipment of the questionnaires and the Segment Folder for the segment. If only one control form was used for a segment, enter in the space provided at the top of the form "Sheet 1 of 1 sheets"; if it is necessary to use a second NHS-431 for the segment enter "Sheet 1 of 2" on the first form and "Sheet 2 of 2" on the second. Corresponding entries should be made if three or more control forms are used.

Review your completed control forms prior to transmittal, making sure that (a) you have prepared at least one NHS-431 for each segment and, (b) you have filled at least one line of Section I for each NHS questionnaire including noninterviews.

E. Caution about supplies

It will be necessary for you to anticipate your needs for Forms NHS-6(a), the special envelopes and Control Forms, and be sure you have a sufficient supply on hand.

Also, be sure to take a sufficient supply of Forms NHS-6(a) and the special envelopes with you into each household so that if there are more than six related household members or any unrelated members you will have enough to leave, without having to return to your car.

APPENDIX A (PART D)

INSTRUCTIONS FOR TELEPHONE FOLLOW-UP OF SELF-ADMINISTERED
FORMS FOR NON-RESPONSE HOUSEHOLDS AND FAIL EDIT FORMS

A. General

The households listed on the NHS-432, Interviewer's Assignment and Cost Report Form, are either non-response households or self-administered mail-in forms which have been returned but have failed edit. The type of follow-up (non-response or fail edit) is shown on the NHS-432. Instructions for completing the forms for both types of follow-up are contained in this Appendix.

B. Telephone Follow-up
for Non-response
Households

Any eligible respondent for the NHS questionnaire may also answer the questions on the medical care costs form. Local calls should be made to the telephone number while toll calls should be made person-to-person to the head of the household. When you are making a toll call to the head of the household, using his name, and the telephone operator tells you he is not at home, ask to speak to his wife or another eligible respondent. If an eligible respondent is contacted proceed with the interview. Eligible respondents will be identified to you by a red check mark in front of the name in the heading of the pages. If you cannot contact an eligible respondent through the operator, try to find out what time an eligible respondent will be available and call back at that time. In the case of local calls, when the household has been contacted, you should first determine if the person to whom you are speaking is an eligible respondent. This can be done by asking, e.g., "Are you Mr. (Mrs.) Smith?" as shown on the medical care costs form. If that person is not an eligible respondent or states that another person has more knowledge of the information needed to complete the form, you should find out the best time to call to contact the other person, and telephone again at that time.

1. How to conduct
the interview

When an eligible respondent is contacted, identify yourself, state that the office has not yet received his medical care costs form and that you would like to get the needed information over the telephone. Ask the questions for each person listed on a

separate page of the medical care costs form. Before telephoning, become familiar with the wording of the questions, the time period covered, and the order in which the questions are asked.

2. Order of asking
the questions

The questions are to be asked in the following order: Ask question 1 for each person listed on the questionnaire before going on to question 2(a). The order to be followed for asking about each household member is the same as in the direct interview, i.e., first ask for the respondent, then for the head (if respondent is someone other than the head), then any children or other related members in the order listed on the form.

Ask all parts (if applicable) of each remaining question for all persons before going on to the next question. Question 2(b) is to be asked only if a "Yes" answer is received for question 2(a). However, if a "No" answer is received do not go on to question 3 until question 2(a) (and question 2(b) if applicable) is asked for all persons listed on the questionnaire.

The order of asking the questions necessitates the turning of the pages of the questionnaire to record the responses. This is necessary in that the respondent is led to think about doctors' bills for all persons, then hospital bills for all persons, etc. This is preferable to asking for different types of medical expenditures for one person, then different types of expenditures for the next person, etc.

3. How to ask
the questions

Since several weeks have passed since the interview week, it is necessary to reword some of the questions so that they will make sense to the respondent. The time reference period also is to be recalled to the respondent. This time period is to be repeated during the interview as often as you feel necessary to remind the respondent of the period about which you are asking.

a. When to read
the general
instructions

If in speaking with the respondent it becomes evident that he does not recall the form, then items 2 and 3 of the "General Instructions" should be read to him before proceeding with the questions. For example, Mr. Jones states that he has not seen the previous forms, the interviewer should say, "Mr. Jones, the specific period we are asking about is from July 1, 1961

to July 1, 1962. In giving me the total medical expenditures, count all bills paid or to be paid by the person himself, his family or friends, and also any part paid by insurance, whether paid directly to hospital or doctor, or paid to the person himself, or to his family. If you do not know exactly the amount paid by insurance, estimate it and include it in the total bill." Then ask question 1 for Mr. Jones.

If you feel it is necessary (or the respondent questions you about what to include) read items 4 and 5 to him.

b. Person insists he sent in the form

If the person states that he has completed the form and mailed it to the office, ask him if he would give you the same information over the telephone. If the person refuses to do this because he insists he mailed the form, note this on the front of the form.

c. Question 1

Question 1 is to be asked for the respondent immediately after reading items 2 and 3 of the general instructions. When asking question 1 of the respondent add the time reference period (shown at the top of the page) to the end of the question. The question when asked the first time will read like this: e.g., "How much did all of the doctors' bills for you come to during the 12 month period from July 8, 1961 to July 8, 1962? This would also include any surgeons' bills."

The first time question 1 is asked also add the note found under the question which reads, "Be sure to count all doctors' bills for: operations, treatments, etc."

d. Question 2

Question 2(a) is to be asked for all persons listed on the questionnaire while question 2(b) is to be asked only for those persons with a "Yes" answer to question 2(a).

Question 2(a) should be asked for the respondent, e.g., "Were you in a hospital (nursing home, rest home, or sanitarium) overnight or longer during that 12 month period?" (repeat time period if needed).

If the answer is "No" ask question 2(a) for all other persons before going on to question 3.

If the answer is "Yes" ask question 2(b) as follows: "How much did all of the hospital bills come to for you for that 12 month period? Be sure to count all hospital bills for: Room and board, operating and delivery room, etc."

Read the explanatory note only after the first "Yes" answer.

e. Question 3

Question 3 is to be asked for each person after question 2(a) (and 2(b), if applicable) has been asked for all persons listed.

The note under question 3 is to be read the first time the question is asked.

f. Question 4

Question 4 is to be asked after question 3 has been asked for all persons listed on the questionnaire. For the respondent the question would read, "How much did all of the dentists' bills for you come to for that 12 month period? Be sure to count all dental bills for: fillings, extractions, etc."

The note after the question is to be read only the first time the question is asked.

g. Question 5

Question 5 is to be asked after question 4 has been asked for all persons listed on the questionnaire. An answer, either a dollar figure or a "None," must be received for each part of the question before going on to the next part. The question for the respondent would be asked, "How much did the bills come to for you for that 12 month period for the following: "Eyeglasses?" (Pause until you get an answer of dollars or "None") "Hearing aids?" (Pause until you get an answer of dollars or "None"), etc. This procedure is to be followed for each person listed on a page of the questionnaire.

h. Question 6

Question 6 is to be asked after all parts of question 5 have been asked for each person. Question 6 must be reworded, e.g., for the respondent "Were there any other medical expenses for you during that 12 month period which have not been reported previously?"

If a "Yes" answer is received, the kind of medical expense must be shown on the "Kind:" line with the amount entered in the dollar box. If more than one kind of medical expense is reported and the cost for each is known, letter the "kind" to match the amount shown in the box, e.g.,

(a)	(b)	\$ 15.00(a)
Kind: <u>elastic stockings, hearing aid batteries</u>		\$ 6.00(b)

Do not enter any numbers which could be confused with the dollar figures.

C. Telephone Follow-up
for Fail Edit Forms

The fail edit forms attached to the NHS-432, have failed edit because of one or more omissions. These omissions are to be completed by you by telephone follow-up. All entries which you make are to be made in RED pencil.

As in the case of the telephone follow-up for non-response cases, an eligible respondent is to be asked the "fail edit" questions. Eligible respondents are designated by red check marks in front of the names on the pages of the medical care costs form.

Before telephoning, look over each page so that you know which questions you will have to ask for each person. Omissions will be identified by a red check mark. Ask the questions checked in red as worded, inserting the time period covered whenever necessary, for each person as necessary.

1. Special fail
edit cases for
question 2

Some special fail edit cases may be included in your follow-up assignment. These special fail edit cases are households which have a baby under 1 year old listed in the household but no hospital expenditures have been reported in question 2 for the mother. They will be identified to you by a note attached to the form by the Regional Office, e.g., "John is under 1 year old, no hospital expenditures shown for mother."

A different procedure is to be used for following up these cases instead of just asking question 2 for the mother. The procedure is somewhat similar to question 17 on the NHS-6 questionnaire.

First ask the question "Was -- born in a hospital?" If the answer is "No" footnote that fact on the form and any other pertinent information which is given to you. If "Yes" ask "When was -- born?" If the date is within the past 12 months (dates shown on form), ask "Were there any hospital expenses for the baby and his mother for the delivery and birth?" If "Yes," record the expenses only on the page for the mother (see item 5 of the General Instructions). If "No," indicate this in a footnote along with any other information.

D. Instructions for Both Kinds of Follow-up

The following instructions apply to both non-response and fail edit telephone follow-up.

1. Enter name of respondent in item 6, General Instructions

When a non-response or fail-edit follow-up case has been successfully completed, enter the name of the respondent or respondents for the medical care costs form in item 6 of the General Instructions page. This name (or names) is to be followed by your initials and the date (e.g., 8/6).

2. Number of calls and entries for incomplete follow-up

The telephone follow-ups are to be made from your home. In the case of toll calls, they should be made person-to-person to the head of the household or to another eligible respondent, e.g., if you make a call to Mr. Brown but the operator tells you he is not at home then ask for Mrs. Brown. Local calls should be made to the number to try to contact an eligible respondent. Make as many calls as are necessary to secure a final disposition for each form. For all incomplete follow-ups the reason must be written out on the front of the form as:

- (a) Eligible respondent contacted, refused
- (b) Eligible respondent contacted, other:
(specify) e.g., DK, etc.
- (c) Unable to contact eligible respondent:
(specify) e.g., no answer, repeated calls;
phone disconnected; etc.

3. Transmittal of follow-up forms to office

All follow-up forms listed on the NHS-432 are to be returned to the Regional Office as a unit with the accompanying NHS-432 with a final disposition by the date indicated on the NHS-432. Follow-up forms may be held longer than the indicated date only with prior approval from the Regional Office.

NHS-100
FY 1963

PART E
INTERVIEWING TECHNIQUES
QUALITY AND QUANTITY OF WORK
AND ADMINISTRATIVE

CHAPTER 1.

THE INTERVIEW

A. Purpose of
this chapter

This chapter covers the techniques and procedures essential for accurate interviewing.

B. How to begin
the interview

1. Introduce
yourself
to the
respondent

The first step in the interview is to introduce yourself, state that you are from the United States Bureau of the Census, and show your identification card. Use the following introduction:

"I am _____ from the United States Bureau of the Census; here is my identification (show your identification card). We are making a survey for the United States Public Health Service." (Be sure to mention that the survey is being conducted for the United States Public Health Service.)

If you are not invited in immediately after you have introduced yourself, you may add, "May I come in?"

2. Ask the
first ques-
tion as
soon as
possible

After seating yourself, begin immediately with the first question:

"What is the name of the head of this household?"

The sooner you get the respondent to participate in the interview, the better. To start off with the interview is much more desirable than to describe the types of questions you are planning to ask.

a. Advance
letter

An advance letter (sometimes called the "Dear Friend" letter) is sent out from the Regional Office immediately prior to the week of interview. It is sent only to those households for which a specific street address or mailing address has been obtained. This letter tells the respondent that his household has been selected for inclusion in the sample and briefly explains the general purpose of the survey.

Enclosed with the letter is a booklet (prepared by the Public Health Service) describing further how the survey is conducted and illustrating the kinds of statistics which are produced.

Even though the advance letter and the booklet are sent to inform the household of your visit, you should not ask whether they have been received or voluntarily supply the respondent with copies. Drawing attention to the letter might interfere with the introduction as specified in Par. B-1. However, if the respondent questions why you are there, you may use the material in the letter and the booklet in making your explanation.

3. If persons outside immediate family are present

If persons who are not members of the immediate family are present, suggest to the respondent before continuing that he might prefer to talk to you in a more private place. Even though a respondent might not refuse to be interviewed under these circumstances, the presence of outsiders might cause a reluctance to talk about certain types of illnesses which could result in a loss of information.

4. Explaining the survey

You will find that most respondents will accept the brief explanation in your introduction of the reason you are taking the survey. However, there will be a few who will want more information about the survey and you should be prepared to answer their questions. There may be a few others who are reluctant to give information, or who may actually refuse to be interviewed because they don't want to be bothered or because they don't believe the survey has any real value.

- a. Respondent questions purpose

If a respondent questions the purpose of the survey, explain that it is being taken to obtain information on the health of the people of the entire country. Point out that all information about individuals will be given confidential treatment. If it is necessary to give additional explanation, you should base it on the material given in Part A, Chapter 1 of this manual, using your own words to suit the level of the understanding of the respondent.

If a respondent questions you as to whether the National Health Survey has any connection with any National or local health program or legislation, use the following statement as a guide:

The National Health Survey was set up by an Act of Congress in 1956. The National Health Survey Act was originally proposed by the Eisenhower administration but it was supported by both major political parties and also by the American Medical Association, and other organizations.

The reason it received this support from all groups was because it was intended to be-- and still is--a fact-finding survey only-- with no axe to grind at all.

Everybody realized that the information about people's health, about their health insurance, about how much they are spending on health care, and things like that, was very badly needed, and they trusted the Survey to be concerned only with gathering facts about these health problems--and not with how the problems should be solved.

Actually, when there are controversies about how to solve some health problem both sides turn to the National Health Survey for the facts on the situation because they trust the Survey to be unbiased.

- b. Confusion with other Census work
- If the respondent confuses this survey with other Census work, or the 10-year Census, explain that this is one of the many special surveys that the Census is asked to carry out because of its function as an objective fact-finding agency and because of its broad experience in conducting surveys.
- c. Why this household
- If you are asked why you are interviewing this particular household, explain that this happens to be one of the representative addresses picked. Who lived at the address had nothing to do with its having been selected. Taken as a group, however, people living at the addresses selected will represent all the people in the country.
- d. Respondent questions time required for interview
- If the respondent asks how much time will be required for the interview, tell him that this depends on the number of people in the family and on their health conditions. Do not say that the interview will take only a few minutes.
- If the respondent states that he has no time right now for an interview, find out when you can come back. However, always assume (without asking) that the respondent has the time right now unless he tells you otherwise.
- e. Refusals
- Our experience has been that very few respondents actually refuse to cooperate. However, if you have difficulty in obtaining an interview, explain the purpose and importance of the survey, and stress the confidential treatment accorded all information furnished by the respondent. This should be done also at any point during the interview if the respondent should hesitate to answer certain questions.
- C. Your own manner
- Your greatest asset in conducting an interview efficiently is to combine a friendly attitude with a business-like manner. If a respondent's conversation wanders away from the interview, try to cut it off tactfully—preferably by asking the next question on the questionnaire. Over-friendliness and concern on your part about the respondent's personal troubles may actually lead to your obtaining less information.

It is especially important in this survey that you maintain an objective attitude. Do not indicate a personal opinion about replies you receive to questions, even by your facial expression or tone of voice. Since the illness discussed may be of a personal or serious nature, expressions of surprise, disapproval, or even sympathy on your part may cause respondents to give untrue answers or to withhold information. Your own objectivity about the questions will be the best method for putting the respondent at ease and making him feel free to tell you of the conditions and impairments in his family.

Avoid "talking down" to respondents when explaining terms but give as direct and simple explanations as possible.

D. How to ask the questions

1. Follow the order on the questionnaire

Ask the questions in the order specified in these instructions. If you change the order, it is likely that both you and the respondent will become confused. This is especially true of the health questions, which refer to different periods of time. Asking the questions out of order would force the respondent to keep jumping back and forth between time periods and would invite confusion.

Again, as pointed out earlier, the questions in Table I and Table II are to be asked only after all conditions and hospitalizations for each related member of the household have been reported in questions 8-16. Going back and forth between the top and the bottom of the questionnaire would be the "hard way" to conduct the interview. It is also likely that if you should skip around the questionnaire you would not remember to ask every question for every person.

2. Information given out of turn or volunteered

Sometimes respondents will start describing the health of the family in answer to the very first question and will cover their own illnesses and those of other family members in such a way that it is difficult to keep straight which person has which condition.

When this happens, you should explain your problem to the respondent, namely, that you cannot keep up with him in recording the information and at the same time be sure that you are recording accurately what he says. Then, ask him to permit you to ask the questions as they appear so that he won't need to give the information more than once.

3. Ask each question exactly

You are to ask each question exactly as it appears on the questionnaire, except for the substitution of the name of the person for "you," etc.

The wording and order of each question have been tested in actual interviewing, and have been carefully designed to give the desired information. Therefore, the uniformity and value of the final results depend on all interviewers asking the questions in the same order and with the same wording.

4. Avoid influencing the respondent

Experience in other studies has shown that respondents tend to agree with what they think you expect them to say even though the facts in the case may be different. Therefore, you must avoid "leading" the respondent by adding words to the questions or making slight changes in them that might indicate an answer you expect to hear. Even slight changes which may seem to make no apparent difference can prove harmful and should be avoided. For example, the question "Were you sick at any time last week or the week before?" is greatly changed in meaning when changed to "You weren't sick at any time last week or the week before, were you?"

The question, "What did the doctor say it was— did he give it a medical name?" would have a different meaning if changed to, "Did the doctor say you had bronchitis?"

Changes in question wording such as these suggest answers to the respondent and must be avoided. In an effort to be helpful the respondent may say "Yes, that was it" or "That is true" or "That sounds about right," whereas the true facts may have been quite different. Sometimes the respondent may not know the answers to the questions,

and if this is the case, the fact that he doesn't know should be recorded.

5. Listen to the respondent

Listen to the respondent until he finishes his statement. Failure to do so can result in your putting down incorrect or incomplete entries. The two most common types of errors made in this regard are:

- a. Failure to listen to the last half of the sentence because you are busy recording the first half.
- b. Interrupting the respondent before he has finished, especially if the respondent hesitates. A respondent often hesitates when trying to recollect some fact, and you should allow sufficient time for this to be done. Also, people will sometimes answer "I don't know" at first, when actually they are merely considering a question. When you think that this may be the situation, wait for the respondent to finish the statement before repeating the question or asking an additional question.

6. Repeat the question when necessary

The respondent may not always understand the question when it is first asked, and sometimes you can tell from the answer that the question has not been understood. In this case, repeat the question using the same phrasing as you used originally. This should not prove to be embarrassing since what you said the first time was not heard or understood. Frequently the respondent is capable of understanding the question but has missed a word or two. If you think it helpful, you can preface the repetition of the question by a phrase such as "I see," "Oh, yes," and the like, and then repeat the actual question. A conversational tone will go far in making the question sound new, even though you are using exactly the same words.

7. Repeating the answer

Sometimes it is helpful to repeat the respondent's answer and then pause expectantly. Often this will bring out additional information on the subject. It is also useful as a check on your understanding of what has been said, especially if the statements or comments given have not been entirely clear.

8. Do not
practice
medicine

You are to interview the respondent, not practice medicine. Do not try to decide yourself whether or not any member of the household is ill. Enter on the questionnaire everything the respondent mentions. If a person mentions some condition but makes light of it or expresses doubt that he was "ill," enter the condition on the questionnaire anyway and ask the appropriate questions about it.

Do not attempt to diagnose a respondent's illness from his symptoms, or to substitute names of diseases for the respondent's own description of the trouble. If a respondent's answer to a question is not specific or detailed enough, ask additional questions in accordance with instructions in paragraph E below. However, the final entry must always represent what the respondent said, in his or her own words.

9. Pacing the
interview

Try to avoid hurrying the interview even under trying circumstances. If the respondent senses that you are in a rush to complete the questions and get out of the house she will probably cooperate by omitting important health information which she might feel would take too much time to explain and record.

Maintaining a calm, unhurried manner and asking the questions in an objective and deliberate way will do much to promote an attitude of relaxed attention on the part of the respondent.

E. Asking additional
questions

1. When to ask
additional
questions

Sometimes a person will give you an answer which does not furnish the kind of information you need or one which is not complete. You should always ask additional questions in such cases, being careful to encourage the respondent to do the explaining without your suggesting what the explanations might be. In all sections of the questionnaire you should ask as many questions as necessary to satisfy yourself that you have obtained complete and accurate information insofar as the respondent is able to give it to you.

Be sure to keep asking additional questions until you have a complete picture and all the pertinent details.

However, do not "over-probe." If the respondent says she does not know the answer to a question, to try to insist that she give some answer to the question might not only irritate the respondent, but also make her wonder about our interest in accurate responses.

2. How to ask additional questions

Additional questions must be asked in such a way that you obtain the information required without suggesting specific answers to the respondent.

There are many acceptable phrases that you can use to draw out the respondent. For example, "Please explain that a little more," "Please describe what you mean," or "What was the operation for?" might be used when the information given is sketchy or incomplete. In every case you will need to fit the questions to the information which has already been given.

In some instances you may need to suggest specific alternatives to the respondent when general phrases have not been successful in obtaining the information. This is also an acceptable method for asking additional questions, provided the respondent is never given a single choice. Any items specifically suggested to the respondent must always consist of two or more choices.

The examples below call attention to some acceptable methods for asking additional questions as well as to methods that are not acceptable.

Acceptable

Not Acceptable

- a. Would you explain further the living arrangements here?
- b. You said you first noticed the allergy two or three months ago but you didn't know the exact time. Was it in February, March or April?

- I don't know how to count you people— do you consider yourselves all one household?
- You said you first noticed the allergy two or three months ago but you didn't know the exact time. Was it about April 1?

The "Not acceptable" question in example (a) above shows an interviewer who is unable to apply Census rules for determining the composition of a household, and expects the respondent (who doesn't know the Census rules) to make the decision. It also illustrates an invitation to the respondent to just say "Yes" without giving any thought to the question.

The "acceptable" question in example (b) above illustrates a proper way to give the respondent an opportunity to tie an event to a particular period of time. The "not acceptable" question is again an invitation to the respondent to say "Yes."

F. Volunteered conditions

Any condition volunteered by the respondent before you leave the household should be carried back through Table I if it fits the requirements for a condition to be carried in Table I. For a condition of this type, footnote the fact that it was volunteered.

G. Recording information correctly

1. General

Recording the information exactly is just as important a part of the interview as asking the questions correctly. This involves writing clearly and plainly, recognizing in advance the amount of space allotted for descriptive entries and adjusting the size of your writing to fit into the space provided. If additional description is required, make free use of the footnote space. Be careful not to leave blank spaces where they should be filled in. You may use ink or pencil as you prefer. In case you use pencil, be sure the lead isn't so soft that it smudges, or so hard that it is difficult to see the writing.

2. Recording answers of "don't know"

As mentioned earlier, every effort should be made to encourage the respondent to give specific and complete answers to the questions. However, it may happen sometimes that the respondent doesn't have the information needed to answer a question. In such cases, you should enter "DK" for "don't know" in the space for the answer.

Do not use "DK" to indicate that you, the interviewer, don't know whether or not to ask the questions.

The use of "DK" is only to indicate that the respondent does not know the answer to a particular question. It is not to be used to fill answers for questions that you may have overlooked at the time of interview. If, after an interview, you discover blanks on the questionnaire for questions which should have been asked, leave the items blank.

3. Recording information for unrelated persons

As pointed out earlier, the same questionnaire (or set of questionnaires) is to be used for an entire household, including any members not related to the head. Since you must interview the unrelated members separately from the related members, you must be careful about two points:

- a. You must not permit any respondent to look at information previously entered on the questionnaire for persons to whom he is not related.
- b. You must be sure to enter the information for each of the persons in the proper column.

4. Making corrections

Do not erase any entries. See Part D, Chapter 2 for procedures in making corrections. Do not copy questionnaires over since copying is often a major source of error.

H. Review of work

It is important that you review your work.

1. At close of interview

Be sure to look over the questionnaire while you are in the house and with the respondent, so that you can ask any additional questions that are needed.

2. Prior to
transmittal

You should carefully review all questionnaires again before mailing them back to your supervisor. Check to make sure that the correct column number of person and question number have been entered in Table I and Table II, that all "Und. 17 yrs." boxes have been checked where applicable, that there are entries in Item T and question 17(a), and similar items. However, do not make any entries of information which should have been furnished by the respondent and recorded during the interview.

I. Letter to be left at house- hold after interview

You will receive a supply of "Thank You" letters (Form NHS-601) signed by the Surgeon General of the U. S. Public Health Service. One of these is to be left at each household after the interview has been completed, ~~and the Medical Care Cost forms have been handed to the respondent.~~ The letter thanks the respondent briefly for his cooperation, and can be shown by the person interviewed to other members of the household who were not at home at the time of your call.

J. Use of telephone

Telephone calls can be used for the following purposes only:

- (1) To make appointments.
- (2) To obtain one or two items of information for which the respondent has specifically invited you to telephone later. For example, a respondent might say that her husband had recently obtained health insurance but she does not know the name of the plan or what it covers. She suggests that if you telephone that evening they will be glad to give you the information.

Such calls should be made by use of a local telephone wherever practicable.

CHAPTER 2.

MAINTAINING BALANCE BETWEEN QUALITY AND QUANTITY OF WORK

A. Introduction

1. The group
you are
joining

You are joining a group of over 700 Census interviewers who each month interview some 35,000 households on a Current Population Survey, about 8,000 businessmen on a Current Business Survey and about 3,500 households in the National Health Survey.

All Census interviewers are given continuous guidance and counsel during training periods in the Regional Office and through on-the-job observation of their interviewing and activities related to interviewing.

Periodically, supervisors independently reinterview some of the households to determine whether the interviewers understand and are following the correct survey procedures. Interviewers are also told what production is expected of them, that is, in terms of completing assignments efficiently and economically.

2. Rules to
become a
successful
interviewer

Except for the types of questions asked, many of the techniques and procedures these interviewers apply will also be used by you on the National Health Survey.

It would be well for you to know and apply, at the outset, several fundamental rules to become a successful interviewer—one who will consistently enjoy the pride of accomplishment of a job well done.

- a. Know precisely what your job is.
- b. Obtain the required information as correctly as you can.
- c. Record this information accurately and completely.
- d. Work efficiently, with a minimum of lost motion.
- e. Complete your assignment on time.

Your supervisory staff will give you all possible assistance toward helping you attain these objectives as quickly as possible.

B. Importance of careful work

1. Know your questionnaire

As you no doubt realize by now, you must become very familiar with the organization of the questionnaire, the skip pattern of the questioning and the types of entries you have to make in each item. Your initial training will have given you a start on this. Becoming a skilled interviewer can be achieved only by maintaining an active interest in all phases of the NHS program, with close and continuing study of the instructions contained in this Manual and with the application of these instructions in your actual field work.

2. Review completed questionnaires

Be sure to review all your questionnaires, as instructed in Part E, Chapter 1. This is the only way to be sure that you have not made careless errors.

C. Plan each day's travel

Before you start, make sure you have a good plan of the segments you will visit each day. This plan should take into account the possibility of having to go back to each segment up to three times. Consider all such factors in planning the day's work, and take time each morning to decide how you can get to the necessary segments using the least number of miles.

D. Getting enough successful interviews

One major requirement of a successful survey is to obtain information from every occupied household assigned to you. You should try your very hardest to obtain interviews at all occupied households. You can be successful if you work conscientiously to obtain interviews at those households where no one is at home during the day and from the few respondents who may be reluctant to cooperate.

E. Plan your calls

If someone was home at the first call at each household in your assignment, an interviewing assignment could be completed during the morning and afternoon hours.

1. Concentrate on "Not home"

Frequently, however, there are households whose occupants are not home when you call. These are usually households of a single person or a working husband and wife. Don't waste your time calling again during the day, but make your second call during the evening hours, since experience has shown that it is during these hours when you are most likely to find people at home. Also, after your first call when you find no one home ask neighbors, janitors or switchboard operators, when the absent persons usually come home. Then, make your next visit coincide with the information given you about the best time to call. Experience has shown that conscientious application of these procedures will enable you to complete your interview within the authorized number of calls. If other attempts fail, try to get the name of the head of a "not home" household, so you can telephone him for an appointment.

F. Number of calls allowed

To keep the number of calls to a single household within reason, you should limit your calls on a household to three (at different times of the day or evening). If you have to obtain interviews from additional specific individuals in a household, two more visits may be made.

G. Quality Standards

Just like every organization which operates on a large-scale basis, we have to continuously inspect our product—which is statistics—to insure that there are no flaws. Here is a summary of the things that are done to make sure our product is consistently of the highest quality.

1. Some of your households will be reinterviewed

Every so often, certain households you have interviewed are revisited by the program supervisor and interviewed again. This is to insure that you understand and consistently apply the correct rules. Any differences found are reviewed with you so that your performance can be improved as needed.

2. Excessive
Type A
noninterviews

There are some few households in which it is difficult to find some one at home or in which the persons are reluctant to give information. In order to insure that you are meeting these problems satisfactorily, your office will notify you if such noninterviews are excessive. You should ask for your supervisor's advice and help in dealing with the problems of noninterviews.

3. Completion
of work
on time

Not only must interviews be obtained for all occupied households, but they must be obtained within the allotted time, i.e. during the interview week for the assignment. Therefore, except for some unusual circumstance such as illness, you must start your assignment on Monday of interview week. This should help to insure better information, also, since the sooner the respondent is interviewed the better will be his recall of the time reference period.

If you are not able to start your assignment on Monday, or if you cannot complete your assignment during its interview week, get in touch with your supervisor immediately. No interviews for the assignment are to be conducted after the end of interview week unless you receive special permission from your supervisor.

4. Editing Reports
(Form NHS-705)

From time to time you may receive Editing Reports (Form NHS-705) containing transcripts of some entries of diagnostic information in Tables I, II or A which you made on questionnaires during a previous assignment. The entries on this form will tell you the type and nature of errors which you made on a particular questionnaire. An illustration of a completed Form NHS-705 together with a list of Error Codes is shown in Figure VII and Appendix A to Part E.

From time to time you may also receive other types of reports concerning errors that you have made on the survey.

These errors are reported to you as a continuation of your training on the survey. If you do not understand why you received a particular error report, return it to your supervisor with a request for an explanation.

5. Observation
Periodically, a supervisor will accompany you on an assignment to observe your interviews. During these observations, you will be advised on any phase of your work which may require improvement. It will also give you an opportunity to consult with him on any problems you may have about your work.
6. Group training
From time to time, you will come into the office to meet with other NHS interviewers to discuss common problems, and to take refresher training on certain subjects related to the survey.
7. Home study
You will also be expected to complete home study exercises and return them for office review and correction. Any misunderstandings reflected by your answers will be clarified by the Regional Office.
8. Referral Sheets
You may sometimes run across problems which you cannot resolve through studying your Manual or other NHS memoranda which have been furnished you. Use the Referral Sheet (Form 11-36) to communicate to the Regional Office any problem or question for which you cannot find an answer in the Manual.

In some cases you may think you know what to do but may not be certain. If this is so, do what you think is right, but communicate your problems to your Regional Office and ask them to review what you did.

Of course, if your question is one which must be answered before you can complete your assignment, and to await a mail reply would delay the work beyond the established deadline, you should use the telephone. In other cases, making your inquiries by a Referral Sheet will allow your supervisor to think your problem and his answer out more completely, and will lessen the possibility of any misunderstanding.

Directions for filling the Referral Sheet appear on the back of the last sheet of each set of the forms.

H. Production Standards

The yearly budget for an operation as large as this one, is determined some time in advance of the time the expenditures start. This budget assumes that each interviewer will complete his work within a prescribed number of hours and keep his travel within a prescribed number of miles.

For this reason, production standards have been established so that each interviewer may know what is expected of him. These standards are based on past experience, taking into account insofar as possible the size and nature of the assignment area.

These production standards represent the performance which must be met or bettered in order that the National Health Survey can operate within its budget.

Your supervisors will keep you informed at all times as to the performance standards required of you. At regular intervals, generally once every 3 months, you will be told how your performance compared with the established standards. Where necessary, your supervisors will advise you on ways to improve your performance which will help you meet the standards that the Bureau of the Census expects of each interviewer.

CHAPTER 3.

ADMINISTRATIVE

A. Introduction

This section deals primarily with your rate of pay, travel allowances, transportation requests and the forms you must submit to be paid. It also deals with accident reporting and the transmittal of materials to and from your office. You should familiarize yourself with the material contained in this section so that you can properly complete your payroll and other administrative forms.

B. Review of Rates of Pay, Administrative Forms, etc.

When you were interviewed you were given the essential facts about your job. Just to make sure there is no misunderstanding there follows a brief review of these facts.

1. ID Cards

You will be issued an identification card Form No. CD-43. Be sure to sign this card and attach a recent picture of yourself to it before doing any work in the field. Keep your card with you at all times and remember to show it to all persons to whom you talk concerning Census business.

2. Hours of work

Since you must complete your work within a certain week, you will be required to work evenings and some Saturdays to enable you to interview persons not usually home during the day. Of course, no work should be done on Sundays, except when specifically requested by respondents.

3. Rates of pay

You will be paid \$1.81 for each hour you work on official business and if you work 30 or more hours satisfactorily for 12 months (not necessarily consecutive) you will be given a 5 cent per hour raise. Six such raises are possible.

4. Mileage

In addition you will be paid 8 cents each mile you travel in your automobile on official business. (If not already done, change the statement about amount claimed on the front of Form 11-30B to "Amount claimed at 8¢ per mile.") In connection with this, you should plan each day's travel very carefully so that you will not have to travel excessively. Naturally, travel made for personal reasons cannot be claimed.

5. Per Diem

A per diem allowance in lieu of subsistence expenses for travel on official business may be authorized or approved under certain circumstances. This is paid in addition to mileage and other travel expenses when authorized by your supervisor.

Per diem will be authorized in the following two ways:

- a. If in travel status more than 12 but less than 24 hours

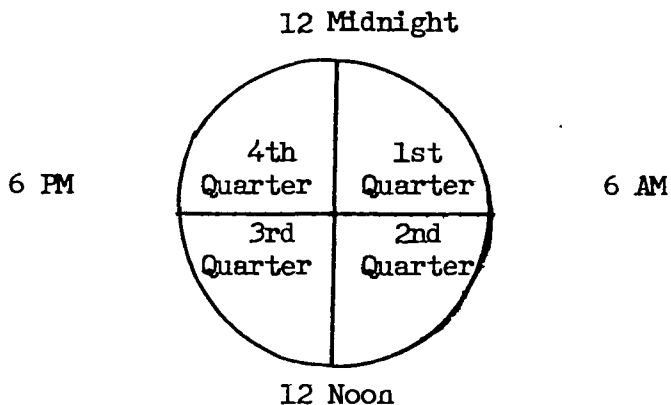
If, to attend a group training session only, you are in travel status of more than 12 hours, but less than 24, the per diem rate is \$6.00 a day and is computed as follows:

- (1) If you are in travel status more than 12 and up to 18 hours, you claim 3/4 day at \$6.00, or \$4.50.
- (2) If you are in travel status more than 18 and up to 24 hours and did not stay overnight at your destination you claim one day at \$6.00.

- b. If in travel status overnight

If for any reason you are required to stay overnight at your destination on official business the per diem rate you claim is \$12.00 a day, except as noted below in paragraph 5-c, and is computed as follows:

- (1) If you are away from home overnight for less than 24 hours, the maximum per diem rate is \$12.00. To compute this per diem, divide the total hours away from home by 6 to determine the number of quarters. One-fourth of the per diem rate (\$3.00) will be allowed for each quarter of day (6 hours) or fraction thereof.
- (2) If you are in travel status for more than 24 hours, the rate is \$12.00 per day. This per diem is computed on the basis of a calendar day from midnight to midnight. For purposes of paying for parts of days, the day is divided into 4 quarters, each quarter allowing \$3.00 per diem as follows:



Example: Mrs. Brown leaves home at 8:00 AM January 16 and returns home at 4:00 PM January 18. She would compute her per diem as follows:

January 16—8:00 AM to midnight—3 quarters or \$9.00

January 17—1 day (4 quarters) or \$12.00

January 18—12:01 AM to 4:00 PM—3 quarters or \$9.00

- c. Hotel bill more than \$6 a day
- If your hotel or motel room rate is more than \$6 a day with tax, the additional amount up to \$4 per day will be added to the \$12 per diem allowance. In such a case, submit the receipted bill for your room, showing the total room rent, with your travel voucher.
6. Payment for cash telephone calls
- If you pay cash for any official business telephone calls, you will be repaid.
7. Local phone calls from home
- Local telephone calls made on official business from your home will be reimbursed only if you have a limited service phone and you paid charges for message units in excess of those allowed with your basic monthly phone charge. The amount of money claimed for local calls must not exceed the amount in excess of your regular monthly bill. Long distance calls from your home will be paid in full.
8. Payroll forms
- The payroll forms which you will have to submit at the end of each pay period are Form 11-30B on which you will record your various field expenditures and Form BC-27A on which you will claim

payment for hours worked and the field expenditures reported on Form 11-30B.

Hours worked, miles traveled, mileage claimed and other costs are to be reported by project number and detail expense code. Your supervisor will give you the project number of the survey(s) on which you are working.

a. Detail expense code (operation)

Detail expense codes (for type of operation) usually to be used are:

Code

- 020 Time for completing home training exercises, initial training and other training resulting from reinterview or observation.
- 023 Time and costs spent in interviewing and listing including arranging work, planning itinerary and reviewing completed work.
- 024 Subsegmenting time and costs.
- 026 Time and costs for attending group training conferences other than initial training.

b. Necessity for prompt and accurate submission

Payroll forms should be submitted as soon as possible at the end of the payroll period. Forms mailed later than the day after the pay period ends may be too late to be included in the current payroll and may be held until the next pay period.

If you submit an incomplete or inaccurate payroll, it will be returned for correction and may delay the receipt of your pay check. Your first pay check will be mailed to you about two weeks after the last day of your first pay period. Your check will include, in addition to payment for time worked, any mileage and other reimbursements you have claimed. Thereafter the pattern is the same— for each semi-monthly pay period during which you do some work, your check will arrive about two weeks after the end of that pay period.

Before you certify your payroll forms, review all entries for correctness and consistency and check all computations made.

c. Filling
the forms

Figures I, II and III at the end of this chapter illustrate the proper way to fill various items on the payroll forms. These figures are for the most part self-explanatory.

- (1) Figure I Figure I illustrates the front of Form 11-30B, reporting mileage traveled and amount of reimbursement claimed, any per diem claimed and any government transportation request used during the payroll period. As indicated by the two columns of dates on Form BC-27A, the two semi-monthly payroll periods are from the 14th through the 28th of the month, and from the 29th of the month through the 13th of the following month. Note that in Sections I and II the project number is entered on the top line and the detail expense code (operation) on the lower line in the column headings. In Section III these are entered on the same line with a dash between. Note the instructions for certain entries and for transcription of items to Form BC-27A.
- (2) Figure II Figure II illustrates the back of Form 11-30B, reporting expense for telephone calls and other reimbursable items. Form 11-30B is to be prepared in triplicate. Keep the blue copy, and submit the other two copies with Form BC-27A.
- (3) Figure III Figure III illustrates Form BC-27A. On this form you claim hours worked and summarize other expenses for which you claim reimbursement, which you have reported in detail on Form 11-30B. Note that the column of dates which is not applicable for the current pay period is to be crossed out. Form BC-27A is prepared in quadruplicate. Keep the blue (Employee) copy and submit the other three copies, with the two copies of Form 11-30B, to your Regional Office.

9. Transportation
requests

When you come to the office for training, your office may send you a Government Transportation Request which will enable you to travel at Government expense. Before you give it to the appropriate ticket agent, sign your name and he will

give you the transportation tickets necessary to get you to your office and back home. When your office issues your first TR, you will be given more explicit instructions.

10. If injured on duty, report the facts

If you are injured while on official duty, the Government will reimburse the costs to the doctor or hospital treating you. Your office will give you the name of a doctor or hospital at which you can be treated. If an injury requires emergency treatment, obtain it from the nearest doctor or hospital. As soon as possible, get word to your office and give a detailed explanation of the accident and injury; the names and addresses of any witnesses, and the name and address of the doctor or hospital giving treatment.

11. Standard Forms 91 and 94

In addition, should you become involved in an automobile accident while conducting official business you must complete Standard Form 91, Operator's Report of Motor Vehicle Accident on the scene, and report the accident to your supervisor immediately.

If there are any witnesses to the accident you should have them complete Standard Form 94, Statement of Witness, and return it to you. The completed forms should be mailed immediately to the Regional Office.

SF 91 and SF 94 are self explanatory and must be carried in your car at all times.

C. Confidentiality of Survey Information

Information obtained in this survey must not be discussed with or disclosed to any persons except other Census and U. S. Public Health Service employees. This applies even to members of your immediate family.

1. Falsification of information

The same laws and regulations that require confidentiality also stipulate severe penalties for any Census employee who deliberately falsifies any information.

2. Bureau of the Census Administrative Order

Your responsibilities in this regard are set forth in the Bureau of the Census Administrative Order reprinted in Appendix B of Part E.

D. Use of
Forms
11-35
and
11-35A

With each assignment, you will receive Forms 11-35 and 11-35A. (See Figures IV, V and VI.) The white Form 11-35 is for your use to keep as a control on the progress of your work. The green sheet 11-35A (Figure V) must be completed and returned to the office immediately after receiving and checking in an assignment. Enter in "Date received" the date and the time you received the shipment and check carefully that each item listed is in the package. If any item listed is not in the package check "All not received" and describe what is missing. If you need any supplies, use the back of Form 11-35A (Figure VI). However, if you need specific supplies at any other time, request the items and amount needed by memorandum to your Regional Office.

E. Communication
with office

Generally, you will communicate with your office by mail. However, if you have a situation that requires immediate attention, phone your office (collect, if long distance).

F. Transmittal
of materials

Completed questionnaires and other "materials" are to be transmitted to the Regional Office according to the following schedule:

First Transmittal

On Tuesday of interview week transmit to the Regional Office all of the NHS questionnaires which have been completed up to that time. This includes questionnaires classified as final noninterview:

Second Transmittal

Transmit any remaining questionnaires which have been completed following the first shipment on Thursday of interview week.

Final Transmittal

Make the final transmittal of completed questionnaires on Saturday of interview week.

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1. Special note

If you have some completed questionnaires ready before the transmittal dates shown above, and it would require a special trip to mail on the scheduled transmittal day, the completed work can be mailed before the scheduled day. For example, you complete your final interview on Friday, and a Saturday transmittal requires you to make an extra trip to a mail box or a post office. In this case, mail the final questionnaires on the way home from the segment.
2. Late transmittals

Any questionnaires completed after interview week should be mailed on the day of final completion. For shipment of late questionnaires, enter the following notation in the lower left hand corner of the mailing envelope: "Late transmittal for Week " (enter the appropriate interview week number, e.g., 01, 02, etc.).
3. Segment Folder

Transmit the Segment Folder itself with the final shipment of questionnaires for that segment.
4. Segment Folder record

Under this transmittal schedule, you will frequently be mailing completed questionnaires before you have finished all the interviews in the segment. Therefore, in Section III on the front of the Segment Folder you must maintain a transmittal record by recording the shipment date of each serial number in the segment. If you have picked up an "extra" unit(s), enter "Extra" in the serial number column following the serial numbers for questionnaires received from your office.

Below is illustrated part of Section III of Form NHS-202 showing how to record transmittals.

Section III - RECORD OF TRANSMITTAL

Serial Number	Date of Shipment
01	1/8/63
02	1/10/63
03	1/8/63
04	1/8/63
05	1/10/63
06	1/8/63
07	1/12/63
08	1/8/63
09	1/10/63
Extra	1/8/63

5. Packaging and mailing

You must make sure that any mailing piece-whether it be a card or a large package-has the correct address of your office on it. To insure this, envelopes and labels having the office address on them will be given you. You will be shown during your initial training how to package materials satisfactorily for mailing.

APPENDIX A (PART E)

LIST OF ERROR CODES FOR ILLNESS AND INJURY ENTRIES
(Codes used on Editing Report NHS-705. See Figure VII.)

<u>Code</u>	<u>Definition</u>
01	"Present effects" or "impairment" not given, <u>Table I</u> , but <u>old</u> "operation" or "injury" entered.
02	"Condition" which was reason for "operation," "laboratory tests," "observation," etc., not given, <u>Table I</u> or <u>Table II</u> (in same table).
03	"Yes" or "No" not checked, col. (d-3), <u>Table I</u> for "eye trouble" entered in cols. (d-1)-(d-2), person 6 years old or over, or for "serious eye trouble or impairment" in cols. (d-4)-(d-5).
05	"Nature of injury" not given or inadequate--in <u>Table I</u> for an injury "last week or the week before," or in <u>Table II</u> for an injury current at time of hospital admission.
06	(a) "Cause" not given - in col. (d-2), <u>Table I</u> for a "symptom" in col. (d-1), or in col. (h), <u>Table II</u> for a "symptom." (b) "Cause" given for a "symptom" in col. (d-2), <u>Table I</u> or col. (h), <u>Table II</u> is also a "symptom," and "cause" not given for the second "symptom." (c) "Cause" given for a "symptom" in col. (d-2), <u>Table I</u> or col. (h), <u>Table II</u> is an "impairment," and "cause" not given for the "impairment."
07	(a) "Cause" not given -- in col. (d-2), <u>Table I</u> for an "impairment" in col. (d-1) or in col. (h), <u>Table II</u> for an "impairment." (b) "Cause" not given in col. (d-2) for an entry in col. (d-1), <u>Table I</u> which came from question 11 or 13. (c) "Cause" given in col. (d-2), <u>Table I</u> or col. (h), <u>Table II</u> is an "impairment" and "cause" not given for this "impairment."
08	"Kind" (or "manifestation") not given for the specified "conditions" in col. (d-4), <u>Table I</u> or col. (h), <u>Table II</u> .
09	"Kind" given in col. (d-4), <u>Table I</u> or col. (h), <u>Table II</u> is a "symptom" or otherwise "vague description" and "kind" not re-asked.

<u>Code</u>	<u>Definition</u>
10	"Part of body" affected not given or inadequate in col. (d-5), <u>Table I</u> or col. (h), <u>Table II</u> .
11	Incorrect "column number of person" entered in col. (a), <u>Table I</u> or <u>Table II</u> .
12	<u>Table A</u> not filled for an "injury" or a "condition" <u>due to an injury</u> (or accident) in <u>Table I</u> .
13	"Nature of injury" not given or inadequate in question 2, <u>Table A</u> (injury occurred prior to "last week or the week before").
14	"Part of body" not given or inadequate in question 2, <u>Table A</u> (injury occurred prior to "last week or the week before").
15	Other "diagnostic" errors. Explanation of the specific error will be noted on Form NHS-705.

If, after consulting this list and Manual instructions, you do not understand why a particular error was assigned, send a Referral Sheet to your office for an explanation (or correction, if the code was assigned in error).

APPENDIX B (PART E)

CONFIDENTIAL NATURE OF INFORMATION COLLECTED IN NATIONAL HEALTH SURVEYS

1. PURPOSE OF SURVEYS:

National Health Surveys are conducted for the U. S. Public Health Service to obtain accurate and current statistics as to the amount, distribution, and effects of illness and disability in the United States, and the health services received as a result of these conditions.

2. PARTICIPATION BY BUREAU OF THE CENSUS:

The Bureau of the Census is cooperating in the surveys by collecting and compiling the data for the Public Health Service.

3. NONDISCLOSURE OF INFORMATION:

National Health Surveys involve obtaining on a continuing basis details of the personal health records of a large number of individuals throughout the Nation. The Public Health Service has given assurance to the public that information identifying the individual will be held strictly confidential, will be used solely by persons engaged in and only for, the purposes of the survey, and will not be disclosed or released to other persons or for any other purpose. Bureau of the Census employees will observe this assurance of confidentiality and are subject to the Public Health Service as well as Department of Commerce and Bureau of the Census laws against unauthorized disclosure. In addition, the sworn statement or affidavit of nondisclosure each employee signs upon entering on duty pertains to National Health Surveys the same as to our programs.

4. SUBPENA OF RECORDS:

In the event of a record collected in the National Health Survey being subpoenaed, any Bureau employee upon whom such subpoena is served will communicate with the Director of the Census. Action to satisfy such subpoena will be taken only as authorized by Public Health Service Regulation, Section 1.108 of Title 42, Code of Federal Regulations.

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5. PENALTIES FOR UNAUTHORIZED DISCLOSURE OR FALSIFICATION:

Unauthorized disclosure of individual information collected in the National Health Surveys is punishable by a fine of up to \$1,000, or imprisonment up to one year, or both (18 U.S.C. 1905).

Deliberate falsification by an employee of any information in the Survey is punishable by a fine of up to \$10,000, or imprisonment up to five years, or both (18 U.S.C. 1001).

By Direction: _____ Dated: April 18, 1957

Figure I. Example of Completed Form 11-30B (Front)

Semi-monthly pay periods are:
14 - 28
29 - 13

After first payroll, leave blank unless your address changes.

Last name first.

This is on your SF-50, Notice of Personnel Action. If not known, leave blank.

DATE OF TRAVEL		FROM	TO (Or in and around city or county and return)	METER READINGS		MILES CLAIMED		MILES BY PROJECT AND OPERATION	
				BEGIN	ENDING	TOTAL	7030		
6-19		Home	ENFIELD, CONN. AND RETURN	17884	17936	52	52		
6-20		Home	IN AND AROUND HOLYOKE, MASS. AND RETURN	17944	17970	26	26		
6-21		Home	ENFIELD, CONN. AND RETURN	17980	18002	22	22		
6-22		Home	ENFIELD, CONN. AND RETURN	18010	18058	48	48		
						TOTAL MILES CLAIMED	148	148	
						AMOUNT CLAIMED AT \$ PER MILE	11.84	11.84	

DEPARTURE		POINTS OF TRAVEL		ARRIVAL		NO. OF DAYS CLAIMED ²	AMOUNT CLAIMED	PROJECT AND OPERATION
DATE	TIME	FROM	TO	DATE	TIME			
6-25	6:30 PM	Home	Boston	6-25	8:50 AM	24	27.00	7030 026
6-27	5:30 PM	Boston	Home	6-27	8:10 PM	24	27.00	
						TOTAL PER DIEM	27.00	27.00

T/R NUMBER	TICKET VALUE	MODE OF TRAVEL	DATE TO TRAVEL	POINTS OF TRAVEL		PROJECT AND OPERATION
				FROM	TO	
A480, 971	11.80	Rail-Coach	6-25	Home	Boston	11.80
			6-27	(and return)		

Show break if traveling for personal reasons during workday.

If traveled to one or two places; if traveled around country to many places or in rural areas, enter name of county.

Project No.

Detail expense code.

Transcribe to Form BC-27A, Section II, line 1.

Transcribe to Form BC-27A, Section II, line 2.

Keep the Employee (blue) copy for yourself and return the white and salmon copies to your office (along with Form BC-27A).

Figure II. Example of Completed Form 11-30B (Back)

When placing long-distance calls, remember to ask time and charges from operator.

Section IV - RECORD OF TELEPHONE CALLS										
Part A - Toll Calls (Receipt must be attached for each call of \$3.00 or more)										
DATE	PERSON OR ESTABLISHMENT CALLED	POINTS BETWEEN WHICH CALL WAS MADE		MINUTES CHARGED FOR	COST	COST BY PROJECT & OPERATION				
		FROM	TO			7030	023			
6-19	J.M. Jones	Home	Earfield, Conn.	7	1.10	1.10				
					TOTAL	1.10	1.10			
Part B - Local Telephone Expenditures *										
DATE	NUMBER OF CALLS		COST PER CALL	TOTAL COST	COST BY PROJECT AND OPERATION				FOR OFFICE USE ONLY	
	FROM HOME	PAID CASH			7030	023				
6-19	1		.10	.10	.10					
				TOTAL	.10	.10				
* Local calls made on official business from the home of the employee can be reimbursed only if he is a subscriber to limited telephone service and a paid receipt is submitted as evidence of the excess charges above the regular monthly charges.										
<input type="checkbox"/> TELEPHONE BILL ATTACHED FOR PERIOD FROM _____ TO _____										
Section V - OTHER REIMBURSABLE ITEMS ¹										
DATE	DESCRIPTION OF EXPENDITURES (Receipt must be attached for each expenditure of \$3.00 or more)				COST	COST BY PROJECT & OPERATION				
	7030	023								
6-21	Map of Holyoke, Mass.				1.00	1.00				
					TOTAL	1.00	1.00			
¹ Cash fares, and road, bridge, or ferry tolls and other miscellaneous items.										
Section VI - EMPLOYEE'S CERTIFICATION										
I hereby certify that the mileage, per diem, telephone, and all other expenses claimed herein were incurred in the conduct of official business for the Bureau of the Census.										
<i>Mary E. Smith</i>					<i>June 29, 1962</i>					
REMARKS										
<i>Map purchased at request of office.</i>										

Add these amounts and enter sum on Form BC-27A, Section II, line 4.

Transcribe to Form BC-27A, Section II, line 3.

Remember to SIGN your name and enter date.

(When making entries on this side remember to turn your carbons.)

Figure III. Example of Completed Form BC-27A

WRITE HARD - 4 COPIES

Form BC-27A (12-27-60) U. S. DEPARTMENT OF COMMERCE BUREAU OF THE CENSUS
TIME AND COST DISTRIBUTION REPORT FOR NON-LEAVE EARNING PERSONNEL (Semi-Monthly)

1. Employee's name: Smith, Mary E. 2. Post of duty: Springfield, Mass. 3. Office location: Boston, Mass. 4. Office code: 0100

5. Employee's mailing address: 321 High St. Springfield, Mass. 10. Employee's certification - I hereby certify that I have worked the hours on the days indicated, and that reimbursements claimed were incurred in the conduct of official census business. Date: 6-27-62 Signature: Mary E. Smith

6. Employee No.: 69027 7. Salary rate: \$ 1.81 (Check) Per Diem Hourly 11. Certified correct Date: _____ Supervisor or timekeeper: _____

8. Pay period: From 6/14/62 to 6/28/62 9. Div.-Type empl.: 11-B

Subject → Project and detail expense identification

Project code →	Detail → Expense Code	Totals								
7030	023 026									
Section I - DISTRIBUTION OF HOURS BY PROJECT AND DETAIL EXPENSE (Mark not subject not applicable)		Total Hours								
14										
15										
16										
17										
18										
19	8	8								
20	6	6								
21	7	7								
22	4	4								
23										
24										
25										
26	8	8								
27	8	8								
28										
1b										
TOTAL HOURS	25 16	41								
Section II - REIMBURSEMENT OF MILEAGE, TELEPHONE EXPENSES, PER DIEM, CAREARES, ETC.		Total Cost								
1. Mileage (02)	<u>11.84</u>	\$ <u>11.84</u>								
2. Per diem (02)	<u>27.00</u>	\$ <u>27.00</u>								
3. Car fares, etc. (02)	<u>1.00</u>	\$ <u>1.00</u>								
4. Telephone expenses (04)	<u>1.20</u>	\$ <u>1.20</u>								
Remarks	<u>TR# A480,971 attached; travel order no 50.</u>									
Section III - FOR USE OF PAYROLL OFFICE ONLY										
Item	Base (a)	Other (b)	Gross (c)	Retirement (d)	Federal Tax (e)	FICA (f)	State Tax (g)	(h)	(i)	Net payment (j)
1. Gross salary	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
2. Total reimbursements (From Section II)			\$							\$
3. Total gross payment			\$							\$
4. NET AMOUNT OF CHECK										
5. Tax codes	Federal	State	Computed by	Date	Verified by	Date				

After first payroll, leave blank unless your address changes.

This is on your SF-50, "Notification of Personnel Action." If not known, leave blank.

Remember to SIGN your name and enter date.

Attach copies of any T/R's used to this form and enter statement "T/R # _____ attached." Also enter travel order number.

Payroll Office Copy

Keep the Employee (blue) copy for yourself and return the white, yellow and salmon sheets to your office (along with Form 11-30B).

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Figure VI. Example of Form 11-35A (Back)

ENUMERATORS REQUISITION OF STOCK SUPPLIES				
INSTRUCTIONS—Please enter the number of the following stock supplies needed. "Special Instructions" (on the front of the form).				
Form Number	Form Name	Number Needed	Form Number	Number Needed
Administrative BC-27	Time and Cost Distribution Report for Non-Leave Earning Personnel		SOC-NP 16-101	
11-30	Field Employee's Record of Mileage, Per Diem, and other Reimbursable Expenses.		16-102	
11-30A	Enumerator's Daily Reports		16-106	
11-36	Referral Sheets	10	16-107	
11-38	Appointments Notice			
	Small White Return Envelopes		SOC-PC 16-151	
	Large Brown Return Envelopes	25	16-152	
	Document Sensing Lead		16-155	
CPS CPS-263	Dear Friend Letters		SOC-SUP 16-202	
CPS-260 (Formerly 17-260)	Control Cards (Sample)		16-203	
CPS-262	Individual Census Reports (Yellow)		16-204	
11-171	Segment Lists (also used on NHS)	20	16-205S	
P-2255	Special Dwelling Listing Sheets (also used on NHS)		16-205M	
			16-212	
CCBR BUS-054F	CCBR Interview Cards		16-213	
BUS-093	Census Current Business Reports			
BUS-095 Section III	Continuation Sheets		SORAR 16-251	
BUS-905 Section IV	Enumeration Sheets		16-252	
BUS-129	CCBR "Leave-it" Slips		16-253	
11-393	BUS-093 Record Form		16-254	
			16-256	
NHS NHS-2	Questionnaire	25	16-257	
NHS-600	Dear Friend Letter			
NHS-601	Thank You Letter	100		
NHS-505	Book of Flash Cards	1		
NHS-431	MCC Control Form	50		

FORM 11-35a (1-31-61)

Figure VII. Example of Form NHS-705

FORM NHS-705 (12-6-61)		U.S. DEPARTMENT OF COMMERCE BUREAU OF THE CENSUS			OFFICE <i>Dallas</i>		W. U. 3
EDITING REPORT: ILLNESSES AND INJURIES					SAMPLE B-22	P.S.U. 999	SEGMENT NO. 0151
INTERVIEWER <i>Jane Doe</i>						CODE 20	
TABLE I							
SERIAL NO.	COLUMN (b)	COLUMN (d-1)	COLUMN (d-2)	COLUMN (d-3)	COLUMN (d-4)	COLUMN (d-5)	CODE
02	8	<i>Headache</i>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/> YES <input type="checkbox"/> NO	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	06
04	12	<i>Kidney trouble</i>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/> YES <input type="checkbox"/> NO	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	08
			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/> YES <input type="checkbox"/> NO	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/> YES <input type="checkbox"/> NO	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
TABLE II							
SERIAL NO.	COLUMN (b)						CODE
01	<i>Tumor</i>						08 10
TABLE A							
SERIAL NO.	QUESTION 2		CODE				
	PART(S) OF BODY	KIND OF INJURY(S)					
03	<i>Leg</i>	<i>Broken</i>	14				
COMMENTS <i>Note to Interviewer: See List of Error Codes in Appendix A, Part E for explanation of the specific errors.</i>							

APPENDIX C (PART E)

SPECIAL EDIT FOR NHS-6

- A. Purpose The primary purpose of the "special edit" is to alert you, as early as possible, to errors which are not reflected in the NHS-705 reports, etc.
- B. Timing The "special edit" is conducted in Washington. In general, it remains in effect only for the first four to six weeks of the new fiscal year, however, it may also be put into effect at various intervals throughout the year as the occasion demands.

(If you are a new or replacement interviewer, hired after July 1, 1962, your first four assignments will also be subject to this special edit.)

- C. How You Are Informed of the Results After your assignment (one or more segments) has been edited, the errors detected for the "special edit" items will be sent to you in the form of a tally sheet (NHS-727, FY 1963), see Figure VIII for an illustration of the completed form. After receipt of the form, note the questions missed and the nature of the error by referring to the error code numbers, explanation of codes and Manual references as listed below.

D. List of Error Codes:

<u>Error Code</u>	<u>Questions 1-7</u>	<u>Manual Reference</u>
10	Failed to ask question 1(c).	Page D-20, par. D-1-a
11	Failed to ask one or more parts of question 1(d).	Page D-20, par. D-1-b
12	Failed to ask question 1(f) if any adult males listed as household members.	Page D-21, par. 3
13	Failed to footnote reason for deleting listed household members.	Pages D-21, D-22 pars. 3, 5
14	Failed to enter relationship for each household member in question 2.	Pages D-24 - D-25
15	Failed to enter Age in question 3.	Page D-26, par. G
16	Failed to enter Race or Sex (Ques. 4 or 5).	Page D-27, par. H
17	Failed to check marital status in question 6 for person 17 years old or over.	Page D-27, par. I
18	Failed to show 12 month activity status in question 7(a) for persons 17 years old, or over.	Page D-28, par. J

<u>Error Code</u>	<u>Questions 15-16</u>	<u>Manual Reference</u>
20	Failed to check "Yes" or "No" in question 15(a).	Page D-41, par. G
21	Failed to record "number of times" in ques. 15(b) for "Yes" answer in ques. 15(a).	Page D-42, top of page
<u>Table I</u>		
30	Failed to check columns (f-1) or (f-2) of Table I when column (f) is checked.	Page D-70, par. b
31	Failed to ask columns (g), (h) and (depending on age) (i) or (j) if col.(f-2) is checked.	Pages D-71 to D-74
32	Failed to check "Yes" or "No" in col. (p) for condition carried past column (aa).	Page D-78, par. 13
<u>Item T and Table II</u>		
40	Failed to check "None" box or enter "No. of hospitalizations" in Item T.	Pages D-81 and 82, par. 1
41	Failed to fill line of Table II for each hospitalization shown in Item T without footnote explanation of why it was omitted.	Page D-82, par. 2
42	Failed to enter year; month (or estimate of month); or day of month (or estimate of day of month) in column (c) of Table II.	Page D-83, par. 5
43	Entered "impossible" year in column (c) of Table II, e.g., "December 1962."	Page D-84, par. a
44	Failed to enter exact or estimated <u>total</u> nights in hospital in column (d).	Page D-84, par. 6
45	Failed to enter "number of nights" or "None" in col. (e). (Omitted entirely or entered "o" or "all").	Page D-85, par. a
46	Failed to enter "number of nights" or "None" in col. (f). (Omitted entirely or entered "o" or "all").	Page D-85, par. b
47	Failed to check "Yes" or "No" in column (g).	Page D-85, par. c
48	Failed to enter "Street" or "DK" (for street) in column (j).	Page D-87, par. 10

<u>Error Code</u>	<u>Question 17</u>	<u>Manual Reference</u>
50	Baby (<u>one year old</u> or <u>under one year</u>) listed as household member and question 17(b) not checked ("Yes" or "No").	Page D-89, par. b
51	Question 17(b) checked "No," but failed to check "Yes" or "No" in question 17(c).	Page D-89, par. c
52	Question 17(c) checked "Yes" but birth date not shown in 17(d).	Page D-89, par. d
53	Birth date in question 17(d) is on or after date shown in question 15, but Table II not filled for birth and delivery (for baby and mother).	Page D-89, par. d
<u>Questions 18-20</u>		
60	Failed to check "Yes" or "No" in question 18(a).	Page D-91, par. 1
61	"Yes" checked in question 18(a) but name of insurance plan not shown (or incorrect use of "Same").	Page D-91, par. 3 and Page D-94, par. E
62	Failed to number plans in question 18.	Page D-92, par. a
63	Failed to check "Yes" or "No" in question 19(a).	Page D-92, par. C
64	"Yes" checked in ques. 19(a), but name of plan not shown (or incorrect use of "Same").	Page D-92, par. C and Page D-94, par. E
65	Failed to number plans in question 19.	Page D-92, par. C
66	Failed to check "Yes" or "No" in question 20(a).	Page D-93, par. D
67	"Yes" checked in question 20(a) but name of plan not shown (or incorrect use of "Same").	Page D-93, par. D and Page D-94, par. E
68	"Yes" checked in ques. 20(a) and name of plan(s) shown, but failed to check "Yes" or "No" for ques. 20(d), and enter information about other plans in footnotes.	Page D-93, par. 1
69	Failed to number plans in ques. 20.	Page D-93, par. D

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<u>Error Code</u>	<u>Questions 21-26</u>	<u>Manual Reference</u>
70	Failed to ask question 21 for males 17 years old or over.	Pages D-95, D-96, par. B
71	Failed to make an entry in ques. 22 for person 17 years of age or over.	Page D-96, par. C
72	Failed to check "Yes" or "No" in ques. 22(b) for a person having a "highest grade attended" circled in question 22(a).	Page D-97, par. 8
73	Failed to ask ques. 23(a) for persons 17 years old or over.	Page D-98, par. E
74	Failed to check "Yes" or "No" in ques. 23(b) when "No" checked in ques. 23(a).	Page D-98, pars. 1, 2
75	Failed to check "Yes" or "No" in ques. 23(c) when "No" checked in ques. 23(a).	Page D-99, par. 3
76	Failed to enter "Name of employer" in question 24(a) when "Yes" checked in ques. 23(a), 23(b), or 23(c).	Pages D-100, 101, pars. F, F-2
77	Failed to enter kind of industry in ques. 24(b) when "Yes" checked in ques. 23(a), 23(b), or 23(c).	Pages D-101-108, par. 3
78	Failed to enter "Occupation" in ques. 24(c) when "Yes" checked in ques. 23(a), 23(b), or 23(c).	Pages D-108-112, par. 4
79	Failed to ask ques. 24(d) for person 20 years old or over who had entries in questions 24(a)-(c).	Page D-113, par. 5
80	Failed to indicate "Class of Worker" in ques. 25 for person with employer, occupation and industry entries in ques. 24(a)-(c).	Page D-115, par. 6
81	Failed to enter income group letter in ques. 26 in col. for head of household.	Page D-118, par. G
82	Failed to enter income group letter for unrelated person (i.e., roomer, servant, etc.) in the column for that person.	Page D-119, par. 2
90	Other: Nature of error will be specified.	

FIGURE VIII. Example of Form NHS-727

FORM NHS-727 (FY 1969) (6-26-62)		U.S. DEPARTMENT OF COMMERCE BUREAU OF THE CENSUS		REGION		
ERROR TALLY - NHS-6 (Special Edit)				<i>Dallas</i>		
SEE EXPLANATION IN APPENDIX C (PART E OF THE NHS-100 MANUAL)						
INTERVIEWER (Name and code) <i>Jane Doe 12</i>				SAMPLE <i>B-22</i>	WEEK <i>02</i>	
PSU NUMBER(S) <i>999</i>		SEGMENT NUMBER(S) <i>0231 0232</i>		TOTAL NUMBER OF COMPLETED INTERVIEWS (Including Type 2) <i>14</i>		
ERROR CODE	TALLY OF ERRORS	TOTAL ERRORS	ERROR CODE	TALLY OF ERRORS	TOTAL ERRORS	
10	<i>11</i>	<i>2</i>	53			
11			60			
12	<i>1</i>	<i>1</i>	61			
13			62			
14	<i>1</i>	<i>1</i>	63	<i>111</i>	<i>5</i>	
15			64			
16			65			
17	<i>111</i>	<i>5</i>	66			
18			67			
19			68			
20			69			
21			70			
30	<i>11</i>	<i>2</i>	71			
31	<i>1</i>	<i>1</i>	72			
32	<i>1</i>	<i>1</i>	73			
40			74	<i>111 11</i>	<i>7</i>	
41			75			
42			76			
43			77			
44			78			
45			79			
46			80	<i>111</i>	<i>3</i>	
47			81			
48			82			
49	<i>11</i>	<i>2</i>	90			
50						
51						
52			GRAND TOTAL OF ERRORS ON THIS PAGE			<i>30</i>

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ALPHABETICAL INDEX

National Health Survey

Interviewer's Manual

Parts A, D, and E

(For subjects concerning
Definition of Housing Unit
and Related Terms, How to
List, and B Segments see
also the index to Parts B,
C, and F.)

(Page number given is page on which reference instructions appear or start. Note that they may continue on the following page or pages.)

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