

**HIS-100
(1970)**

**HEALTH INTERVIEW SURVEY
INTERVIEWER'S MANUAL**

**U.S. DEPARTMENT OF COMMERCE
Bureau of the Census
Acting as Collecting Agent for
U.S. Public Health Service**

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PART E

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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 National Health Survey, which began in May 1957, the last nationwide survey of health was made in 1935-36. Many developments affecting the national health had taken place in the intervening years:

We went from depression to prosperity and through two wars.

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

Public and private health programs were enlarged.

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

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

Despite extensive research on individual diseases in the years 1937-1957, one important element had been missing. We had only piece-meal information from the people themselves on their illness and disability or the medical care they obtained. Many persons although sick or injured never became a "health statistic," since requirements for reporting illnesses were limited to hospitalized illnesses and certain contagious diseases.

In recognition of the fact that current information on the Nation's health was inadequate, and that national and regional health statistics are essential, the Congress authorized a continuing National Health Survey (Public Law 652 of the 84th Congress). Since May 1957, the United States Public Health Service regularly collects health statistics under congressional authority.

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. Helps 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

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 dollars 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.

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

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

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

- g. Factors related to various diseases

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

3. Who uses the data

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

- B. Sponsorship of the survey

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

The National Health Survey is not a single survey but a continuing program of surveys which includes the following:

1. The Health Interview Survey (HIS)
2. The Health Examination Survey (HES)

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

The Health Examination Survey which, as the name suggests, collects health information primarily by means of an actual clinical examination. Census interviewing plays a role in this survey but generally only to identify the sample persons who are to be asked to participate in the examinations. The latter are conducted by doctors and dentists from the Public Health Service. If you are ever requested to work on this survey you will be given specific details regarding its procedures and objectives. (The Health Examination Survey is generally referred to as "HES.")

3. The Health Records Survey (HRS)

The Health Records Survey which collects information on health and related services by examining the records in places in which people receive medical services, such as hospitals and other places which provide medical, nursing and personal care. If you are ever asked to work on any of the various surveys which are included under this general heading you will be given special instructions before starting your assignment. (The Health Records Survey is generally referred to as "HRS.")

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

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

1. Selection of sample PSU's

The sample for the survey was designed as follows:

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

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

2. Selection of sample segments and households

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

3. The quarterly sample

The entire group of households assigned for interviewing in any one quarter of the year is called a sample, since it represents a complete sample of the population. Each sample is identified by the letter "B" plus a number; for example, B50, B51, etc. A segment will never be assigned for interviewing more than once in a particular sample.

D. Scope of the survey

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

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

E. Information accorded confidential treatment

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

CHAPTER 2

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 nonresidential 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 or 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 "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) all 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 five 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 space occupied as living quarters 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 five 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" unit.

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 five 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 nontransient guests and provides regular hotel service, such as linens, maid and desk service.

a. Nontransient hotel

A nontransient 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 nontransient 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 nontransient (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 nontransient 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 nontransient.

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 nontransient.

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 types 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), each unit for civilians (including families of military personnel) should be classified as:
- An "other" unit, if it is--
- (a) in transient quarters such as a guest house;
or
- (b) in a barracks or bachelor-officer quarters;
or
- (c) in quarters other than those described in (a) and (b) above and does not meet the housing unit definition.

A "housing" unit, if it meets the housing unit definition and is not in transient quarters or in a barracks or bachelor-officer quarters.

2. Convents, monasteries and other residences for religious groups The procedure for classifying the living quarters at residences for religious groups depends on the type of place.

a. Convents and monasteries 1/ In convents and monasteries, classify as:

An "other" unit--

(1) each unit for sisters, brothers or priests; and

(2) each unit for resident lay employees which does not meet the housing unit definition.

A "housing" unit--each unit for resident lay employees which meets the housing unit definition.

b. Other residences for religious groups 1/ Treat residences for religious groups which are not convents or monasteries (or not apparent as such from the outside) as follows:

(1) Five or more rooms for sisters, brothers or priests If the residence has five or more rooms for sisters, brothers or priests, classify units in the same manner as for convents and monasteries (see above).

(2) Four or fewer units for sisters, brothers or priests If the residence has four or fewer rooms for sisters, brothers or priests, treat that part of the place used as living quarters 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.

A "housing" unit--each unit for resident employees which does meet the housing unit definition.

^{1/2} If the convent, monastery, or other residence for religious groups is part of a school for resident students, a hospital, an orphanage, or similar establishment classify the units according to the rules for the particular establishment.

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 space occupied as living quarters 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; classify as a "housing" unit each unit which does meet the housing unit definition.

5. Flophouses and missions

In flophouses and missions, e.g., Salvation Army shelters, classify as an "other" unit:

- (a) each unit for persons except resident managerial staff and their families; and
(b) each unit for the resident managerial staff which does not meet the housing unit definition.

Classify as a "housing" unit each unit for resident managerial staff which meets 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.

Classify as a "housing" unit, each unit for resident employees, other than nurses, which meets the housing unit definition.

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 children.

a. Adults' (or family) recreational and religious camps

In adults' (or family) recreational and religious camps, classify as "other" unit:

- (1) each unit for permanent guests or resident employees which does not meet the housing unit definition; and
- (2) each unit for transient guests (if such quarters were included because the management could not distinguish between quarters for transient and permanent guests).

Classify as a "housing" unit each unit for permanent guests or resident employees which meets the housing unit definition.

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.

Classify as a "housing" unit, each unit for resident employees which meets the housing unit definition.

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 five or more rooms or groups of rooms to be rented out. If there are fewer than five 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) and consider as one housing unit.

In private residential clubs and tourist homes that meet the special dwelling place definition, classify as "other" unit:

- (1) each unit for transient guests; and
- (2) each unit which is for permanent guests or resident employees and which does not meet the housing unit definition.

Classify as a "housing" unit, each unit for permanent guests or resident employees which meets the housing unit definition.

10. Nursing, convalescent and rest homes

In determining whether a place which offers nursing, convalescent or rest care is a special dwelling place, apply this rule: If the place is providing, or has accommodations to provide nursing care or domiciliary and personal care (as required) for three or more patients or paying guests, classify it as a special dwelling place, i.e., a nursing, convalescent or rest home. Examples of care provided in these places are nursing care, help in feeding, aid in getting around, tray service, etc.

In special dwelling places of these types, only the "staff" quarters are included in the Health Interview Survey, that is, quarters for the operator of the home and for resident employees and their families.

11. 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.

Classify as a "housing" unit, each unit for resident employees which meets the housing unit definition.

12. 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 five 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 Health Interview Survey.

b. "Nonstaff" units

"Nonstaff" units are the living quarters occupied by the persons for whom the special dwelling place is operated. "Nonstaff" 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 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 married son and his family or relatives such as a 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 3.

3. Five or more boarders or roomers

If you have recorded five or more boarders or roomers in questions 1 and 2 of the questionnaire, the sample address may be a boarding house or rooming house and you should apply the rules for these kinds of places. (See 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 2 on "Noninterviews.") Vacant living quarters constitute a housing unit if they have either:

- a. Direct access

OR

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

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

Vacant quarters which do not have direct access or a kitchen or cooking equipment should be considered as part of the housing unit through which access to the space is gained. Note, however, that in some kinds of living places, such as boarding houses, flophouses and missions, 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 dwell-

ing 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 the following persons as household members of the sample unit:
- (a) Persons who consider the sample unit as their home and who are:
 - (1) living at home at the time of the interview; or
 - (2) temporarily absent at the time of the interview, on vacation, visiting or on business. This includes bus drivers, railroadmen, traveling salesmen, etc., who usually do not stay long in one place, but who return home at intervals.
 - (b) Persons who consider the sample unit as their home but who are in a general hospital, i.e., a hospital where most patients remain for a short period of time only, regardless of how long their stay has been in the hospital.
 - (c) New-born babies who have not yet left the hospital.
 - (d) Students of any age (including student nurses) who live in the sample unit while attending school. (If they are at home on summer vacation at the time of the interview, consider them as household members of their own home.)
 - (e) Crew members of a vessel who consider the sample unit as their home. This rule applies regardless of the length of their trips and regardless of whether they are at home or on the vessel at the time of your visit.
 - (f) Domestic or other employees who live with the household and sleep in the sample unit.
 - (g) Boarders or roomers who regularly sleep in the sample unit.

- (h) Civilians who usually live in the sample unit but who are temporarily abroad on a vacation or in connection with their work.
- (i) Persons temporarily visiting with the household but who have no usual place of residence elsewhere.

4. Persons not to be counted as household members

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

- (a) Persons who were formerly members of the household but who at the time of interview:
 - (1) are absent because they (regardless of age) are living elsewhere attending school at the time of the interview. (If they are away from the school on summer vacation, do not count them at their school home.)
 - (2) are inmates of correctional or penal institutions, mental institutions; homes for the aged or needy, rest homes or convalescent homes, homes or hospitals for the chronically ill or handicapped, regardless of how long they are expected to remain there.
 - (3) are now living in nurses' homes, convents or monasteries, or other places in which residents may expect to reside for long periods of time.
 - (4) are now working abroad if their regular place of duty is abroad.
 - (5) are members of the Armed Forces not living at home. We are not covering military personnel in this survey. (For definition of Armed Forces, see Part D, Chapter 3.)
- (b) Persons temporarily visiting with the household who have a usual place of residence elsewhere.
- (c) Persons who take their meals with the household but usually lodge or sleep elsewhere.

- (d) Domestic employees or other persons employed by the household who do not sleep in the sample unit. (If, however, they occupy quarters which has no cooking equipment but which is on the same property as the sample unit (main house) consider them as household members.)

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.

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

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

Persons who have just moved into the housing unit: You are to interview the household member living in the housing unit on the day of your 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.

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

CHAPTER 3

THE SAMPLE UNITS TO BE INCLUDED IN THE SURVEY

A. General

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

1. Types of segments

B Segments

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

Area Segments

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

2. Use of front and tab of Segment Folder

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

a. Determine week of interview

Determine the week of interview from the last date, i.e., the date for the current sample, entered in Section I on the front of the Segment Folder. Do no interviewing in the segment before the week specified.

b. Determine identification information for segment

Refer to the tab of the Segment Folder for identification information as follows:

(1) PSU code and name

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

- (2) Grid reference If there is a Grid Map for the segment, there will be an entry in the "Grid Ref." box showing the approximate location of the segment on the Grid Map.

Use the Grid Map in planning your itinerary and in driving to the general area of the segment. If there is no Grid Map, use an available map of the area.

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

- (4) Type of segment The type of segment (TA, NTA or B) will be entered in the "Type" box on the tab of the Segment Folder. Also, item 2b on the questionnaires prepared by your office will be marked "NTA" (Non-Take All Segment), "TA" (Take All Segment), "B" (B Segment), "P" (Permit B Segment) or "LSDP" (Large Special Dwelling Place).

The two types of Area Segments, TA (Take All) and NTA (Non-Take All), are discussed in Section D on page A-3-5. (Refer to Part F of the Manual for B Segments.)

- (5) Sample A sample designation is assigned to each three-month period ("sample") in the calendar year. For example, the period April-June 1970 is designated B53 and July-September 1970, B54. The sample in which you are interviewing is the last one entered in the sample box on the tab of the Segment Folder.

Each week in the sample is numbered (usually in the sequence 21-33). The numbers refer to the thirteen interview weeks.

In the following illustration, the current interview week is within the period July-September 1970 which is designated Sample B54.

Sample

B-50	B-54				
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- c. Section IV, Special Instructions and notes
Examine Part A of Section IV, on the front of the Segment Folder for any special instructions or notes about the segment. If you want to make some notes for yourself, such as directions for reaching the segment, enter them in Part B of Section IV.
 - d. Other entries on the folders
Other entries on the tab and front of the folder pertain to office operations or listing instructions.
- B. Identification of Sample Units to be included in the Survey
In B Segments, the addresses of sample units are already identified for you. For Area Segments, you (or another interviewer) must prelist the addresses of units in the segments. Your Regional Office will then designate the sample units that are to be included in the survey.
- C. Area Segments
This chapter explains how to identify sample units in Area Segments. It also explains the listing materials you will use in these segments; the direction of travel in rural segments; the procedures applicable to units in TA and NTA Segments; treatment of units; etc. See Part A, Chapter 2, for definition of units ("housing" units and "other" units); and, kinds of units in special dwelling places.
 - 1. Materials
For Area Segments, the folder contains 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 or hotel in the segment.
 - 2. Segment Map
A detailed map of the segment is attached to the inside cover of the Segment Folder. The exact segment boundaries are outlined in red on this map. See Section E on page A-3-6 for instructions on use of the Segment Map.
 - 3. Use of Segment List
Each regular unit found in the segment at time of listing is entered on a separate line of the Segment List. They are identified by description or street name and address. If the segment has been designated for more than one sample, units added after the original listing are entered on a Supplemental Segment List.

- a. Heading items Heading items correspond to similar entries on the Segment Folder. Each sheet should be numbered in the space provided at the bottom of the Segment List and the total number of sheets entered. The post office serving the addresses in the segment should be entered in the "Post Office" item if it is not the same as the "Place" entry on the tab of the Segment Folder.
- If any of these items were omitted, complete them at time of interview.
- b. Segment boundaries or direction of travel For an urban segment, the section headed "Urban segments - boundaries" should be filled on the first Segment List 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 entered the road designation on the Segment Map and on the listing sheets. The section in the heading labelled "Rural segments - direction of travel" should have been filled to identify the road or road section on each Segment List. Complete these items if they were omitted by the lister.
- c. Column 2, Street name or road An entry in column 2 identifies the street or road of all addresses in the columns to the right. A line across the column separates addresses on one street or road from those on another in urban segments.
- d. Column 3, House number or side of road The house number, if any, should be entered in column 3. In rural areas, for structures with no street address, L or R (for left or right) is circled to indicate the side of the road, based on the direction of travel given at the top of the sheet.
- e. Column 4, Description or location If there is no street address, a description of the structure is entered in column 4. This space is also used to record the location of units within a structure. The space for name is filled in rural areas if the occupant's name was observable at the time of listing.

Any structure which appeared to contain no living quarters, but is on the same property as a listed unit, should be accounted for by a check in the appropriate box in column 4 (and is to be considered as part of the sample unit).

- f. Column 5, Sample designation
An entry of the current sample designation (for the current three-month period) in column 5 indicates the unit has been selected for the current sample. Units for which the current sample designation has been crossed off have been eliminated from the sample.
 - g. Column 6, Serial number
A serial number entered in column 6 corresponds to the serial number entered in item 3 of the questionnaire.
 - h. Column 7, Additions and deletions
You will make entries in column 7 when you add or delete a sample unit, in accordance with instructions in paragraphs G and H.
 - i. Column 8, "Year built"
Column 8 is completed only at the time of listing or updating the segment. A mark in this column indicates that "year built" was determined for the unit prior to interview.
 - j. Remarks section
The lister will have used the "Remarks" section at the bottom of the sheet to explain any special problems encountered in the listing.
4. List of Structures With No Living Quarters
The list of Structures With No Living Quarters was completed by the lister and is never updated. Make no entries on this list at time of interview.
5. Use of Special Dwelling Listing Sheet
If there is a special 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 be recorded in the heading.

D. Types of Area Segments

There are two types of Area Segments in the Health Interview Survey: Take All (TA) and Non-Take All (NTA). The type of segment is identified on the Segment List and on the segment folder tab.

1. TA Segments

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

Occasionally you may be assigned a TA Segment in which you will interview only some of the units. We call this a "subsampled" TA Segment. Paragraph K, page A-3-19 contains special instructions for handling units found in subsampled TA segments.

2. NTA Segments

NTA Segments may be in more than one sample because they contain more households than are assigned for interview in any particular sample. Interviews are to be conducted only at the addresses designated for the current sample (indicated in column 5 of the Segment List) and at any unlisted units found at the sample addresses.

Questionnaires will be provided for addresses designated for the current sample. You must prepare questionnaires for unlisted units found at the sample addresses and determined to be "extra" units. Detailed instructions on this procedure are given in paragraph H.

Use of maps to locate Area Segments

1. Use of Grid Map

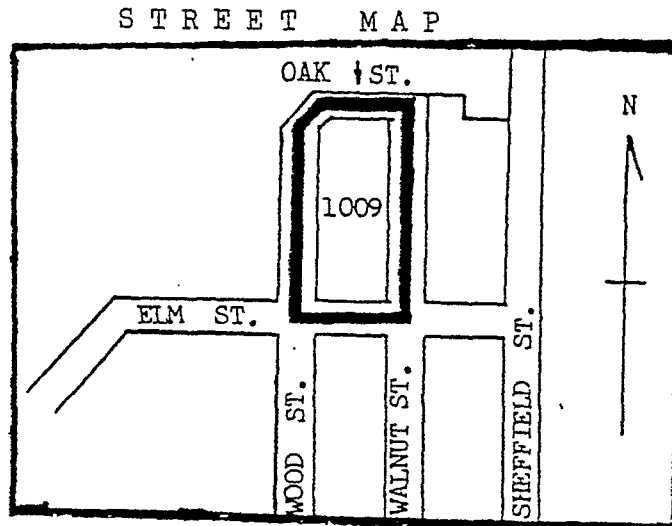
Use the Grid Map furnished with your assignment to find the general location of a segment. The Grid Map will cover a large enough area so that you can spot the general location of a segment in relation to major landmarks of the city or county.

2. Use of Segment Map

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

a. Street Maps

Some segments are outlined on Street Maps as illustrated below.



b. Other kinds of Segment Maps

Segments in rural areas are outlined on County Highway maps or on reproductions of hand-drawn maps prepared by other interviewers.

F. Procedures within the segment

In TA and NTA Segments, follow the route of travel indicated on the Segment Map by the interviewer who did the listing. Other instructions are as follows:

1. Procedure in TA Segments

In TA Segments, check the listing as you proceed around the segment interviewing the sample units as you come to them with one exception. For TA Segments which have not been subsampled and which appear to contain more than 20 units, you are to update the segment before conducting any interviews. Instructions for these segments are given in Section K on page A-3-19.

a. General instructions for checking listing of TA Segments

New units found and units missed in listing are called "extra" units and are to be treated as instructed in paragraph H.1 on page A-3-10.

If you find a unit listed in error, outside the segment boundaries, demolished or converted permanently to commercial use, cross it off the Segment List and enter in column 7 the reason

and date deleted, e.g., Demolished 7/70. Do not cross off units involved in a merger -- see section 2 on page A-3-14 -- or units which you determine to be built after 4-1-60.

After completing the listing check and making any necessary additions or deletions, enter your initials and the month and year (e.g., 3/70) in the space provided on the inside of the Segment Folder to show that the listing of the TA Segment has been brought up-to-date at the time of interview.

All units should be listed, whether occupied, vacant or under construction.

b. Detailed instructions on checking listing in TA Segments

Follow the detailed instructions given below in checking the listing of TA Segments.

(1) Determine precise boundaries of segment from Segment Map

Start at the point on the segment boundary where the original lister started. Determine the precise boundaries of the segment from the Segment Map attached to the inside of the Segment Folder.

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

(2) 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 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.

- (3) 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 which may lead to separate units. Determine whether there are living quarters behind structures that face the street, such as units over garages, over or behind stores, in backyards, etc.
- (4) Structures which cross segment boundaries If a structure crosses a segment boundary, consider it to be inside the segment if its main entrance is within the boundary outlines. "Main entrance" means the entrance for which the address of the building is given. If the building has no address, consider the main entrance to be the one most frequently used by visitors and persons other than tradesmen, servants, etc.

2. Procedure in NTA

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

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

G. Treatment of sample units

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

At each existing sample unit, you will need to apply the definition of a housing unit to identify separate households. (For the definition of a "housing" unit, see Part A, Chapter 2.)

1. Usually only one housing unit

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

2. More than one housing unit

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

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

3. Sample unit is combined with another unit

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

Some examples of a merger are:

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

See instructions in Section H2 for treatment of units involved in a merger.

H. Procedures for handling extra, merged or converted units

1. "Extra" units

In TA Segments, an "extra" unit is 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 updating lists at time of interview.

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.

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

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

- a. If unit is in a TA Segment

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

- (1) If the unit is discovered in updating the segment, add it to the next unused line of the last Segment List. In column 7, on the line on which you have listed the extra unit, write "extra," the reason it was not listed originally and the date (month and year). A typical entry might be: "Extra, new construction, 3-70."

If the "extra" unit is discovered in asking questionnaire items 13a, b or c, and you determine from Table X that it is a separate unlisted unit, add it to the last Segment List. Enter in column 7 "extra" and the item number which led to its discovery. For example, "Extra, item 13a." (Table X is explained in Chapter 2 of Part D.)

NOTE: If the segment is in a permit area - (PA) is stamped in Section IV of the Segment Folder - determine "year built" for the unit and make the appropriate entry in column 8 of the Segment List. Refer to "year built" instructions in Chapter 16, Part C of this Manual. Do not prepare a questionnaire for the unit

if it was built after April 1, 1960; instead, send an INTER-COMM to the office explaining the situation.

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

In a TA Segment which has been subsampled, follow instructions in Section J on page A-3-19.

b. If unit is in an NTA Segment

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

- (1) Make no entries on the Segment or Supplemental List.
- (2) Interview the household in the "extra" unit only if it is on the same property as the original unit. "Property" is defined as the land (with buildings) on which is located the address of the original sample unit. This "property" could range from a single-family house and a lot to a 200-acre farm.
- (3) Leave item 3 blank on the front of the questionnaire for "extra" units. Be sure to enter the complete address (including the post office and State) in item 8 for vacant, as well as occupied, units. If more than one questionnaire is needed for an occupied unit, enter the complete address on all questionnaires for that unit.

(4) Enter in item E on the back of the questionnaire for the "extra" unit, the serial number of the original sample unit; the item number (item 13a, b or c) through which the "extra" unit was discovered; and the Segment (or Supplemental) List sheet and line number of the first unit listed on the same property as the original sample unit.

c. When structures identified in column 4 of Segment List become "extra"

On the Segment or Supplemental List for a TA or NTA Segment, you will sometimes find that an "X" has been entered in one of the check boxes to the right of column 4; Farm Buildings, Store, Garage or Other. This means that, at the time of listing, the structure checked contained no living quarters but was found on the same property as the sample unit. For purposes of interviewing, these checked structures are to be considered as part of the original sample unit. However, if you learn that any of these structures are now occupied (or are now intended for use) as separate living quarters, pick them up as "extra" units and treat them as described above. On the other hand, if some people are now occupying these structures on the property of the sample unit but their quarters do not constitute separate living quarters, these persons should be considered as part of the household occupying the main sample unit. See Part A, Chapter 2 for definition of separate living quarters.

(1) Farm buildings

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

(2) Does not include structures intended as living quarters

An "X" in the "Farm building" check box would not include tenant houses, cabins, or bunkhouses which, at the time of listing, were occupied or intended for occupancy as living quarters. Units of this type should have been listed separately. However, if they have not been listed separately and you pick them up as

"extra" units, treat them as described above depending upon whether they are in TA or NTA Segments.

d. If unit is in a B Segment

In a B Segment, if you discover what you believe to be an "extra" unit within the specific address of the sample unit, proceed as follows:

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

2. 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 but proceed as follows:

For Area Segments--On the line for each, except the first, of the merged units listed, enter in column 7, "merged," the sheet and line number of the first of the merged units listed and the date the merger was discovered. On the line for the first of the merged units listed, indicate the listing sheet and line numbers of the other merged units by entering "See s. _____, l. _____."

For B Segments, enter "M" in column 9 of the B Segment Address List for each unit involved in the merger. Also enter in the remarks column, on the line for the first merged unit listed, the date the merger was discovered, and sheet and line number of all the other units involved in the merger, by writing "See s _____, 1(s) _____."

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 any other units for which you have questionnaires, return these questionnaires as Type C--"Other-merger."

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

b. Special treatment for certain types of mergers

(1) A sample unit, such as-

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

or

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

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

(2) A vacation trailer, never used as living quarters, on the property with another unit should be reported as Type C--"Other-Vacation trailer, not living quarters on site." Also, a garage, listed as a HU but never intended or used as living quarters, should be reported as Type C--"Other-Never living quarters." Do not treat these units as merged.

(3) A sample unit in a TA or NTA Segment in a permit area (PA), which merges with a unit built after April 1, 1960, should be reported as Type C--"Other-merged with unit built after April 1, 1960."

For the special cases cited in paragraph b(1) above, the status of the main house will

determine whether the combined unit (guest house - or garage - and main house) is to be retained in sample or returned as Type C--"Other-main house built after April 1, 1960."

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

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

3. Converted units

Where a sample unit has been converted by structural changes or by use into two or more units, interview all units. Consider any one unit as the original sample unit and treat the others as extras. (If the sample unit was previously merged, treat all but the first unit listed as "extras." See paragraph H.1 on page A-3-10.)

Special dwelling places

Part of your assignment may consist of interviewing at special dwelling places such as transient hotels, trailer camps, dormitories and institutions. A list of the different types of special dwelling places is given in Part A, Appendix A.

1. Places located in Area or LSDP Segments

a. Special Dwelling Listing Sheet

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

b. Sample units selected from a complete listing

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

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

- c. Sample units selected from a register
- When a special dwelling place is to be sampled from a register of units (as for example, a list of rooms in a dormitory), you will select the sample units directly from the register. Instructions for selecting sample units are given in Part A, Appendix B. You must enter the address or location of each selected unit in column 3 on the worksheet and in Item 11 on the front of a questionnaire.
- d. New or missed special dwelling place
- If in checking the listing of a TA Segment you find a special dwelling place for which no Special Dwelling Listing Sheet has been provided, prepare one and list all units (staff or unclassified) in the place on it. Fill a questionnaire for each unit listed unless the segment is subsampled. (See paragraph J on page A-3-19.)
2. Places located in B Segments
- For places located in B Segments, follow the instructions in Chapter 4 of Part F in this manual. If current sample units are to be selected from a register, also follow instructions in Part A, Appendix B.
- Questionnaires for current sample units will be prepared in the same manner as indicated in paragraph 1 above.
3. Verify address, name and type of special dwelling place
- Before conducting interviews at a special dwelling place in your assignment, check to see that the address, name and type of place are correct. If the address is incorrect, or the name or type of place has changed, correct these entries on the Special Dwelling Listing Sheet (or worksheet) and the questionnaires. Report the changes on an INTER-COMM. (Refer to Appendix A to Part A for type of place and code.) An example of a change in type of special dwelling place would be a tourist home, code 76, that had been converted to a nursing home, code 40.
4. Housing unit changed to entire special dwelling place
- In an Area Segment, if you find at time of interview that a sample unit on the Segment or Supplemental List is an entire special dwelling place, prepare a Special Dwelling Listing Sheet for the place and list all units (staff or unclassified). Prepare new questionnaires

and interview all units listed. Enter in column 7 of the Segment (or Supplemental) List "entire special dwelling place." In a TA Segment, cross the sample unit off the Segment List; in an NTA Segment, do not cross it off the list. Return the original questionnaire as Type C noninterview. Report the change on an INTER-COMM.

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

5. More than one unit on Segment List found to be in special dwelling place

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

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

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

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

6. Special dwelling place discovered in answer to questionnaire items 13a, b or c

If a special dwelling place is discovered in answer to questionnaire items 13a, b or c and no units in the place have previously been listed or sampled, prepare a Special Dwelling Listing Sheet for the place. List and interview all units ("staff" or "unclassified") in the place.

7. Further instructions on special dwelling places

Detailed instructions on how to proceed in special dwelling places are to be found in Part A, Chapter 2 and Appendixes A and B to Chapter 3.

8. Office assistance
in difficult cases

If you cannot clearly determine how to proceed in a special dwelling place, call your office for assistance. Before calling, assemble the material assigned for the place and write down any questions you have. Be sure to have the Special Dwelling Listing Sheet (or worksheet) in front of you. (Interviewers not yet trained in listing should call their office for assistance in any case involving listing in a special dwelling place.)

J. How to treat added units
in TA Segments which
have been subsampled

In TA Segments which have been subsampled and in which extra units are found at the time of interview, proceed as follows:

- (1) If you discover an "extra" while interviewing at a sample unit, interview the "extra" but do not add it to the Segment List. Attach an INTER-COMM to the questionnaire explaining the situation. For example, "Converted basement apartment discovered through coverage question 13a." (Be sure to identify the questionnaire for the original household by entering PSU, Segment, and serial number.)
- (2) If you discover a unit when updating a TA Segment, add the unit to the Segment List and extend the subsampling pattern. See paragraph c on page A-3-21. Conduct an interview if the unit is listed on a line designated for sample.

NOTE: In extending the subsampling pattern in a TA Segment in a permit area, exclude from your count those added units which you determined were built after 4-1-60.

Do not re-subsample a segment which has been subsampled by your office even though the size of the segment has increased.

K. How to treat TA Segment
to be updated before
conducting interviews

1. Updating

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

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

2. Determine units to be interviewed

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

a. If fewer than 20 units

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

b. If more than 20 units

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

(1) If segment is in a permit area

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

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

(2) If segment is in non-permit area

If the segment is in a non-permit area, subsample the units as instructed in paragraph c.

c. How to
subsample

If the total
number of list-
ed units is*:

Apply the following
sampling instructions
to the listed units*:

	<u>Start with</u>	<u>and take</u>
	<u>and take the</u>	<u>every</u>
21-40	1st unit	2nd
41-60	2nd unit	3rd
61 and over	Call Washington for instructions	

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

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

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

d. Example of
subsampling

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

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

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

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

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

APPENDIX A TO PART A

CODES FOR TYPES OF SPECIAL DWELLING PLACES
(ITEM 11 ON HOUSEHOLD PAGE)

I. Specified Institutions

Codes

Types

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

Homes for the Aged, Infirm and Needy

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

Codes

Types

Other Hospitals and Homes Providing Specialized Care

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

II. Other Special 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:

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

- 71 ... Hotels, Transient-Type
- 72 ... YMCA, Transient-Type
- 73 ... YWCA, Transient-Type
- 74 ... YMHA, Transient-Type
- 75 ... Private Residential Clubs
- 76 ... Tourist Homes
- 77 ... Motel, Transient-Type
- 78 ... Tourist Camp or Court, Transient-Type
- 78 ... Groups of Five or More Vacation Cabins Under Single Management, Transient-Type
- 79 ... Combination Tourist-Trailer Court, Transient-Type

Those that meet the special dwelling place definition

Codes

Types

Facilities for Housing Students

- 81 ... School dormitory
- 82 ... Fraternity
- 83 ... Sorority
- 84 ... Schools with resident students (other than for the needy or infirm and other than resident schools with separate codes 93 and 94-- see below) 1/
- 93 ... Schools with resident students and with predominantly nonsalaried faculty such as nuns or priests 1/
- 94 ... Schools with resident students and operated primarily for religious training (other than those with predominantly nonsalaried faculty) such as Bible Institutes 1/

Facilities for Housing Workers

- 85 ... Dormitory for workers
- 86 ... Bunkhouse (provided that it has or is expected to have quarters for five or more farm or ranch hands)
- 87 ... Labor camp
- 88 ... Logging camp
- 89 ... Migratory workers' camp

Additional Other Places

- 00 ... Nurses' Homes
- 01 ... Flophouses
- 02 ... Missions
- 03 ... Recreational and Religious Camps (Adults or Family)
- 04 ... Recreational and Religious Camps (Children's)
- 05 ... Trailer Camps
- 06 ... Tent Camps
- 07 ... Armed Forces Installations
- 08 ... Armed Forces Hospitals
- 09 ... Nontransient Hotels (when instructed to treat as a special dwelling place)
- 91 ... Convents and other residences for the religious (women)
- 92 ... Monasteries and other residences for the religious (men)
- 93 ... } See Facilities for Housing Students
- 94 ... }

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

APPENDIX B TO PART A

SELECTING SAMPLE UNITS FROM A REGISTER IN A SPECIAL DWELLING PLACE

A. 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 3, call your office for assistance.

B. When the Special Dwelling Worksheet is used

The Special Dwelling Worksheet is used for each special dwelling place in an NTA or LSDP Segment. It is also used for some special dwelling places in B Segments; it is never used for places in TA Segments.

1. In NTA Segments and "large" special dwelling places

If the "Yes" box is checked for item a (in the upper right corner of the worksheet), you are to select the sample units at the time of interview.

The following information may be entered in the Remarks section of the Special Dwelling Listing Sheet:

(1) name, title and telephone number of the person who provided the information about the register; and

(2) type of register and its location.

Your office will have inserted the Special Dwelling Listing Sheet and the worksheet in the Segment Folder. Use the worksheet to select the sample units (rooms, housing units, etc., or persons, as indicated).

2. In B Segments

Part F, Chapter 4, contains instructions on the Special Dwelling Worksheet for special dwelling places in B Segments.

CAUTION: Be sure to use that Section (I or II) of the Special Dwelling Worksheet which applies to the current sample. For example, if Section I is labeled B50 and Section II is labeled B54, and you are interviewing for B54, use Section II to select the B54 units.

Section D on page A-3-29 contains instructions on use of the worksheet.

C. Kinds of special dwelling place units

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

1. Special dwelling places containing "staff" and "nonstaff" units

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

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

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

a. "Nonstaff" units, defined

"Nonstaff" units are defined as:

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

OR

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

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

- b. "Staff" units,
defined

"Staff" units are defined as the rooms or suites of rooms occupied, or intended for occupancy, by resident employees and their families, if any. In rooms having sleeping accommodations for five or more resident employees, each room is a staff unit.

- c. Special case:
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 "non-staff" units, that is, the nurses are the persons for whom the home is being operated. On the other hand, nurses living in hospitals are employees and therefore would be listed and sampled as "staff" units. To avoid this inconsistency, we are specifying that in nurses' homes all units in the place, whether occupied by nurses or by other persons living in the homes, are to be regarded as "staff" units.

2. Special dwelling
places containing
only one kind of
unit--"unclas-
sified" 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 with these exceptions. See Part C, Table D, Column 5 on pages C-73 and C-74 for kinds of unclassified units to be included in Armed Forces installations, adult recreational and religious camps, and transient-type places such as hotels.

- D. Units to be selected

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

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

Excerpt From Special Dwelling Worksheet

Red line →

Line number (1)	Sample number (2)	Number or location unit (3)	Serial number (4)
1	②	Room B	51
2	④	Room D	52
3	⑥	Room F	53
4	⑧	Room H	54
5	⑩		
6	⑫		
7	⑭		
8	⑯		
9	⑰		
10			
11			

E. Points to be noted in sampling from register

1. Be sure register is current and identify units selected

In sampling from a register, note the following points:

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

2. Use of register for "staff" units

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

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

3. What to do if only one building of a special dwelling place is to be sampled
- 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 the latter case, count only the units in the particular building in selecting the sample.
- F. Identify adequately in column 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 selected for interview so that later you will be able to locate it.
- G. Actual number of sample units may be either larger or smaller than entry in item e in heading of the Special Dwelling Worksheet
- The circled sample numbers above the red line in column 2 of the appropriate section of the worksheet represent the units that would be selected for interview if the total number of units entered in item e were correct. When you visit the special 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 B50 and the second column for B54. Be sure to refer to the column for the proper sample.
1. 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 you find 11 special dwelling place units. The unit corresponding to the sample number 10 would therefore be selected.

Excerpt From Special Dwelling Worksheet

Red line →

Line number (1)	Sample number (2)	Number or location unit (3)	Serial number (4)
1	②	Room 102	51
2	④	Room 104	52
3	⑥	Room 106	53
4	⑧	Room 108	54
5	⑩	Room 110	
6	⑫		
7	⑭		
8	⑯		
9	⑰		
10			
11			

2. If actual number is smaller

You may find fewer units than the number entered in item e. In such a case, some of the circled sample numbers above the red line in column 2 may not have units corresponding to them in the register. If so, enter "None" in column 3 of the worksheet opposite those circled sample numbers above the red line for which there are no corresponding special 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 only seven units in the special dwelling place, your entry in column 3 of the worksheet on line 4 opposite sample number 8 would be "None."

3. Enter in item e, the actual number of units found

If the number of units differs from the entry in item e for the current sample, cross out (do not erase) the number previously entered in item e and enter the correct number beside it.

4. When to count a bed as a separate unit

Find out whether any of the rooms in the register contain sleeping accommodations for five or more persons. If so, count each bed in such rooms as a separate unit in selecting your sample.

5. How to sample when a floor plan or diagram is used

If the register being used is a floor plan or similar diagram, begin your count at some definite starting point (usually the lowest numbered room or bed) and follow through the diagram in some systematic fashion.

6. Use of register
of persons

A register of persons is used only when there is no register of rooms, etc., and it would be extremely difficult or time consuming to make a complete listing of these rooms on a Special Dwelling Listing Sheet.

If the worksheet indicates that a register of persons is to be used, family groups who are living in the special 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.

7. Units added below
red line on work-
sheet

All units added below the red line on the worksheet are to be included in the sample.

Do not assign serial numbers to such units. On the questionnaires for these units, leave item 3 blank. The regional office will assign and enter serial numbers on the questionnaire.

H. 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 units. However, there will be no description of sample units in item 11 on the questionnaire. After you have selected the unit from the register, describe it in item 11 on the questionnaire.

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

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

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

HIS-100
(1970)

PART D
THE HEALTH QUESTIONNAIRE
AND
HOW TO CONDUCT THE INTERVIEW

CHAPTER 1

INTRODUCTION

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

A. Description of materials

Following is a description of the materials used to conduct the interview.

1. HIS-1 questionnaire

a. Purpose

The HIS-1 is the basic document used in the Health Interview Survey. In it you will record pertinent information reported during the interview. The tabulated responses from the questionnaires for all of the sample households become the basis for statistical reports about the health of the Nation.

b. Contents and layout

The questionnaire contains several types of pages. Each type covers a certain kind of information.

(1) Household page

The Household page is the cover page of the questionnaire. This page contains identification information and questions about the residence of the sample household.

(2) Probe pages

Pages 2-13 are called "Probe" pages because they contain questions which are designed to "pick up" disability, activity limitations, illness conditions, hospitalizations, doctor visits, etc.

Pages 2 and 3 of the questionnaire contain probe questions about restricted activity and the conditions causing this restriction. Dental visit questions are on pages 4 and 5. Pages 6 and 7 contain questions about doctor visits, accidents and injuries. Pages 8 and 9 contain questions about respiratory conditions. Pages 10 and 11 contain questions about activity limitations. Pages 12 and 13 contain questions about hospitalizations.

- (3) Condition page Following the Probe pages are seven Condition pages. These pages consist of questions designed to gather detailed information about illnesses and injuries reported in response to the probe questions.
- (4) Hospital page There is one Hospital page. This page contains questions about hospitalizations reported during the interview.
- (5) Doctor Visits page There is one Doctor Visits page. These questions are asked about visits or calls to a doctor within the past two weeks.
- (6) Smoking page There are four Smoking pages in the questionnaire containing questions about cigarette, cigar and pipe smoking.
- (7) Person page Following the Smoking pages are four Person pages. They contain questions about health insurance, education, veteran status, work status, occupation and industry and income.
- (8) Format The Probe pages (2-13) and the Person pages (36-39) are arranged in a seven column format. The questions to be asked the respondent appear on the left side of the page; the answers are entered in the six numbered columns which appear to the right of the questions--a separate column for each person. The answers for each person are to be recorded in his column on each of these pages.

Each Condition page consists of two facing pages containing questions to obtain information about one condition.

The Hospital and Doctor Visits pages are arranged in a columnar format. The questions to be asked appear on the left side of the page and the answer space is provided to the right of the questions. There are four columns for hospitalizations and five columns for doctor visits.

Flashcard booklet

The flashcard booklet is made up of a group of cards. Some of the cards are shown to the respondent while others are used only by the interviewer.

The inside front cover has a facsimile of a Medicare card used when asking about Medicare coverage.

Card C is a list of illness conditions for which questions 3a-e on the Condition page need not be asked.

Card I is a list of income groups to be shown to the respondent when asking the income question (38).

There are yearly calendars for 1968, 1969 and 1970 and a card giving the dates of various holidays in 1969 and 1970.

Another card contains a list of items to fill on the Household page for each type of non-interview.

Card S is a list of reasons why people stop smoking.

Card T is a chart to convert packs of cigarettes to number per day.

3. Calendar card

A separate calendar card is furnished with each week's assignment. The card is handed to the respondent and is referred to at different times throughout the interview to remind the respondent of a particular two-week period.

B. Use of materials and interviewing sequence

The materials needed to conduct an interview are: HIS-1 questionnaire, Flashcard booklet, Segment Folder, Two-week calendar card and "Thank You" letter.

The following is a summary of the sequence of using these materials.

1. Step 1

- (a) After arriving at the sample household, check the address of the sample unit on the listing sheet in the Segment Folder to make sure that this address appears in item 8 of the questionnaire. Also, check item 9 to see if the "year built" question is to be asked. Verify the address with the respondent, and if required, determine "year built" before beginning the interview.
- (b) Proceed to question 1a on Probe page 2 of the questionnaire. Then ask each of the

following questions in the proper order and record the answers in the appropriate column(s) of the questionnaire.

- (c) Questions 7-9 on Probe pages 4 and 5 are asked next. These questions cover dental visits during the past two weeks and twelve months.
- (d) Probe pages 6 and 7 are completed next. The questions on these pages are asked to obtain the number of doctor visits during the past two weeks and the conditions for which these doctor visits were made.
- (e) The list of respiratory conditions on Probe pages 8 and 9 is read for the entire family.
- (f) After completing pages 8 and 9, go to Probe pages 10 and 11. These pages are used to record each person's activity status during the past 12 months and any activity limitation the person may have due to health reasons.
- (g) Probe pages 12 and 13 contain questions covering hospitalizations during the past 12 months.

2. Step 2

After completing the Probe pages, complete a separate Condition page for each condition listed in item C2.

3. Step 3

After completing all required Condition pages, complete a column of the Hospital page for each hospitalization indicated in item C1. Complete a column for each hospitalization reported for the first person, then for each other person with a hospitalization in the order they are listed on the questionnaire.

4. Step 4

The Doctor Visits page is completed next. Fill a doctor visit column for the first person with doctor visits recorded in item C1, then for each other person in the order listed.

A separate column should be filled for each reported doctor visit.

5. Step 5

A Smoking page is completed next for each family member 17 years of age or older.

6. Step 6

Person pages 36-39 are completed next. They contain questions about health insurance and personal characteristics such as education, veteran status, work status and income.

7. Step 7

The Household page is the last page of the questionnaire to be completed.

C. General interviewing instructions

1. Symbols, type face, and use of pronouns

In order to become familiar with the questionnaire, you must learn the meaning of the different kinds of symbols and type face used on the questionnaire.

a. Symbols used

The following symbols are used throughout the questionnaire:

(1) Use of three dots

Where three dots (...) appear, insert the name of the illness, accident or injury. This aids the respondent in answering the questions especially when several illnesses have been reported.

(2) Use of two dashes

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

(3) Words in parentheses

Words in parentheses are either alternative or additional wordings of a question and are used, as appropriate, for a particular situation.

(4) Words in brackets

Vertically aligned words or phrases within brackets are alternatives from which one or more is to be selected.

(5) Skip instructions

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

b. Print type used

The questions to be asked of the respondent appear in heavy black type. Instructions to you appear in italics or light face type.

c. Use of pronouns

When asking the respondent about himself, use the pronouns "you", "your", etc. When asking about other members of the family, substitute

other appropriate pronouns, i.e., "he" or "she", or use the name or relationship of the person involved.

If you are interviewing a one or two person household, substitute "you" or "you and your husband" for the phrase "anyone in the family."

2. How to make entries Written entries are to be made wherever a write-in box or space is provided for a written entry, e.g., the name of a condition. Wherever a "check box" is provided an "X" is to be entered, as appropriate.

Where "Y," "N" or "DK" appear, circle the "Y" for "Yes," the "N" for "No" or the "DK" for "Don't know." See illustration below:

4a. Did the accident happen during the past 2 years or before that time?	
<input checked="" type="checkbox"/> During the past 2 years (4b)	<input type="checkbox"/> Before 2 years (5a)
b. When did the accident happen?	
<input type="checkbox"/> Last week	<input type="checkbox"/> 3-12 months
<input type="checkbox"/> Week before	<input type="checkbox"/> 1-2 years
<input checked="" type="checkbox"/> 2 weeks-3 months	
Ask for all accidents or injuries:	
5a. At the time of the accident what part of the body was hurt? What kind of injury was it? Anything else?	
Part(s) of body	Kind of injury
<i>hand</i>	<i>lacerated and bruised</i>
<i>lower arm</i>	<i>broken</i>
If accident happened more than 3 months ago, ask:	
b. What part of the body is affected now? How is his -- affected? Is he affected in any other way?	
Part(s) of body	Present effects
6a. Was a car, truck, bus, or other motor vehicle involved in the accident in any way? 1 (Y) 2 N (7)	
b. Was more than one vehicle involved? Y (N)	
c. Was it (either one) moving at the time? 1 (Y) 2 N	

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

If the answer is "Eighteen months," enter:

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

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

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

a. Don't know

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

2. Does -- smoke cigarettes now?	
1 Y (5)	2 N 9 DK
3. How long has it been since -- smoked cigarettes fairly regularly?	
___ No. of completed years (4,9)	99 <input type="checkbox"/> Never smoked regularly (11)
99 DK (8)	00 <input type="checkbox"/> Under 1 year (8)

If 17 years old or over, ask:

34a. What is the highest grade or year -- attended in school?

b. Did -- finish the -- grade (year)?

①

Elem:	1 2 3 4 5 6 7 8
High:	9 10 11 12
34a. College:	1 2 3 4 5
b.	1 Y DK 2 N

b. Interval, range

Sometimes in answer to certain questions requiring a single numerical entry, the respondent may not be able to give an exact number but may answer in terms of a range or interval. In such cases, try as tactfully as possible to obtain a specific number, even if it is an estimate. However, do not force the issue to the point where it harms the interview. If the final answer is an interval or range, e.g., "Between 10-20," then record "10-20" in the answer space.

5. On the average, about how many cigarettes a day does -- smoke?	
10-20 ___ No. per day	99 DK

c: "None" entries

When an answer of "None" is received to one of the questions, mark the "None" box. If there is no "None" box, enter a dash (—) in the answer space.

Complete question 5 from entries in questions 2 and 4; if not

5a. How many of these — nights were during the past 12 months?

5b. How many of these — nights were during the past 2 weeks?

5a.	<u>10</u> Nights
5b.	<u>—</u> Nights

g. (Again, not counting the day(s) $\left\{ \begin{array}{l} \text{in bed} \\ \text{lost from work} \\ \text{lost from school} \end{array} \right\}$)

During that period, how many days did he cut down for as much as a day?

g.	<u>—</u> Days (6a)
	00 <input checked="" type="checkbox"/> None (6)

d. Corrections

Corrections of the entries in the questionnaire must be made as follows:

Any incorrect written entry must be lined out and the correct entry written in above it, e.g.,

Tonsillitis
~~*Appendicitis*~~

If a check box has been marked incorrectly, draw a circle around the incorrect entry, then mark the correct box, e.g.,

Yes No

An incorrect numerical entry is lined out and the correct number entered, e.g., ~~5~~ 4

An incorrect circled entry is lined out and the correct answer circled, e.g., ~~Y~~ N ~~DK~~

3. More than one questionnaire

The number of questionnaires needed in a household will depend on household composition and on how many conditions, hospitalizations, etc., are reported for that household. Additional questionnaires will be needed for a household if any of the following occurs:

- (a) There are more than seven conditions or four hospitalizations or five doctor visits or more than four family members, age 17 or over, or more than five health insurance plans.
- (b) There are more than six related persons in the household.
- (c) There are persons not related to the head of the household.

If a second questionnaire is required because of (a) above, the pages of the first questionnaire should be used to record the information as long as there is room. Only when all of the pages of a particular type are filled in the first questionnaire is the second questionnaire needed.

A separate questionnaire must be completed for each unrelated household member or family group, including noninterviewed persons.

4. Footnotes and comments

Relevant and precise footnotes or comments are often helpful to the processors in coding various parts of the questionnaire or in solving problems which arise out of inconsistencies or omissions, estimates, etc. When possible, make notes or comments near the answer box containing the entry to which the explanation or comment applies or in the footnote space.

When you footnote an explanation or comment, indicate to which entry that explanation or comment applies. Do this by writing the number of the footnote, e.g., 2, both at the source of the footnote and next to the footnote itself.

For example, if conditions 2 and 3 are the same, enter in a footnote for condition 2, "Same as condition 3" and in footnote for condition 3, "Same as condition 2."

See illustration on the following page.

CONDITION 2		
1. Person number	Name of condition	
1	Allergy	
2. When did -- last see or talk to a doctor about his . . . ?		
1 <input type="checkbox"/> In interview week (Reask 2)	1 <input type="checkbox"/> Past 2 wks. (Item C)	5 <input type="checkbox"/> 2-4 yrs.
	2 <input checked="" type="checkbox"/> 2 wks. - 6 mos.	6 <input type="checkbox"/> 5+ yrs.
	3 <input type="checkbox"/> Over 6-12 mos.	7 <input type="checkbox"/> Never
	4 <input type="checkbox"/> 1 yr.	
Examine "Name of condition" entry and mark		
<input type="checkbox"/> Accident or injury (4)	<input type="checkbox"/> On Card C (Check item)	<input checked="" type="checkbox"/> Neither (3a)
If "Doctor not talked to," record adequate description of condition. If "Doctor talked to," ask:		
3a. What did the doctor say it was? - Did he give it a medical name?		
Allergy ⁴		

✓ Same as condition 3.

CONDITION 3		
1. Person number	Name of condition	
1	Hay fever	
2. When did -- last see or talk to a doctor about his . . . ?		
1 <input type="checkbox"/> In interview week (Reask 2)	1 <input type="checkbox"/> Past 2 wks. (Item C)	5 <input type="checkbox"/> 2-4 yrs.
	2 <input type="checkbox"/> 2 wks. - 6 mos.	6 <input type="checkbox"/> 5+ yrs.
	3 <input type="checkbox"/> Over 6-12 mos.	7 <input type="checkbox"/> Never
	4 <input type="checkbox"/> 1 yr.	
Examine "Name of condition" entry and mark		
<input type="checkbox"/> Accident or injury (4)	<input type="checkbox"/> On Card C (Check item)	<input type="checkbox"/> Neither (3a)
If "Doctor not talked to," record adequate description of condition. If "Doctor talked to," ask:		
3a. What did the doctor say it was? - Did he give it a medical name?		
Hay fever ⁴		

✓ Same as condition 2.

5. Recording answers when received

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

CHAPTER 2

HOUSEHOLD PAGE

- A. General
- The front page of the questionnaire is the Household page. It consists of items which are filled by the regional office prior to the interview and by you during and after the interview. The information obtained on the Household page gives a general picture of the characteristics of the sample unit.
- B. Items 1-9, 11, Identification
- Items 1-6, 8 and 11 and the instruction boxes in items 9, 13 and L will have been filled by the regional office when you receive your assignment, except for "extra" units, which you will fill.
1. Items 1, 2a and 2b, PSU, Segment number and Segment type
These items are filled in advance by the regional office from the tab of the Segment Folder.
 2. Item 3, Serial number
This item is filled in advance by the regional office. For an "extra" unit, leave this item blank. (All serial numbers for "extra" units will be assigned by the regional office.)
 3. Item 4, Sample
This item is filled in advance by the regional office from the tab of the Segment Folder
 4. Item 5, Regional office number
This item is filled in advance by the regional office.
 5. Item 6, Identification code
This item is filled in advance by the regional office from the tab of the Segment Folder.
 6. Item 7, Number of books
If you use only one questionnaire for a household, fill this item to read, "Book 1 of 1 Books." If you use two questionnaires, item 1 on the first questionnaire should be filled to read, "Book 1 of 2 Books" and on the second, "Book 2 of 2 Books." Corresponding entries should be made when three or more questionnaires are used. Make the entries in item 7 after the interview is completed.

7. Item 8,
Street address
- In some segments, the regional office will enter the sheet and line number where the unit is listed on the Segment List. There you will find a more complete description of the unit.
8. Item 9,
Determination of
"year built" in
Area Segment at
time of interview
- The HIS sample is kept up-to-date by adding a sample of units built since the last Census (April 1, 1960). This sample of units is selected from records of building permits issued. Once this is done, it is important to delete newly constructed units found in certain Area Segments since they would have a chance to be selected for interview more than once. The "year built" question identifies the units to be deleted.
- a. Identification of units for which "year built" is required
- The office will mark the "Ask" box in item 9 if "year built" is required at time of interview. Do not determine "year built" at time of interview if the "Do not ask" box has been marked by the regional office.
- b. Procedures for determining "year built"
- Follow these procedures when the "Ask" box is marked in item 9.
- (1) When and how to ask item 9
- At sample units which require "year built" determination, ask first: "When was this structure originally built?" This must be done before you begin the health interview.
- If the occupant is not at home or if the unit is vacant, try to get the information from some informed person such as a janitor, apartment house manager or a long-term resident of the neighborhood.
- If the person from whom you are obtaining the information does not know, ask him to estimate "year built". If you are unable to obtain the information from anyone, as a last resort, estimate "year built" and enter "Est." beside the answer box.
- (a) Definition of "year built"
- "Year built" refers to the date the original construction was completed. It does not refer to any later remodeling, additions or conversions or to the date houses were moved to a particular site. If a house has been moved, "year built" refers to the date its construction was completed on its original site.

- (b) Ask additional questions If the answer to your first question is not specific enough to complete item 9, ask additional questions to determine whether the structure was built before or after April 1, 1960.
- (c) Structure built after April 1, 1960 If you determine that the structure was built after April 1, 1960, mark the "After" box in item 9, ask item 13c (if required) and return the questionnaire as a Type C noninterview, "Built after April 1, 1960."
- (2) When not to inquire about "year built" Do not inquire about "year built" in the following cases even though your office has marked the "Ask" box in item 9.
- (a) New construction If the entire structure is under construction, mark the "Built after April 1, 1960" box and return the questionnaire as a Type C noninterview. If the structure is being remodeled or converted, inquire as instructed above.
- (b) Units in special kinds of structures Do not determine "year built" for living quarters located in the following structures even though they appear to have been built after April 1, 1960. Interview these living quarters in the usual manner.
- (1) Special dwelling places
 - (2) Federal housing for military personnel and their families
 - (3) Factories, schools, public buildings, stores, churches and other predominantly non-housing unit structures. A predominantly non-housing unit structure is one in which more than 50 percent of the floor space is nonresidential.
 - (4) Living quarters not located in structures, for example, trailers, tents and boats.
- (c) If "year built" not determined If the office has marked the "Ask" box for a sample unit in one of the places described in paragraph (b) above, make no entry in item 9. Instead, footnote the reason it was not asked, e.g., "Sample unit is a small apartment in rear of store."

(3) "Extra"
units

Determine "year built" for "extra" units you discover in Area Segments in permit areas. If the "extra" unit was built before April 1, 1960, interview it; otherwise, treat it as a Type C noninterview, "Built after April 1, 1960."

Do not determine "year built" for "extra" units in segments located in nonpermit areas. These segments are identified with a stamp which reads, "Do not determine your built NEA," in Part IV-C of the Segment Folder.

9. Item 11,
Special dwelling
place

This item will be filled by your regional office if the name and type appear on the Segment List. In cases where you discover a special dwelling place, you should enter the special dwelling place name and type for those units which must be interviewed.

For those special dwelling places which you discover at the time of interview, the "Type code" will be filled by the regional office. "Sample unit number" should be left blank in these cases. Chapter 3, Part A describes the procedure to follow for newly discovered special dwelling places.

C. When to complete
items 10 and 12-20

Complete items 10 and 12-20 at the end of the interview after completing the Person pages.

1. Item 10,
Mailing address

Ask item 10 "What is your mailing address?" for all households except Type C noninterviews. If the mailing address given is the same as the one in item 8, mark the box "Same as 8" in item 10.

If when asking question 10, you find minor corrections are necessary, such as adding an apartment number, correcting a misspelled street name, or adding the ZIP code, make this kind of correction in item 8 by lining out the incorrect entry and writing the correct one above it. Do not erase. Then mark the box "Same as 8" in item 10.

If the entry in item 8 is a description, such as "red brick house," or the address is now changed because of street renumbering or re-naming, make no correction to item 8. Enter the complete mailing address in item 10. However, any entry which you make in either 8 or 10 must be complete and legible.

2. Item 12,
Type of living
quarters

Mark the box for "Housing unit" or "Other unit" according to the rules in Part A, Chapter 2. Mark item 12 for Type A and Type B noninterviews as well as for interviewed units. Leave item 12 blank for Type C noninterviews.

3. Item 13,
Coverage
questions

Items 13a-c are intended to discover units which were missed when the original listing was made or which were constructed or converted from nonresidential to residential use after the original listing was made.

a. Which of items
13a-c to ask

Your office will indicate which of items 13a-c you are to ask by marking the appropriate box(es) of item 13. Do not ask those items for which the "Ask" box is left blank.

b. Item 13d,
If none of
items 13a-c
to be asked

Your office will mark the "None" box in item 13d, if you are to omit item 13 entirely. In this case, leave item 13 blank and go directly to item L.

c. How to ask
items 13a-c
for vacant
units

If you find that a sample unit is vacant, ask item 13a, b or c of a janitor, apartment manager, neighbor, etc. Modify the question to refer to the vacant unit. For example, in asking 13a of a neighbor, you should say, "Are there living quarters for more than one group of people in that vacant house next door?" If the answer to item 13a, 13b or 13c is "No," complete the Household page.

If the answer to item 13a, 13b or 13c is "Yes," fill Table X as specified in paragraph 4, below.

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

4. Table X on
the back of
questionnaire

Table X is designed to record the existence of additional living quarters at the sample address and to help determine whether the living quarters are a part of the unit being interviewed or constitute an "extra" unit to be interviewed on a separate questionnaire.

Fill Table X as follows: Use a separate line of Table X for all quarters reported; for example, if the respondent reports that there are additional living quarters in the basement and on the second floor, you would fill one line for the basement and another line for the second floor. If more lines are needed, extend those in Table X into the footnote space below Table X.

- a. Column (2) Enter a specific description of each unit you are inquiring about; for example, "2nd floor, left," "1st floor, rear," "basement," etc. For units outside Area Segment boundaries, follow the the instructions in column (2).
- b. Column (3) If the unit is already listed, enter its segment list sheet and line number in column (3) and continue interviewing the original household. If the unit is not listed, follow the instructions in column (3) for unlisted units.
- c. Column (4) In marking column (4) of Table X, refer to columns (2)-(4) on the line of the B Segment Address List for the original sample unit. If the "extra" unit is within the specific address of the sample unit, circle "Y" in column (4) and continue Table X. If the "extra" unit is NOT within the specific sample address, circle "N" in column (4) and continue with item 13 or L of the Household page.
- d. Column (5) The purpose of column (5) is to determine whether there are living quarters for more than one group of people in the space reported as "extra"; for example, whether there are living quarters for two separate groups of people on the second floor. Circle "Y" or "N" in (5), as applicable. Use a separate line of Table X for all living quarters reported. When more than one line is filled as a result of "Yes" in column (5), fill column (5) for the first line only.
- e. Columns (6)-(8) The questions in these columns will determine whether the space is separate living quarters.
- (1) Column (6) If the space recorded in column (2) is occupied, circle "Y" or "N," as appropriate. Make no entry in (6) if the space is unoccupied.
- (2) Column (7) Circle "Y" or "N," as appropriate, for both occupied and vacant spaces.
- (3) Column (8) Ask the question in column (8) for both occupied and vacant quarters. If the unit is vacant and has no direct access or cooking equipment, ask whether the last occupants had cooking equipment.
- f. Column (9) Use this column to classify the information recorded in columns (6)-(8) as follows:

If the space is neither a "Housing unit" nor "Other unit," circle "N." If occupied, add the occupants to the questionnaire for the sample unit at which discovered. Complete a separate questionnaire for each unrelated person or family group.

If the space qualifies as a separate unit, circle "HU" or "Ot," as appropriate and interview the occupants of these quarters on a separate questionnaire.

g. Columns (10)
and (11)

These questions apply only if the space is classified as a housing unit (HU) and is in a B Segment.

(1) Column (10)

Record the last two digits of the year in which the quarters were created. If the year it was created was 1959 or 1960, ask if it was during the first half (F) or last half (L) of the year and enter the appropriate letter before the year in column (10).

(2) Column (11)

If the unit was created before July 1960, record the last name of the household head on April 1, 1960 in column (11). Also enter the first name if the respondent provides it. If the respondent does not know who lived in the unit on April 1, 1960, enter "DK." If the respondent has difficulty recalling, try to help him by referring to the Census date, April 1, 1960.

h. Item E

If an "extra" unit is discovered in either a B or NTA Segment, complete item E above Table X.

Item E requires the serial number of the original sample unit; the item number (item 13a, 13b or 13c) by which the "extra" unit was found; and if the extra unit is in an NTA Segment, the segment list sheet and line number of the first unit listed on the same property as the original sample unit.

5. Item L,
Land usage

Items 14 and 15 on land usage are not filled for every household.

As indicated on the questionnaire, if the "Rural" box is marked in item L, go to item 14. If the "All other" box is marked, omit items 14 and 15 and ask question 16.

In cases where you fill a questionnaire for "extra" units found at the time of interview, mark the item L entry in the same way as for the regular assigned units in the same segment.

a. Item 14,
Own, rent or
rent free

Ask item 14 and record the respondent's answer by marking the appropriate box.

(1) Own

Mark this box 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.

Mark 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 cooperative 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. Mark the box for "Rent" in such a case.

(2) Rent

Mark this box 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.

(3) Rent free

Mark this box if the persons occupying the place neither own nor rent it.

Places of this kind are usually occupied rent free by persons in exchange for services rendered, e.g., a caretaker, a farm worker or janitor who receives the use of a house or apartment as part of his wages. A tenant farmer who does not pay money rent should be reported as occupying the unit "Rent free."

- b. Items 15a and b If the answer to item 14 is "Own" or "Rent free," ask question 15a. If "Rent" is marked in item 14, ask 15b. Circle "Y" or "N" for "Yes" or "No" as indicated by the respondent's answers. When questions arise, use the following definitions as a guide.
- (1) General definition 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.
- If there is any question as to what is meant by "place", use the following explanation. The "place" consists of one or more tracts of land which the respondent considers to be the same property, farm (or ranch) or estate. These tracts may be adjoining or they may be separated by a road or creek or other pieces of land.
- (2) Definition of "place" for "Owned" or "Rent free" Places which are "Owned" or "Rent free" include the entire acreage considered to be part of the same "place", including any part rented out to others. Even if the owner rents out all the land but continues to live on it, the rented land should be regarded as part of the owner's "place".
- (3) Definition of "place" for renters For renters, the "place" would include only the house and land for which they are paying rent, and not the entire acreage or property of the owner. This is an especially important distinction and one which you should explain to the respondent, if necessary.
- (4) More than one unit on same "place" If there is more than one sample unit on the same "place" (as defined above), the answer for each unit must be the same. For example, an owner lives in one sample unit on a "place" of 150 acres; his hired hand lives rent free in a separate sample unit on the same "place". The answer to item 15a would be "Yes" for each unit. Remember again, however, that if there is a cash renter on this property, we are referring only to the land which he rents.

- (5) If "place" is definitely in built-up area There may be certain areas coded "Rural" which have been built up into apartment areas, suburban housing developments and the like. In such cases where the place is obviously a private home on a lot or an apartment, circle "N" for item 15a or b without asking the question. Also, circle "N" in item 15d.

If the sample unit is in a rural (not built-up) area, the question is to be asked, even if the unit appears to be just a house and lot.

- c. Item 15c,
Sale of produce
(\$50 or more)

If the answer to item 15a or b is "Yes," ask item 15c and circle "Y" or "N" 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 (Y) or less than \$50 (N). Note that the question refers to gross sales during the past 12 months. If questions arise on the meaning of "sales" from this "place", use the following as a guide.

- (1) "Sales" from this "place"

By "sales of crops, livestock and other farm products" is meant the gross amount received for the sale of crops, vegetables, fruits, nuts, livestock and livestock products (milk, wool, etc.) poultry and eggs, nursery and forest products produced on this "place".

- (2) "Place"

The "place" is the same as that referred to in item 15a or b.

- (3) More than one unit

If there is more than one sample unit on a "place" (remembering how "place" is defined differently for owners and renters), the answer for each unit must be the same. For instance, the owner lives in one unit on a "place" of 15 acres. His total sales amounted to \$780. His hired hand lives rent free in a separate unit on the "place". Each of the two units would have "Y" in item 15a and "Y" in item 15c.

- (4) Special situation

If the respondent has recently moved to the "place" and he has not sold any farm products, explain that this question refers to sales made from the "place" during the past 12 months, either by him or by someone else. If he is unable or unwilling to make an estimate, report the item as "DK" (don't know).

- d. Item 15d,
Sale of produce
(\$250 or more)
- (1) Follow same
rules as for
item 15c
6. Questions 16 and 17,
Heating and air
conditioning
- a. Question 16,
Heating
- (1) Type of
heating
system
- If the answer to item 15a or b is "No," ask
item 15d and circle "Y" or "N" as required.
- In completing item 15d, follow the same instruc-
tions as were given for item 15c for sales,
definition of "place", more than one unit and
the special situation. The only difference is
that item 15d refers to sales of \$250 or more.
(The higher amount of sales from a "place" of
less than 10 acres is required for it to be
classified as a farm.)
- If the "place" is obviously a private home on
a lot or an apartment, item 15d can be circled
"N" without asking the question.
- Questions 16 and 17 are asked to determine what
effect heating or air conditioning may or may
not have on respiratory conditons. These
questions are asked only for interviewed house-
holds.
- This question refers to the main type of heating
equipment used in the unit. If two types of
heating equipment are used, mark the one that
is used most. If both are used equally, mark
the one that appears first in the list.
- In a multiunit building, ask the question
independently for each unit.
- We want to know the type of heating system,
not the fuel used to heat the unit. Mark the
category which best fits the respondent's
answer. If you are unable to mark a category
from the respondent's first answer, read the
categories until an affirmative reply is obtained.
- If you are still unable to classify the heating
equipment to one of the categories, mark "Other"
and describe the equipment used.
- If the main source of heat is temporarily out
of order and some other system is being used
in the interim, mark the system which will be
the main source of heat when it is repaired.
- (a) Mark "Steam or hot water system" if there
is a central heating system which supplies
steam or hot water to conventional radia-
tors, baseboard radiators, heating pipes
embedded in walls or ceilings or to heating
coils or equivalent, which are part of a
combined heating-ventilating or heating-
ventilating-air-conditioning system.

- (b) Mark "Central Warm air furnace..." if there is a central furnace which produces warm air through ducts leading to the various rooms. Count a central heat pump, sometimes known as a "reverse cycle" system, which provides for both heating or cooling. Do not include room heat pumps in this category.
- (c) Mark "Built-in electric units..." if such units are permanently installed in the floors, walls, ceiling or baseboards, and are a part of the electrical installation of structure. Include a room heat pump as built-in electric units. Electric heating devices that are plugged into an electric socket or outlet are not built-in.
- (d) Mark "Floor, wall, or pipeless furnace" for:
(1) a floor furnace, which is hung below the floor and delivers heated air to the room immediately above, or (if under a partition) to the room on each side, or
(2) a wall furnace, which is installed in a partition or in an outside wall and delivers heated air to the room on one or both sides, or
(3) a pipeless furnace, which is installed in a basement and delivers heated air through a large register in the floor of the room or hallway immediately above.
- (e) Mark "Circulating, radiant, or room heaters, WITH flue or vent, burning gas, oil, or kerosene" for radiant gas heaters or other room heaters that burn gas, oil, kerosene, or other liquid, and that have a flue, vent, or chimney to remove smoke and fumes.
- (f) Mark "Circulating, radiant, or room heaters (not portable), WITHOUT flue or vent, burning gas, oil, or kerosene" for any nonportable room heater that burns gas, oil, kerosene, or other liquid but is not connected to a flue or vent.
- (g) Mark "Fireplaces or stoves burning coal, wood, or coke" for fireplaces, cook stoves, parlor stoves, heating stoves, Franklin stoves, etc., that burn solid fuels.
- (h) Mark "Portable room heaters of any kind" for any room heaters that can be picked up and moved, including electric heaters that get current through a cord plugged into an electric wall outlet.

- (i) Mark "Other" if the respondent tells you the unit is heated in any other way than described in paragraphs (a) through (h) above. Ask him to describe the type of heating equipment or how it produces the heat and enter this in the space provided. If a trademark name or type of fuel is given, enter this also. If you are able to reclassify the heating equipment to one of the other boxes, (a)-(h), bases on the description, do so.
- (j) Mark "None, unit is not heated" if there is no heating equipment, or if the equipment used was not originally intended for heating purposes.

For example, if gas jets on a cooking stove are the only source of heat.

- b. Question 17,
Air conditioning

If the respondent only answers "Yes" to this question, ask "Do you have an individual room unit or central air conditioning?" and circle the appropriate "Y." If both central air conditioning and individual room units are reported, circle "Y" for central air conditioning.

7. Item 18,
Telephone

Ask 18 and enter the telephone number in the space provided. If the household has a telephone but the number is not obtained, enter the reason. The "None" box is to be marked only in those cases where there is no telephone in the household at all.

8. Item 19,
Observed
households

Item 19 is used to indicate whether the interview was or was not observed.

9. Item 20,
Name and code of
interviewer

Sign your name in the space provided in item 20 after you have completed the entire interview for a household or are turning in the questionnaire as a final noninterview. Also, enter the code which has been assigned to you by your office.

- D. Item 21,
Noninterviews

Item 21 is used to record 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 you have 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, mark the appropriate noninterview reason.

In case you are in doubt as to whether a questionnaire should be considered to be a completed interview, or you are uncertain as to what type of noninterview should be recorded, do not mark item 21. Send an INTER-COMM, explaining the circumstances, with the questionnaire when you return it to your regional office.

1. Partially completed interviews

If an interview has been obtained for one or more members of a household, but not for all members, it is considered only a partial interview and has almost the same effect on our statistics as Type A noninterviews. Every effort must be made to avoid them as well as Type A's.

For partial interviews, enter the person number of the noninterviewed persons in the footnote space on the front of the questionnaire and give the noninterview reason, in full, for each such person or group.

2. Type A noninterviews

Noninterviews can be classified into three general groups. The first of these (Type A) consists of households occupied by persons eligible for interview but for which no interview was obtained.

Type A noninterviews must be kept 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

Occasionally a respondent may refuse to be interviewed. When this is the case, mark the "Refusal" box in item 21. Also, in a footnote, explain the pertinent details regarding the respondent's reason for refusing to grant the interview.

b. No one at home - repeated calls

Mark this box if, after making repeated calls, you have not found an eligible respondent at home during the interview week even though there are people living there.

c. Temporarily absent

Mark 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 includes occupied units on impassable roads, quarantined households and any other Type A cases not listed above. In the "Specify" space, state the reason briefly, e.g., impassable roads.
3. Type B noninterviews Type B noninterviews consist of vacant units, units occupied solely by persons who are not household members by Census definition and certain other special situations.
- a. Vacant - nonseasonal Mark this box for all vacant units intended for year-round occupancy, regardless of where they are located. However, do not count as vacant a unit whose occupants are only temporarily absent, i.e., would be defined as usual residents of the unit even though they are out of town now. Such units should be classified Type A "Temporarily absent."
- b. Vacant - seasonal Mark this box for vacant units intended for only seasonal occupancy. These may be in summer or winter resort areas used only during the hunting season, etc., (except units for migratory workers).
- 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, 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. See paragraphs 3a and b above.

d. Armed Forces

This category is for units occupied solely by members of the Armed Forces on regular active duty.

e. Other Type B

This category will include all the classes of units listed below. In each case, mark the "Other" box in in the "Specify" space, 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. See paragraphs 3a and b above.

(2) Unit being created from conversion of former unit

Include 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

Include here, units now vacant and used only for the temporary accommodation of migratory workers.

(4) Temporary business or storage

Include 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 on it, include it here.

(6) Units not yet started in 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 granted, construction not started."

4. 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. See paragraphs 3a and b.
- 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 subsample Mark this box when you have eliminated a unit in subsampling, in accordance with instructions in Part A, Chapter 2.
- d. Built after April 1, 1960 Mark this box when you have made the "year built" determination and found that the sample unit is in a structure which was built after April 1, 1960.
- e. Other Type C This category will include all the classes of units listed below. In each case, mark the "Other" box and in the "Specify" space state the reason briefly, e.g., nonexistent.
 - (1) Nonexistent Include 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 included here.
 - (3) Permanently converted to business or storage Include here any unit that has been permanently converted to business or storage use.
 - (4) Mergers Include as Type C "Other," merged units which are noninterview because they have been merged with another unit. See the instructions in Part A, Chapter 3.
 - (5) Other Include here, any other Type C noninterviews and describe them in full.

3. Item 22,
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, ringing the doorbell or knocking on a door. Do not include telephone calls for appointments.

1. Calls for entire household and for a person or family group not related to head

Enter the date and time of each visit in the column for the particular visit you are making. That is, enter the date and time of the first call in the first column, for the second call in the second column, etc. For the date, enter an abbreviation for the month and numerals for the day; indicate a.m. or p.m. for the time, e.g., Jan. 19, 9:20 a.m. or Jan. 20, 7:30 p.m., etc. Do not use numerals for the month. The beginning time represents the time you knock on the door.

After you have completed an interview, enter the ending time in the space provided. The interval between the beginning and ending times gives the actual time in the household, including any in-household waiting time. Enter an "X" in the "com." (completed) column, indicating that the interview was completed. This should be done before you leave the household. Do not "round" the beginning and ending times to the nearest five minutes but use exact times (to the minute).

For noninterviewed households, enter only the dates and times when calls were made. Leave the "Ending time" blank.

Each unrelated household member or family group is interviewed separately. Therefore, enter the date and time of each call made and the beginning and ending time of interview for the unrelated person(s) on a separate questionnaire. Enter this information on the separate questionnaire even though you may not have to return to the household at a different time to interview these persons. If you are unable to interview these nonrelated persons, enter the reason for noninterview on the separate questionnaire.

If an interview is obtained for a family unit, but not for an unrelated person, mark the completed column on the family's questionnaire. This column is left blank on the questionnaire prepared for the unrelated person.

Column 22 is completed independently for each separate family unit.

If there are unrelated household members, the "X" mark used in item 22, to indicate a completed interview, will be made on each questionnaire that was completed for each unrelated person or group that was interviewed.

2. Illustration of how to fill item 22

On the following pages are illustrations of how to fill item 22. In example 1, no one was at home on the first trip to the household. The housewife and 20-year-old son were interviewed for themselves and for other related household members on the second trip. A roomer could not be interviewed until the fourth trip.

Example 1

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

		1	2	3	4	
Date		Jan. 6	Jan. 7			
Beginning time		10:30 A.M.	7:45 P.M.			
Ending time			8:30 P.M. X			

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

		1	2	3	4	
Date		Jan. 7	Jan. 8	Jan. 9		
Beginning time		8:30 P.M.	7:45 P.M.	8:10 P.M.		
Ending time				8:30 P.M. X		

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

Example 2

Column 1

22. Record of calls at household							
		1	Com.	2	Com.	3	Com.
Entire household	Date	Jan. 20					
	Beginning time	6:30 P.M.					
	Ending time	6:55 P.M.	X				

Column 2

21. Noninterview reason	
TYPE A	TYPE B
<input type="checkbox"/> Refusal (Describe in a footnote) <input type="checkbox"/> No one at home - repeated calls <input checked="" type="checkbox"/> Temporarily absent <input checked="" type="checkbox"/> Other (Specify) <i>7</i>	<input type="checkbox"/> Vacant - nonseasonal <input type="checkbox"/> Vacant <input type="checkbox"/> Usual residence elsewhere <input type="checkbox"/> Armed Forces <input type="checkbox"/> Other (Specify) <i>7</i>

22. Record of calls at household							
		1	Com.	2	Com.	3	Com.
Entire household	Date	Jan. 20					
	Beginning time	6:55 P.M.					
	Ending time						

Column 3

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

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F. Noninterviewed
households

Not all of the items on the Household page are required for noninterviewed households. The table below lists the required items by noninterview type:

<u>Type A</u>	<u>Type B</u>	<u>Type C</u>
1-15	1-13	1-9
L	L	11
20-22	15	20-22
	20-22	

NOTE: A flashcard with this information on it is in your flashcard booklet.

G. Extra questionnaires
needed for a household

If more than one questionnaire is needed to complete the interview for a household, items 1, 2a, 2b, 3 and 7 should be completed on each additional questionnaire.

CHAPTER 3

PROBE PAGES 2-13

SECTION I. PAGES 2 AND 3
QUESTIONS ON PERSONAL CHARACTERISTICS AND RESTRICTED ACTIVITY

A. Introduction

On pages 2 and 3 of the questionnaire, record the names, ages and family relationship of the members of the household. These pages also cover questions on other personal characteristics, and a series of questions on restricted activity during the past two weeks.

The questions appear on the left and the answers are recorded in the appropriate spaces of the six numbered person columns.

1. Eligible respondent:
Who can answer the questions

a. Eligible respondent for questions 1 and 2

Questions 1 and 2 (name and relationship of all household members) may be asked of any "responsible" adult member of the household whether or not he is related to the head of the household. "Responsible" means not mentally incompetent or not too ill to be able to think clearly about the questions being asked. "Adult", means a person 19 years old or older or any person who has been married.

b. Eligible respondent for remaining part of questionnaire

The "eligible" respondent may answer the remaining questions for all persons related to him in the household, both adults and children. However, the other related adults listed should be interviewed for themselves if available.

(1) 17 or 18 year-olds

Single persons 17 or 18 years old may not respond for other family members but may respond for themselves under the following circumstances:

- (a) If there is no related person in the household who is 19 years old or over; for example, if the household consists of two unrelated 17 or 18 year-old boys living in a school dormitory room, each may respond for himself.

- (b) If they are present during the interview with an older respondent, 17 or 18 year-old persons may respond entirely or partly for themselves. However, make no extra effort to have them participate, except for the smoking questions.

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.

- (2) Related,
defined

"Related" means related by blood, marriage or adoption.

- (3) Children

Information about a child is normally obtained from one of the parents or other related adults in the household. If an unrelated person is usually responsible for the child's care, that person may report for the child. Thus, if the respondent has a foster child or ward living in his home, he should answer the questions about the child.

- (4) Adults not
related

Adults not related to the head of the household (partners, roomers or servants) are to answer all questions, after question 2, for themselves.

If, however, such persons have related family members in the household, any responsible adult member of that family may answer the questions for that family group.

- c. 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.

- (1) You may interview someone who is responsible for the care of a person who is not competent to answer the questions for himself provided there are no related members of the household who can answer for that person. The person who provides the care may or may not be a member of the household. For this type of case, explain the circumstances, e.g., Person is mentally incompetent and unable to respond for self; respondent takes care of her during the day.

- (2) A member of the Armed Forces who lives at home with his family may be interviewed for his family, but no health information is obtained for him.

- d. Return call may be necessary

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

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

2. Question 1,
Names of household members

After asking the "year built" question, if required, and determining that the household is to be interviewed, ask question 1a on page 2. Continue with question 1b and record the names in the appropriate columns in the order indicated on page D-3-8. Then ask questions 1c and 1d as reminders about persons who may be overlooked by the respondent. List each person named by the respondent in answer to questions 1a-d who is a household member. There is an asterisk above the "Yes" box for questions 1c-a. The asterisk refers to the instruction: "Apply household membership rules." Do not list a person if it is known at this point in the interview that he is not a household member by Census definition. Thus, Armed Forces members not living at home should not be listed.

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

- a. Members of the Armed Forces

For the purpose of question 1f, "adult" means a person who is 17 years old or over. The question is asked at this point to avoid asking

unnecessary questions about active members of the Armed Forces who are not to be included in this survey. Ask question 1f if any of the males in the household could be an adult.

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

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

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

(1) Armed Forces,
defined

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

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.

(2) 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" and so are to be counted as members of the household.

b. Who are household
members

The rules given in Part A, Chapter 2 for determining which persons are to be considered members of a household must be applied at every household. Always ask any additional questions needed in order to properly determine who are household members. Examples of such questions are as follows:

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

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

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

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

- c. Delete the name if not household member

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

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

For the above cases, it is permissible to enter the last name in the next person's column.

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

See illustration on following page.

1a. First name (1)	RACE
<i>Sally</i>	1 W 2 N 3 OT
Last name	SEX
	1 M 2 F
2. Relationship (Name)	AGE
<i>Army at school</i>	
DR. VISITS	(NP)
HOSP.	(NP)
Q. no.	Condition

1a. First name (1)	RACE
<i>John</i>	1 W 2 N 3 OT
Last name	SEX
<i>James</i>	1 M 2 F
2. Relationship (Name)	AGE
<i>HEAD at home</i>	
DR. VISITS	(NP)
HOSP.	(NP)
Q. no.	Condition

nn. who live here. Yes No

as friends, relatives, or roomers?

ie?

Apply household membership rules.

(Y) → Col(s) 1 (Delete) N

Sex

number(s) where it was reported.

1. If any	1.1
2. How is	2.1
3. How el	

- d. Listing household members and use of additional questionnaires if more than six All members of the household, regardless of whether they are related to the head, are to be listed on one questionnaire (or one set of questionnaires if there are more than six persons in a household). However, fill only questions 1 and 2 on the original questionnaire for household members not related to the head.

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

1a.	First name <i>27</i>	RACE	
	<i>Mary</i>	1 W	
		2 N	
		3 OT	
	Last name	SEX	
	<i>Smith</i>	1 M	
		2 F	

	First name <i>8</i>	RACE	1a.
		1 W	
		2 N	
		3 OT	
	Last name	SEX	
		1 M	
		2 F	

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

If, among the persons not related to the head, there are married couples or persons otherwise related among themselves, list them in the order indicated for the families of married

children (group 4). The names and relationships of each person or family not related to the head must be transcribed to a separate questionnaire. See page D-3-10.

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

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

3. Question 2, Relationship to head of household

Enter the relationship of each person to the head of the household. If the respondent has previously given you this information, you need not ask this question, simply record the relationship.

a. Head of household

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 unrelated persons sharing a housing unit. Since there can be only one head, designate one as the "Head" and call each of the others "Partner".

(1) 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.

Armed Forces members living at home are household members about whom we want no health information.

However, if one is reported to be the household head, enter this for him and make the family relationships accordingly.

If an Armed Forces member is not living at home, the wife or other family group head will then be designated as the household head.

- (2) If "Head" deleted
If the person originally designated as the head of the household is deleted for any reason, other than Armed Forces member living at home, designate another person as "Head" and change the relationship entries of the other household members if necessary.
- (3) 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.
- (4) Persons unrelated to the head
If there are any persons in the household who are not related to the head but are related to each other, their relationship to each other should be shown also. For example, a roomer and his wife must be listed as "roomer" and "roomer's wife"; a maid and her daughter must be shown as "maid" and "maid's daughter."
- b. 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 (3) and (4) above for relationship entries in question 2; e.g., head, wife, etc.

4. Separate questionnaires for nonrelated persons

A separate questionnaire must be completed for each listed unrelated person or family group. After recording the names of all household members and completing questions 1 and 2 on the first questionnaire, transcribe the names and relationships of the unrelated household members to a separate questionnaire. Change the column number of each person to agree with the one on the first questionnaire. For example, a roomer is listed as Person 5. Transcribe his name and relationship to the first column of the extra questionnaire and change the column number from 1 to 5.

For each questionnaire for unrelated persons, fill the identification items (PSU, Segment number and Serial number) and item 7 and continue the interview for these persons in the prescribed manner. These specified entries are required on a separate questionnaire even if you know, at this point, there will be no completed interview for the nonrelated person(s).

5. Questions 3 and 4, How to ask the questions

After entering the relationships in question 2, ask question 3 for each person (for whom the respondent is an eligible respondent) before you ask question 4 (marital status) for any person.

Item C is used for recording conditions and other information reported in some of the later probe questions. After completing question 3 for the last person, skip over item C and go to question 4. Item C is placed in this position on the questionnaire for ready reference when filling any of the succeeding pages. It will be explained later in this chapter.

For each of the questions, start by asking the respondent to answer the question about the head (the first person listed on the questionnaire). Then proceed to the other household members for whom he is an eligible respondent, in the order in which the members are listed.

- a. Question 3, Age at last birthday, race and sex

Be sure to obtain the age of each person at his last birthday. For babies under one year of age, enter "und.1" in the answer space. If the respondent does not know the exact age of the person, ask him to estimate it as closely as he can.

If the person refuses to give his own age or the age of someone else in the family, make the best

estimate you can and indicate that the age is estimated.

If a specific age (65 years) cannot be estimated, record a range of the person's probable age, e.g., est. 10-15 years, est. 45-55 years. The following examples represent entries that would not be acceptable age estimates: over 25 years, 17+ years, etc. These examples are unacceptable because they do not indicate whether the person is a young adult, middle-aged or an elderly person.

(1) Race

Three codes are used for race: "W" for white, "N" for Negro and "OT" for other. The race of the respondent can usually be marked by observation and you may assume the race of all related persons is the same as that of the respondent unless you learn otherwise. Circle the proper letter when you are recording the person's age. If you cannot fill this item by observation, ask: "What is ...'s race?"

(a) Guide for color or race

Report Mexicans, Puerto Ricans and other persons of Latin American descent as white unless they are definitely of Negro, Indian or other non-white race.

Report persons of races other than white or Negro, such as Japanese, Chinese, American Indian, Korean, Hindu, Eskimo, etc., as "Other."

For persons of racial mixtures (white and nonwhite race, or of different nonwhite races) who are uncertain how to answer, report the race of the person's father.

(2) Sex

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

b. Question 4,
Marital status

Ask question 4 on marital status only for persons 17 years old and over. If the person is under 17 years of age, mark "Under 17," without asking the question even though you may have learned that the person is married, widowed, divorced or separated.

For persons 17 and over, if it is obvious from the relationship entries that two of the household members are husband and wife, mark the box for "Married" without asking the question. 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.

6. Item C

Item C1 provides space where the number of doctor visits (DR. VISITS) and hospitalizations (HOSP.) are recorded for each person. If no doctor visits or hospitalizations are reported for a person, indicate this in C1 by entering a dash (—) on the line provided in that person's column.

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

Item C2 serves as a summary of conditions requiring Condition pages.

a. Conditions to
be entered in
item C2

Conditions reported in answer to those probe questions that are specifically designed to pick up conditions are to be entered in item C2.

Also enter:

- (1) A condition first reported on the Hospital page if it is listed in question 16 or there were nights in the hospital during the past two weeks.
- (2) Any condition first reported in question 5 on the Doctor Visits page.
- (3) Those conditions first reported on a Condition page which meet the criteria specified in the Condition page chapter (D-4).

(1) Volunteered conditions (general)

A volunteered condition is one that is not a direct answer to the particular question asked or that is reported other than in response to a question.

Any volunteered condition which meets requirement (a) or (b), or both, is entered in item C2.

- (a) It is listed in question 16 or you have reason to believe the condition is a respiratory condition.
- (b) The respondent, when volunteering the condition, also says that it--
 - 1) caused 1+ restricted activity, bed or work (school) loss days in the past two weeks
 - OR
 - 2) resulted in a hospitalization during the past two weeks
 - OR
 - 3) resulted in a doctor visit during the past two weeks
 - OR
 - 4) caused an activity limitation.

Do not probe to determine if one of the above four criteria occurred.

If the respondent volunteers a condition which does not meet one of the above requirements, do not list it in item C2 or fill a Condition page.

b. Source of condition

If a condition is reported during the asking of the probe questions, record in item C2 the number of the question, or if in question 16, the letter, at the time the condition is reported. If a condition is reported in some other part of the interview, record, instead, the type of page, abbreviating as follows:

- Condition page = Cond.
- Hospital page = Hosp.
- Doctor Visits page = Dr. V.

These same rules apply to volunteered conditions.

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

C	1. Record the number of Doctor Visits and Hosp	DR. VISITS	HOSP.
		_____ (NP)	1 (NP)
	2. Record each condition in the person's col	Q. no.	Condition
	Reference dates	627	Arthritis
	2-week period _____	Hosp	Pneumonia
	Dentist and Doctor visit probe _____		
	Hospital probe _____		

More detailed instructions for filling item C will be discussed along with the probe questions and in later chapters.

7. Whom to interview

Interview each ADULT for himself for the ensuing health questions if he is at home at the time of the interview. Since the remaining questions are about each person's own health, each person should be the best source for this information about himself.

Persons unrelated to the head (partners, roomers, etc.), will be interviewed at a separate time on a separate questionnaire.

B. Reference dates

Different reference or recall periods are used for the various probe questions.

"Reference dates" on page 2, under the instructions for item C2, will be filled in advance by the regional office.

C	1. Record the number of Doctor Visits and Hospitalizations.
	2. Record each condition in the person's column, with the question Reference dates 2-week period: _____ Dentist and Doctor visit probe _____ Hospital probe _____

1. Two-week reference period

The "past two weeks" refers to the two weeks (14 days) just prior to the week in which the interview is conducted. The two-week period starts with Monday and ends with (and includes) last Sunday night. No days of the interview week are to be included. For example, if the interview is conducted on Tuesday, January 6, 1970, "the past two weeks" would refer to the period beginning on Monday, December 22, 1969, through Sunday night, January 4, 1970. No illness, hospitalization or health-related event starting after January 4 (last Sunday night)

would be included, no matter how serious it might be. This principle applies to all succeeding questions.

If you record something of this kind and afterwards learn that it should not have been recorded, delete or correct the entry, as appropriate, and explain the deletion in a footnote.

This rule does not apply to household membership or personal characteristics such as age, marital status or membership in the Armed Forces, all of which apply as of the time of interview.

2. Dentist and doctor visit

This date is "last Sunday's" date a year ago, and is the closing date of the two-week reference period. For example, if you interview Wed., Feb. 11, 1970, the reference date would be Feb. 8 (1969).

3. Hospital probe

This date is the first of the month preceding the month in which the first day of the week you interview falls. For example, if you interview Wed., Feb, 11, 1970, the date would be Jan. 1 (1969).

Why B? mmm

4. Calendar card

In order to help the respondent identify the correct two-week reference period, hand him the special two-week reminder calendar (white card) with the dates of the reference period (the past two weeks) outlined in red.

Before starting each interviewing assignment, prepare two or three calendar cards by outlining the dates of the two-week reference period in red.

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

An example of a calendar card showing the two-week reference period for Week 03 of Sample B-52 is given on the following page.

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
1969 DECEMBER		1	2	3	4	5	6
	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
	28	29	30	31			
	1970 JANUARY					1	2
4		5	6	7	8	9	10
11		12	13	14	15	16	17
18		19	20	21	22	23	24
25		26	27	28	29	30	31

Red line (the past two weeks) →

Week 03 - B-52 (interview week) →

If an interview is delayed until the week following interview week, prepare a new calendar card showing the reference period as changed, i.e., the two-week period ending the Sunday night just before your actual interview date.

After asking question 5, let the respondent keep the two-week reminder calendar (with the two-week reference period outlined) until the end of the interview. This will enable him to refer to it whenever you find it necessary to remind him of the two-week period.

C. Questions 5 and 6

1. Question 5,
Number of disability days

Question 5 is asked to obtain the number of days, if any, that each person in the household had to remain in bed, had to lose time from work or school, and had to restrict his usual activity during the two weeks preceding the

interview. In addition to providing data on disability, the responses to these questions will also indicate if question 6, on cause of disability, should be asked.

a. Introduction

The introduction above question 5a is read to the respondent to inform him of the purpose of the survey and some of the topics to be covered during the interview. This introduction also is designed to establish, in the respondent's mind, the reference period for probe questions 5-8 and 10-14. Do this by handing him the calendar card with the two-week reference period marked in red and then indicate orally the beginning and ending dates of the two-week reference period.

The regional office will have stamped the correct beginning and ending dates in the "Reference dates" space of item C before mailing your assignment to you. If additional questionnaires are needed for nonrelated household members or for "extra" units, enter the correct beginning and ending dates in this space before the interview, if possible. If an interview is delayed until the week following interview week, change the reference dates to agree with the new reference period.

The introduction above question 5a should be read only once for a family. If there are nonrelated members of the household, it should be read again for each unrelated person or group before asking question 5a.

b. Order of asking question 5

All appropriate parts of question 5 and question 6 are asked as a block for each individual. Starting with Person 1, ask question 5a and all other necessary parts of question 5; then ask any required parts of question 6. Repeat the procedure for the next related household member and so on.

c. Question 5a, Bed disability past two weeks

The purpose of this question is to determine if anyone in the family had to stay in bed because of some illness or injury. In asking question 5a, make sure that the respondent understands that you are interested in the two-week reference period shown on your calendar card.

When asking question 5a, insert the name of the person you are talking about or his relationship

to the respondent. If you are interviewing the wife about Person 1, you would say: "During those two weeks, did your husband stay in bed because of any illness or injury?" If the answer to question 5a is "Yes," ask question 5b. If the response to 5a is "No," ask 5c if the person is 17+. Ask 5d if the person is 6-16; ask 5f if the person is under 6 years of age. These instructions also appear in the answer space on the questionnaire.

d. Question 5b,
How many days
in bed

If the answer to 5a is "Yes," ask 5b and record the number of days that the person had to stay in bed all or most of the day. Then ask 5c, d or f for that person according to his age.

(1) 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 illness or injury. 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 as a day in bed.

A "bed" may be a sofa, cot, mattress, etc., if it is used as a bed. If a person was on the sofa watching TV because she was too ill to get around, then she would be "in bed". The important distinction here is: whether the person was ill enough that he had to be in bed for all or most of the day.

Also, count all days as a patient in a hospital, sanitarium or nursing home as bed days whether or not the patient was actually lying in bed at the hospital, sanitarium or nursing home.

e. Question 5c,
Days lost from
work for persons
17 years of age
or older

Ask this question to find out if the person you are asking about lost time from work (during those two weeks) because of illness or injury. Ask it only if the individual is in the 17+ age group. Record the response in the appropriate space in that person's column. Use the alternate version of the question for females 17+.

If the "None" box is marked, ask 5f as indicated. If work-loss days are reported,

go to the instructions in 5e; then ask either 5e or f, depending upon whether bed days were also reported.

- (1) Work, defined "Work" 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 related household member.
- Do not count work around a person's own house or volunteer unpaid work for a church or charity.
- (2) Work day, defined Count only the days when more than half of the work day was lost due to an illness or injury. If the person works only part of a day and he loses more than half of that time, it should be counted as a day lost.
- (3) Disregard school days If a person 17 years of age or over goes to school instead of, or in addition to, working, record only the days lost from work (disregarding any days lost from school).
- f. Question 5d, Days lost from school for persons 6-16 years old This question should be asked only if the person is a child aged 6-16. If the respondent indicates that no days were lost from school or that the person was on vacation during this two-week period, mark the "None" box for question 5d and skip to question 5f.
- Also, mark "None" if the child is aged 6-16 but does not attend school. If the person lost days from school, enter the number in the appropriate person column and go to question 5e or f.
- (1) School day, defined Count only the days when more than half of the school day was lost from school due to an illness or injury.
- For example, a day when the person did not go to school until after lunch would count as a day lost from school. If the person's regular school day is less than a whole day and that amount of time was lost from school on account of illness or injury, it would also be counted as a whole day lost from school.

- (2) School vacation
Since school vacation periods are not all the same, this question is asked even during periods of the year which might normally be considered school vacation periods.
- (3) Disregard work days
If a person 6 through 16 years of age works instead of, or in addition to, going to school, record only the days lost from school (disregarding any days lost from work).
- g. Check for number of days reported in questions 5c and 5d
Since hardly anyone works seven days a week or goes to school seven days a week, you should follow up such replies as "The whole two weeks" or "All last week," etc. Do not enter "14" or "7" automatically but reask the question in order to find out the actual number of days lost from work or school. If a person actually lost 14 days from work or school during "the past two weeks", enter "14" but explain in a footnote that these days were actually lost.
- h. Question 5e, Number of work-loss or school-loss days in bed
Ask question 5e only if the respondent reports bed days in question 5b and either work-loss days in question 5c or school-loss days in question 5d.

The purpose of question 5e is to determine if any of the bed days and days lost from work or school that were reported were the same days. The entry in question 5e can be equal to but not greater than the number of bed days reported in question 5b, or the work/school-loss days reported in question 5c or 5d.
- (1) How to ask
In asking question 5e, insert for the first set of dashes the number of work-loss days or school-loss days recorded in 5c or d. Select the word within the brackets that fits the situation. For example, if the person lost two days from work, question 5e should be asked as follows: "On how many of these two days lost from work, did you stay in bed all or most of the day?" If one school day was lost, ask "On that day John lost from school, did he stay in bed all or most of the day?"

i. Question 5f,
Restricted
activity past
two weeks

Ask question 5f for each person, regardless of the entries in questions 5a-e. Question 5f has three purposes:

- (1) To find out if, in addition to any bed days or work or school-loss days reported earlier, the person had to cut down on his usual activities on any other days during the two-week reference period.
- (2) To find out if the person had any cut-down (restricted activity) days during the two-week period even though no bed days, school-loss or work-loss days were reported in questions 5a-d.
- (3) To find out if persons under 17 years had work-loss days or persons 17 + years had school-loss days. These should not be recorded in question 5c or d.

(1) How to ask

In asking question 5f, use the appropriate words within the brackets if days in bed or work-loss or school-loss days were reported earlier. Otherwise omit the parenthetical phrase. Therefore, if no bed days or school or work-loss days were reported in questions 5a-d, ask 5f as follows: "Were there any days during the past two weeks that - - had to cut down on the things he usually does because of illness or injury?" If a person had previously reported two work-loss days and one day in bed, the question would be asked as follows: "NOT COUNTING the day in bed and days lost from work, were there any other days during the past two weeks that you cut down on the things you usually do because of illness or injury?"

(2) Things he
usually does,
defined

For school children and most adults, the things a person usually does would be going to school, working, keeping house, etc. For children under school age, usual activities depend upon whatever the usual pattern is for the child. This 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, these 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.

The following examples illustrate cases of persons cutting down on the things they usually do because of illness or injury:

A student was kept away from school.

A person who lives on a farm 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.

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

j. Question 5g,
Number of
cut-down days

Question 5g is asked to determine the number of cut-down days if the "Y" is circled in question 5f.

There is a parenthetical statement from which you select the appropriate words to use if any days were reported in 5a-d. The procedure is the same as that outlined for question 5f. The parenthetical phrases in 5g are used only if bed, work-loss or school-loss days were reported previously.

- (1) Cut down for as much as a day, defined

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 (cut down) activity is a day when a person cuts down on his usual activities for the whole of that day on account of an illness or injury. Usual activities for any day mean the things that the person would usually do on that day.

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

Following are some examples of a person having to cut down on the things he usually does for an entire 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) Cut-down days during reference period

Note that the "two-week period" in question 5f includes Saturdays and Sundays. All the days of the week are of equal importance in this question, even though the types of activities which were cut down might not be the same on week-ends as on regular 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 too ill to go fishing both on Saturday and Sunday because of a flare-up of his back trouble. Assuming that this was the only time during the past two weeks in which he was bothered by back trouble, the correct entry for question 5g would be "2" (the one work-loss day should have been already reported in 5c).

After recording the number of cut-down days in question 5g, ask question 6a for that person. If you receive an answer of "None" to question 5g, mark the "None" box and go to the instructions above question 6a.

2. Question 6,
Condition(s) causing
days recorded in
question 5

Parts a, b and c of question 6 are asked about each person for whom at least one day was reported in answer to questions 5a-g.

- a. Order of asking
question 6

Ask question 6a right after asking question 5f or 5g.

Questions 6a and b are asked for all reported kinds of restricted activity.

In question 6a, you must select the phrase or phrases from within the brackets according to the answers you have recorded in question 5 for that person.

If, for example, a person had two bed days in question 5b, one work-loss day in question 5c and three cut-down days in question 5g, questions 6a and b must be asked as follows: "What condition caused you to stay in bed, miss work or cut down during the past two weeks?" Then enter the condition(s) in item C2 and ask question 6b, "Did any other condition cause you to stay in bed, miss work or cut down during that period."

If only cut-down days are recorded (question 5g), you would ask question 6a, using only the phrase "cut down," e.g., "What condition caused you to cut down during the past two weeks?" and continue

in the manner described above, referring only to "cut down" when asking question 6b.

If "Y" is circled in 6b, ask question 6c and record the condition reported in item C2. Continue to reask 6b (and enter the condition in item C2) until a "No" is received to 6b; then circle "N" and go to the next person.

When reasking a question, "N" must be circled if "Y" is circled. This procedure is used throughout the questionnaire.

After asking questions 6a-c for that person, ask question 5a for the next person or ask question 7 if you have asked question 6 for all required persons.

SECTION II. PROBE PAGES 4 AND 5—QUESTIONS ON DENTAL VISITS

A. Questions 7-9,
Dental visits

Questions 7 and 8 are about visits to a dentist during the past two weeks. Question 9 asks about the number of dental visits in the past 12 months and the interval since the last dental visit. Ask questions 7-9 after completing questions 5 and 6 for all household members.

Questions 7-9 are asked for the following purposes:

- (1) To obtain a count of the number of dental visits during the two-week reference period.
- (2) To find out what conditions caused the persons to visit the dentist.
- (3) To find out the number of times, if any, a person saw a dentist during the past 12 months.
- (4) To learn how long it's been since a person last saw a dentist for persons with no two-week visits.

1. Question 7,
Two-week dental
visits

Question 7a is asked once for a family. This is the first time we ask a family style question so be sure to insert the names or relationships of all family members when asking question 7a. If the answer is "No," go to question 9 and leave the remaining parts of question 7 and question 8 blank.

If "Yes" is received to question 7a, question 7b is asked to find out which persons in the family went to the dentist during the two-week reference period. Mark the "Dental visit" box in the appropriate column for each person who went to a dentist during the past two weeks.

Question 7c is asked as a reminder to the respondent to report any other persons who visited a dentist during the past two weeks.

If the answer to 7c is "Yes," reask 7b and c until you get a final "No" answer to 7c. Then circle "N" and go to 7d.

Question 7d is asked only for those persons who reported a two-week dental visit. It is asked to obtain the number of times the person went to a dentist during that period.

After asking question 7d for the first person reporting a dental visit, go to the next person reporting dental visits and ask 7d for that person. After asking question 7d for all appropriate persons, go to question 8.

Do not include dental visits in the number of doctor visits reported, or carry dental visits reported in question 7d up to the "DR. VISITS" box in item C1. Dental visits do not require a doctor visit column.

a. Dentist,
defined

A dentist is a person who has been trained in the prevention, diagnosis, and treatment of diseases of the teeth and adjacent tissues. Some examples are: oral surgeon, orthodontist, periodontist, dental hygienist.

2. Question 8,
Purpose of dental
visits

Questions 8a-c are to be asked only for persons reporting dental visits in question 7d. If no dental visits are recorded in question 7d for a person, leave the answer spaces for questions 8a-c blank in his column.

Questions 8a-c are asked as a block for each person beginning with the first person who reported two-week dental visits. When first asking 8a for a person, omit the parenthetical "other". If the respondent reports an illness condition in 8a, enter that condition in 8a of the appropriate person's column and ask question 8b, using the word "other". Question 8b is a reminder to the respondent that you are interested in all conditions for which the person visited a dentist. If "Yes," circle "Y" in 8b and reask 8a. Record these additional conditions in question 8a. Keep asking 8b to see if there are other conditions until the response is "No." Then mark "No other."

If the person went to a dentist for an examination, cleaning or X-ray, mark the "Exam. or

cleaning" box in 8a and ask question 8b, using the word "specific" to find out if the visit was for a specific condition. If the respondent says no "specific" condition was treated or discussed during the visit, i.e., "No" to 8b, mark the "No specific" box. If a condition is reported, circle "Y" in 8b and record the condition in 8a. Reask 8b, this time using the word "other", and follow the procedure given in the above paragraph.

Ask question 8c about each condition recorded in 8a to determine whether or not to carry the condition up to item C2. If the answer to 8c is "Yes," circle "Y" and carry that condition up to item C2.

Reask question 8c about any other condition recorded in 8a and if "Yes," also carry that condition up to item C2. The "Y" to question 8c, for subsequent conditions for that person will not be circled in the answer space; however, still follow the appropriate skip instructions.

Then go to the next person who reported dental visits and ask questions 8a-c, as appropriate.

3. Question 9,
How to ask

Ask question 9, as a block for each person, after completing question 8 for all family members.

a. Question 9a,
Twelve-month
dental visit

Ask question 9a inserting the date entered in "Reference dates" for "Dentist and Doctor visit probe" in C2 the first time the question is asked and at any other time you feel it necessary. If any two-week dental visits have been reported for this person, add the parenthetical statement inserting for the dashes the number of visits previously reported.

If the response is "I go every six months for a checkup," rephrase the question "Including any visits for a checkup and any other visits, how many separate visits did you make to the dentist since - - a year ago?" Some respondents have two or three visits for fillings or other work as a result of a checkup but only report "One," meaning one checkup. We want to count each visit.

For children one year old and under, enter a dash without asking the question even if dental visits have been reported for them.

b. Question 9b,
Interval since
last saw dentist

Mark the "2 week dental visit" box in question 9b, without asking the question, for persons who have reported a two-week dental visit.

Mark the "Never" box, without asking the question, for children age one or under even if dental visits have been reported for them. Ask 9b for all other persons and mark the answer box in each person's column as follows:

Past 2 weeks not reported--Mark this box if at this point the respondent reports a visit during the two-week reference period. In such cases, mark this box and the "Dental visit" box in 7b and ask question 7d and 8 for that person. Record the new responses in the answer spaces for these questions for this person. It is not necessary to change the entries in 7a and 7c.

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

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

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

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

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

Never--Mark this box if the person has never seen or talked to a dentist.

SECTION III. PROBE PAGES 6 AND 7--QUESTIONS 10-15

DOCTOR VISITS AND TWO-WEEK ACCIDENTS AND INJURIES

A. Questions 10-15,
Doctor visits

Questions 10-15 ask about the following:

Visits or calls to or from doctors during the past two weeks (10-12).

The condition(s) for which a doctor was seen (13).

Accidents or injuries during the past two weeks (14).

The total number of times a doctor was seen during the past 12 months (15a).

The length of time since a doctor was last seen (15b).

1. Questions 10-12,
Number of doctor
visits

There are two purposes of questions 10-12:

(a) To determine if the person had any medical attention from any medical doctors (MD or DO) during the past two weeks.

(b) To determine the number of visits and telephone calls the person made to a medical doctor during the past two weeks.

Ask question 10 separately for each person in the household, beginning with Person 1 and continuing with Person 2, etc. Next ask question 11 family style and then question 12 family style.

a. Doctor,
defined

If questions arise regarding the definition of a doctor or what constitutes a visit, use the following as a guide.

The term "doctor" covers only medical doctors (MD) and osteopathic physicians (DO). Include all visits to medical doctors regardless of whether they are general practitioners or specialists. Ophthalmologists have an MD degree and are counted as medical specialists.

Do not count dentists, optometrists or other practitioners (such as chiropractors) who do not have an MD degree.

b. Visit,
defined

In general, a visit is a single contact between a person and a doctor for the purpose of obtaining medical advice, treatment or examination.

(1) Inclusions

Include as visits to a doctor telephone calls to or from a doctor (except requests for appointments or inquiries about a bill), visits to a doctor's office, a clinic, a medical center and the outpatient department of a hospital where a person goes for treatment or examination ordered by a doctor but where he may not actually see or talk to a doctor. Also include calls to the doctor concerning the obtaining or renewal of a prescription. (All these types of "visits" may be reported in question 10 but some of them are the kind people generally tend to forget; so questions 11 and 12 were designed specifically to remind the respondent about them.)

(2) Exclusions

Exclude "mass visits." Mass visits occur when temporary arrangements are made to process large numbers of people for the same purpose. These include chest X-rays, immunizations, eye or ear examinations, "patch" tests, etc.

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

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

c. Question 10,
Two-week doctor
visits

Question 10 uses the term "medical doctor" rather than just "doctor."

Ask question 10 using the parenthetical phrase "the 2 weeks outlined in red on that calendar," as often as necessary. The respondent must be kept aware of the two-week period and should be referred to the calendar at convenient points in the interview, especially in a large household.

d. Questions 11a-c,
Shots, X-rays,
examinations

Question 11 is an additional probe for doctor visits.

- (1) How to ask
- The wording of question 11 depends on the answer to question 10. If one or more visits have been reported in question 10, question 11a should be asked with the introductory parenthetical phrase. For example, if there were two persons in the household, head and wife, and three visits were reported in question 10 for the head, you should ask question 11a as follows: "Besides your husband's three visits during that two-week period, did either of you go to a doctor's office or clinic for shots, X-rays, tests or examinations?"
- If no visits have been reported in question 10, ask question 11a without including the parenthetical phrase.
- If the answer to 11a is "Yes," ask question 11b and mark the "Doctor visit" box in that (each) person's column. Then ask question 11c. If "Yes," circle "Y" and reask 11b and c and continue in this manner until you get a final "No" answer to question 11c. Once a "No" answer is received to question 11c, circle the "N" in 11c and ask 11d for each person with the "Doctor visit" box marked in 11b.
- (2) Avoid duplication
- If visits have already been reported in question 10, these same visits should not be entered again in question 11. However, be careful to include any additional visits which have not been previously reported in question 10.
- e. Question 11d,
How many times
- Starting with the first person listed for whom the "Doctor visit" box has been marked in question 11b, ask question 11d and record the number of doctor visits that are reported. Remember, any visits recorded in question 10 should not be recorded in question 11.
- f. Question 12,
Telephone calls
to or from a
doctor for
medical advice
- Ask question 12a (family style) regardless of the answers to questions 10 and 11.
- For this question, include telephone calls to or from the doctor or doctor's office which are related to treatment or advice given by the doctor directly or transmitted through the nurse. Do not count telephone calls solely for

making an appointment, discussing a bill or calls confined to some topic not directly related to the person's health.

If telephone calls have already been reported in the earlier "visit" questions, do not record them again in question 12.

The procedure for asking questions 12a-d is the same as that for questions 11a-d.

g. Make entry in "DR. VISITS" box in C1

Review the entries in questions 10-12 for each person and enter the total number of doctor visits reported in the "DR. VISITS" box in C1 in each person's column before going to question 13.

The following illustration will give an example of how to record the visits reported in questions 10-12 in item C1.

C	1. Record the number
	2. Record each condition

DR. VISITS		HOSP.	
3 (NP)		_____ (NP)	
Q. no.	Condition		

DR. VISITS		HOSP.	
_____ (NP)		_____ (NP)	
Q. no.	Condition		

10. During the past times did -- see (Besides those)

11a. During that 2-w clinic for shots

b. Who was this?

c. Anyone else? If "Doctor visit"

d. How many times

12a. During that period a doctor over

b. Who was the

c. Any calls about

d. How many times

10. None } (NP)
 2 Number of visits

11b. Doctor visit

d. _____ Number of visits (NP)

12b. Phone call

d. 1 Number of calls (NP)

10. None } (NP)
 _____ Number of visits

11b. Doctor visit

d. _____ Number of visits (NP)

12b. Phone call

d. _____ Number of calls (NP)

2. Question 13,
When to ask
and purpose
- Question 13 is asked for each person with doctor visits reported in questions 10-12 to find out the specific conditions causing the visit.
- a. Question 13a,
For what
condition
- Ask question 13a and record each condition reported in item C2 for that person after marking the "Condition" box. Then go to 13d. If in answer to question 13a, no specific condition is reported but the respondent reports pregnancy as the reason for the doctor visit, mark the "Pregnancy" box in that person's column and skip to question 13e. If the reason for the doctor visit(s) was for an examination or preventive care only, mark the "No condition" box in question 13a and ask 13b for that person.
- b. Questions 13b
and c,
Any specific
condition
- Question 13b is asked only if the "No condition" box in question 13a is marked. It is asked as an additional probe to determine if the person saw the doctor about any specific condition, and if so, what that condition was. If "Yes" is received in 13b, record the condition reported in answer to 13c in item C2 in the appropriate person's column; then ask question 13d. If "No" is received to 13b, circle "N," go to the next person and ask question 13a, if it is required.
- c. Question 13d,
Any other
condition
- Question 13d is asked as a reminder to the respondent about any other condition for which he might have been treated or received advice during the doctor visit(s). If "Yes" is received in 13d, circle "Y" and reask 13c and 13d until you get a "No" response to question 13d. Record all conditions reported in answer to 13c in item C2. Once you get a "No" response to question 13d, circle "N" and go to the next person and ask question 13a, if it is required.
- d. Questions 13e
and f
- Questions 13e and f are asked only if the "Pregnancy" box is marked in question 13a.
- (1) Question 13e,
Sick because
of pregnancy
- The purpose of question 13e is to find out if there was any sickness because of the pregnancy during the past two weeks. Pregnancy is not considered an illness condition and should not be recorded in item C2 unless there were some complications or illness conditions associated with it during the past two weeks. "Sick" means whatever the respondent thinks it means;

Make no attempt to define it to her. If the response is "No," go to 13a for the next person.

(2) Question 13f,
Condition of
pregnancy

If the respondent reports some sickness during the past two weeks because of the pregnancy ("Yes" in 13e), ask question 13f and record the condition in item C2 for that person; then ask, "anything else?" If any other condition is mentioned, record it in item C2 also, then go to the next person and ask 13a, if required.

3. Question 14,
Two-week accidents
or injuries

Ask question 14 (family style) after completing the questions on two-Week doctor visits.

a. Question 14a,
How to ask

Ask question 14a, inserting the parenthetical "other" if any accident or injury condition has been previously reported, e.g., "During the past 2 weeks did anyone in the family have any other accidents or injuries, besides the burned hand you told me about?" If no accident or injury condition has been reported previously, do not include "other". If the response is "No," circle "N" and go to 15.

b. Question 14b,
How to record

If "Yes" is reported in 14a, ask 14b and mark the "Accident or injury" box in each person's column reporting a two-week accident or injury.

c. Question 14c,
Anyone else

Question 14c is asked as a reminder to the respondent to report any other persons who had an accident or injury during the past two weeks. Reask 14b and c until a final "No" is received. Then go to 14d.

d. Question 14d,
See a doctor or
cut down

Ask question 14d for each person with "Accident or injury" marked in his column. If the person did not see a doctor or cut down on the things he usually does, circle "N" in his column and go to the next person reporting an accident or injury. If you learn that a person saw a dentist for this accident or injury, consider this as "Yes". Do not change any entries in the doctor visit probe questions.

e. Question 14e,
What was the
injury

Ask 14e for each person with "Y" circled in 14d. Enter in item C2 the reason the doctor was seen or the reason he cut down on the things he usually does. This may have been an injury (broken leg, bruised arm) or there may have been no injury. If there was no injury, enter "Accident" in item C2 and complete a Condition page for it.

If a person had more than one accident or injury during the past two weeks, each one which resulted in a doctor visit or cut-down activity must be entered separately in C2.

After completing 14e for this person, go to the next person reporting an accident or injury and ask d (and e, if required).

4. Question 15,
How to ask

Ask question 15, as a block, for each person after completing question 14 for all family members.

a. Question 15a,
Twelve-month
doctor visits

Ask question 15a inserting the date entered in "Reference dates" for "Dentist and Doctor visit probe" in C2 the first time the question is asked and at any other time you feel it necessary. Include the parenthetical statement "Do not count doctors seen while a patient in the hospital" when asking the question the first time and at any other time you feel it necessary. If any two-week doctor visits have been reported for this person, also, include the second parenthetical statement inserting for the dashes the number of doctor visits previously reported. If the person saw the doctor during the reference period only while a patient in the hospital, mark the "Only when in hospital" box.

If you learn that any of the visits reported in question 10 or 11 occurred while the person was a patient in the hospital, correct the answer(s) to exclude the inpatient visits. If "checkup" is mentioned, rephrase the question by asking "Including any visits for a checkup, how many separate visits did you make to the doctor since - - a year ago?" Here, as in the dental visit question, we want to count each visit.

b. Question 15b,
Interval since
last saw doctor

Seeing a doctor while a hospital inpatient is included in 15b, but not in 15a.

Mark the "2 week doctor visit" box in 15b without asking the question for persons who have reported a two-week doctor visit. Ask 15b for all other persons and mark the answer box in each person's column as follows:

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

(This might happen occasionally when the respondent misunderstands questions 10-12 or forgets to report a visit that should have been reported earlier.) For these cases, mark this box and make the necessary corrections in the probe question(s) for that person. Enter the number of doctor visits in the answer space and correct the entry in the "DR. VISITS" box in item C1 for that person. Reask 13 and record in item C2 any new condition reported and verify or correct 15a.

Make corrections to the doctor visit probe questions only when asking these questions. Do not change the entries in questions 10-13 or 15, because of any information given later in the interview but do correct C1.

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

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

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

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

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

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

NOTE: If the person was hospitalized during the past two weeks, and has had no other doctor visits, mark no box but footnote the situation.

Do not include dental visits (which are included as doctor visits for question 14) in question 15a or b. If you learn these are dental visits, rephrase the questions to "Exclude the dental visit you told me about", and ". . . last saw or talked to a medical doctor, not counting the dentist?"

SECTION IV. PROBE PAGES 8 AND 9

CONDITION LIST

A. Question 16,
Condition list

Question 16 is asked (family style) after question 15 has been completed for all family members.

Question 16 consists of reading the list of respiratory conditions. Provision is made for screening out brief single episodes of some respiratory conditions which may be reported as a result of reading the list.

1. How to ask

Begin question 16 by reading the introductory statement above the question "Now I'm going to read a list of conditions; 'During the past 12 months, did anyone in the family (you, your - -, etc.) have any of these conditions?'" Insert the names or relationships of all family members in the parentheses.

After reading each condition, wait for a "Yes" or "No" reply before going to the next condition. This procedure is necessary in order to be certain the respondent has had time to think about each condition. If two respondents are present, wait for each to reply to a condition before going on to the next one.

When a condition in question 16 has already been reported, enter the letter beside the condition in C2 and rephrase the question, e.g., "During the past 12 months, did anyone in the family, besides your husband, have sinus trouble?"

When you receive a "Yes" response, circle the "Y" and ask question 16b, "Who was this?" Record the condition and letter in item C2 in the appropriate person's column. Do not circle "Y" for conditions previously reported unless the same condition is reported at this point for another person.

Then ask 16c for the condition. For example, "During the past 12 months, did anyone else have asthma?" When you receive a final "No" answer to that item, circle "N." Therefore, for each condition listed, you should have either the "N" circled, or both "Y" and "N" but never the "Y" alone. Continue asking about the remaining conditions by reasking the main question, e.g., "During the past 12 months, did anyone in the family have hay fever?" This is to remind the respondent that the remaining items refer to the entire family.

If one of the conditions on the list is reported in 16a in a one person household, circle "N" for that condition without asking 16b or c.

When a "Yes" response is given to two or more conditions listed together, e.g., tumor, cyst, or growth of the bronchial tube or lung, ask an additional probe at this time to determine the specific condition which the person had.

Any condition in question 16 which the person had at any time during the past 12 months should be recorded (see exception in 2 below), even if the problem has been corrected or removed. For example, a nasal polyp which was removed six months ago.

2. Questions 1 and 2,
Screen questions

If the conditions marked with an asterisk (tonsillitis, enlargement of the tonsils or adenoids, and laryngitis) have not been previously reported for a person, ask 16b. Then ask questions 1 and 2 to determine whether or not to enter it in C2.

Ask question 1, "How many times did you have tonsillitis in the past 12 months?" If the person had the condition more than once in the past 12 months, record the condition and letter in item C2.

If the person had the condition only one time during the past 12 months, ask question 2, "How long did it last?" If it lasted one month or longer, record the condition and letter in item C2. If the condition lasted less than one month, do not record it.

After asking the screen questions for this person, ask question 16c and follow the same procedure for questions 1 and 2 for the next person reporting the asterisked condition.

If any of the asterisked conditions were reported before question 16, do not ask the screen questions. Treat these as other respiratory conditions reported prior to the asking of question 16 (see paragraph 1 on page D-3-39).

Whether these asterisked conditions are recorded in C2 or not, the "Y" and/or "N" must still be circled. No footnote is necessary to explain why they were not entered.

3. Special cases

If it is volunteered that a person had his tonsils or adenoids removed during the past 12 months, enter the condition (tonsillitis, etc.) in C2 without asking the screen questions or regardless of the answer(s) to the screen questions, if they've already been asked.

If cold; flu; red, sore, or strep throat; or "virus" is reported only in question 16, do not enter them in C2. If they have been reported earlier and again in question 16, do not enter the letter in C2 where it was reported in 16. Do not circle "Y" in either case.

4. Qualified responses to question 16

Sometimes respondents give a conditional "Yes" answer to one of the conditions listed in question 16. For example: In response to pleurisy, the respondent says "I had pleurisy three years ago." You should ask "Did you have pleurisy during the past 12 months?" or a similar probe. If the answer is "Yes," enter pleurisy in item C2; if "No," continue reading the list of conditions.

In some cases, respondents give conditions other than those you are asking about. These conditions must be entered in item C2 unless you are certain they are not respiratory conditions and they do not meet the requirements listed on pages D-3-12 and 13.

For example:

- (a) In reply to any "pulmonary condition," the respondent says "I had a hernia," you would not enter hernia in item C2.
- (b) When reading "Nasal polyp," the respondent says "I was in bed two days last week with an intestinal polyp," this meets the volunteered condition requirements (because of two-week bed days) and "Intestinal polyp" must be entered in item C2.
- (c) In reply to "Tuberculosis," the respondent says, "No, but I have chronic spondylitis"; if you do not know the meaning of this medical term, ask the respondent "Is this a respiratory condition?" If the respondent says "Yes" or "I don't know if it is or not," enter the condition in C2. If he says "No" do not enter the condition in C2.

In cases such as (b) and (c) above, circle "N" in question 16, since the condition reported is not the same as the one you are asking about.

5. If the respondent asks you to explain a condition

If in reading the condition list, the respondent asks "What is that?" say something like "It's some kind of respiratory condition." In most cases this will satisfy the respondent.

6. Conditions given out of turn

If the respondent gives a listed condition before you have asked it, record it with the letter at which it is reported, e.g., you ask "Bronchitis?" and the reply is "No, but I have asthma," circle the "N" for bronchitis in question 16 and record "A, asthma" in item C2. When you come to asthma, ask "During the past 12 months, besides yourself, did anyone else in the family have asthma?"

Where to go next

After asking all parts of question 16, turn to Probe pages 10 and 11 and ask the questions on major activity and limitation of that activity.

SECTION V. PAGES 10 AND 11

MAJOR ACTIVITY AND LIMITATION OF THAT ACTIVITY

A. Questions 17-27,
Major activity and
limitation

Questions 17-27 determine a person's major activity and if he is limited in performing that activity because of illness or impairment. If he is limited, we want to know what condition causes his limitation.

1. Order of asking

Ask questions 17-27 as a block for each person. The instructions in the left margin indicate which question to ask first, or item to mark, depending on the person's age.

Ask all persons 17 years or older question 17a first; all persons 6-16 years of age question 18a first. For children under six, mark either the "1-5 yrs." box or the "Under 1" box.

As a guide to the proper order of asking questions 17-27, instructions have been printed to the right of each answer space indicating where to go next when you are to skip to another question.

2. Questions 17 and 18,
Main activity during
past 12 months

Questions 17 and 18 ask what the person was doing most of the past 12 months. Emphasize the phrase "most of the past 12 months" to remind the respondent you are referring to the entire year, not to the present time.

a. Main activity,
defined

Main or major activity is defined as that activity which the person considers his major activity during the past 12 months. If a question as to the meaning of the term is raised, follow these definitions:

(1) Work,
defined

"Work" 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.

Work around the house and volunteer or unpaid work such as for church, Red Cross, charity, etc., is not counted as working.

Persons who were in the Armed Forces should be classified as "17 + something else," rather than "Working."

- (2) Keeping house, defined Keeping house includes all housework around the person's own home but does not include paid housework for someone else.
- (3) Retired, defined Consider a person retired if he reports himself as retired even if he is under 45. If on the other hand, he reports himself unable to work or something else, he should be classified as "17 + something else," rather than retired.
- (4) Going to school, defined Going to school includes attendance at public or private schools, whether the course is vocational or academic. Include special schools, e.g., for retarded children or corrective schools for delinquents. Include attendance at a university or other institution for adult training or education. This category can include anyone aged six or over.
- (5) 17 + something else, defined Classify persons aged 17 years and over as "17 + something else" if they do not fit into any of the other categories (working, keeping house, retired, going to school). Include persons who were in the Armed Forces in this category.
- (6) 6-16 something else, defined Classify persons aged 6-16 as "6-16 something else" if they do not fit into any of the other activities (working, keeping house, going to school). Two examples of persons who would be classified in this category are:

a 16-year-old who had dropped out of school more than six months ago and has yet to find a job.

a six-year-old child who has yet to begin school but will begin when he is old enough.

b. More than one activity

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

time at two types of activities, select the one which the person considers more important.

- c. How to ask questions 17a-d, Persons aged 17 years and over

When asking these questions for males, ask question 17a as follows: "What was -- doing most of the past 12 months (pause and continue) working or doing something else?" Ask the two parts of the question in succession without waiting for a reply to the first part. Ask the question similarly for females, but use the alternate wording. Do not ask men if they were keeping house, but if the respondent says a man was keeping house most of the past 12 months, mark the box "Keeping house."

If the response to 17a fits any of the appropriate boxes, "Working," "Keeping house," or "Going to school," mark that box.

If the response is "Something else," ask question 17b. If this response corresponds to one of the check boxes, mark the appropriate one. If the response is "Retired," ask 17d. If the person is aged 17-44 and the response to 17b does not correspond to one of the first five check boxes, mark the "17 + something else" box.

If the person is 45 years old or over and the response to question 17b does not correspond to one of the first four check boxes, ask question 17c. If the response to question 17c is "Yes," ask 17d. If the response to question 17c is "No," mark the "17 + something else" box.

If the response to any part of 17a-c is "Retired," ask 17d. If this is "Yes," mark the "Retired, health" box. If any other reason for retirement is given, or if the response is "No," mark the "Retired, other" box.

- d. Questions 18a and b, Persons 6-16 years of age

Ask question 18a about all persons aged 6-16 years. If the response is "Going to school" "Working" or "Keeping house," mark the appropriate box and follow the instructions in the parentheses. If "Something else" is the response, ask question 18b. If the response to 18b cannot be assigned to one of the check boxes, mark the "6-16 something else" box.

3. Question 19, Limitation of major activity for children 1-5 years of age
- Question 19 is designed to determine if children 1-5 years old have limitation of their major activity.
- a. Question 19a, Able to take part in ordinary play
- Ask question 19a to determine if the child can take part at all in ordinary play.
- b. Question 19b, Limited in kind of play
- Ask question 19b if "Yes" in 19a to determine if the child is limited in the kind of play he can do because of his health. If, for example, a child is unable to play strenuous games or is unable to run or jump or climb because of his health, he would be limited in the "kind of play he can do because of his health".
- c. Question 19c, Limited in amount of play
- Ask question 19c if "No" in 19b to determine if the child is limited in the amount of play he can do because of his health. If a child needs special rest periods or is unable to play for long periods at a time because of his health, consider him as "limited in the amount of play".
4. Question 20, Limitation of activity for children under one year of age
- Ask question 20 for all children under one year of age to find out if they are limited in any way because of their health, and if so, in what way they are limited.
- a. Question 20a, Limited in any way
- For all children under one year of age, ask question 20a.
- b. Question 20b, Limited in what way
- If "Y" is circled in question 20a, ask question 20b. Record the respondent's answer verbatim. Then ask question 26.
- A limitation of a child under one year of age might include extra long rest periods, limited play activity and so forth.
5. Question 21, Retired or 17 + something else
- Question 21 is asked for persons who are reported as "Retired, health," "Retired, other" or "17 + something else" in question 17. The purpose of these questions is to determine if these persons are limited in some way because of some illness or impairment.
- a. Question 21a, Health keeps from working
- If the person's major activity was reported as "Retired, health," "Retired, other" or "17 + something else," ask question 21a to find out

if the person's health presently keeps him from working. Use the parenthetical "(now)" if "Retired, health" was his major activity.

Many times a person who has retired from one job because of health, is able to do some other kind of work, e.g., the bricklayer who retired because of a bad back is now the manager of a retail liquor store.

- b. Question 21b,
Limited in
kind of work
- Ask question 21b only if "N" is circled in question 21a to determine if the person's health would limit the kind of work he could do if he were to work.

Since the person, in most cases, will not presently be working, the word "could" in 21b and c is used to convey the idea that if the person was presently working, would he be limited by his health.

- c. Question 21c,
Limited in amount
of work
- Ask question 21c only if "N" is circled in 21b to determine if the person's health would limit the amount of work he could do if he were to work.
- d. Question 21d,
Limitation in
kind or amount of
other activities
- Ask question 21d only if "N" is circled in 21c to determine if the person's health limits the kind or amount of other activities.

The person's other activities include anything other than work.

6. Question 22,
Limited in amount
or kind of work
or housework
- Ask question 22 of all persons who reported their major activity as "Working" or "Keeping house" during the past 12 months. The intent of this question is to determine if these persons are limited in performing this major activity because of some illness or impairment.
- a. Question 22a,
Now have a job
- Ask question 22a of all persons who reported "Working" in question 17 to determine if they presently have a job.
- b. Question 22b,
Able to work or
keep house at all
- Ask question 22b of all persons whose usual activity was working, but who do not have a job now, and of persons whose usual activity was keeping house. When asking 22b-d, select the appropriate work within the parentheses.

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

- c. Question 22c,
Limited in kind
of work or
housework

Ask question 22c if "Y" is circled in 22b. Limitation in the kind of work a person can do because of his health might be illustrated as follows:

A person is unable to do certain kinds of manual work because of his health, such as lifting or carrying materials, or a person is unable to work where a lot of standing or walking is required.

Limitation in the kind of housework a person is able to do because of health might include such things as:

A housewife is unable to do certain kinds of housework which require her to lift heavy materials or do strenuous housework, such as scrubbing floors.

- d. Question 22d,
Limited in amount
of work or
housework

Ask question 22d of all persons who report "No" in 22c.

Limited in the amount of work or housework a person can do because of his health can be illustrated as follows:

A person is unable to work full time or must have periodic rest periods because of his health.

- e. Question 22e,
Limited in other
activities

Ask question 22e if "N" is circled in question 22d to determine if the person, although not limited in his main activity, is limited in other types of activities.

Limited in kind or amount of other activities refers to those persons who are only limited in their outside activities. For example, limited in participating in sports, clubs, hobbies, church, civic projects, athletics, games, etc.

7. Question 23

Ask question 23 only if the "6-16 something else" box is marked in question 17. It is asked to determine if the person is able to go to school, although his major activity during the past 12 months was something else.

8. Question 24,
Limited to certain
types of schools or
kind of school
activity
- Question 24 is asked of those persons reported in questions 17 and 18 as "Going to school" or "6-16 something else" but able to go to school ("Y" circled in 23). When "Y" has been circled in 23, ask 24a and b using the parenthetical phrase (would) (would he be).
- a. Limited to
certain types of
schools or in
school attendance
- The concept of limited to certain types of schools or in school attendance is similar to the concepts already covered. Examples of this type of limitation are as follows:
- (1) needs special schools or special teaching.
(2) can attend school for only part of the day.
- b. Question 24c,
Limited in kind
or amount of
other activities
- Ask question 24c to determine if a person, although not limited in school attendance, is limited in other types of activities. For purposes of this question, other activities might include participation in various recreation or sporting activities.
9. Question 25,
Limited in ANY WAY
- Question 25 is asked of all person 1+ years of age who did not report any activity limitation in questions 19, 21-24.
- Question 25 serves as a catchall question to remind the respondent of limitations that were not reported in answer to earlier questions. Because some people do not think of missing limbs and things of that nature as health problems, "disability" is included in question 25.
- If a condition is given in response to question 25a or b, reask 25b to determine how the person is limited. Enter the condition if no other information is given.
10. Question 26,
How long limited
- Ask question 26 of all persons who reported some kind of activity limitation in questions 19-25.
- In question 26, we want to know the length of time the person has been limited by this health problem, not how long the person has had the condition causing the limitation.

In asking question 26, choose the appropriate phrase within the brackets and add to it the italicized portion of the question where the limitation was reported. For example, if the response to 21b was "Yes," question 26 should be asked: "About how long has he been limited in the kind of work he could do?"

In question 21a the phrase to be inserted when asking question 26 is not italicized. The italicized word in question 21a should be "work."

When a limitation is reported in question 20 or 25, insert the respondent's description of the limitation when asking 26, e.g., "About how long has he been unable to drive a car?" If the final answer to question 25 is only a condition, ask question 26, "About how long has he been limited by his ...?"

11. Question 27,
Condition causing
limitation

For all persons who indicate some degree of limitation in any of questions 19-25, you must ask question 27.

a. How to ask
questions 27a-c

Ask question 27a and enter the condition in that person's column in item C2. Then ask question 27b to give the respondent an opportunity to report any other condition which may also be causing the limitation. Any additional conditions reported should also be recorded in that person's column in item C2. Continue to reask 27a using the parenthetical "(other)" and 27b until a "No" is obtained; then circle "N" in that person's column in 27b and go to question 27c.

If you have received a condition in response to 25, skip 27a and ask 27b. Record the condition in item C2 using 27 as the source.

(1) When "Old
age" is
reported to
question 27

Occasionally, with older persons, the answer given to question 27a will be "Old age." Do not enter "old age" in item C2. Instead, ask the alternate question below question 27a. If the response to this question is "Yes," find out what specific condition causes this limitation by reasking question 27a. Then record the condition in item C2. Continue to ask question 27a and b, recording all additional conditions causing the limitation in item C2. If a person

reporting "old age" to question 27a is unable to attribute the limitation to any specific condition, mark the "Old age only" box, leave the remaining parts of question 27 blank and go to the next person.

(2) Limitations
due to pregnancy
or recent injuries

If the only condition(s) reported in answer to question 27 is —

(a) pregnancy

or

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

enter the name of the condition in a footnote. Reask the question which picked up the limitation using an introductory statement, e.g., "Except for your broken leg, would you be limited in the kind of work you could do because of your health?" and correct the original entry. Continue to ask any other appropriate limitation questions for this person. Do not list pregnancy or an injury which occurred less than three months ago (as defined above) in item C2 or carry them through a Condition page. All other conditions should be recorded and a Condition page completed.

b. Question 27c,
Main condition

Question 27c determines which condition is the main cause of a person's activity limitation when two or more conditions have been reported in questions 27a and b.

If only one condition has been reported in questions 27a and b, do not ask question 27c, but be sure to mark the "Only one condition" box in that person's column.

After asking question 27c, enter the condition that the respondent says is the main cause of the activity limitation in the answer space for that person; then go to the next person. If in response to question 27c, the respondent mentions a condition not previously reported, enter that condition in 27c and also in item C2.

If the respondent is unable to determine the main cause from several, indicate this by an entry of "unable to select main cause, all the same" or "both" or something similar.

SECTION VI. PROBE PAGES 12 AND 13

QUESTIONS ON HOSPITALIZATIONS AND RESPONDENT

A. Introduction

Pages 12 and 13 of the questionnaire are designed to identify those household members who have been hospitalized during the past year. More detailed information on any reported hospitalizations will be obtained later in the interview on the Hospital page.

1. Order of asking questions 28-30

<u>Question(s)</u>	<u>Order of asking</u>
28a and b	Each family member in the order in which they are listed.
29a and b	All family members at one time.
29c	For each person for whom "Y" is circled in question 29b.
30a-c	For each child one year old or under.

B. Questions 28-30

Insert the "Reference date" entered in C2 for the "Hospital probe" when asking these questions.

1. Question 28, Hospitalizations since specified date

Question 28 is asked separately for each household member. If no hospitalizations are reported, circle "N" in 28a and enter a dash (—) in the "HOSP." box in item C1. Then go to the next person.

This date will be the first of the month preceding the month in which the first day of the interviewing week falls. (If the date has been omitted, pencil it in.) Always use the date on the questionnaire in asking the question. For example, in all interviews being conducted in the week starting Monday, January 12, 1970, ask the question, "Have you been in a hospital at any time since December first, a year ago?"

Although the survey is primarily concerned with hospitalizations which occurred during the past

12 months, for statistical purposes, we also need to know about hospitalizations which occurred just before the past 12 months. Also, people tend to forget hospitalizations which started before the "past 12 months" but which actually extended into the 12-month period. For these reasons the hospitalization question is asked for a period that is slightly longer than 12 months.

For each person for whom the answer to question 28a is "Yes," ask 28b. Enter the number of times in the column for that person and in the "HOSP." box of item C1.

- a. Being in a hospital, defined

If a respondent should ask what is meant by "being in a hospital", explain that this means remaining overnight in a hospital 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".

2. Question 29, Stays in nursing homes, etc.

Question 29 is about stays in nursing homes, convalescent homes, rest homes and the like. For the purpose of this survey, a "stay" in any one of these kind of places is counted the same as a hospital "stay".

"Nursing home, convalescent home or similar place", means any type of home, sanitarium or other such type of place which provides medical or personal care to persons because of health reasons, advanced age or the like. Unlike patients in general hospitals, patients in these places are apt to remain for long periods of time. Some examples of places of the kind referred to in question 29 are: nursing homes, mental institutions, TB sanitariums, convalescent homes, homes for the aged and so forth.

The length of time a person may have been a patient in a place of this type does not affect its inclusion as a "stay" to be recorded in question 29, as long as the person is a household member at the time of interview.

- a. How to ask question 29

Question 29 is a family style question. If the answer is "No," circle "N" in 29a and go to question 30. If the answer is "Yes," ask

question 29b. Circle "Y" for the person(s) for whom the "stay" was reported in the appropriate column(s).

b. Recording number of times

If one or more nursing home "stays" are reported, record the number in 29c, then go to the "HOSP." box in item C1. Correct the previous entry for this person and enter the total number of hospital and nursing home "stays" reported in 28 and 29.

3. Question 30,
Check on question 28

Question 30 is a check on question 28 to insure that hospitalizations for deliveries or births are not forgotten. If no baby aged one or under is listed, make no entries in question 30 but go to item R.

a. Question 30a

If a baby age one or under is listed on the questionnaire, ask question 30a. Enter the month, day and year the baby was born in the answer space of the column in which the baby is listed. If the birthdate is on or after the reference date used in question 28, ask question 30b. If the baby's birthdate is before the reference date, no further questions or entries for question 30 are required.

b. Question 30b

If the baby was born within the reference period (on or after the date entered in C2 and before last Sunday (midnight)), ask question 30b. If the answer to this question is "Yes," check question 28b for both the baby and the mother to see if any hospitalizations have been reported. If no hospitalizations have been reported for either the baby or the mother, enter "1" in question 28b for both the baby and the mother. If a hospitalization has been reported for the mother but not the baby (or vice versa), enter "1" in question 28b for the baby and ask question 30c for the mother (or vice versa). If a hospitalization has been reported in question 28b for both the baby and the mother, then ask 30c for both the baby and the mother.

c. Question 30c

Ask and mark question 30c for the baby and the mother if any hospitalizations were reported in question 28b for either, and you have determined

in answer to questions 30a and 30b that the baby was born in a hospital within the reference period. If the answer to 30c is "No," change the entry in 28b to reflect this "missed" hospital stay.

d. Examples of question 30

Here are two examples which illustrate the procedure:

You are interviewing in January 1970. You find a child listed on the questionnaire as a one-year-old, so according to the instruction, you ask question 30a, "When was -- born?" You find in response to this question that the baby was born on November 7, 1968 (the reference date for the hospital probe is December 1). Since the baby was not born within the time reference period, you only need to enter the baby's birth-date in question 30a, leaving 30b and 30c blank.

Or, for example, there is a baby listed as "Und. 1," so you ask question 30a. The baby's birth-date is found to be within the reference period so you ask question 30b, "Was the baby born in a hospital?" You find out that the baby was born in a hospital but see that no hospitalizations have been recorded in question 28b for the baby, but two hospitalizations have been recorded in question 28b for the mother. The instruction to 30b tells you to enter "1" in 28b for the baby and ask question 30c for the mother to determine if the two hospitalizations already entered in 28b for her include her hospitalization for the baby's delivery. You find that it does not so you change the "2" hospitalizations already recorded in question 28b for the mother to "3".

In filling this question, remember that questions 30a and 30b refer only to the baby and the entries should appear only in his column of the questionnaire. For question 30c, the entries can apply either to the mother or the baby or both, depending on whether either or both had a hospitalization reported in question 28b.

After completing questions 28-30, check to see that you have entered in item C1 the total number of hospital stays reported for each person in questions 28-30.

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C. Item R,
Who responded

Item R is for the purpose of identifying who responded for probe questions 5-30. Mark item R as follows:

1. Adults

If the person responded to questions 5-30 entirely for himself, mark the box "Responded for self-entirely." Consider a person to have responded entirely for himself if he was present during all of this part of the interview.

If he responded partly for himself, mark the box "Responded for self-partly" and enter the column number of the person who partly responded for him. Consider a person to have "Responded for self-partly" if he was present long enough for one or more of the probe questions to be addressed directly to him.

For adults not present, enter the column number of the person or persons who responded for them.

2. Children

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

D. Where to go next

After completing item R on the questionnaire, check item C2 to see if any conditions are entered. If so, fill a separate Condition page for each condition. If no conditions are entered, check item C1 and fill a hospital page column for each hospitalization entered. If no hospitalizations are entered, go to the Doctor Visits page or the the Smoking page.

CHAPTER 4

CONDITION PAGE

A. General procedure

Ask the questions on the Condition page separately for each condition recorded in item C2. If no Condition pages are required, leave these pages blank.

Each condition which requires a Condition page is entered in item C2.

When a condition requiring a Condition page is first reported after completing the probe pages, enter it in item C2 at the time it is reported. Fill a Condition page for it after you have completed the entire page on which it was reported (e.g., after completing all required columns for hospitalizations) unless it is reported on a Condition page. In this case, fill a Condition page for it before completing Condition pages for the next person.

1. Order of filling
Condition page

Condition pages are filled in the following order: Fill the first Condition page for the first condition listed for Person 1. Continue consecutively, condition by condition, until each condition recorded in item C2 for Person 1 has been carried through a separate Condition page. Continue by carrying all of Person 2's conditions listed through separate Condition pages, then Person 3, etc., in the order the persons are listed.

Enter each condition number, which appears in the upper left-hand corner of the Condition page, to the right of the condition in item C2. Do this when the condition is carried from item C2 to the Condition page.

2. Extra questionnaires
needed for more than
seven conditions

If there are more than seven conditions reported, use extra questionnaires. In this case, fill item 7 (Book ___ of ___ Books) and enter the PSU, Segment and Serial number on the Household page of each extra questionnaire. Leave the remaining items on the Household page blank for the second and any succeeding questionnaires. Number the Condition pages consecutively. Thus, for

more than seven conditions, the number of the first Condition page in the second questionnaire must be changed to eight.

B. Detailed description of questions 1-3 of the Condition page

1. Item 1

Transcribe the entries for item 1 to the Condition page before you ask question 2.

a. Person number

Write in the number of the person who has the condition for which the particular Condition page is being filled.

b. Name of condition

Transcribe the "name of condition" verbatim from the condition listed in item C2.

2. Question 2,
When last saw or
talked to doctor

Ask question 2 for each condition listed in item 1. In asking the question, substitute the name or relationship of the person for the dashes, and the name of the condition for the three dots.

For children, change the question to "When did anyone last see or talk to a doctor about --'s (your daughter Jane's, your son John's) ...?"

a. Doctor seen or
talked to,
defined

If a question is raised, "seeing or talking to" a doctor about a condition includes the following cases:

- (1) A visit by the person to the doctor.
- (2) A visit by the doctor to the person. If the doctor visits the household to see one patient and while there examines or visits professionally another member of the household, count this visit as "doctor seen or talked to" for each individual for each condition receiving the doctor's attention.
- (3) Telephone calls to or from a doctor (except requests for appointments or inquiries about a bill), visits to a doctor's office, a clinic, a medical center or a hospital (either as an inpatient or an outpatient) where a person goes for treatment or examination ordered by a doctor but where he may not actually see or talk to a doctor. Also, to be included as visits are

calls to the doctor concerning the obtaining or renewal of a prescription.

- (4) The case in which the person who had the condition is himself a doctor and he followed his own treatment or advice.
- (5) Talking to a family member who is a doctor.

b. Type of doctor, defined

For question 2, consulting MD's, osteopathic physicians or dentists (for dental conditions) is considered as talking to a doctor.

The term "doctor" covers only medical doctors (MD) and osteopathic physicians (DO). Include all visits to medical doctors regardless of whether they are general practitioners or specialists. Ophthalmologists (occulists) have an MD degree and are counted as medical specialists.

Consulting chiropractors, chiropodists, podiatrists, naturopaths, Christian Science healers, opticians, optometrists or other types of people giving medical care are not counted.

Do not make a special inquiry about the kind of doctor consulted or tell the respondent the survey definition of who is considered a doctor. If the respondent volunteers he saw a chiropractor, rephrase the question and ask "When did you last see or talk to a medical doctor?"

c. Long-term conditions

For conditions which usually last a long time, such as heart trouble; high blood pressure; hay fever; asthma; arthritis, a person might not consult a doctor every time he experiences an occurrence (attack) of the trouble. Question 2 refers to the last time a doctor was seen or talked to for that condition since it first started.

d. Short-term conditions

For conditions which usually last a short time, such as, pregnancy, injuries occurring less than 3 mos. ago (that did not result in obvious permanent disability), colds, virus, flu, etc., question 2 refers to the last time a doctor was talked to about this particular episode.

Question 2 does not refer to the time he talked to a doctor about previous attacks of colds, virus or other similar short-term conditions.

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

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

Past 2 wks.--Mark this box if the respondent reports seeing the doctor during the two-week reference period. In such cases, look at the "DR. VISITS" box in item C1 to determine if any doctor visits were reported for this person. If no doctor visits were recorded, enter "1" for this person in item C1. If there are doctor visits recorded, make no correction in C1.

If a dentist was seen during this period, mark this box but do not make any entry in item C. Enter in question 2 "Dentist".

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

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

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

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

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

Never--Mark this box if the respondent reports never having seen a doctor or reports seeing someone not counted as a medical doctor.

Write in "DK" if the respondent cannot give an estimate as to when a doctor was seen or doesn't know if a doctor was ever seen for this condition. Footnote the meaning of "DK", e.g., "DK if doctor ever seen" or "Doctor seen but dk last time."

3. Interviewer check item

Between questions 2 and 3 there is an interviewer check item which should be filled immediately after recording the answer to question 2.

Examine the "Name of condition" entry in item 1, then mark one of the three boxes:

- (a) Accident or injury
- (b) On Card C
- (c) Neither

a. "Accident or injury" box

If the "Name of condition" entry in item 1 indicates that an accident or injury was involved, mark the "Accident or injury" box and go to question 4. This box should be marked for such entries as: broken leg, bruised hip, torn ligaments in knee, gunshot wound in arm, cut finger, bee sting, dog bite, etc. These are all examples of entries in which an accident or injury was involved. Additional information regarding the definition of accidents and injuries is given in paragraph D1 of this chapter (page D-4-15).

b. "On Card C" box

If the condition was not obviously caused by an accident or injury, refer to Card C of the flashcard booklet to see if the condition is listed there. If it is listed, mark the "On Card C" box and go to the Interviewer Check Item at the top left of the continuation Condition page.

(1) Conditions on Card C

Names of illnesses given by respondents are often sufficient to permit medical coding without further probing. This is true of the specified conditions listed on Card C and so it is not necessary to ask questions 3a-e for these conditions. However, Card C is an exclusive list. Do not apply the Card C rule to conditions which you feel are synonyms of the listed condition.

For example, "hernia (any kind)" is on Card C, while "rupture" is not; mark the "Neither" box and ask questions 3a-e, as applicable, for "rupture" but mark the "On Card C" box for

"hernia". "Stomach ulcer", "duodenal ulcer", "gastric ulcer" and "peptic ulcer" are on Card C while "ulcer(s)" (unspecified) is not. If you are in doubt, consider the condition not to be on Card C.

If the respondent volunteers the information that a Card C condition was caused by an accident, e.g., bursitis caused by an accident, mark the "On Card C" box but go to questions 4-9 before going to the Interviewer Check Item.

c. "Neither" box

If the "Name of condition" entry in item 1 does not involve an accident or injury and is not a condition on Card C, mark the "Neither" box and go to question 3a.

4. Questions 3a-e

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 1,500 different conditions, it is desirable that the descriptions of the conditions be as complete and detailed as you can make them.

The best description of a condition is its exact medical title. Sometimes the statements of respondents do not always give a complete description of the condition. When the respondent does not know the exact medical title of the illness, one or more of three different kinds of information generally need to be obtained in order to try to assign the most exact medical code;

- (a) the respondent's statement of the cause, or a note that the respondent does not know the cause,
- (b) a specific description of what the trouble was, that is, the specific kind of trouble,
- (c) the part of the body affected.

Questions 3a-e are designed to obtain this needed information.

a. Question 3a,
Asking the
question

When a doctor has been talked to about an illness, question 3a is always asked (except for the conditions on Card C and accidents and injuries) and constitutes the first step toward getting an adequate entry. Also ask question 3a if the only time a doctor was seen was during interview week even though the "Never" box is marked in question 2.

- (1) Other conditions:
Doctor not talked to

If a doctor was not talked to about an illness condition, do not ask 3a but instead: transcribe to question 3a the item 1 entry "Name of condition." If the entry in item 1 is vague or incomplete, ask the respondent to describe the condition and enter this description in 3a.

If question 2 is marked "Never" but the person reported seeing a non-medical doctor, e.g., chiropractor, ask question 3a.

- (2) Recording adequate name or description of condition

If question 3a is asked, enter whatever the respondent tells you the doctor said, using the respondent's own words. If the medical name given by the respondent is one which is unfamiliar to you, ask him to spell it for you. If the exact spelling is not known, record it phonetically but also ask the respondent to describe how it affects him and record a description of the condition.

In all cases, remember that the entry in question 3a should be as exact and complete as possible. Therefore, if the respondent does not know the "medical name" or if his answer is vague, e.g., "It's my liver," "I've got a bad heart," "Something I ate," "Some kind of ailment," do not accept it. Instead, ask the person to describe the condition further, e.g., "What's wrong with your liver?"; "In what way is your heart bad?"; "How does this food affect you?"; "What kind of ailment do you have?"

It is also permissible to copy the "Name of condition" entry to question 3a if that entry is clearer and more complete than the respondent's final answer to question 3a or he says he does not know what the doctor said it was.

Question 3a should never be left blank or have an entry of "DK" when the "Neither" box has been marked in question 2.

- (3) Card C condition reported in answer to 3a

If in answer to question 3a (or a later part of question 3) a Card C condition is reported, you may skip directly to the Interviewer Check Item after recording the name of the condition in 3a. It is not necessary to change the entry in the boxes above question 3a.

- b. Question 3b, Cause of condition

Ask question 3b for all conditions except those on Card C, those involving an accident or injury or for cancer.

- (1) Cause given previously If cause has already been reported and recorded in question 3a, there is no need to reask the cause or enter it again in question 3b. If the cause was given in answer to question 3a but was not recorded there, enter the cause in question 3b without reasking the question. For example, a reply of "Overwork caused a strain on my heart," could be recorded verbatim in 3a or as "strained heart" in 3a and "overwork" in 3b. No further questions or entry about the cause would be necessary in either case.
- (2) How to record the answer to 3b Enter the respondent's answer verbatim.
If the respondent does not know the cause, enter "DK."
- (3) If cause is an accident or injury If the response to question 3b indicates that the cause is an accident or injury, mark the "Accident or injury" box in question 3b and skip to question 4.
- c. Question 3c,
Kind of trouble With respect to the medical coding requirements for certain illness conditions, the entries in question 3a or 3b do not always show the exact kind of condition the person has. For example, "heart trouble", "kidney trouble" and "stomach disorder" are all general terms which give a specific part or organ of the body but not a specific kind of illness or trouble. Thus, heart trouble might be of several different kinds--angina, coronary, rheumatic heart, heart leakage, etc.; kidney trouble could mean kidney stones, nephritis, bladder infection, etc.; stomach trouble could refer to any number of digestive disturbances, such as, stomach ulcers, appendicitis, intestinal flu, etc. In question 3c, we want to give the respondent an opportunity to provide more specific information if he knows it.
- (1) When to ask question 3c There are several terms above question 3c for which the question must be asked. If none of these terms appear in 3a or 3b, you need not ask 3c.

If the respondent's first answer indicates that he does not understand what information is desired, reask question 3c, emphasizing the word "kind". If the respondent does not know the specific kind, record what he does say about it or enter "DK."

(2) Measles

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

<u>Regular measles</u>	<u>German measles</u>
"8 day" measles	Rubella
Rubeola	"3 day" measles
"Old fashioned" measles	
"Black" measles	
"Hard" measles	
"Bad" measles	
"Red" measles	

If the respondent does not use any of these terms, record his words verbatim.

(3) Cysts, tumors, or other growths

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

d. Question 3d, How allergy or stroke affects person

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

"How does the allergy affect him?"

Or

"How does the stroke affect him?"

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

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, a breaking out or itching, sneezing, eyes watering, nasal trouble, difficulty breathing, etc.

For a stroke, the manifestation might be, for example, "nervous tic or left side of face", "entire right leg and arm paralyzed", "speech difficulty", etc. Note that for a stroke, the information needed is how the person is affected now, not necessarily how he was affected at the time of the stroke. An entry giving only the part of body affected, e.g., left side, is inadequate since we need to know how the person is affected.

e. Question 3e,
Part of body
affected

Question 3e is to be asked for certain conditions and for certain impairments. The conditions are listed in the instructions above question 3e. The impairments are listed in paragraph (2) below. Ask question 3e unless one of the entries in question 3a, 3b, 3c or 3d already contains the required description of the part of the body which is affected. Phrase the question to obtain the needed information, e.g., "One or both ears?" "What part of the back?"

(1) Conditions
for which
question 3e
must be asked

The conditions for which the "part of body" must be recorded are as follows:

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

(2) Impairments
for which
question 3e
must be asked

Impairments for which question 3e must be asked:

Deafness, trouble hearing, or any other ear condition
Blindness, trouble seeing, or any other eye condition

Missing hand or arm - all or part of, foot
or leg - all or part of
Trouble, stiffness or any deformity of foot,
leg, fingers, arm or back

- (3) Detail needed in question 3e For the impairments and conditions listed in (1) and (2) above which affect the "ear", "eye", "head", "back", "spine", "vertebra", "arm", or "leg", question 3 must show the specific part. The type of specific detail that is required is given below question 3e.

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

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

- f. Required answers given previously

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

5. "Main condition": Condition to which remaining questions refer when there is an entry of two conditions in question 3 on the same Condition page

Occasionally, question 3 will contain two separate conditions, one being the cause of the other, e.g., a condition entered in question 3a and a separate condition in 3b, as in the following examples (the condition marked by an asterisk is the main condition and is the condition which the remaining questions on the Condition page are asked about):

Example 1

Question 3a - Anemia*

Question 3b - Iron deficiency

Example 2

Question 3a - Pain in chest
Question 3b - Pleurisy*

Example 3

Question 3a - Deviated nasal septum*
Question 3b - Nasal polyp*

In cases of this kind, a determination must be made as to which of these is the main condition; that is, the condition to which the remaining questions apply. The procedures for making this determination are as follows:

If neither condition is in question 16, carry the first condition (the main condition) through that Condition page (see example 1). Do not fill a separate Condition page for the second condition.

If one of the conditions is in question 16 and the other is not, the remaining questions on the Condition page are to be asked for the question 16 condition (the main condition) as in example 2.

If both of the conditions are in question 16 (see example 3), carry the first condition through the remainder of the Condition page. Enter the second condition in item C2 only if the second condition was present during the past 12 months. If this second condition is to be entered in item C2, do so at the time it is reported so that a Condition page will be filled for it before starting the Condition pages for the next person. If the second condition was not present during the past 12 months (and thus does not require a Condition page), indicate this fact in a footnote on the Condition page for the first condition, as in the following example:

Question 3a - Deviated nasal septum
Question 3b - Nasal polyp

Footnote entry - 1/Nasal polyp removed more than 12 months ago.

C. Types of reporting
problems

The following paragraphs call attention to
some conditions that may cause problems:

1. Dental conditions

If teeth were pulled or other dental surgery
performed, record in question 3 the name of
the disease or condition that necessitated the
pulling of the teeth or surgery.

2. Pregnancy and
childbirth

Normal pregnancy is not to be considered as
illness but if there are complications which
caused restricted activity or medical attention
in the past two weeks, the complication(s)
(morning sickness, swollen ankles, etc.) should
be recorded in question 3.

Delivery or childbirth, even when normal,
should be reported for the mother on the
Condition page if it occurred "during the past
two weeks" since this condition involves bed
days and usually hospitalization.

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
questions 3a through 3e on the Condition page.
Do not record "pregnancy" if you mean "normal
delivery" or "childbirth".

Birth during the past two weeks is not to be
reported on a Condition page for the baby
unless there were birth complications for the
baby or the baby had some other illness. For
such cases, enter the specific condition; do
not enter just "birth".

3. Menstruation and
menopause

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

Any menopausal symptoms mentioned as above
should also be included

4. 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 involving restricted activity or doctor visits in the past two weeks, resulting from vaccination or immunization should be included as in the following example: "Fever and headache" in question 3a; "Smallpox vaccination" in question 3b. The questions on the Condition page would apply to "Fever and headache."
5. Mental illness If mental illness is reported by the respondent, try to get the medical name and record that in question 3a. If the medical name is not known, enter a description of how it affects the person.
6. Operations If the only description the respondent gives of an illness is the name of an operation, ask what the condition was that made the operation necessary and record that condition in question 3a along with the operation. Also, record the present ill-effects, if any.
7. Reaction to drugs If the respondent reports a reaction to drugs taken causing illness with disability or medical attention reported in the past two weeks, three things should be recorded in 3a: the reaction, the drug and the reason for taking the drug. For example "skin rash - penicillin - virus."
8. Illnesses reported as occurring in past 12 months not now present For conditions which a person had during the past 12 months, e.g., conditions in question 16 which he no longer has, show what the trouble was at the time the person had the condition. For example, if a person had a throat cyst during the past 12 months, but had it removed six months ago, the entry in question 3 might be as follows:
- Question 3a - Throat cyst¹
 Question 3b - DK
 Question 3c - Benign
- 1/ Throat cyst removed six months ago.
- If you learn that this condition was not present at all during the past 12 months, complete this Condition page and enter a footnote "Not present during past 12 months."
9. Caution about deciding two conditions are the same Do not attempt to "diagnose" conditions which appear to be the same or to make decisions that the two conditions are the same because they seem to be alike, e.g., "sinus trouble" and "hay fever".

Do not probe to determine whether two conditions are the same. It is only when the respondent indicates that they are the same by his answers to the questions or that the names of conditions are exactly identical that you are to consider the two conditions are the same. Otherwise, record them separately in item C2 and carry each condition through a separate Condition page.

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

If the respondent actually says that one condition is the same as another for which you have already completed a Condition page, follow this procedure:

- (1) Leave, on the Condition pages, the separate entries for each condition reported, but enter a footnote on the two Condition pages that the conditions are the same. Refer to the conditions by number, e.g., "Conditions 1 and 2 are the same."
- (2) Since you will already have taken the first condition through all questions of a Condition page, do not ask the remaining questions for any other condition(s) which have been reported as being the same as the first one.

- D. Questions 4-9,
Accidents and injuries

Questions 4-8 obtain information about ALL accidents or injuries which are recorded on a Condition page. Question 9 is asked for accidents that happened during the past two weeks unless a moving motor vehicle was involved.

1. When to fill the
accident questions

If a condition being carried through the Condition page is not an accident or injury or was not caused by an accident or injury, leave the accident questions blank.

Birth injuries to either the mother or the child do not require the completion of the accident questions. However, make sure that the injury occurred during the act of delivery, not later. Injuries occurring after birth do require these questions to be completed.

A condition such as "broken (perforated) (ruptured) eardrum" may be caused by an accident or injury or may be due to some other cause, such as childhood disease. Always ask what caused the broken eardrum or other such conditions. If the cause was an accident or injury, fill the accident questions. If the cause was other than an accident or injury, or if the respondent does not know the cause, the accident questions are not needed.

If the respondent does not know whether a condition was caused by an accident or injury, or cannot recall such an occurrence when an accident is indicated, do not fill these questions. Explain the circumstances in the footnote space, e.g., "Doctor says probably caused by blow on head but respondent cannot recall such an occurrence happening."

Each separate accident requires a separate Condition page with the following exception:

If a condition was caused by more than one accident, all of which occurred three months or more ago, or all of which occurred less than three months ago, fill the accident questions for the most recent accident and give the date(s) (month and year) of the other accident(s) in a footnote.

Multiple injuries, reported in question 5a, resulting from a single accident, should be reported together in the same set of accident questions on a single Condition page.

When to fill an additional Condition page

If a condition is caused by an accident that happened more than three months ago, and a later accident (less than three months ago) aggravated this condition, an additional Condition page is required. One Condition page will pertain to the three months plus accident and the other to the one that happened less than three months ago. Enter the other injury in item C2 so that there are entries in C2 to correspond to the two Condition pages.

If two or more present effects reported in 5b are the results of the same accident, each requires a separate Condition page.

In these cases, you may enter "Same accident as cond - -." in questions 4-8. Fill a Condition page for each present effect in the same order as they are listed in question 5b.

When such additional conditions requiring Condition pages are reported, enter them in item C2 at the time they are reported.

b. Definition of accidents and injuries

Accidents may occur with or without a resulting injury. For purposes of this survey, we are not interested in reporting accidents in which there was no injury involved, unless reported in probe question 14.

(1) Difference between "accidents" and "injuries"

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

All injuries are to be carried through the accident questions whether or not they were associated with an accident.

(2) Injuries, defined

There are many kinds of injuries, such as cuts, bruises, burns, sprains, fractures, etc. "Insect stings", "animal bites", "sunburn", "sun poisoning", "heat or sun strokes", "blister", "frostbite", "frozen feet", etc., are also considered as injuries.

(a) Poisonings

Illnesses resulting from poisonings also count as injuries. A poisoning can occur from swallowing, drinking, breathing or coming in contact with some poisonous substance or gas. Poisoning may also occur from an overdose of a substance that is nonpoisonous when taken in normal doses.

Such occurrences are considered injuries (and the accident questions are 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 diseases or illnesses not classified as injuries, e.g., "poison oak", "poison ivy", "ptomaine or food poisoning". These do not require the accident questions.

(b) 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 eardrum 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 as injury. For the latter case, do not ask the accident questions, but indicate that the condition was caused by continued exposure to loud noises at work. Follow the same procedure if the cause is continued heavy lifting, continued strain, etc.

2. Question 4,
When did the accident
(or injury) occur

The purpose of question 4a is to determine whether the accident (or injury) occurred "During the past 2 years" or "Before 2 years."

Ask question 4b only if the accident or injury occurred during the past two years ("During past 2 years" box marked in 4a).

If the response does not provide enough information to mark the right box, ask additional questions. For example, if the respondent says that the accident happened "Three months ago," find out whether it was less than three months or more than three months ago, then mark the appropriate box, that is, "2 weeks—3 months" or "3—12 months."

This applies to any answer the respondent gives which falls on the borderline, i.e., "two weeks ago", "three months ago", "one year ago". If the accident was exactly three months ago (three months prior to last Sunday's date), mark the "3—12 months" box. If the accident occurred exactly 12 months ago (one year), mark the "1—2 years" box.

3. Effects of accident
or injury

Questions 5a and 5b are designed to obtain information about the part of body injured and the kind of injury sustained.

- a. How to ask and record the answer

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

General, vague answers such as "hit", "blood clot", "bumped", "mashed", etc., are not acceptable entries for the kind of injury since they do not provide sufficient information on the nature of the injury. The specific part of body which was injured should be recorded in the same detail as shown below question 3e. Following are some examples of adequate and inadequate entries for question 5a:

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

If the accident happened during the past three months (question 4b), do not ask question 5b but go directly to question 6a.

- b. Question 5b

- (1) Purpose of question 5b

For accidents or injuries which happened more than three months ago, we need to know how the injury affects the person now. This information is obtained by asking question 5b.

- (2) How to ask and record the answer to question 5b Record the part of body in the same detail and in the same manner as for question 5a. Record only the part of body which presently manifests any ill-effects of the old injury.

If the present effects have been reported earlier in question 3, question 5b need not be asked again but the entries must be transcribed to 5b from question 3. For example, if the entry in 3a is "missing hand" and the entry in 3b is "auto accident," the information must be transferred to 5b as follows: "one hand" in the part of body space and "missing" in the space for present effects. These entries can be made without actually asking the first part of question 5b. However, you must ask, "Is he affected in any other way?"

Also, when question 5b is asked and the answer is vague or expressed only in terms of some limitation, enter the limitation but also transcribe the entry in question 3, if that represents a more adequate description of the present effects. For example, in question 3 a person has been reported as having a stiff elbow caused by an accident. In answer to 5b the respondent says, "He can't bend his arm." In this case enter "can't bend arm" on the first line and the question 3 entry, i.e., "stiff elbow" on the second line. In cases where the question 3 answer does not clarify the entry, reask question 5b to determine how the person is affected.

Record the present ill-effects experienced, not the injury itself. For example, entries of "stiff shoulder", "pains in upper arm", etc., would describe the present ill-effects.

It is not necessary that the person be suffering from the ill-effects this instant before reporting them in 5b. If the person is subject to periodic recurring attacks of a condition caused by an old accident or injury, record these effects.

If a person reports ill-effects of an old injury, record them even though they may not "bother" him within the literal meaning of the word. For example, a person may report a stiff elbow caused by an old football injury. He may say he has gotten used to it and it never

bothers him. "Stiff elbow" would be considered the present ill-effects of an old injury.

For an injury which happened earlier but has not yet healed, enter the original injury in question 5b as the "Present effects." For example, in the case of a fractured hip occurring four months before the interview, the entry "fractured hip" is appropriate in question 5b if the fracture has not yet healed. For these cases, indicate that the injury has not yet healed.

For accidents or injuries occurring three months ago or longer, the remaining questions on the Condition page refer to the present effects recorded in question 5b. That is, consider the present effects the "main condition" rather than the original injury.

4. Question 6,
Motor vehicle
involved

This question has three parts which determine if any motor vehicles were involved in the accident or injury, if more than one motor vehicle was involved and if it (either one) was moving at the time of the accident.

a. Question 6a,
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, buses, 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 6a. Record such accidents as "No" in question 6a on the questionnaire.

- (1) Involvement not restricted to collision Circle "Y" for each accident involving a motor vehicle in any way at all, regardless of whether the person was in the vehicle and regardless of whether the vehicle was moving at the time of the accident. Circle "Y" in question 6a, for example, for the following situations: a pedestrian hit by a car; a person hurt while boarding or leaving a bus; a person on a bicycle hurt by running into a parked car; a person hurt while repairing a car. Report these as accidents involving a motor vehicle as well as the case of a person hurt in a collision or some other type of accident while riding in a motor vehicle.
- b. Question 6b, Number of motor vehicles involved Ask question 6b if the answer to question 6a is "Yes."
Again, be careful that only motor vehicles are reported as involved in the accident. Exclude non-motor vehicles.
- c. Question 6c, Was motor vehicle moving Ask question 6c if the answer to question 6a is "Yes," regardless of the answer to question 6b.
- (1) How to ask the question If only one motor vehicle was involved ("No" in question 6b), ask question 6c without the parenthetical phrase.
If a motor vehicle and a non-motor vehicle were involved, e.g., a bus and train collision, substitute "motor vehicle" or "bus" for "it" in the question to be sure the respondent understands that question 6c refers to the motor vehicle and not to the other vehicle.
- (2) Moving, defined 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 the motor vehicle as moving if the wheels were moving (this includes skidding) or if the vehicle had come to a stop just an instant before the accident occurred.

5. Question 7,
Where did the
accident happen

Ask question 7 for each accident (or
injury).

Use the following definitions as a guide:

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 remodeled or undergoing repair. Do not consider an accident occurring at a house under construction as occurring at home, but mark the box "Industrial place" for these.

- (1) At home
(inside
house)

Mark "At home (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 include in this category injuries happening within motel or hotel rooms. The lobby, corridors and other public places within the motel or hotel premises are not regarded as "home". Mark them as "Other," and specify.

- (2) At home
(adjacent
premises)

Mark "At home (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. Street and
highway

"Street and highway" means the entire width between property lines of which any part is open for use of the public as a matter of right or custom. This includes more than just the traveled part of the road. "Street and highway" includes the whole right-of-way. Public sidewalks are part of the street but private driveway, private lanes, private alleys and private sidewalks are not considered part of the street.

- c. Farm Mark "Farm" 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.
- d. Industrial place Mark "Industrial place" if the accident occurred in industrial places such as a factory building, a railway yard, a warehouse, a workshop, a loading platform of a factory or store, etc. A construction project (houses, buildings, bridges, new roads, etc.) is included in this class, as well as buildings undergoing remodeling. Do not classify private homes undergoing remodeling as industrial places, but classify them as "home". Other examples of "industrial place" are logging camps, shipping piers, oil fields, shipyards, sand and gravel pits, canneries and auto repair garages.
- e. School Mark "School" if the accident occurred either in the school buildings or on the premises (campus). This classification includes all types of schools, elementary, high schools, colleges, business schools, etc.
- f. Place of recreation and sports Mark "Place of recreation and sports, except at school" if the accident occurred in places which are designed for sports and recreation, such as, bowling alley, amusement park, baseball field, dance hall, lake, mountain or beach resort and stadium. In contrast, a person injured while sledding on a hill near his home, for example, would not be marked as "sports and recreation" even though sledding is a sport. Classify places of recreation or sports located on the premises of an industrial place as "Industrial place."
- Exclude recreation and sports at school from this class, since it would be marked as "School."
- g. Other Mark the "Other" box if the specific types of places listed above do not describe where the accident happened. If "Other" is marked, specify the exact type of place, such as, grocery store, restaurant, office building, church, etc. General entries such as "Armed Forces" are not satisfactory, since a person can be in the Armed Forces and have an accident in any one of several kinds of places.

6. Question 8,
At work when
accident happened

Ask or mark question 8 for ALL accidents or injuries. Use the following as a guide:

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".

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

Mark "Under 17 at time of accident" if the person was under 17 years of age at the time of the accident or injury.

7. Question 9,
How accident
happened

Question 9 is asked for all accidents occurring during the past two weeks except those involving moving motor vehicles. We are interested in the objects involved in or causing the accident and injury.

If no injury was incurred, rephrase the question to "We are interested in the objects that caused the accident. How did it happen?"

Record both the object that caused the accident and the object that caused the injury. A response of "Tripped on light cord and hit table" would be recorded as: cause of accident, "tripped on light cord"; cause of injury, "hit table." A response of "Slipped on banana peel and fell down the steps" would be recorded as: cause of accident, "slipped on banana peel"; cause of injury, "fell down steps."

What is needed is the object involved in or causing the accident and/or injury. However, when no object is involved we still want the cause, e.g., if a person had a fainting spell and fell from a ladder, the cause of the accident would be "fainting spell". If the situation is one in which it's difficult to sort objects or causes into separate categories, describe the accident in the answer space as best you can.

Interviewer Check Item and questions 10-17

An Interviewer Check Item and questions 10-17 comprise the left half of the facing Condition page.

1. Interviewer Check Item

There must be an entry in one of the four boxes in the Interviewer Check Item for each Condition page being completed.

Mark the "Not an eye cond." box for each condition which is not an eye condition.

Mark the "Under 6" box if the person is under six years old regardless of whether or not the condition is an eye condition.

Mark the "First eye cond." box if this is the first or only eye condition or vision problem the person has.

Mark the "Not first eye cond." box on Condition pages for other eye conditions for this person.

An eye condition is any condition which mentions the eyes or vision such as "watery or weak eyes", (except as effects of allergy) "near or far-sightedness", cataracts, glaucoma, etc. If you do not know whether or not the condition is an eye condition, ask the respondent.

2. Question 10, When to ask

If "First eye cond." is marked, ask question 10 for all persons six years old or over. If any other box is marked, skip question 10 and go to question 11. Do not copy the answers to question 10 from the first eye Condition page to any succeeding eye Condition page.

a. Ability to read newspaper print with glasses

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. Question 10 is asked separately for each eye.

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

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

3. Questions 11-15,
Restricted activity
past two weeks

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

Refer the respondent to the TWO-week calendar for questions 11-15 as often as necessary, since these questions refer to the past two weeks.

For injuries occurring less than three months ago, questions 11-15 refer to the injury itself and/or any ill-effects which were present during "the past two-weeks". Ask questions 11-15 for each condition regardless of the answers to probe question 5.

a. Question 11

In asking question 11, insert the name of the condition or the injury you are asking about. If the name of the condition is too long or too difficult to pronounce, you may shorten it or refer to it, for example, as your "hip condition" or "your husband's eye injury", and so on; but this may be done only if the respondent clearly understands what condition or injury you are talking about.

Record the respondent's answer to question 11 without explaining "the things he usually does". However, if questions are raised, use the following as a guide:

(1) Things he
usually does,
defined;
question 11

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.

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

(b) 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.

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

b. Question 12, Days cut down in past two weeks Ask question 12 if a "Yes" answer was given to question 11. Enter the total number of different days during last week or the week before on which the condition caused the person to cut down on the things he usually does for as much as a day. The days need not be consecutive.

- (1) Cut down for as much as a day, defined; question 12
- Accept the respondent's answer to question 12, 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 on page D-4-27.

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

The reference period for question 12 includes Saturdays and Sundays. ALL the days of the week are of equal importance in this question, even though the types of activities which were cut down might not be the same on week-ends as on regular week days. If necessary, bring this to the attention of the respondent.

To illustrate this concept, consider the following example:

A man who planned a fishing trip for Saturday and Sunday had to stay home from work Friday and was also too ill to go fishing both on Saturday and Sunday because of a flare-up of his back trouble. Assuming that this is the only time during the past two weeks in which he was bothered by back trouble, the correct entry for question 12 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 question 12.

- c. Question 13,
Bed days in past
two weeks

Do not leave this question blank if "Days" have been entered in question 12.

- (1) Days 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 asked 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 as a day in bed.

A "bed" may be a sofa, cot, mattress, etc., if it is used as a bed. If a person was on the sofa watching TV because he was too ill to get around, he would be "in bed". The important distinction here is: whether the person was ill enough that he had to be in bed for all or most of the day.

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 actually lying in bed at the hospital, sanitarium or nursing home.

(2) Check entry Since all days in bed are to be included in question 12, the number of days entered in question 13 can never be greater than the number in question 12.

d. Question 14, This question determines if a person lost
Days lost from time from work because of the condition you
work for persons are asking about on this Condition page.
17 years of age
or older

(1) When to ask Ask question 14 if there are "Days" entered
in 12 and the person is 17 years old or over.

Mark the "None" box if no days were lost from work or if the person doesn't work.

If you learn that the person would not have been working during the past two weeks, whether he had been sick or well, mark the "None" box without asking the question for any other conditions for which question 14 requires an entry.

(2) How to ask For males, ask question 14 as follows: "How
for males many days did his ... keep him from work
and during that two-week period?"
females

For females, add the phrase: "not counting work around the house."

(3) Work, defined "Work" 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 charity.

- (4) Work-loss day, defined Count as a "day lost from work" any day in which the person stayed home from work for all or most of the day because of the condition being inquired about. All or most of the day is defined as more than half of the hours usually spent at work.
- (5) Disregard school days If a person 17 years of age or over goes to school instead of, or in addition to, working, record only the days lost from work (disregarding any days lost from school).
- e. Question 15, Days lost from school for persons 6-16 years Ask question 15 if you have "Days" entered in question 12 and the person is 6-16 years old. Mark the "None" box 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, mark the "None" box without asking the question for any other conditions for which question 15 requires an entry.
- (1) School-loss day, defined Count as a day lost from school any day in which the person stayed home from school all or most of the day because of the condition being asked about. All or most of the day is defined as missing more than half of the hours which the school is usually in session. For example, if the youngster did not go to school until after lunch, this would count as a day lost from school. However, if he had missed only an hour or two, this would not count as a day lost from school.
- If the youngster's regular school day is only a half day and that amount of time or most of it was lost from school on account of illness, it should be counted as a day lost from school.
- (2) School vacation Since school vacation periods are not all the same, this question is asked even during the periods of the year which might normally be considered vacation periods.
- (3) Disregard work days If a youngster 6 through 16 years of age works instead of, or in addition to, going to school, record only the days lost from school (disregarding any days lost from work).

4. Check for number of days reported in questions 14 and 15

Since hardly anyone works seven days a week or goes to school seven days a week, you should follow-up such replies as "the whole two weeks" or "all last week," etc. Do not enter "14" or "7" automatically but reask the question in order to find out the actual number of days lost from work or school. If a person actually lost 14 days from work or school during "the past two-weeks", enter "14" but explain in a footnote that these days were actually lost.

5. Check between questions 12, 13, 14 and 15

The number of days entered in question 12 (cut-down days) must be equal to or greater than the number of days entered in any one of questions 13, 14 or 15, since days in bed or days lost from school or work 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.

6. Differences between Restricted Activity days in probe question 5 and on the Condition page

It is possible that the total number of days reported for all conditions will be greater than the number of days reported in probe question 5 on pages 2 and 3, since the person on any given day can cut down or be in bed for more than one condition. Such entries may be consistent. However, responses which are actually inconsistent may also be reported (e.g., only one condition in question 6 and entries in question 5 and on the Condition page differ). Regardless of the nature of these differences, no edit should be made between the entries in probe question 5 on pages 2 and 3 and the entries in questions 11-15 on the Condition page. Accept what the respondent reports.

7. Questions 16 and 17, Onset of condition

Questions 16 and 17 are designed to find out when the condition began. This information is coded into one of the following "onset" categories:

Last week
Week before
More than 2 weeks ago
3-12 months
More than 12 months ago.

a. Question 16a,
First noticed
during past three
months or before

Note that question 16a is in two parts. Ask the first part and pause momentarily for an answer, i.e., "When did he first notice his ...?" If the respondent does not answer the first part, ask the second part, "Was it during the past 3 months or before that time?"

For recent accidents or injuries, the time interval since the accident or injury occurred is already marked in question 4b. If the accident was reported as having occurred during the past three months, transcribe the entry from question 4, without asking question 16.

However, for "present effects" of old injuries (more than three months old) ask 16a to find out when the "present effects" were first noticed because question 4b only asks when the accident happened and not when the "present effects" of the old injury were first noticed.

(1) 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 prior to the time when the condition was diagnosed, if these were symptoms which later proved to be the diagnosed condition.

For the after effects of an old injury (one which happened more than three months ago), question 16a refers to when the present ill-effects were first noticed.

For a condition that has continued for a long time, as might be the case with emphysema, tuberculosis, tumor or stomach ulcer, the date might be many years ago. Some conditions, which a person has all of the time, manifest themselves in more serious ways from time to time. It is the date the trouble was first noticed that is referred to here and in the remaining questions, not the date of the most recent attack or flare-up.

For conditions which usually last a short time, such as, colds, virus, flu, etc., but which may occur frequently, it is the date of the most recent attack that is referred to here and in the remaining questions.

(2) Past three
months,
defined

The past three months refers to the three-month period immediately before the week of interview and which included "last Sunday night". Thus,

for an interview being conducted on Monday, July 13, "the past 3 months" refers to the period from April 12 through July 12.

- b. Question 16b,
First noticed
during past
two weeks

Ask question 16b if the condition was first noticed during the past three months ("During 3 mos." box marked).

If the respondent indicates that the condition was first noticed during the past two weeks (the two weeks preceding interview week), mark the "Past 2 weeks" box. If the condition was first noticed before the past two weeks, mark the "More than 2 wks. ago" box and skip to item AA. Mark the "More than 2 wks. ago" box only if the condition started before the past two weeks but within the past three months.

- c. Question 16c

Ask question 16c if the "Past 2 weeks" box is marked in question 16b. Mark the appropriate box based on the respondent's reply.

If the condition was "first noticed" during the week of interview, make no further entries for that condition, but explain the situation in a footnote, e.g., first noticed during interview week.

- d. Question 17,
First noticed
during past 12
months or before

Ask question 17 only if the condition was first noticed more than three months ago ("More than 3 mos. ago" box marked in 16a.)

8. Item AA,
Interviewer
instruction on when
to continue with
questions 18-26

Item AA provides instructions about when to continue with questions 18-26.

If the condition being carried through the Condition page is listed or was reported in probe question 16, continue with questions 18-26. Otherwise, leave questions 18-26 blank for this condition and go to the next condition. Also, do not continue if the condition is a missing extremity or organ of the body. Missing finger, hand, arm, toes, feet or leg are all considered as missing extremities.

If a Condition page is being filled for a respiratory condition, e.g., lung infection, which is not specifically mentioned in question 16, consider it to be in question 16 and carry it past AA.

EXCEPTION: Colds; flu; red, sore or strep throat; and "virus" are considered excluded from question 16 and do not require entries beyond AA.

If there is any doubt as to whether a condition is or is not a respiratory condition, carry it past AA.

1. Interviewer Check Item and questions 18-26
An Interviewer Check Item and questions 18-26 comprise the right half of the facing Condition page.

1. Interviewer Check Item
To determine whether to ask question 18 or 19 next, refer to question 2, last time seen or talked to doctor. Mark the appropriate box in the Interviewer Check Item. The two check boxes are:

Doctor seen (19)
Doctor not seen (18)

If the entry in question 2 is "Never" or "DK whether or not doctor was seen," mark "Doctor not seen." Also mark this box if the only time a doctor was seen was during interview week.

2. Questions 18-26, Purpose and order of asking
Questions 18-26 obtain information about what people who have respiratory conditions do or take for them and the extent to which they are bothered by these conditions.

Ask question 18 for those conditions for which "Never" or "DK whether doctor was seen" was entered in question 2. Ask questions 19-24 for those conditions for which a doctor was seen. Questions 25 and 26 are asked for all conditions carried past item AA.

a. Question 18, What was done for this condition
The phrase "do or take" means anything the person did for this condition. Record whatever the respondent reports whether medically oriented or not. For example, taking aspirin or using a heating pad would be considered "doing or taking" something for that particular condition. The respondent might report some

patent medicines, home remedies, etc.--record these also. Then ask, "Anything else?" If the respondent reports that nothing was done or taken, record "nothing."

After entering the respondent's verbatim response, go to question 25.

- b. Question 19,
How long before
talking to a
doctor

Ask question 19 to determine how long a time the person noticed something was wrong before he talked to a doctor about it.

The definition of "something wrong" includes any symptom or problem the person had that gave him an indication that he was not well.

Record the number of completed day(s), week(s), month(s) or year(s). If the time reported is less than one day, enter "1" on the "Days" line.

If the respondent is uncertain of what is meant by this question, ask the probe printed below question 19 to help him determine the length of time. If the response is "Immediately" or "Right away," ask the probe question to determine the actual length of time, e.g., three days, one week, etc.

If the respondent reports that the condition was discovered by a doctor on a visit for some other reason, mark the box "Discovered by doctor" and go to question 21.

- c. Question 20,
Do or take
anything before
seeing a doctor

Question 20 is similar in content to question 18 but is asked only if a doctor was seen for this condition.

The emphasis of the question is on "Before - - talked to a doctor, etc." The time reference period is from the time the person first felt that something was wrong up to the time he first saw or talked to a doctor.

The question requires only a "Yes" or "No" answer and no written entries are necessary even if the respondent volunteers the information.

- d. Question 21,
Now take any
medicine or
treatment
- Ask question 21 to determine whether the person now takes any medicine or treatment for this condition, and if so, whether this was recommended by a doctor. The medicine or treatment may be on a regular basis as one contact capsule per day for hay fever or on an irregular basis as when the medicine or treatment is taken whenever the person experiences an attack of the condition, such as smoking a certain type of cigarette for asthma.
- (1) Question 21a
- Circle "Y" or "N" without recording the medicine or treatment even though the respondent volunteers the additional information.
- (2) Question 21b,
Recommended
by doctor
- The medicine does not have to be prescription medicine but anything the doctor advised or recommended. This is also true for the treatment, e.g., rubbing with Vicks salve for bronchitis.
- e. Question 22,
Ever had surgery
for condition
- Ask question 22 to determine whether the person ever had surgery for this condition. For example, if the reported condition was "abscessed lung" and a question arises about which "abscessed lung," ask the question, "Have you ever had surgery for this abscessed lung." We are interested in this particular lung abscess, not any the respondent may have had in the past.
- f. Question 23,
Ever
hospitalized
for condition
- In question 23, the definition for "this condition" is the same as in question 22. For example, if the reported condition was lung cyst, and a question arises, ask question 23 in the following way, "Were you ever hospitalized for this lung cyst?" The question only pertains to this lung cyst, not to any others the person might have had in the past.
- g. Question 24,
Number of doctor
visits during the
past 12 months
- Ask question 24 to determine the number of doctor visits in the past 12 months for this condition. Read the instruction within the parentheses to the respondent if a hospitalization was reported for the person for whom the Condition page is being filled.

- h. Questions 25 and 26 Ask questions 25 and 26 for all conditions carried past item AA regardless of whether or not a doctor was ever seen.
- (1) Question 25, Bed days during past 12 months In this question record the total number of days during the past 12 months which have been spent in bed because of this particular condition. The word "About" means that an approximation of the number of bed days is sufficient. Days in the hospital for this condition should be included as bed days during the past 12 months.
- (a) Help the respondent to estimate Sometimes it may be necessary to assist a forgetful respondent in making an estimate of the number of days. For example, you might ask, "How many days during a month did your ... usually keep you in bed; how many months was this the pattern?" or the same type of question might be asked in terms of weeks.
- (b) Check entry The number of days in bed in question 25 cannot be less than the number in question 13, since "the past two weeks" is part of the "past 12 months".
- (2) Question 26a, How much condition bothers him The purpose of question 26 is to find out if the person still has the condition, and if so, how much it "bothers" him.
- If the respondent says that the condition bothers him either "All of the time," "Often," "Once in a while," or "Never," mark whichever box applies. If the answer given is not the same as one of the categories included in the question, reask the question, and if the answer still is not the same as one of the listed categories, mark the "Other" box and record the respondent's answer verbatim. The only exception to this rule is if the answer given indicates that the person is not bothered at all by the condition, you may mark the "Never" box.
- There is no definition for the term "bother" in this question but is to be defined by the respondent. If the respondent elaborates on what "bother" means to him, write it in the

answer space. In this question we are interested in the respondent's evaluation of the extent to which a condition troubles him.

- (3) Question 26b, Bothered to what extent
If the respondent indicates in 26a that the condition does bother him, ask question 26b to determine to what extent he is bothered. If the response given is one of the printed categories, mark whichever box applies and go to 26c. If the response given is not the same as one of the categories in the question, follow the same procedures as given for question 26a.
- (4) Question 26c, Still have this condition
If the respondent indicates in 26a the condition bothers him "All the time," mark the box "All the time in 26a" and do not ask any further questions for this condition. "NC" means "next condition". Otherwise, ask 26c, circle the appropriate letter and go to the next condition or to 26d.
- (5) Question 26d, Condition cured or under control
Ask question 26d to determine whether the condition is cured or is under control. If the condition is "cured," mark that box and go to question 26e. If it is "under control," mark that box and go to the next condition. If the respondent answers in some other way, mark the "Other" box and record the respondent's response verbatim and go to the next condition.

In this question, "under control" refers to persons who, by following a certain diet, taking medicine, and so forth, no longer have the symptoms of the condition. However, if they were to stop following their regimen, the symptoms might recur.

- (6) Question 26e, How long person had this condition
Ask question 26e if the answer to question 26d is "cured" to determine how long the person had the condition before it was cured. If a question is raised, the time period to be reported is from the time the person first noticed something was wrong until the condition was considered "cured". Record the number of months or years or mark the "Less than one month" box.

- i. Where to go next
After completing question 26e for the condition, go to the next condition. If this is the last condition recorded in item C2 for the family members, go to the Hospital page.

CHAPTER 5
HOSPITAL PAGE

A. Use of the
Hospital page

The Hospital page is used to record detailed information about stays in hospitals, nursing homes, rest homes, convalescent homes, etc. If no hospitalizations are reported, leave these pages blank.

The Hospital page consists of two facing pages containing columns for four hospitalizations. One column is completed for each hospitalization before going to the next column. If more than four stays are reported, use additional questionnaires.

The instructions in later paragraphs use the word "hospital." However, the instructions given for a hospital stay also apply to stays in nursing homes, rest homes and similar places.

1. When to complete the
Hospital page

Complete the Hospital page after the Condition pages have been completed for the family.

2. General procedure
for the Hospital
page

The "HOSP." box in item C1 in each person's column will indicate which persons were in hospitals or nursing homes, rest homes and similar places during the specified time period and the number of times. Record each stay in a separate column, even if a person went to the same place more than once for the same condition.

Begin with the hospitalization(s) for the first person listed who has one or more hospitalizations recorded in item C1. Fill the first column, starting with the most recent stay and continuing until all stays for that person have been recorded. Then go to the next person reporting hospitalizations and continue until all hospital stays have been recorded.

Each column represents information about a particular hospital stay, and all the questions apply to that stay.

If a person was moved (transferred) from one hospital to another, e.g., from an emergency hospital to a general hospital or from a general hospital to an extended care facility, record each as a separate stay.

When a hospitalization is for childbirth, fill one column for the mother and a separate column for the baby.

Since a separate column is filled for each stay (time) in a hospital, the number of columns filled for a person must equal the total number of hospitalizations in that person's column of item C1. If not, correct the figure in item C1 and explain the reason for the correction in a footnote.

Make a check mark to the right of the number in item C1 as you complete each column. If the person had a total of three hospital stays recorded in item C1, there should be three check marks, "3✓."

3. Use the appropriate word when asking the question

Because the Hospital page is filled for stays in regular hospitals and also for stays in nursing homes, convalescent homes, rest homes and similar places, refer to the appropriate type of place in each question. The questions contain the words "nursing home" in parentheses.

B. Filling the Hospital page

1. Item 1,
Person number

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

2. Question 2,
Date entered
hospital

Read the introductory statement to question 2, inserting the relationship or name of the person for the dashes. If stays are reported in both a hospital and nursing home, read the introductory phrase as follows: "You said that you were in a hospital and a nursing home during the past year. Which place were you in last, the hospital or the nursing home?" so that you can insert the appropriate word in the following questions. Then continue with question 2.

If the person was in a hospital or a nursing home more than once during the period, add the parenthetical phrase, "the last time," to the end of question 2. As indicated by this phrase, the most recent hospital or nursing home stay is to be recorded first if the person had more than one stay. If more than one hospital stay is reported for the same person, use the introductory statement for only the first hospital column for that person. For the remaining columns, begin with the question, "When did you enter the hospital the time before?" and so on, for each subsequent hospitalization. Write in the month, day and year the person entered the hospital.

If the respondent cannot furnish the exact date, obtain the best estimate possible. Use the calendars or the list of holidays in your flashcard booklet to assist the respondent in recalling dates. Ask whatever additional questions seem appropriate.

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

Can you recall the approximate date?

Do you know which week of the month it was?

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

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

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

If, after your probing, the respondent cannot give 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 write-in entry in question 2. For statistical purposes, a date must always be assigned for each hospital entry, so it is essential that you obtain the maximum amount of information available.

- 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 question 2.

3. Question 3,
Name and address
of hospital

In question 3, enter the name and address of the hospital (nursing home, rest home, sanitarium, etc.). The exact street address is not required, but the name of the street on which the hospital is located is needed to help in identifying the hospital. If the name of the street is not known, enter "DK." If the city is not known or the hospital is not in a city, enter the county and State.

It is important to obtain the full and complete name of the hospital in order to classify each hospital by type. If the respondent abbreviates the name or supplies only a shortened local name, 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.

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

For college infirmaries, we need to know the name of the university or college and whether it is the student health center (clinic) or the college hospital. For example, Infirmary at UCLA, would not be classifiable, whereas, UCLA Student Health Service or University of California Hospital would be.

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

- a. Check local telephone directory

If you are interviewing in the general area in which the hospital is located and have ready access to a local telephone directory, check it for doubtful hospital names. Also, if the respondent does not know the name of the street on which the hospital is located, check the telephone directory for that, when possible.

4. Question 4, Number of nights in hospital, nursing home, etc.

Enter in question 4, the total nights spent in the hospital. Do not include any nights in the interview week. However, all nights in the hospital through "last Sunday night" are to be entered, including nights prior to the date used in the hospital probe questions.

If the respondent is unable to state the exact number of nights the person was in the hospital, use your calendar again to assist the respondent's recall. 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?

Always try to obtain some approximation of the number of nights if the exact number is not known.

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

- a. Not overnight,
delete

If you learn that the person did not remain overnight for this stay in the hospital, enter "None" in question 4 but do not ask any further questions about this hospitalization. Delete this hospitalization by X-ing out the remainder of the column and correct the figure in item C.

- b. Entire stay prior
to reference
period

If the respondent's answer to the date of hospital entry for question 2 and the number of nights for question 4 indicates that the entire stay was prior to the reference period, that is, before the date specified in the hospital probe question, check with the respondent to verify that you have the correct date of entry and number of nights. If the entire stay was prior to the reference period for the hospital probe question, delete this hospitalization by X-ing out the remainder of the column and correct the figure in item C. Explain in a footnote that you have verified the date of entry and number of nights, and that the stay was prior to the reference period.

5. Question 5,
Nights in past 12
months and 2 weeks;
in hospital last
Sunday night

Question 5 is divided into three parts, and each part can usually be answered based on the information obtained earlier in questions 2 and 4. In such cases, do not ask the questions, but be sure to make the appropriate entries.

- a. Question 5a,
Number of nights
in past 12 months

"The past 12 months" is defined as from "last Sunday's" date a year ago (entered in dentist and doctor visit probe question in C2) through last Sunday night, and includes both the beginning and ending dates.

If the answer to question 5a is not clear from earlier information, ask the question again, using the appropriate yearly calendar to assist the respondent in recalling dates.

If all the nights in question 4 were in the past 12 months, copy the question 4 figure to question 5a.

If none of the nights in question 4 were in the past 12 months, enter a dash (for none) in question 5a. Do not delete the column in such a case. Complete the remaining entries in the column.

- b. Question 5b,
Nights in hospital
during last two
weeks

If the date in question 2 and the number of nights in question 4 show that none of the nights in the hospital could possibly have been last week or the week before, enter a dash in question 5b. If there is any chance at all that any part of the hospitalization was in the two-week reference period, and the answer is not clear from earlier information, ask the question and record the number of nights or enter a dash as the case may be.

- c. Question 5c,
Still there last
Sunday night

Circle "Y" or "N" for this hospital stay in question 5c. If the date in question 2 and the number of nights in question 4 show that this stay could not possibly have included last Sunday night, circle "N" without asking the question. If there is any doubt, ask the question.

Note that even if the person was in the hospital last Sunday night for his most recent hospital stay, "N" would be circled in question 5c for any previous hospital stays reported for him.

6. Question 6,
Condition causing
hospitalization

In question 6, enter the medical name, if known. If not known, enter the best description of the condition which the respondent can give.

The entry in question 6 should fully describe the condition for which the person entered the hospital. As indicated in the instructions on the questionnaire, all the rules for the entry of "cause", "kind", or "part of body" for the Condition page apply to entries in question 6. If this information is required in question 6 but is not known by the respondent, enter "DK" on the line. If the present effects of stroke or allergy are needed, enter these effects on the "Kind" line.

The entry in question 6 should represent the condition for which the person entered the hospital, if it is known. However, for a

person going to the hospital for tests or diagnosis, enter the results of the tests or the final diagnosis if known; otherwise, enter the trouble or condition that made the tests seem necessary.

If the respondent reports that a person entered the hospital to have an operation, enter in question 6, the condition which made the operation necessary. For example, if the respondent states "Amputation of one leg above knee," ask for the condition which made the operation necessary--it may be diabetes, leg cut in accident, etc. If the condition for which the operation was done is unknown, enter this fact together with the name or description of the operation, e.g., to have hysterectomy; DK reason.

If more than one condition was diagnosed or treated during a particular hospital stay, enter all such conditions.

a. Accidents or injuries

If the entry in question 6 is the result of an injury which occurred during the three-month period preceding the date of interview, the rules for the entries of "part of body" and "nature of injury" that apply to the Condition page also apply to question 6. If the entry in question 6 is the present effect of an injury that occurred more than three months ago, the Condition page rules for "part of body" and "present effects" also apply here.

b. Deliveries and births

For deliveries and births, question 6 should be asked this way:

(1) For the mother--

Ask, "Was this a normal delivery?" If "Yes," mark the "Normal delivery" box and go to question 8. If "No," ask, "What was the matter?" and record on the condition line the respondent's description of the complications, e.g., delivery-breech.

(2) For the baby--

Ask, "Was the baby normal at birth?" If "Yes," mark the "Normal at birth" box and go to question 8. If "No," ask, "What was the matter?" and record on the condition line the respondent's description of what was wrong with the baby, e.g., newborn-incubator baby.

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

- c. Check with question 25 of the appropriate Condition page

If the hospitalization is for a condition which has been carried beyond item AA of a Condition page, ask if the nights reported in question 5a of the Hospital page have been included in the number of days reported in question 25 of the appropriate Condition page. If they have not, correct the figure in question 25. If there was more than one hospital stay for this condition during the 12-month period, make sure that all nights in the hospital, because of the condition, are included in question 25 of the Condition page. (This check may be made after the hospital column(s) for the person has been completed.)

7. Question 7

In question 7, the time reference is ever, and should be asked for all conditions except deliveries and births or for conditions associated with pregnancies, abortions, etc. Circle the appropriate letter or leave question 7 blank for deliveries, births and associated conditions.

8. Question 8, Operations performed

Ask question 8a for hospital stays as well as for stays in nursing homes, rest homes, etc., since some of the procedures, which by our definition are operations, may be performed in these places.

If any operations were performed on the person during this stay in the hospital, circle "Y" and ask 8b. Enter the name of the operation in the write-in space. If the name of the operation is not known, ask the respondent to describe what was done and enter this description; then ask 8c. If "Yes," circle "Y" and describe the operation. Be sure to record each operation, if more than one was performed during this stay. Continue to ask 8c until you receive a "No" answer and then circle "N."

If the answer to question 8a is "No," circle "N" and go to item 9.

a. Surgical operation, defined

A surgical operation 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, protoscopy, cystoscopy, and the introduction of tubes for drainage. Some conditions may not be considered readily recognizable as surgical operations. Anything ending in "--ectomy," should be considered as a surgical operation, e.g., appendectomy (removal of appendix), tonsillectomy (removal of tonsils), etc. Injections, transfusions and routine blood tests are not to be reported as surgical operations; neither is pumping out or washing out of the stomach or bowels. Also, do not count routine circumcision for a newborn baby as an operation.

b. How to record surgical operations

If more than one operation is performed, or if the operation was not performed for the condition recorded in question 6, ask for the name of the condition and record it in question 8 in addition to the name of the operation.

(1) An acceptable entry would be:

Question 6. Tonsillitis
Question 8. Tonsillectomy

Or

Question 6. Goiter
Question 8. Removal of thyroid gland

(2) An unacceptable entry would be:

Question 6. Gallstones
Question 8. Removed gallbladder and hysterectomy

Or

Question 6. Kidney trouble
Question 8. Cystoscope and removal of tumor

In (2) above, we need to know the reason for the hysterectomy or the reason for the removal of the tumor.

- c. Setting of fractures and dislocations and stitching of cuts and wounds

In some cases, respondents may not think of the setting of fractures and dislocations or the stitching of cuts or wounds as operations. If the person entered the hospital for such an injury and the respondent says no operation was performed, ask if the bone or joint was set or if stitches were taken in the cut or wound. If the answer is "Yes," enter the action taken as the name of the operation, e.g., "Broken wrist" in question 6; "Wrist set" in question 8.

If the respondent reports that the bone was not set, etc., explain the circumstances in 8b.

9. Item 9

Item 9 gives instructions on how to handle conditions first reported on the Hospital page.

A condition first reported in question 6 or 8 should have a completed Condition page only if some part of the hospitalization was during the past two weeks OR if the condition is a question 16 condition. This includes laryngitis and tonsillitis (or laryngectomy, tonsillectomy) even though they may not have been recorded previously because they did not meet the criteria specified in the screen questions.

Also complete a Condition page for respiratory conditions not specifically mentioned in question 16, such as pneumonia, edema of the lung, etc.

If the hospital stay is for delivery and some part of the stay was during the past two weeks, a Condition page is required for the mother but not for the newborn baby if he was normal at birth. If he was not normal at birth, a Condition page is also required for the baby.

When a Condition page is required, enter this condition in item C2 after completing this hospital column. Then carry the condition(s) through the Condition page after completing columns for all required hospitalizations.

10. Special note
on frequent
hospitalizations
for the same person

Sometimes a person has been in and out of the hospital several times for the same condition during the reference period you are asking about. The respondent may not remember the dates of entry for each stay, the number of nights for each stay, and perhaps even the name of the hospital for each different stay. If this happens, ask the respondent to estimate the number of times the person was in the hospital during that time and also to estimate the average length of stay in the hospital for these hospitalizations. Enter all the available information even if it is impossible to complete a column for each different stay.

11. Where to go next

After completing the required hospital columns and all additional Condition pages, turn to the Doctor Visits page (page 30 of the questionnaire).

CHAPTER 6

DOCTOR VISITS PAGE

A. General instructions

The Doctor Visits page consists of two facing pages containing columns for five doctor visits, one column for each visit reported. If there are more than five doctor visits reported for a family, use an additional questionnaire.

1. When to fill a
Doctor Visits page

Complete a doctor visits column for each doctor visit or call. Before asking any of the questions on the Doctor Visits page, refer to the "DR. VISITS" box in item C1 to see if any doctor visits or calls were reported for the family. If none were reported, leave the Doctor Visits page blank.

2. Details of two-week
doctor visits

Fill one column for each doctor visit or call, in the two-week reference period. Begin with the first person reporting doctor visits and continue in the same manner for each succeeding person.

Make a check mark to the right of the number of visits in item C1 as you complete each doctor visits column, e.g., 2 ✓. This indicates that two doctor visit columns have been completed for that person.

a. Item 1,
Person number

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

b. Introductory
statement

Read the introductory statement above question 2a on the Doctor Visits page only once for each family before asking question 2a for the first doctor visit. Thus, it serves as a means of leading the respondent into the questions on the Doctor Visits page.

- (1) Question 2a, Date of visit Question 2a is for recording the date (month and day) of each reported doctor visit. Ask the question as worded, unless you know the "visit" you are asking about is a telephone call in which case say, "On what date during that two-week period did - - talk to a doctor?"

In recording the date of the visit, enter both the month and the date, e.g., July 23. An estimate of the exact date of the month is acceptable, but use the two-week calendar to help the respondent recall the exact date as closely as possible. If the exact date cannot be determined, at least determine the week. In this case, mark the "Last week" or the "Week before" box. If more than one visit has been reported for a person, it is desirable (but not mandatory) to have the most recent visit listed first.

If in recording the date of the visit, you learn that the visit actually took place outside the reference period (either before the two-week dates or during interview week), enter the date in 2a but delete this doctor visit by X-ing out the remainder of the column.

- (2) Question 2b, Probe question for additional visits This question serves to remind the respondent of any additional visits that he may have forgotten to report earlier.

If any additional two-week visits are reported, reask question 2a, using the word "other" and record the date(s) for the additional visit(s) in question 2a of the next column(s).

Note that question 2b must always have a "No" entry in a person's last doctor visit column since a "Yes" entry in question 2b requires the filling of another column which in turn requires the reasking of question 2b. If the answer to that question is "Yes," still another doctor visit column must be filled. If the answer is "No," that is the last column for the person.

- c. Questions 3-5, Order of asking Complete questions 3-5 in sequence for each doctor visit reported. Ask these questions after question 2b has been asked for the person's last doctor visit.

- (1) Question 3, Ask question 3, inserting the date of visit,
Place of visit e.g., Where did he see the doctor on July 7th--
at a clinic, hospital, doctor's office or some
other place? If the response to this question
is "Hospital" or "clinic," ask the additional
questions to determine if this was the out-
patient clinic, emergency room, company clinic,
etc. Mark the box which indicates the kind of
place (not the name of the place) in accordance
with the following definitions:

While inpatient in hospital is defined as any
doctor's visit which occurred while the person
was in a hospital overnight or longer. Mark
this box and do not ask questions 4 and 5 but
go on to the next doctor's visit or to the
Smoking pages.

Doctor's office is defined as the office of a
doctor in private practice. This may be an
office in the doctor's home, an individual
office in an office building or a suite of
offices occupied by several doctors.

Telephone is defined as any telephone call
made to or from a doctor or doctor's office
which relates to treatment or advice given by
a doctor directly or transmitted through a
nurse.

Hospital Out-Patient Clinic and Hospital Emer-
gency Room are defined as annexes or units of a
hospital where persons may go for medical care
without being admitted as inpatients. (Inpa-
tient doctor visits are not to be counted--see
"While inpatient in hospital" above.)

Home is defined as any place in which the person
was staying at the time of the doctor's visit.
It may be his own home, the home of a friend, a
hotel room, and the like.

Company or Industry Clinic is defined as a
company or plant doctor's office or clinic
which is operated solely for the employees of
that company or industry.

Other (dispensaries, health units, etc.)--In
the space provided, specify or give the best

description of the place which you can obtain. Fill this space only if the "Other" box is marked.

(2) Question 4,
Kind of
doctor

If the respondent says that the doctor is a specialist, ask the follow-up question which appears below the boxes and record the kind of specialist named by the respondent. If the respondent does not know the term for the specialist, but only knows what he specialized in, enter that information in the space provided, e.g., specializes in heart ailments, X-ray doctor, etc.

For this question, a specialist is defined as a medical doctor who limits his practice to certain groups of people (children, women, etc.), certain conditions (diabetes, arthritis, etc.), certain parts of the body (eyes, ears, nose and throat, etc.) or special procedures (anesthesia, radiology, etc.).

If the respondent does not know whether the doctor is a general practitioner or a specialist, enter "DK" and in the footnote space add any description of the case which will assist in determining whether or not this doctor is a specialist.

Double entries should not be made in question 4, e.g., GP and internist, without some further explanation of the entry. That is, if the respondent cannot specifically say whether the doctor is a GP or an internist, your entry in question 4 should reflect this fact by an entry such as "GP or internist--DK which."

If you learn that the doctor is not a medical doctor at all, it is particularly important that this fact be noted. In this case, enter "Not an MD" and also describe what he does, e.g., chiropractor, oral surgeon, dentist. Do not delete these kinds of doctor visits from the Doctor Visits page even though they do not fit the definition of a medical doctor described earlier.

(3) Question 5a,
Purpose of
visit

Ask question 5a, inserting the date the visit was made. Then write in the response verbatim and mark one or more of the boxes provided which best describes the answer given. Use the following as a guide:

Diagnosis or treatment refers to--

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

Or

- (b) treatment or advice given by the doctor or under the doctor's supervision.

Include X-rays either for diagnostic purposes or treatment in this class.

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

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

Pre or Postnatal care refers to consultation concerning the care of the mother, not the baby. It includes visits by the mother to the doctor for checkups during pregnancy and also during the period right after delivery. Include consultation for illnesses not related to pregnancy or delivery in the category of "Diagnosis or treatment."

Eye examination (glasses) refers only to examinations of the eyes for the purpose of establishing a need for eyeglasses or for a change in the type of eyeglasses being worn. Any other eye examination or treatment of an eye condition is classified to "Diagnosis or treatment."

Immunization refers only to visits to the doctor for the purposes of receiving immunizations and vaccinations for preventive care of particular diseases.

Other is used to record medical services received other than those defined above or those which you do not know how to classify. Record the type of service as reported by the respondent. If necessary, use the footnote space for continuing the description of the medical service received.

Sometimes more than one service is provided during the same visit; if this is discovered, enter all services received during one visit. However, do not probe for any additional services but enter them only if they are voluntarily reported together, e.g., the respondent says, "I had a prenatal checkup, the doctor also gave me a polio shot for protection." In this case, mark both "Pre or Postnatal care" and "Immunization."

If multiple reasons are given for the same doctor visit, follow the skip instruction for the category appearing first in the list.

(4) Question 5b,
When to ask

Ask question 5b only if the "General checkup" box is marked in 5a. If a condition is given, circle "Y" and enter the condition in 5a. Then correct the box in 5a to "Diag. or treatment." If no condition is given, circle "N" and go to the next doctor visit column.

If it is volunteered that a condition was discovered during a routine physical examination, do not enter this condition as the reason for the doctor visit unless there were symptoms which led to the examination. If there were symptoms of this condition, make the necessary corrections. If there were no symptoms, leave the original entries.

(5) Question 5c,
How to fill

Ask or mark 5c only if the "Diag. or treatment" box is marked in 5a.

If you already have a condition in the write-in box in 5a, you may mark "Condition reported in 5a" in the answer space in 5c without asking the question.

If you ask 5c, record all conditions (or reasons for seeing the doctor) mentioned for that person in the answer space.

- d. Check the number of doctor visit columns with the number entered in item C1

Before leaving the Doctor Visits pages, count the number of completed doctor visit columns for each person (excluding any that you have deleted).

If this number differs from the number of visits in item C1, make any corrections necessary to make the entries consistent as follows:

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

Or

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

- e. Two or more doctors seen on same visit

If two or more doctors were seen on the same visit, fill a doctor visit column for each doctor seen and indicate this fact in a footnote. Situations of this kind generally occur when a person visits a clinic where he sees doctors with different specialties, for example, a dermatologist in one office and an internist in a neighboring office. It might also occur when a person visits his family doctor who, in the course of the same visit, calls in a specialist to examine or treat the person.

- f. Visit to doctor and laboratory on same visit

The foregoing rule also applies if a person visits a doctor and the doctor immediately sends him to a neighboring laboratory for tests, X-rays, and so forth. Consider this a separate visit if the laboratory is not a part of the doctor's office or clinic and renders a separate bill for its services.

- g. Illness condition first reported on Doctor Visits page

Enter any condition or injury first reported on the Doctor Visits page in item C2 and fill a Condition page for it after completing all required doctor visit columns.

- h. Where to proceed next

After completing the Doctor Visits pages for all reported doctor visits, continue the interview with the Smoking pages.

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CHAPTER 7
SMOKING PAGE

A. Purpose

Q 3 14 20

The Smoking page obtains information on smoking habits of all household members 17 years of age and over. For persons who may want to know why they are being asked these questions, your explanation should indicate that the chief objective is to measure the changes in smoking habits from year-to-year, because of the increased interest in the relationships between smoking and health. The U.S. Public Health Service is interested in how many former cigarette smokers have quit smoking during the preceding year; how many persons began smoking during the year; how many persons decreased or increased their cigarette smoking; how many changed from one form of tobacco to another, and so on. These data will then be compared with possible changes in the various health characteristics of the population, such as the prevalence of heart conditions, respiratory ailments and other illnesses which studies have shown to be partly related - at least in a statistical sense - to smoking habits.

1. Eligible respondents

Whenever possible, obtain the information directly from each person if he is available at the time of interview. For the Smoking pages, 17 and 18 year-old household members are acceptable as eligible respondents for themselves. However, if each person is not available, accept answers from the respondent. If the household respondent can only answer one or two questions, obtain what information you can from him and, as a last resort, mark the "DK" boxes for those items where the data are not ascertainable.

2. When to fill

Complete a separate Smoking page for each person 17 years of age or over in the order listed on the questionnaire. If there are more than four persons 17+, use an extra questionnaire. Enter the person number in the space provided on each page. Read the introductory statement once before asking question 1 for the first person listed.

3. Nontobacco products

If it is volunteered that a person smokes cigarettes made of nontobacco products, such as lettuce or cabbage leaves, rephrase the question to "Excluding any nontobacco cigarettes, have you smoked at least ...?" Your entries should reflect answers only in respect to tobacco products. No footnote is required. Exclude

marijuana, a type of wild tobacco, (also called "pot" or "grass") from questions 1-21; include it in the "Other" category in question 22.

B. Questions 1-10

Questions 1-10 refer to cigarette smoking.

1. Question 1,
Cigarettes smoked
during entire life

One hundred cigarettes is the equivalent of five packs--but ask the question as worded because the respondent might misinterpret "five packs" as referring to five packs a day.

2. Question 2,
Smoke cigarettes now

Accept the respondent's answer, but if a question is raised, determine whether or not the person had stopped smoking altogether on or before "last Sunday night." If he had stopped smoking cigarettes only temporarily because of illness, economic reasons or the like, and is expected to resume smoking shortly, circle "Y."

If a qualified answer is given such as "Occasionally," "Once in a while," "Just when I go to a party," etc., circle "Y."

3. Question 3,
Time since smoked
cigarettes fairly
regularly

Do not attempt to define this unless asked to do so. If a question arises, "fairly regularly" means smoking one or more cigarettes on three or more consecutive days.

If less than 12 months, mark the "Under 1 year" box. If more than a year, enter the number of completed years on the "Years" line. Round down all part years to the last completed year, e.g., enter two years and eight months as two years; enter 32 months as two years. If the respondent is not sure of the exact time interval or gives an answer in a range of years, enter this in the answer space.

If a person never smoked regularly, mark the "Never smoked regularly" box and go to question 11.

The skip instruction "(4, 9)" means go to the instruction in question 4 to see if the question applies; if not, go to question 9.

4. Question 4,
Card S

Ask question 4 if the answer to question 3 is one to ten years.

Hand the respondent Card S and ask him which of the statements were reasons he decided to stop smoking cigarettes. Ask him to give you the number of any statement that applies and circle the number or numbers. Then ask "Any other

2-3

reason?" and if "Yes," circle that number also. If a reason is given that is not on Card S, circle "13" and write the response given on the "Specify" line. If more than one number is circled or more than one reason specified, ask the respondent what was the main reason he decided to stop smoking cigarettes. Enter this number on the line provided, then go to question 9.

5. Question 5,
How many cigarettes
smoked now

In recording the reply to question 5, enter the number of cigarettes the person smokes "per day" at the present time, i.e., as of last Sunday night. The terms "on the average" and "about" indicate that an estimate is acceptable. If the response is expressed in "pack(s)" smoked per day, convert this to the number of individual cigarettes smoked (20 to a pack). For example, if a person reports "About a pack and a half a day," enter "30" for the number smoked per day.

If the response is expressed in weeks or months, ask the respondent to estimate the number of cigarettes he smokes per day. If no estimate is available refer to the conversion chart (Card T in your flashcard booklet). If a person smokes less than one cigarette a day, enter a dash (—) on the "No. per day" line.

If the respondent answers in intervals, e.g., "10-20 a day," enter this if a more definite answer cannot be obtained. However, if a respondent gives a vague answer, such as "Hardly any at all," try to obtain an estimate of the number of cigarettes he smokes per day.

6. Question 6,
Cigarette size

Do not attempt to define regular, king or extra long.

A person may smoke more than one length cigarette. If he does, mark the length he usually smokes. If you have no other alternative, mark the length he prefers.

7. Question 7,
Filter or nonfilter

Include as filter the use of nonfilter cigarettes with a separate filter.

A person may smoke both filter and nonfilter cigarettes. If he does, mark the type he usually smokes. If you have no other alternative, mark the type he prefers.

8. Question 8,
Cigarettes smoked
12 months ago

The instructions for question 8 are the same as for question 5, with the exception of different time periods, and a box for "Did not smoke."

9. Question 9,
Cigarettes a day
usually smoked

The phrase, "During the period when -- was smoking the most" refers to the period in which the respondent smoked the most heavily, and can range from a month to many years. If he appears not to understand this, ask an additional question, such as "Was there any period in your life when you smoked more than you smoke now (or smoked 12 months ago)."

The instructions for recording the response to question 9 are the same as for question 5.

NOTE: Question 9 asks for the number of cigarettes smoked per day during the period when the person was smoking the most. Therefore, the entry in question 9 can never be less than either the number he smokes now (question 5) or the number he smoked 12 months ago (question 8).

Examples:

- (a) If a person reported in question 5 (now) that he smokes 20 cigarettes a day, and in question 8 (12 month ago) that he smoked 15 cigarettes per day, then the entry in question 9 cannot be less than 20 cigarettes per day.

- (b) If a person reported in question 5 (now) that he smokes 20 cigarettes a day, and in question 8 (12 months ago) that he smoked 30 cigarettes a day, the entry in question 9 cannot be less than 30.

However, the entry in question 9 can be more than either of the entries in question 5 or 8. In (b) above, for example, it is conceivable that five or ten years ago the person was smoking more than 30 cigarettes per day.

If a person reports in question 9, a figure which is less than the entries in either question 5 or 8, probe for a correct answer and make the necessary corrections.

10. Question 10,
Age first started
smoking

"Fairly regularly" is defined in the same way as for question 3.

Enter the person's age at the time he started smoking fairly regularly. If a person does not remember his exact age when he first started smoking cigarettes regularly, obtain his best estimate. As an aid, subtract the number of years he has smoked from his present age. A person may also be able to relate age started smoking to his high school or college attendance or Armed Forces service.

- C. Questions 11-16,
Cigars

Questions 11-16 are similar to questions 1-10 except that questions 11-16 refer to cigars.

1. Question 11,
Cigars smoked
during entire life

Ask question 11 of all persons 17 years of age or older.

2. Question 12,
Smoke cigars now

Accept the respondent's answer. If a qualified answer is given, such as "Occasionally" or "Once in a while," circle "Y."

3. Question 13,
Cigars a day
usually smoked

If the response is expressed in weeks or months, ask the respondent to estimate the number of cigars he smokes per day. If a person smokes less than one cigar a day, ascertain whether he smoked "3 to 6 per week" or "Less than 3 per week" as indicated by the categories in this item. If the respondent answers in intervals,

e.g., "3-5 a day," record this if a more definite answer cannot be obtained. If he gives a vague answer, such as "Hardly any at all," try to obtain an estimate of the number of cigars he smokes per day.

4. Question 14,
Time since smoked
three or more
cigars a week

If less than 12 months, mark the "Under 1 year" box. If more than a year, enter the number of completed years on the line provided. Round down all part years to the last completed year. If the respondent is not sure of the exact time interval or gives an answer in a range of years, enter this in the answer space.

If the person never smoked three or more cigars per week, mark this box.

5. Question 15,
Cigar size

Ask question 15 as worded. Pause slightly after "usually smoke" to allow the respondent time to recall.

A person may smoke more than one size of cigar. If this occurs, mark the size the person usually smokes the most or the size he prefers.

6. Question 16,
Cigars smoked
12 months ago

If the response is expressed in weeks or months, ask the respondent to estimate the number per day. If it is less than one a day, ascertain if it is "3 to 6 per week" or "Less than 3 per week."

- D. Questions 17-21,
Pipes

Questions 17-21 refer to pipe smoking.

1. Question 17,
Pipe tobacco smoked
during entire life

Ask question 17 for all persons 17 years of age or older

2. Question 18,
Smoke a pipe now

Accept the respondent's answer. If a qualified answer is given, such as "Occasionally" or "Once in a while," circle "Y."

3. Question 19,
Pipefuls a day
usually smoked

If the respondent answers in ounces, pounds or packs of tobacco rather than pipefuls, ask him to estimate the number of pipefuls smoked per day. Record the answer in terms of ounces, pounds or packs as a last resort.

4. Question 20,
Time since smoked
three or more
pipefuls a week

If less than 12 months, mark the "Under 1 year" box. If more than a year, enter the number of completed years on the line. Round down all part years to the last completed year. If the

respondent is not sure of the exact time interval or gives an answer in a range of years, enter this in the answer space.

If the person never smoked three or more pipefuls per week, mark this box.

5. Question 21,
Pipefuls smoked
12 months ago

If the response is expressed in weeks or months, ask the respondent to estimate the number per day. If it is less than one a day, ascertain if it is "3 to 6 per week" or "Less than 3 per week."

- E. Question 22,
Presently use any other
form of tobacco

Ask question 22 for each person 17+, regardless of the answers to questions 1-21.

If the respondent answers "Yes" but does not volunteer the form of tobacco, ask "What form?" Ask "Any other form of tobacco?" until you receive a negative reply. Mark "Other" for any response other than snuff or chewing tobacco. Do not write in the form of tobacco used.

Do not define "presently", but if a question is raised, determine whether or not the person used any other form of tobacco as of "last Sunday night". If he had stopped only temporarily because of illness, economic reasons or the like, and is expected to resume shortly, mark the applicable box.

- F. Interviewer Check Item,
Respondent

There is a reminder in question 22 to complete the Interviewer Check Item for each person for whom a Smoking page is filled.

If the person responded to questions 1-22 entirely for himself, mark the box "Responded for self-entirely." If he responded partly for himself, mark the box "Responded for self-partly and enter the column number of the person who partly responded for him. For each person 17+ not present, enter the column number of the person or persons who responded for him.

CHAPTER 8
PERSON PAGES 36-39

A. General

Person pages 36 and 37 obtain information about Medicare and other health insurance, education and veteran status. Person pages 38 and 39 obtain information about work status during the past two weeks, occupation and industry of those in the labor force, and income.

1. Questions 31-33
Health insurance

Questions 31 and 32 about Social Security Medicare are asked for persons 65 and over. For persons under 65, mark the box "Und. 65." Question 33 concerns health insurance excluding Medicare.

Read the introduction above question 31 once for a family, either before asking the Medicare questions, if there are persons 65+, or as part of the introductory statement above question 33 if there are no persons 65+. For example, if there are family members 65+, say "These next questions are about health insurance" and ask question 31. If there are no family members 65+, say "These next questions are about health insurance. We are interested in all kinds of health insurance plans except those which pay only for accidents," and ask question 33.

a. Questions 31 and 32,
Medicare coverage

Ask question 31 individually for each person 65+, but ask question 32 family style for those persons 65+ with "DK" in 31a or 31b. Ask both parts of question 31 for each person 65+, inserting the name or relationship for the dashes, before going to question 32. Circle the appropriate response. There should be an (NP) instruction in 31b for "DK" answers as well as "Y" or "N" answers.

Most persons 65 years old or over are covered by Social Security Medicare, Part A, which pays hospital bills. There is no charge to them for this coverage. All persons covered under Part A are eligible for Part B, Medical Insurance, for which they pay \$4.00 a month. Part B, Medical Insurance, is available only to persons covered by Part A. In other words, if a

respondent tells you he pays \$4.00 a month in response to 3la, you know he has both hospital and medical coverage. In this case, circle "Y" in 3la and 3lb without asking any further questions about Medicare coverage.

However, if the response is No to 3la and Yes to 3lb, do not change 3la.

If question 32 is required, insert the names of all persons for whom "DK" is reported in 3la or 3lb so that the respondent makes only one trip to look for the Medicare cards.

A sample of a Medicare card appears inside the front cover of the flashcard booklet. This sample may be shown if the person is not sure what a Medicare card looks like. If the card is available, transcribe the information from the card to question 32 by marking one or both of the "Hospital" and "Medical" boxes. If a date has been entered across from "Hospital insurance," then that person has hospital insurance. If there is a date entered across from "Medical insurance," then the person has medical insurance.

If the card is not available, or if the person has no card, mark the "Card not seen" box.

After completing question 31 or 32, as appropriate, go to question 33.

b. Question 33,
Health insurance

Read the introductory statement above question 33a, remembering to include the one above 31 if there were no persons 65+. Use the parenthetical phrase "Not counting Medicare" to inform the respondent that Medicare plans should not be included, only if there are persons 65+ in the household.

- (1) Definition of 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. 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:

- (a) Plans limited to "dread diseases" only, such as polio or cancer.
- (b) Insurance that pays only on the basis of the number of days missed from work.
- (c) Public welfare care, care given to dependents of military personnel, care given children under the Crippled Children's program, etc.

(2) Types of plans

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

(3) Name of plans

We are interested in the specific names of the insurance plans, e.g. Aetna, Metropolitan, John Hancock, etc. Do not record the type of plan such as, family plan, major medical, high or low option. If the respondent gives the name of a union or the name of his employer, 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 still not given, then enter the name of the union or the employer and indicate this is the name of the union or employer. Do not enter the name of the employer if the name of the plan is entered.

(4) Insurance that pays hospital bills, defined

Hospital insurance is insurance which pays all or part of the hospital bill for the hospitalized person. The hospital bill should include only the bill submitted for the hospital itself, not the doctor's or surgeon's bill or the bill for special nurses. The hospital bill

always includes the cost of room and meals and may also include the costs of other services, such as, operating room, laboratory tests, X-rays, and medicine.

- (5) Insurance that pays doctor's, surgeon's bill, defined

Insurance which pays any part of a doctor's or surgeon's bill includes any insurance which pays all or part of the bill of the doctor or surgeon for an operation or delivery. It may also include visits to the doctor's or surgeon's office before admission or after discharge from the hospital (if hospitalized for surgery). The surgery may be performed in a doctor's office.

- (6) How to ask and record

Ask question 33a and circle either "Y" or "N." If the answer is "No," go directly to 33d. If the answer is "Yes," ask 33b and record any plans reported in column (1) of Table HI. Then ask 33c as a reminder to the respondent about any other health insurance plans which pay any part of a hospital bill. If additional plans are reported in 33c, reask 33b and record these plans in Table HI. Each plan should be entered on a separate line except for Blue Cross and Blue Shield. These should be entered on the same line and treated as one plan. This applies whether they were reported together or separately.

If you discover that a family has more than one plan from the same company, record these plans on separate lines of Table HI. However, do not probe for this information. When a final "No" answer is received in 33c, circle "N" and go to 33d. Ask questions 33d and e and record in the same manner as for 33a and b. If a new plan is reported in 33e, reask 33d, inserting "any other" until a final "No" is received. Then circle "N" and complete Table HI.

If Medicare and any other plan are reported for the same person(s), accept both (record the other plan in Table HI) unless it is volunteered that the other plan is the carrier for Medicare. In this case do not record the other plan in Table HI.

If the respondent reports the same plan in answer to 33e as he did in 33b, do not enter this plan again in Table HI. When a final "No" is received, complete Table HI. If no plans are reported in any part of question 33, go directly to question 34.

c. Table HI

Complete Table HI after all appropriate parts of question 33 have been asked. Complete each line of Table HI across (columns (2)-(7)) before going to the next line.

- (1) Column (1) Enter in this column, the plan reported in response to 33b or 33e.
- (2) Column (2) Ask this column for all plans listed in column (1). When reading the question, insert the name of the plan so the respondent knows which plan you are referring to. Circle the appropriate person numbers in column (2). The additional question serves to make sure no one who is covered by a particular plan has been forgotten. However, you need not ask this if all family members have already been reported as covered under a particular plan. If there are more than 10 persons in the family covered by this plan, write in and circle the additional person numbers.
- (3) Column (3) This question is to determine if the policy is a group plan or an individual plan.
- You need not specify where the plan was obtained. Circle "Y" or "N," as appropriate.
- If it is volunteered that the plan was originally obtained through an employer, etc., and the respondent is no longer with that group but holds the policy as an individual plan, circle "N."
- (4) Columns (4) and (5) Ask columns (4) and (5) for all plans carried through Table HI, regardless of where they were reported, unless both Blue Cross and Blue Shield are reported. In this case, circle "Y" in columns (4) and (5) without asking the questions. The definitions of hospital bill and surgeon's bill are the same as those used for question 33.

(5) Column (6) Ask this question about all plans. If the answer is "Don't know," enter "DK" and go to column (7). If the answer is "Yes," go to the next plan listed; if this is the last plan listed, go to question 34.

(6) Column (7) Ask this question if "N" has been circled or "DK" has been entered in column (6). After circling "Y" or "N" in this column, go to the next plan or to question 34.

(a) Insurance that pays the doctor's bill, defined for columns (6) and (7) Insurance which pays any part of a doctor's bill includes any insurance which pays all or part of a doctor's bill for home calls or office visits, excluding insurance that pays ONLY for surgical or delivery care. Insurance for these two questions should cover all or part of a doctor's bill for home calls or office visits for MOST kinds of sickness.

When an additional explanation is required use the following as a guide.

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 person himself has paid a certain amount, such as, \$50 or \$100, or after the person has been ill for a specified period of time.
- (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.

Do not include as "doctor visit insurance", insurance that pays only for visits made to a doctor's office in relation to surgery, such as pre- or post surgical treatment or pre- or postnatal treatment (pregnancies). Count insurance that pays only for these types of visits as surgical insurance.

2. Question 34,
Education

Ask questions 34 and 35 as a block, or mark the "Und. 17" box, beginning with the first person listed.

Leave questions 34b-35b blank for persons under 17.

a. Make only one
mark

Circle only one number to report the answer to this question. Thus, if the highest grade or year a person attended is the junior year of high school, circle the "11" opposite "High." Circle the highest grade attended regardless of "skipped" or "repeated" grades.

b. 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.

If the respondent tells you he did graduate from high school but that "they only had 11 years of school back then," ask if he received a high school diploma. If "Yes," circle the "12" opposite "High" and circle "Y" in 34b. If "No," circle the "11" opposite "High" and circle "Y" in 34b.

If a person volunteers that he completed college in less than four years and he obtained a degree (graduated), circle "4" opposite "College" and circle "Y" in 34b. If the person did not graduate or receive a college degree, then the entry in question 34a should be the actual number of years he attended college, and question 34b asked and marked accordingly.

If a person volunteers that he completed four years of college but did not get a degree because he was enrolled in a five-year program, such as engineering, circle "4" opposite

"College" in question 34a and "Y" in question 34b. If a person completed the fifth year of a five-year degree program and received a bachelor's degree, then circle "5" opposite "College" in question 34a and "Y" in 34b.

- c. Nonregular school. Do not count education or training received in nonregular schools, such as vocational, trade or business schools, outside the regular school system. For example, barber colleges, beautician schools, citizenship schools, and dancing schools are not to be counted

Likewise, do not count training received "on the job", or correspondence school training unless it is given by a regular school and is credited toward a school diploma or college degree.

- d. Junior high school. If the highest grade a person has attended is in a junior high school, determine the number of years attended and record the grade as if it had been in a school system with eight years of elementary school and four years of high school.

- e. Postgraduate schooling. For persons who have attended postgraduate high school but have not attended a regular college, circle the "12" opposite "High."

For those with postgraduate college training, circle the "5+" opposite "College."

- f. 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.

- g. No schooling. For persons who have not attended school at all, mark the "None" box and go to question 35a.

- h. Question 34b, Grade (year) finished. Ask question 34b for all persons who are shown in question 34a as having attended school. Circle "Y" if the person has completed the entire grade or academic year entered in question 34a; circle "N" if the person did not finish the grade or year. For example, a

person may have completed only a half year, or he may have failed to "pass" the grade.

Note that the entry in question 34b for a person who may be currently enrolled in the regular school system would be "N." For example, a 17-year-old boy enrolled in the fourth year of high school would have "12" circled opposite "High" in question 34a, but since he would not yet have completed this grade, "N" would be circled in question 34b.

For a person with "5" circled opposite "College" in question 34a, circle "Y" in question 34b, if he has gone through one or more postgraduate academic college years, without asking question 34b.

3. Question 35,
Service in Armed
Forces

Ask question 35 on service in the Armed Forces only of males 17 years old and over. For females, skip question 35. If the answer to 35a is "No," skip question 35b.

a. Armed Forces,
defined

"Armed Forces" means the U.S. Army, Navy, Air Force, Marine Corps or Coast Guard and any National Guard Unit which was activated as part of the regular Armed Forces.

b. Service, defined

Service in the Armed Forces is defined as "active duty". Included in "active duty" is the six-month period a young man may serve in connection with the provisions of the Reserve Forces Act of 1955. Count persons in the reserve who have served on the six-month active duty program as having been on active duty in the Armed Forces. Persons who are in this program but only attend weekly reserve meetings, summer camp or the like and have not completed the six-month program, have not been on "active duty".

Do not count as service in the Armed Forces, persons working in civilian positions for the Armed Forces, serving in the Merchant Marine, or serving in a National Guard Unit not activated as part of the regular Armed Forces.

c. Questions about
"war" service

Accept the respondent's answer to question 35b regarding the period or periods of service in the Armed Forces. However, if a question is raised as to what dates are covered by a given war, use the following:

World War I - April 1917 to November 1918
World War II - September 1940 to July 1947
Korean War - June 1950 to January 1955
Vietnam Era - August 1964 to present

d. War service
priority

Circle one of the codes listed in 35b based on the following rules:

If the person served any time during the four major conflicts of this century, that is, the Vietnam Era, the Korean War, World War II or World War I, circle the code for the most recent wartime service, regardless of any peacetime service.

If the person served in more than one of these major wars, circle the code for the most recent war period, for example, "VN" for service in both Vietnam and the Korean War, "KW" for service in both the Korean War and World War II; or "WWII" for service in both the second and the first world wars.

e. Other

For persons who served in a time period other than those noted above, circle "OS" for "Other Service (All other periods)." The "OS" code also covers service in such earlier conflicts as the Spanish-American War, the Boxer Rebellion or the Philippine Insurrection.

f. Where to go next

After completing questions 34 and 35, as appropriate, for all family members, go to question 36.

4. Question 36,
Work status in past
two weeks

Ask questions 36 and 37 as a block for each person before going to question 38.

Ask question 36a for each person 17 years old or over.

a. Work, defined

If questions arise as to the meaning of "work", use the following as a guide:

"Work" 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.

Circle "Y" in 36a for a person who worked at any time last week or the week before, even for an hour.

b. Question 36b,
With a job or
business

Ask question 36b if "N" is circled in 36a. When questions arise, consider as having a job or business a person who was temporarily absent from his job or business all of last week and the week before because of vacation, bad weather, labor dispute, or personal reasons such as illness, but who expects to return when these events are ended. Also, circle "Y" for a person who says that he has a new job which he has not yet started, but enter a footnote, "New job--not yet started."

(1) 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).

(a) Seasonal
job

Seasonal employment is considered a job only during the season and not during the off-season.

(b) 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 circled "N" for question 36b.

(2) Business,
defined

A person has his own business (including a farm operation or professional practice) if he does one of the following:

- (a) Maintains an office, store, or other place of business.
- (b) Uses machinery or equipment in which he has invested money for profit.
- (c) 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.

- c. Question 36c,
Looking for work
or on layoff
- Ask question 36c regardless of the answer to question 36b. The reason for this is that a person who is not working but considers himself as having a job may actually be on temporary layoff or looking for a job, and we want to provide such persons an opportunity to say whether this is so.
- (1) How to record the answers
- Circle "Y" if the respondent's answer indicates that the person was either looking for work or on layoff or both.
- (2) 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.
- (3) Layoff, defined
- A person is on layoff if he is waiting to be called back to a job from which he has been temporarily laid off or furloughed. Layoffs can be due to slack work, plant retooling or remodeling, seasonal factors, and the like. If a person was not working because of a labor dispute at his own place of employment, he is not considered "on layoff" but with a job from which he is absent.
- d. Question 36d,
Which, looking
or on layoff
- If the answer to question 36c is "Yes," ask question 36d and mark the appropriate answer, i.e., "Looking," "Layoff," or "Both" as indicated by the respondent's answer.

5. Question 37, Occupation, industry, class of worker Ask questions 37a through 37d for all persons with "Y" circled in any one of questions 36a, b, or c.

a. Job or business to which question 37 applies For persons who worked during the past two weeks ("Yes" to question 36a) and for persons with a job but not at work ("Yes" to question 36b), 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 or has had longer.

For a person who has answered "Yes" to question 36b because he has a new job to which he is to report in the near future, ask question 37 about his last job or business. In case such a person has never previously had a full-time civilian job or business, enter "Never worked" in question 37a, skip to 37d and mark the "Never worked" box.

b. Looking for work or on layoff or both For a person who did not work and did not have a job but is either looking for work or on layoff, these questions refer to the last full-time civilian job the person had. A "full-time" job is one at which the person worked 35 or more hours per week and which lasted two or more consecutive weeks.

If a person who has reported "Yes" to question 36c only, has never previously had a full-time civilian job or business, enter "Never worked" or "Never had full-time job" in question 37a, leave questions 37b and c blank, and mark the "Never worked" box in 37d.

c. Question 37a, Name of employer Ask question 37a, and enter the name of the company, business, government agency, or other employer. Do not use abbreviations in question 37a unless that is all the respondent can give you for the name of the employer.

For persons who work for employers without company names such as a farm, a dentist or lawyer's office, etc., write the name of the owner.

Persons working for various private employers, such as, baby sitters, domestics, etc., should be reported as "private families".

- (1) Government For employees of a government agency, record the specific organization and state whether the organization is Federal (U.S.), State, county, etc. For example, U.S. Treasury Department, State Highway Police, City Tax Office, etc. It is not sufficient to report merely U.S. Government or Police Dept., etc.
 - (2) 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 37a. If there is no business name, write "self-employed", "own business", etc.
- d. Question 37b,
Kind of business
or industry
- The entry in question 37b 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.
- (1) 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, whole-sale 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.
 - (2) 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, ask "Do they manufacture or do they just sell it?" If they just sell it, ask "Do they sell to other stores (which would be wholesale) or to individuals (which would be retail)?" Accordingly, in such a case

the possible replies would be "furniture manufacturer", "furniture wholesaler", or "furniture retailer".

(3) 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 should be recorded for research laboratories, warehouses, repair shops, and storage garages, when these kinds of establishments exist primarily to serve their own parent organizations rather than the public or other organizations. For example, if a retail department store has a separate warehouse for its own use, the entry for the warehouse employees should be "retail department store" rather than "warehouse".

(4) 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.

- (5) Manufacturers' sales offices A separate sales office set up by a manufacturing firm to sell to other business organizations and located away from the factory or headquarters of the firm is recorded as "(product) manufacturers' sales office". For example, a St. Louis shoe factory has a sales office in Chicago; "shoe manufacturers sales office" is the correct entry for workers in the Chicago office.
- (6) Government organization 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 entering the kind of business or industry in 37b.

However, sometimes the names of government agencies are not fully descriptive of their business or activity. A correct entry in 37b 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".

- (7) Business in own home Some people carry on businesses in their own homes. Report these businesses as if they were carried on in regular stores or shops. For example: dress-making shop, lending library, retail antique furniture store, insurance agency, piano teaching, boardinghouse, rest home, boarding children (for a foster home), etc.
- (8) 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".
- (9) Examples of adequate entries for question 37b Following are some examples of inadequate and adequate entries for kind of business and industry (question 37b). Study them carefully and refer to them periodically to familiarize yourself with the types of entries that are proper and adequate.

Inadequate

Adequate

Agency -	Collection agency, advertising agency, real estate agency, employment agency, travel agency, insurance agency.
Bakery -	Wholesale bakery (sells to grocers, restaurants, hotels, etc.), retail bakery (sells only to private individuals).
Box factory -	Paper box factory, wooden box factory, metal box factory.
Club, private club -	Golf club, fraternal club, night club, residence club, boardinghouse.
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).

Inadequate

Adequate

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). (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).

Inadequate

Adequate

Lumber company -	Sawmill, retail lumber yard, planing mill, logging camp, lumber manufacturer.
Mine -	Coal mine, gold mine, bauxite mine, iron mine, copper mine, lead mine, marble quarry, sand and gravel pit.
Nylon factory -	Nylon chemical factory (where chemicals are made into fibers), nylon textile mill (where fibers are made into yarn or woven into cloth), women's nylon hosiery factory (where yarn is made into hosiery).
Office -	Dentist's office, physician's office, public stenographer's office, life insurance agency.
Oil company -	Oil drilling, petroleum refinery, retail gasoline station, petroleum pipeline, wholesale oil distributor.
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).
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.

Inadequate

Adequate

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.
Transportation company -	Motor trucking, moving and storage, water transportation, airline, street railway, taxicab service, subway, elevated railway, railroad, petroleum pipeline, car loading service.
Water company -	Water supply, irrigation system, water filtration plant.
Well -	Oil drilling, oil well, salt well, water well.

e. Question 37c,
Kind of work
(occupation)

The entry in question 37c 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 question 37c for example, "nails heels on shoes", "operates dough-cutting machine". When more space is needed, continue the entry in a footnote.

(1) 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 nurse's aides are put in different groups in census statistics, so a full description is necessary. Refer to the examples in paragraph (3) below for this kind of detail needed to describe specific occupations.

(2) Other
cautions

There are some additional special cautions which you should observe:

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.

Contractor
versus
skilled
worker

A "contractor" is engaged principally in obtaining building or other contracts and supervising the work. A skilled worker who works with his own tools should be described as a carpenter, plasterer, plumber, electrician, etc., even though he hires others to work for him.

Housekeeper
(paid) -
versus
housemaid

A "paid housekeeper" employed in a private home for wages has the full responsibility for the management of the household. A housemaid (general housework), hired girl, or kitchen maid does not.

Interior
decorator
versus
painter or
paperhanger

An "interior decorator" designs the decoration plans for the interiors of homes, hotels, offices, etc., and supervises the placement of furniture and other decorations. A house painter or a paperhanger only does painting or hangs paper.

Machinist
versus
mechanic
or machine
operator

A "machinist" is a skilled craftsman who constructs all kinds of metal parts, tools, and machines through the use of blue prints, machine and hand tools, and precision measuring instruments. A mechanic inspects, services, repairs, or overhauls machinery. A machine operator operates a factory machine (drill press operator, winder, etc.).

Secretary
versus
official
secretary

The title "secretary" should be used for secretarial work in an office. A secretary who is an elected or appointed officer of a business, lodge, or other organization should be reported as an "official secretary".

Names of
departments
or places
of work

Occupation entries which give only the name of the department or a place of work are unsatisfactory. Examples of such unsatisfactory entries are "works in warehouse", "works in crating department", "works in cost control". The occupation entry must tell what the worker himself does, not what his department does.

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".

- (3) Examples of adequate entries for question 37c
- Following are some examples of inadequate and adequate entries for kind of work (occupation). Study them carefully and review them periodically to familiarize yourself with the types of entries that are proper and adequate for question 37c.

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.

Inadequate

Adequate

Entertainer - Singer, dancer, acrobat, musician.

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.

Inadequate

Adequate

Layout man -	Patternmaker, sheet-metal worker, compositor, commercial artist, structural steel worker, boiler-maker, draftsman, coppersmith.
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.

f. Question 37d
Class of
worker

For each person with entries in questions 37a-c, record the class of worker by marking one of the boxes in question 37d.

The information given in answer to questions 37a-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:

(1) 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 nongovernmental 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 nonprofit 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.

(2) Govern-
ment,
Federal,
defined

Government, Federal workers include persons who work for any branch of the Federal government. This includes employees of government-owned bus lines, government-owned electric power utilities, etc.

Included also in this class are civilian employees of the Armed Forces, and persons elected to paid federal offices.

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-Fed."

Work for private organizations doing contract work for branches of the Federal government should not be classified as "Government-Fed."

Civilian employees of the National Guard may be Federal or State employees since many of them were federalized in 1969. Ask additional questions to determine if they should be classified as "Gov. Fed." or "Gov. oth."

(3) 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 (Federal or Other) in these cases. Also, school teachers and other professional people working for pay sometimes report themselves as self-employed. Be sure you have the correct "class-of-worker" entry for such persons.

(4) Government,
other,
defined

Government, other workers include persons who work for any branch of the government other than the Federal Government, e.g., State, city, county, etc. This includes employees of public schools, government-owned bus lines, etc.

Included also in this class are persons elected to paid public 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 "Pv't. pd."

Work for private organizations doing contract work for branches of State or local governments should be classified as "Pv't. pd.," not as "Gov. oth."

(5) 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, subcontract, 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 salesman working for commission.

Do not report owners of corporations as owning their own business even though they do own all or most of the corporation stock. Report them as "Pv't. pd."

- (6) 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-pd." box if the person receives money for such work; classify this person as "Pv't. pd."

- (7) Never worked, defined
Mark this box for cases where the person has never worked before ("Never worked" or "Never had a full-time job" entered in 37a) even if he has a job or business which will begin in the near future or is looking for work.

- (8) Special cases
If any of the following special cases are brought to your attention, employ the following rules:

(a) Domestic, etc.
A maid, laundress, cook, cleaning woman, gardener, or baby sitter working in another person's home should be classified as "Pv't. pd."

(b) Farm workers
Mark a person "Own," if he operates a farm for himself, regardless of whether he owns or rents the land.

Also mark persons "Own," who have their own equipment and provide services to farmers such as combine operator or a cotton-picking machine operator.

Farm managers, foremen, farm hands, etc., who work for wages or salary or at piece-rates (e.g., tomato pickers) should be classified as "Pv't. pd." or "Gov. oth." or "Gov. Fed." as the case may be, but not as "Own."

(c) Part- Two or more persons who operate a business in
ner- partnership should each be reported as self-
ships employed in their own business. The word "Own"
is not limited to one person.

(d) Clergy- Preachers, ministers, priests, rabbis and other
men clergymen attached to a particular congregation
or church organization are to be classified as
"Pv't. pd."

Clergymen working in a civilian "Federal" or
"Other" government position, e.g., prison
chaplain, would be marked in the "Gov. Fed." or
"Gov. sta." box in question 37d.

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 should be classi-
fied as "Pv't. pd."

(e) Public Public utilities are subject to governmental
util- regulation. Transportation, communication,
ity electric light and power, gas, water, garbage
employ- collection and sewage disposal facilities are
ees owned by either government or private organiza-
tions. Be sure to distinguish between govern-
ment operated and private organizations in
recording class of worker for public utility
employees.

(9) Check for Always be sure the entries for questions 37a-d
inconsis- are consistent. For example, a person whose
tencies employer and industry in 37a and 37b is "Government,
Federal" should not be checked "Pv't. pd." in
37d. A person whose industry in 37b is "retail
jewelry store" should not have an occupation of
"barber" in 37c, etc. All entries for questions
37a-d apply to the same job, business or
profession.

6. Question 38,
Family income

Ask question 38 once for a family to obtain the
total combined income for all related household
members during the past 12 months. Each
unrelated household member or group should be
asked question 38 individually at the time he
is interviewed.

Read the introductory phrase, "Please look at this card" (Show Card I to the respondent), and then ask question 38.

Read the income question just as it appears on the questionnaire. After you ask the income question, give the respondent enough time to prepare his estimate and mark the appropriate box. Where necessary, help the respondent obtain the total by summing the income of several family members or the income from several sources.

a. Income of all related members

We want the money income of the household head plus that of all his relatives who are currently household members. If the head of the household is living alone or with no other relatives, include his income only. Be sure the respondent understands whose income we want to include by naming the people, if necessary.

Also include the income of a member of the Armed Forces who is living at home with his family even though we do not record health information about him. If he is not living at home, include allotments and other money received by the family from him.

Mark the box corresponding to the family's income in the column of each person in the family.

b. Income of unrelated persons

On the questionnaire prepared for each roomer, servant or other person not related to the household head, mark the box for his or her individual income. If two or more such persons are related to each other, e.g., roomer and his wife, mark the box for their combined incomes in the column for each member of the group.

c. Income, defined

Count as income:

- (1) Wages and salary (before any deductions). Include commissions, tips, Armed Forces pay, cash bonuses, etc.
- (2) Net income from a person's own (unincorporated) business, professional practice, or farm-- that is, the gross receipts of the enterprise minus the business expenses.

- (3) Other income payments such as pensions, annuities, dividends, interest, unemployment or workmen's compensation, Social Security, veterans' payments, rents received from owned property (minus the operating costs), public assistance payments, regular gifts of money from friends or relative not living in the household, alimony, and other kinds of periodic money income other than earnings.

d. Do not include Do not count as income:

- (1) Income in kind, such as room and board, free meals in restaurants, value of crops produced by a farmer but consumed by his family, etc.
- (2) Insurance payments or lump-sum inheritances.
- (3) Occasional gifts of money from persons not living in the household or any exchange of money between relatives living in the same household.
- (4) Money received from selling one's own house, car, or other personal property.
- (5) Withdrawals of savings from banks.
- (6) Tax refunds.

e. Where "zero" income reported

When no one in the family had income, or when a "loss" or "broke even" was reported as the total income for the family, mark the Group "A" box. (This box would be marked also if the total income was between \$1 and \$999.) Before accepting an answer of "No income," be sure the respondent understands all of the things we count as income.

f. Get best estimate

In difficult cases, you may have to help the respondent. Find out who worked during the past 12 months, how much they made a week, etc.; find out who operated a business or farm; or who received any pension, dividends, etc.

If the respondent does not or will not answer the question for some reason, enter the reason in a footnote.

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g. Reasons for
obtaining
income

Income is important in statistics for separating families into groups that live differently. The way these different income groups live often affects their health.

For example, income indicates:

- (1) Differences in ability to obtain adequate health care.
- (2) Differences in ability to afford food for adequate diets to prevent diseases such as malnutrition in children.

h. Where to go
next

After completing the income question for all family members, go to the Household page.

CHAPTER 9

SUPPLEMENTAL QUESTIONS ON X-RAYS AND FLUOROSCOPES

A. General

The questions on X-rays and fluoroscopes are included as a part of the questionnaire. Complete them after the income question (38), but before the Household page. The reference period for these questions is the "past 3 months."

B. Enter identification information

Before you begin your assignment, enter the required identification information (PSU, segment number, serial number) at the top of the inside back page. This identification information must be correct because the X-ray information will be microfilmed and processed separately from the basic health information. The X-ray data will be merged with the basic information at a later date. This merger will be made on the basis of the ID information.

Enter footnotes pertaining to the X-ray questions, on the X-ray pages only or in the space next to the reference dates in C2. You may also use the margins on these pages. Do not use pages 42 and 43 if there are no entries on lines 4-8 of Table R.

C. X-ray questions

1. Introductory statement

"Exposure to all kinds of X-rays is a matter of particular interest to the Public Health Service, and I have some questions about X-rays and fluoroscopes."

The X-ray supplement begins with an introductory statement. Read it once for each family. Then ask question 39a.

2. Order of asking

The probe questions for X-rays and fluoroscopes are questions 39-43. Ask them in the following order:

Q 39 - Family style

Q 40 - Family style

Q 41 - Individually for each person

Q 42 - Individually for each person

Q 43 - Family style

Q 44 - Individually for each person for whom one or more X-rays or fluoroscopes was reported

3. Past 3 months,
defined

The past 3 months refers to the 3-month period immediately before the week of interview and includes "last Sunday night." It is "last Sunday's date" 3 months ago through last Sunday. Thus, for an interview being conducted on Monday, April 13, "the past 3 months" refers to the period from January 12 thru April 12. The beginning reference date for the X-ray questions will be stamped in item C2, with the reference dates for the other questions. The beginning reference date is included only in question 39a. However, repeat this date in the other questions whenever you feel the respondent needs to be reminded of it.

4. Definitions
of X-rays and
fluoroscopes

Use the following definitions in determining whether a procedure should be included as an X-ray or fluoroscope.

- a. X-ray of
teeth,
defined

An X-ray of the teeth is usually taken in a dentist's office for the primary purpose of studying the condition or formation of the teeth. Such X-rays are usually preparatory to doing corrective work. If an X-ray of the teeth or jaw is taken in a hospital or clinic primarily for dental purposes, include it.

- b. Medical
X-ray and
fluoro-
scope,
defined

A diagnostic X-ray (other than dental) is one in which a portion of a patient's body is placed against a rectangular frame and a source of X-rays on the other side of the patient is directed against the screen to produce a photographic plate. The plate is subsequently inspected for diagnostic purposes.

X-rays are also used for the purpose of treating or curing certain conditions. In this process no picture is made, but the patient is positioned so that the stream of X-rays can be directed against a specific part of the body.

A fluoroscope is an apparatus with a glass screen connected to the X-ray machine that is used to give an immediate view of the picture produced by the X-rays, so that the physician can visually examine the patient's bones or internal organs without having to make a photographic plate. Fluoroscopes and the making of photographic X-ray plates are sometimes used in combination.

If a fluoroscope is reported, instead of X-rays in answer to questions 39-41, or 43, enter the part of body involved and also enter "Fluoroscope," for example, "Stomach - fluoroscope." If an X-ray is reported, instead of fluoroscope in answer to question 42, enter the part of body involved and also enter "X-ray." For example, "gallbladder - X-ray."

If the respondent reports both X-rays and fluoroscopes in answer to a particular question, enter the part of body involved and the procedures. For example, "gallbladder - X-ray and fluoroscope."

c. Exclusions

For the purposes of this survey, the following procedures do not constitute exposure to X-rays:

- (1) Physical therapy treatment such as diathermy, muscle stimulation, and ultra-violet tests or treatment.
- (2) Procedures such as electrocardiograms, and short wave or microwave tests of the nerves and muscles.
- (3) Treatment with radioisotopes such as gold, iodine, phosphorous, cobalt or cesium.

5. Question 39

"Did anyone in the family have his teeth X-rayed during the past 3 months, that is from (date) through last Sunday?"

If the answer to 39a is "No," circle "N" and go to 40. If the answer is "Yes," circle "Y" and ask 39b, "Who was this?" to find out which person had his teeth X-rayed during the past 3 months. Mark the "Dental" box in the appropriate person's column. Then ask, "Anyone else?" until a final "No" is received and circle "N."

Record all X-rays or fluoroscopes reported in answer to question 39 even though they may not be dental X-rays. For example, a respondent may answer question 39 by saying that he had his teeth X-rayed and also had another part of the body X-rayed (or fluoroscoped). Mark the "Dental" box for him in question 39 and also mark the "Other" box and enter the other part(s) of body X-rayed. If the respondent says no one had his teeth X-rayed but someone had an X-ray of another part of body, circle "N," mark the "Other" box for this person and enter the other part(s) of body in the appropriate column.

a. Detail required for part of body

The entries in any question for "part of body X-rayed" should contain the specific part of the body (bone or internal organ).

An entry of "skin" alone is not specific enough. If the respondent is unable to name the specific part of the body, accept the name of the procedure or the general region of the body. Some examples of preferred entries are:

(1) Preferred types of entries--specific part of body

heart	hand	kidney
chest	foot	lungs
hip	knee	stomach
head	elbow	gallbladder
neck	liver	pelvis

(2) Acceptable types of entries but second in preference--name of procedure

GI Series	Angiogram
Barium swallow	Cystogram
Barium enema	Pyelogram

(3) Acceptable types of entries but third in preference--general region of body

upper back	leg	abdomen
lower back	arm	ribs

However, no additional probing is necessary. If the same part of body is reported in more than one question, record it in each question where reported

6. Question 40

"During the past 3 months did anyone in the family have a chest X-ray?"

Question 40 on chest X-rays is handled the same as question 39. Circle "N" if no X-ray or fluoroscope is reported and go to 41. Mark the "Chest" box in the person's column if a chest X-ray is reported. Record all X-rays reported in answer to question 40 even though they may not be chest X-rays. For example, a respondent may answer question 40 by saying he had a chest X-ray and also had another part of the body X-rayed (or fluoroscoped). Mark the "Chest" box for him in question 40 and also mark "Other" and enter the other part(s) of body X-rayed. If the respondent says no one had a chest X-ray but someone had an X-ray of another part of body, circle "N," mark the "Other" box in that person's column, and enter the other part(s) of body in the appropriate column.

If a chest X-ray was reported and recorded in question 39, introduce question 40 with a phrase which will exclude chest X-rays reported earlier, e.g., "Other than John's chest X-ray, during the past 3 months, did anyone else in the family have a chest X-ray?"

7. Question 41a

"Did - - have any (other) kind of X-ray at all during the past 3 months?"

Include the word "other" when asking question 41a if one or more X-rays have been reported in question 39 or 40 for this person. For example, "Did you have any other kind of X-ray at all during the past 3 months?" Circle "Y" in the person's column if one or more X-rays (or fluoroscopes) are reported in 41. Circle "N" if none are reported.

a. Question 41b

"What part of the body was X-rayed?"

If "Yes" to question 41a, ask question 41b.

Record in the person's column each part of body reported. If the respondent has mentioned a fluoroscope instead of an X-ray, use the word "fluoroscoped" instead of "X-rayed" in asking question 41b.

b. Question 41c

"Did - - have any other X-ray during the past 3 months?"

After completing question 41b, ask question 41c. Continue to ask question 41c until the answer is "No," then circle the "N" in that person's column. Complete question 41 for each person before going to 42.

8. Question 42,
Fluoroscopes

Question 42 asks specifically about fluoroscopes, which may not have been reported earlier because they are not always thought of as X-rays. Ask this question separately for each person.

a. Question 42a

"Did - - have a fluoroscope during the past 3 months?"

Ask question 42a and circle "Y" or "N" in the person's column.

If a fluoroscope was reported in answer to questions 39-41, change the wording of question 42a to "Did - - have any other fluoroscope during the past 3 months?"

b. Question 42b

"What part of the body was it for?"

If the answer to 42a is "Yes," ask question 42b. Record in the person's column each part of body reported to have been fluoroscoped.

c. Question 42c

"Did - - have any other fluoroscope during the past 3 months?"

After completing question 42b, ask 42c. Continue to ask 42c until the final answer is "No," then circle the "N."

Complete question 42 for each person before going to 43.

9. Question 43,
X-rays for
treatment

Question 43 asks about X-rays for treatment of conditions. Ask question 43 after questions 39-42 have been completed for all related household members.

a. Question 43a

"During those 3 months, did anyone in the family have any X-rays for the TREATMENT of a condition?"

If the answer to question 43a is "No," circle "N" and go to question 44.

b. Question 43b

"Who was this?"

If the answer to question 43a is "Yes," ask question 43b. Mark the "Treatment" box in the column (s) of the person(s) reported to have had X-rays for the treatment of a condition.

c. Question 43c

"Anyone else?"

Ask 43c as a reminder to the respondent of anyone else who had X-rays for the treatment of a condition. Circle the "N" when that answer is received and go to 43d, then to question 44.

d. Question 43d

"What part of the body was treated?"

For each person reported to have had X-rays for the treatment of a condition, ask question 43d, if the information is not already volunteered.

10. Question 44

"What is - -'s height and weight?"

Ask question 44 and record the height (in feet and inches) and weight of each person for whom one or more X-rays or fluoroscopes are reported.

If the respondent cannot give you the exact height and/or weight, obtain the best estimate. Intervals are acceptable. For example, if a respondent can tell you only that he weighs between 150 and 160 pounds, enter "150-160" for weight.

If questions are raised, we want the person's present height and weight, not at the time of the X-ray.

For children, you may enter "height" in inches if reported as such.

Enter "DK" only as a last resort, that is, when the respondent is unable to give you any reasonable estimate.

D. Table R, Details of X-rays and/or fluoroscopes

Complete Table R on the X-ray questions only after questions 39-44 have been completed for all related household members. Fill one line of Table R for each separate part of body which was reported as X-rayed or fluoroscoped in questions 39-43 for each person. Complete Table R for the first person with X-rays or fluoroscopes reported, then for the other household members in the order they are listed.

If necessary, rephrase the questions to refer to "fluoroscopes," or "X-rays and fluoroscopes," as appropriate.

If no X-rays are reported for anyone, go to the Household page.

1. Column (a),
Column number
of person
2. Column (b),
Question number
3. Column (c),
Part of body
4. Column (d),
Number of times

Enter in column (a) the column number of the person for whom the line is being filled. Be sure the number is correct.

Enter in column (b) the number of the specific question from which the X-ray (or fluoroscope) was obtained. If entries for the same part of body are recorded in two or more questions; enter here the number of the question from which the X-ray was first obtained.

Copy in column (c) the part of body reported in questions 39-43. Enter each different part of body on a separate line.

"How many different times did - - have his ... X-rayed during the past 3 months?"

Ask column (d) inserting the person's name for the dashes and the part of body for the dots. Record the respondent's answer on the "Times" line in the column.

a. Number of times, defined

The "number of times" means the number of visits made to have a specific part of body X-rayed, even if another part of body was X-rayed on the same visit. It does not mean the number of X-ray plates taken.

Example: As a result of an accident, a person may have had two X-ray plates taken of a broken jaw, one plate taken of a fractured wrist, and three plates taken of multiple injuries to one leg, all on the same visit. Each of the three different parts of body would be recorded on a separate line and each part of body would have an entry of "1" in column (d) for number of times.

For hospital inpatients, the number of times would be the number of separate trips that were made to the X-ray room for X-rays of a specific part of the body.

For persons other than hospital inpatients, the number of times would be the number of separate trips that were made to the facility for X-rays. For example, if the person is X-rayed, leaves the facility and returns on the same day for another X-ray of the same part of body this counts as two visits. If the person remains at the facility but has two X-rays of the same part of body, this counts as one visit.

(1) Fluoroscopes and X-rays for treatment

Include visits for fluoroscopes and X-rays for treatment, in which no X-ray plates are made, in the "number of times."

b. Estimate of number of times

If a person has had several X-rays in the past 3 months, but cannot recall the exact number, accept his best estimate. In this case, identify the entry as an estimate.

Column (e), Place where X-rays were taken

For column (e), the first question asked will depend on whether you are asking about X-rays of the teeth (dental X-rays) or about X-rays of other parts of the body.

a. Dental X-rays

"Where did he have the X-rays taken - at a dentist's office or some other place?"

Ask this question for dental X-rays. If at a dentist's office, doctor's office or hospital, mark that box in column (e). If at some other place, mark the "Other" box and specify the place. If both, mark both boxes and specify the other place.

- b. X-rays
other
than
dental

"Where did he have the X-rays taken - at a doctor's office, a hospital, or some other place?"

For X-rays other than dental, ask this question.

Mark the appropriate box for each place mentioned. If "Other," specify the place.

- c. Places,
defined

"Dentist's office" may be the office of any dentist who has his own X-ray equipment or the office of a dental technician.

"Doctor's office" may be the office of any doctor who has his own X-ray equipment, or the office of a radiologist. "Doctor's office" also includes clinics run by a group of doctors if the clinic provides X-ray services.

"Hospital" includes X-rays received while an inpatient in the hospital and also X-rays received as an outpatient at a hospital clinic.

"Other" includes places other than dentist's offices, doctor's offices or hospitals. For example, schools, mobile X-ray units, Public Health clinics, chiropractor's offices, etc.

- d. Number of
times at
each place

"How many X-rays were taken at the (hospital, doctor's office, etc.)?"

If you determine that X-rays were taken at more than one type of place, ask this question to determine the number of visits for X-rays to each of the places marked. You may enter the number of times without asking the question if the answer is clearly evident. For example, if only "2" times were reported in column (d) and two types of places are reported in column (e), you can enter "1" (Times) for each place without asking the question. However, if "3" (or more) times were reported in column (d) and "hospital" and "mobile unit" are reported in column (e), you would have to ask: "How many X-rays were taken at the hospital and how many at the mobile units?" If all the X-rays were taken at the same type of place, enter the column (d) figure opposite the type of place marked in column (e), without asking the question.

(1) Check with column (d)

The sum of the number of times in column (e) must equal the number of times in column (d). If the questions in column (e) should disclose more or fewer X-ray times than were reported in column (d), correct the erroneous number by crossing through it and entering the correct number.

6. Column (f)

"Were all these X-rays taken at the same (dentist's office, doctor's office, etc.)?"

For each place marked in column (e) which has two or more times entered as the number of X-ray visits to that type of place, ask the question in column (f). This question is to determine (for those places with multiple visits) whether the X-rays were taken at the same dentist's office, hospital, etc. You will then know how many names and addresses to obtain in column (g).

Problem solved answered

If only one place is marked with only one time, do not ask the question. Go to column (g).

If the answer is "Yes," you will need to obtain only one name and address for that type of place.

If the answer is "No," there must be more than one name and address entry in column (g).

If there is more than one type of place with multiple visits in column (e), ask the question in column (f) separately for each place. Mark the answer to the question for the first type of place in the column. Enter the answer to the question for the other type of places in a footnote with some identifying information, for example, "col. f - Hospital - Yes."

Complete column (f) for all places as necessary before going to column (g).

7. Columns (g1)
and (g2)

"What is the name and address of the (dentist, doctor, hospital, etc.) where the X-rays were taken?"

Ask the question in column (g1) to obtain the name and complete address of the place where the X-rays were taken. The name and address entries are very important to the success of this part of the survey as the Public Health Service will contact these places to obtain more specific information about the details of the X-ray. At the end of the interview the family will be asked to give their permission for such contacts. Therefore, it is essential that you record the complete and correct name and address. If possible, refer to a telephone directory to add information on the name and address that the respondent is unable to give you. Also enter the telephone number, if it is available. As a last resort, enter "DK" for any missing information.

If X-rays (or fluoroscopes) of the same part of body were taken at more than one place during the past 3 months, the name and address of each such place must be recorded for that line of Table R. Record the second place (or person) in column (g2). If more than two places are reported, enter the name, address and the other information required for the additional place(s) in a footnote.

If the respondent gives the name and address of the person or place from a bill, mark the "Verified" box without referring to the telephone directory. If the respondent is unable to give the complete name and address of a person or place, look it up, then mark the "Verified" box. Enter the telephone number if the respondent is able to give it to you or you use the telephone directory to look up some part of the address. If the only piece of information missing is the telephone number, do not look up the number in the telephone directory.

a. Question to
be asked

Ask the question in column (g1) for each type of place marked in column (e), except mobile units.

- b. X-rays at dentist's or doctor's office
- For X-rays taken at a dentist's or doctor's office, enter the full name of the dentist or doctor and add his title, that is, M.D. for doctor of medicine, D.O. for doctor of osteopathy, D.D.S. for doctor of dental surgery, etc. Obtain and enter as complete and exact address as the respondent is able to provide--street address, city, State and ZIP code.
- c. X-rays at hospitals, etc.
- For X-rays taken at hospitals, X-ray laboratories, public health clinics, etc., enter the name and address of the place but also enter the name and title of the doctor handling the person's case at that facility. If that doctor's name is not known, enter in a footnote the name of the doctor who referred the person for the X-ray or fluoroscope, for example, "DK name of clinic doctor, referred to clinic by Dr. John Smith, M.D. (family doctor)." If no doctor's name is known, enter in a footnote "DK name of doctor."
- d. X-ray at mobile unit
- For X-rays taken at mobile units, enter "Mobile unit" for the name. For the address, enter the location of the mobile unit at the time the X-ray was taken. Make this as specific as possible, for example, "Corner 12th and Main St., Bangor, Maine," "Monroe School grounds, Dover, Delaware," "Kent Co. parking lot, Grinnell, Iowa," etc. For X-rays taken in mobile units it is very important to obtain two other items of information:
- (1) the name and address of the organization which sponsored the mobile unit (city health department, local chapter of the American Tuberculosis Association, etc.); and
 - (2) the date on which the X-ray was taken.

Ask the respondent if he has received a card reporting the results. Generally, all mobile X-ray units send a card showing the result of the X-ray. If he has the card, ask to see it and copy the name and address of the sponsoring organization and the date the X-ray was taken. A facsimile of a typical "report card"

appears on page 18. If the card contains the telephone number of the organization, also enter that in column (g). Some cards may contain the X-ray film number (see the facsimile copy). If so, enter this number in a footnote.

If the respondent does not have a report card, and cannot tell you what organization sponsored the mobile unit at that date and place, contact the local health department or other source (e.g., Tuberculosis Association) to get the name and address of the sponsoring organization. For example, you might call the city health department and ask: "What organization sponsored a mobile X-ray unit at 8th and G streets on April 14?" When you get the name, also ask for the address.

If the name and address are obtained from a report card, telephone directory or a bill, mark the "Verified" box.

8. Columns (h)-(k)

As noted in the interviewer instruction above columns (h)-(k), do not ask these columns for dental X-rays.

a. Column (h)

"What was this X-ray for - a checkup, an examination, or for a treatment?"

Ask the entire question in column (h), including the three alternatives. If the number of times in column (d) for this part of body is more than "1," ask the question in plural form: "What were these X-rays for - a checkup, an examination or for a treatment?" Make sure the respondent hears the words "checkup," "examination," and "treatment" clearly so as to be able to make a distinction between the terms. Mark the appropriate box in column (h). Mark only one box - "Checkup/Examination," "Treatment," or "Both."

Mark the "Both" box if the X-rays were for a checkup and treatment, or an examination and treatment.

If "Checkup/Examination" or "Treatment" is marked, skip column (i) and go to (k). There is no column (j). If "Both" is marked, ask column (i).

If when completing Table R you discover inconsistencies, such as an X-ray for treatment that was not reported in question 43, do not go back and correct question 43.

Most respondents should understand the question in column (h) and will supply an answer readily. If questions are raised, use the following definitions as a guide.

(1) Checkup or examination, defined
X-rays for checkup or examination include all X-rays or fluoroscope procedures used to determine the presence, absence, or state of a disease or condition. Such procedures are used for pregnancies and fractures and dislocations as well as for diagnosing illness conditions.

(2) Treatment, defined
X-rays for "Treatment" are X-rays used in treating a condition which has already been diagnosed. Surface X-ray treatments are used in treating various skin conditions such as fungus, acne, ringworm, or skin cancer. X-rays are used also for treating some kinds of internal conditions.

b. Column (i) "How many of these - - X-rays were for treatment?"

If "Both" is marked in column (h), ask the question in column (i). Insert the number of times entered in column (d) on this line for the dashes in the question.

c. Column (k), Number of visits for X-rays by person
Column (k) is asked only for persons with two or more lines of Table R filled, not counting dental X-rays. For persons who had only one part of body X-rayed other than teeth, leave column (k) blank. Ask column (k) only once for a person after all X-rays for the person have been recorded in Table R and completed through column (i). Record entries in column (k) on the last line completed for the person.

(1) Separate visits
In each line of Table R through column (i), you have obtained information about each separate part of body X-rayed. In column (k) we want to obtain the number of separate visits the person made during the past 3 months to have all of the reported X-rays or fluoroscopes taken. For example, on a single visit to the doctor's office a person might have had X-rays taken of both his "chest" and "colon" (one line of Table R for each).

In column (d) this would be recorded as "1" time each for "chest" and "colon." In column (k) the correct entry for the person would be "1" visit.

e. How to ask
column (k)

"(Not counting his dental X-rays) Altogether he had - - X-rays during the past 3 months. How many separate visits did he make to have these - - X-rays?"

In asking the question in column (k), insert for the dashes in both parts, the sum of the number of times in column (d) for the person, excluding any dental X-rays.

If dental X-rays were reported for the person in addition to X-rays of more than one part of body, use the parenthetical phrase before the question to indicate to the respondent that the dental X-rays are not included.

If the number of visits is obvious from the entries in column (d) and column (e), enter the the number in column (k) without asking the question. For example, if the person had his stomach X-rayed one time at a doctor's office and his shoulder X-rayed one time at a hospital, and these were the only X-rays reported for him, you would know that this would have to be two visits for him.

D. Question 45

"May we contact the (doctor, dentist, hospital, etc.) you have mentioned to obtain additional information about the X-rays? Will you please sign this form?"

The Public Health Service wants to obtain additional information from the places where the X-rays were taken, and to do so, they must have a release signed by an adult member of the family.

Any eligible respondent for other portions of the questionnaire is also eligible to sign the release form. However, if the respondent is the son or daughter of the person who had the X-rays and is under 21, one of the parent's signature is preferred.

After completing Table R for all related household members who had X-rays taken during the 3-month period, take out a release form and ask question 45. Insert the appropriate person or place in the parenthesis. If more than one person or type of place has been given in column (f), ask about all. For example, the "doctors," "the doctor and hospital," etc.

One release form covers all X-rays and/or fluoroscopes reported for all related household members.

Hand the respondent the form with a pen at the appropriate time. Do not add any further remarks unless you have to. If any questions are asked, say that one of the important aspects of the study is to use physician, hospital, and other medical X-ray records for obtaining technical information which is not available elsewhere. In order to do this, it is necessary to obtain a signed form from the respondent which authorizes the dentist, doctor, or hospital to furnish the information to the Public Health Service.

In cases where the respondent is illiterate and signs "X" for his signature, enter his name below the mark and sign yourself as witness.

If the form is signed, mark the "Signed" box on the questionnaire. Also, if the respondent has not entered it, enter the date the release was signed on the release form. If you are unable to get the form signed, mark the "Not signed" box and enter the reason, continuing in a footnote if necessary.

1. Leave form to be signed

In some cases a respondent may be unwilling to sign the release form but says that some other family member might. For example, a wife might say that her husband would have to sign any such form.

If the other member is not available, make a return call to the household to get the release signed, while you are still in the area. Do not make a special trip from another area. You may leave the form to be signed and picked up or you may bring the form with you when you call back. There is no provision for the mailing of these forms by the respondents.

2. Releases for unrelated members
3. Disposition of release forms

Obtain separate releases for each unrelated household member or related group of members who are not related to the head of the household.

Place the signed release form inside the questionnaire to which it applies. Identify each release form by entering the PSU, Segment and Serial numbers.

- E. Item N, Household Page

A new interviewer check item, Item N, has been added to the Household page during the period when the X-ray questions will be asked. Item N is on the right side of the page below the footnote space and opposite question 15.

This item will aid the Regional Office and

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the Public Health Service in screening questionnaires for X-rays and signed release forms. Fill this item when you complete the Household page for interviewed households only.

If no X-rays or fluoroscopes were reported for any person for whom the HIS-1 questionnaire was filled, mark the "No X-rays" box.

If X-rays were reported, mark one of two boxes:

Release - Mark this box if a release form was signed and it is included inside the HIS-1 questionnaire.

No release - Mark this box if no release form was obtained. The reason should be explained in question 45 so no additional footnote is necessary here.

Facsimile of an X-ray Card


Record
Film
Number

Record
Date of
X-Ray

FILM NO.	3028	Non Profit Org. U. S. Postage Paid Baltimore, Md. Permit No. 794
SURVEY NO.	A1689	
DATE OF X-RAY	MAR 26 1970	
NAME	<i>Mr. Robert Brown</i>	
STREET	<i>7525 Mason Lane</i>	
BOX		
RFD		
P. O.	<i>Linthicum</i>	State <i>Md</i> ZIP <i>21122</i>

FRONT SIDE

Record
name and
address of
sponsoring
organization

	REPORT OF X-RAY EXAMINATION
We are pleased to report that your chest appears normal in the x-ray taken during the recent screening survey.	
We urge that you keep this card for future reference.	
Prince George's Co. Health Dept.	
Prince George's Co. TB Assn.	

BACK SIDE

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(1970)

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.)

Verify the address with the respondent, and if required, determine "Year built."

If you are not invited in immediately after you have introduced yourself, and determined that the household is to be interviewed, you may add, "May I come in?"

2. Ask the first question as soon as possible

After seating yourself, begin immediately with the first question of the interview:

"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.

Even though the advance letter is sent to inform the household of your visit, you should not ask whether it has been received or voluntarily supply the respondent with a copy. Drawing attention to the letter might interfere with the introduction as specified above. However, if the respondent questions why you are there, you may use the material in the letter in making your explanation.

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 use the explanation on the back of your Flashcard booklet. 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 Health Interview Survey has any connection with any National or local health program or legislation, use the following as a guide:

The National Health Survey (of which the Health Interview Survey is a part) was set up by an Act of Congress in 1956. The National Health Survey Act is supported by both major political parties, by the American Medical Association, and other organizations.

The National Health Survey is a fact-finding survey only--with no axe to grind at all.

Everyone realizes the importance of information about people's health and medical care, and they trust the Survey to be concerned only with gathering facts about these health problems--and not with how the problems should be solved.

Actually, when there are controversies about how to solve some health problem both sides turn to the Health Interview survey for the facts on the situation because they trust the survey to be unbiased.

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 Bureau is asked to carry out because of its function as an objective fact-finding agency and because of its broad experience in conducting surveys.

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 lives at the address, and whether or not they have problems with their health, had nothing to do with the selection. Taken as a group, the people living at these sample addresses will represent the total population of the United States in the health statistics produced and published by the Public Health Service.

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 Condition, Hospital and Doctor Visits pages are asked only after all of the probe questions on conditions, hospitalizations and doctor visits have been asked for each related member or the household. Going back and forth between the probe questions and the various pages would be the "hard way" to conduct the interview and it is certain that if you fail to follow the correct interviewing sequence you would not remember to ask every question for every person.

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.

If, however, a single condition is volunteered (reported not in response to any question or not in answer to the content of the particular question asked), a Condition page is required for it if it meets the requirements outlined in Chapter D-3.

3. Ask each question exactly as worded

You are to ask each question exactly as it appears on the questionnaire, except for the substitution of the name of the person for the dashes, "him" or "her" and so forth.

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.

- a. Do not ask question when the answer has been provided earlier

However, you should avoid asking questions unnecessarily. It is bad interviewing practice to ask a question when the respondent has already provided you with the specific answer. It may confuse the respondent, or even antagonize him, and may result in loss of information for later questions in the interview.

If you are sure of the specific answer, you may make the appropriate entry without asking the question. However, if you are not sure about the earlier answer, it is good interviewing practice to verify the answer by saying something like this example: "I believe you told me earlier that a motor vehicle was involved in the accident, is this correct?"

Of course, if you do not remember the answer to any question, you must always ask it exactly the way it appears on the questionnaire.

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, "During those two weeks did you stay in bed because of any illness or injury?" is greatly changed in meaning when changed to, "You didn't stay in bed during those two weeks because of any illness or injury, did you?"

The question, "What did the doctor say it was? Did he give it a medical name?" would have a different meaning if changed to, "Did the doctor say you had 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 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 is helpful, you can preface the repetition of the question by a phrase such as "I see," "Oh, yes," and the like, and then repeat the actual question. 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.

10. Flashcard booklet
HIS-501

The flashcard booklet must be used for various parts of the interview. To keep the interview moving smoothly, you must learn how to handle the card correctly. Also, you should have a second flashcard booklet for the respondent's use so that the necessity of passing the flashcard booklet back and forth can be reduced to a minimum or eliminated altogether.

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) Can you tell me the approximate number of days?

Would you say it was six days?

(b) You said you first noticed the condition about a year ago. Was it more than 12 months ago or less than 12 months ago?

Was it more than a year ago?

<u>Acceptable</u>	<u>Not acceptable</u>
(c) Do you all live and eat together?	Are you all one household?
(d) Does she live the greater part of the year here or at her sister's home?	Is she a member of this household?
(e) What kind of asthma is it?	Is it bronchial asthma?

The "Not acceptable" questions in examples (c) and (d) show an interviewer who is unable to apply Census rules for determining the composition of a household, and expects the respondent (who doesn't know the Census rules) to make the decision.

The "Not acceptable" questions in examples (a) and (e) illustrate an invitation to the respondent to just say "Yes" without giving any thought to the question.

The "Acceptable" question in example (b) 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. 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 a black lead pencil or a pen, whichever you prefer.

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, sometimes the respondent may not have the information needed to answer a question. In such cases, 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.

G. Review of work

It is important that you review your finished 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. Some things you might check for are:

- (a) Check to see that a Condition page has been completed for each condition listed in item C2.
- (b) Check to see that a hospital column has been completed for each hospital/nursing home stay indicated in item C1.
- (c) Check to see that a doctor visits column has been completed for each doctor visit or call recorded in item C1.

- (d) Check to see that you have completed a Smoking page for each person aged 17 or over.
- (e) Check to see that all "person" information has been correctly recorded on the Person pages for each household member. This includes income.

2. Prior to transmittal

A careful review in the household should eliminate the need for any extensive review of the questionnaires. Except for the few items on the Household page which are completed after the interview, make all other entries in the household at the time of the interview.

When you review your questionnaires, do not enter any information which should have been furnished by the respondent and recorded during the interview.

H. Letter to be left at household after interview

You will receive a supply of "Thank You" letters (Form HIS-601) signed by the Surgeon General of the U.S. Public Health Service. Leave one of these at each household after the interview has been completed. The letter thanks the respondent briefly for his cooperation and can be shown by the person interviewed to other members of the household who were not at home at the time of your call.

In leaving the letter say something such as the following: "Here is a letter of appreciation from the U.S. Public Health Service," or "Here is a letter from the Public Health Service thanking you for your cooperation in this survey."

I. 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.

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 1,000 Census interviewers who each month interview some 50,000 households on a Current Population Survey, about 5,000 businessmen on a Current Business Survey and about 3,500 households in the Health Interview 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 is expected of them 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 in the Health Interview Survey.

There are several fundamental rules to becoming a successful interviewer--one who will consistently enjoy the pride of accomplishment of 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 HIS 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 in the household as instructed in Part E, Chapter 1. This is the only way to be sure that you have obtained all the required information.

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 should 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

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. 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. If you are unable to find out when someone is most likely to be home, 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. 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 someone 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 and complete it as soon as possible. With an early start and efficient planning, you should generally be able to finish the greater portion of your assignment by Wednesday 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 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

From time to time you may receive editing reports containing transcripts of some entries of diagnostic information 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.

You may also receive other types of reports telling you about omissions or inconsistent entries from other parts of your completed questionnaires.

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 HIS 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. INTERviewer
COMMunication
(Referral
Sheet)
You may sometimes run across problems which you cannot resolve through studying your Manual or other HIS memoranda which have been furnished you. Use the INTERCOMM (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 inquires by an INTERCOMM 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 INTERCOMM 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. Details on how these are measured are given in the Administrative Handbook for Interviewers.

These production standards represent the performance which must be met or bettered in order that the Health Interview Survey can operate within its budget.

Your supervisor 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 supervisor 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. General information
- When you were interviewed you were given the essential facts about your job. Further information about your job is given in your Administrative Handbook for Interviewers. The Handbook also contains information and instructions for the pay procedure for claiming salary and reimbursements, travel and per diem, and accidents and injuries. You should familiarize yourselves thoroughly with these instructions.
- B. 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 interviewing should be done on Sundays, except when specifically requested by respondents.
- C. Confidentiality of survey information
- Information obtained in this survey must not be discussed with or disclosed to any person 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 A to Part E.
- D. Use of Forms 11-35 and 11-35A
- With each assignment, you will receive Forms 11-35 and 11-35A.

The white Form 11-35 is for your use to keep as a control on the progress of your work. The green sheet, Form 11-35a, must be completed and returned to the office immediately after receiving and checking in an assignment. Enter in "Date received" the date 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. However, if you need supplies at any other time, request the items and amount needed by INTER-COMM to your regional office.

E. Transmittal
of materials

Transmit all "materials" for a segment to the regional office together, in the same package. These include all questionnaires (completed interviews and final noninterviews), and the Segment Folder.

Mail the materials on the day you make your last call, i.e., complete your last interview, in the (each) segment, without exception.

If you have picked up an "extra" unit(s), enter "Extra" in the serial number column of the "Record of Transmittal" on the Segment Folder, following the serial numbers for questionnaires received from your office.

Enter the date you are mailing the "materials" for the segment on the Segment Folder in the "Date of Shipment" column opposite serial number "01."

1. Late transmittal

If, in unusual circumstances, you are permitted to complete any questionnaires after interview week, enter the following notation in the lower left hand corner of the mailing envelope: "Late transmittal for Week ____" (enter the appropriate interview week number, e.g., 01, 02, etc.).

2. Packaging
and mailing

You must make sure that every 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 to you. You will be shown during your initial training how to package materials satisfactorily for mailing.

APPENDIX A TO 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. SUBPOENA 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 through your regional office. 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.

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: _____

APPENDIX B TO PART E
DIAGNOSTIC ERROR CODES

<u>Error Code</u>	<u>Definition</u>
00	Condition reported in probe question 16 (excepting laryngitis and tonsillitis) or 27 not entered in item C2 and for which a Condition page was not filled. Condition page not filled for condition recorded in item C2. Condition page not filled for a condition in question 16 first reported on a filled Condition page (if more than "one main" condition, unless indicated not present during past 12 months).
01	"Present effects" not given on Condition page but "old" operation (3 mos. +) entered.
02	"Condition" which was reason for "current" operation (-3mos.) laboratory tests, surgery, observation, etc., not given on same Condition page, or "condition" which was reason for operation laboratory tests, surgery, observation, etc., not given in same hospital column. For example, "stomach operation" but no entry of reason for operation; or the results of tests or final diagnosis not given with no entry to indicate results or final diagnosis not known. If code 02 is assigned, no other code is necessary.
03	Question 3a of Condition page or question 6 of Hospital page or left blank; only "part of body" is entered; or "part of body" entered with only very vague description of condition, e.g., "bad back," "stomach bothers," "limps," "heart failure," etc (with no indication as to what is wrong); or "Condition on Card C" box marked for a condition which is not on Card C. If code 03 assigned, no other code is necessary.
04	"Cause" not given in question 3b, Condition page or question 6, Hospital page, for a condition not on Card C and not due to accident or injury; or cancer.
05	"Kind" (or "Manifestation") not given in question 3c, Condition page or question 6, Hospital page, for the conditions specified in question 3c.
06	"Effects" (or "Manifestation") not given in question 3d, Condition page for <u>allergy</u> or <u>stroke</u> . "Effects" (or "Manifestation") not given in question 6, Hospital page, for allergy.

Error Code

Definition

- 07 "Part of body" affected inadequate or not given in question 3e, Condition page or question 6, Hospital page, for the specified conditions or impairments.
- 08 Accident questions (4-9, Condition page) not filled for an injury or for a condition due to an accident or injury. (Footnote entry, "Same accident as condition 2," is acceptable.)
- 09 "Part of body" not given or inadequate in question 5a or in question 5b, Condition page or question 6, Hospital page, for an accident or injury.
- 10 Inadequate description of "Kind of injury" in 5a, Condition page for accidents or injuries which happened less than three months ago. Inadequate description of "Kind of injury" and/or "Present effects" in question 6, Hospital page.
- 11 "Present effects" inadequate or not given in 5b, Condition page, for injury which happened before three months ago.
- 12 Question 10 not asked or incomplete for persons six years old or over, with eye condition reported on Condition page.
- 13 Hospital page not filled for a hospital stay reported in item.C1.
- 14 Impossible date or omission in question 2, Hospital page.
- 15 Omission or inconsistent entries in questions 4-5c of Hospital page.
- 16 Condition page not filled for condition reported on Hospital page only, and condition is a question 16 condition or, there were one or more nights in question 5b, Hospital page.
- 17 Condition page not filled for condition reported on Doctor Visits page only.

APPENDIX III. QUESTIONNAIRE AND FLASH CARDS

Questions on health insurance (Questions 31-33) were asked first and fourth quarters. Questions on X-ray visits (Questions 39-44, Table 12) were asked during second and third quarters. The remaining questions were asked for all four quarters of 1970.

NOTICE - All information which would permit identification of the individual will be held in strict confidence, will be used only by persons engaged in and for the purposes of the survey, and will not be disclosed or released to others for any purpose.						BUDGET BUREAU NO. 68-R1699 APPROVAL EXPIRES MARCH 31, 1971								
FORM HIS-1 (1970) U.S. DEPARTMENT OF COMMERCE BUREAU OF THE CENSUS ACTING AS COLLECTING AGENT FOR THE U.S. PUBLIC HEALTH SERVICE U.S. HEALTH INTERVIEW SURVEY		1. PSU	2a. Segment number	2b. Segment type NTA TA B P LSDP	3. Serial number	4. Sample number B--	5. R.O. number	6. I.D. code	7. Book _____ of _____ Books					
8. Street address (House No., Street, Apt. No. or other identification) _____ _____ City _____ State _____ ZIP code _____ Line No. _____				Segment List Sheet No. _____ Line No. _____	9. Year built - If "Ask" box is "X"d, complete this item before the interview <input type="checkbox"/> Ask <input type="checkbox"/> Do not ask When was this structure originally built? <input type="checkbox"/> Before 4-1-60 <input type="checkbox"/> After 4-1-60 Go to Q. 13c, complete if required and end interview									
10. What is your mailing address? <input type="checkbox"/> Same as 8 _____ _____ City _____ State _____ ZIP code _____				11. Special dwelling place name _____ Type _____		Footnotes			Description of sample unit (Room No., Bed No., etc.) _____ Sample unit number _____ Type code _____					
12. Type of living quarters -> 1 <input type="checkbox"/> Housing unit 2 <input type="checkbox"/> Other unit				13. Ask: <input type="checkbox"/> a. Are there any occupied or vacant living quarters besides your own in this building? Y (fill Table X) _____ N _____ <input type="checkbox"/> b. Are there any occupied or vacant living quarters besides your own on this floor? Y (fill Table X) _____ N _____ <input type="checkbox"/> c. Is there any other building on this property for people to live in - either occupied or vacant? Y (fill Table X) _____ N _____ <input type="checkbox"/> d. None (item L)										
14. Do you own or rent this place? <input type="checkbox"/> Own (15a) <input type="checkbox"/> Rent (15b) <input type="checkbox"/> Rent free (15a)		15a. (Own or rent free) Does this place have 10 or more acres? } 1 Y (15c) 2 N (15d)		15b. (Rent) Does the place you rent have 10 or more acres? } 1 Y (15c) 2 N (15d)		16. What type of heating system do you have? (Mark one type only)			X-rays <input type="checkbox"/> No X-rays <input type="checkbox"/> Release <input type="checkbox"/> No release					
17. Do you own or rent this place? 1 Y (Own or rent free) 2 Y (Rent) 3 Y (Rent free)		18. During the past 12 months did sales of crops, livestock, and other farm products from the place amount to \$50 or more? 2 Y (16) 4 N (16)		19. During the past 12 months did sales of crops, livestock, and other farm products from the place amount to \$250 or more? 3 Y 5 N		01 <input type="checkbox"/> Steam or hot water system 02 <input type="checkbox"/> Central warm air furnace with ducts to individual rooms, or central heat pump 03 <input type="checkbox"/> Built-in electric units (permanently installed in wall, ceiling, or baseboard) 04 <input type="checkbox"/> Floor, wall, or pipeless furnace 05 <input type="checkbox"/> Circulating, radiant, or room heaters, WITH flue or vent, burning gas, oil, or kerosene 06 <input type="checkbox"/> Circulating, radiant, or room heaters (not portable), WITHOUT flue or vent, burning gas, oil, or kerosene 07 <input type="checkbox"/> Fireplaces or stoves burning coal, wood, or coke. 08 <input type="checkbox"/> Portable room heaters of any kind 09 <input type="checkbox"/> Other (Describe) _____ 10 <input type="checkbox"/> None, unit is not heated								
20. What is the telephone number here? _____ 2 <input type="checkbox"/> None		19. Was this interview observed? 1 Y 2 N		20. Interviewer's name _____		Code _____								
21. Noninterview reason														
TYPE A 1 <input type="checkbox"/> Refusal (Describe in a footnote) 2 <input type="checkbox"/> No one at home - repeated calls 3 <input type="checkbox"/> Temporarily absent 4 <input type="checkbox"/> Other (Specify) _____			TYPE B 1 <input type="checkbox"/> Vacant - nonseasonal 2 <input type="checkbox"/> Vacant - seasonal 3 <input type="checkbox"/> Usual residence elsewhere 4 <input type="checkbox"/> Armed Forces 5 <input type="checkbox"/> Other (Specify) _____			TYPE C 1 <input type="checkbox"/> Demolished 2 <input type="checkbox"/> In sample by mistake 3 <input type="checkbox"/> Eliminated in sub-sample 4 <input type="checkbox"/> Built after April 1, 1960 5 <input type="checkbox"/> Other (Specify) _____								
22. Record of calls at household														
Entire household		1	Com.	2	Com.	3	Com.	4	Com.	5	Com.	6	Com.	
		Date	Beginning time	Ending time	Date	Beginning time	Ending time	Date	Beginning time	Ending time	Date	Beginning time	Ending time	Date

<p>1a. What is the name of the head of this household? — Enter name in first column. Yes* No</p> <p>b. What are the names of all other persons who live here? — List all persons who live here. <input type="checkbox"/> <input type="checkbox"/></p> <p>c. I have listed (Read names.) Is there anyone else staying here now, such as friends, relatives, or roomers? <input type="checkbox"/> <input type="checkbox"/></p> <p>d. Have I missed anyone who USUALLY lives here but is now away from home? <input type="checkbox"/> <input type="checkbox"/></p> <p>e. Do any of the people in this household have a home anywhere else? <input type="checkbox"/> <input type="checkbox"/></p> <p style="text-align:center">* Apply household membership rules.</p> <p>f. Are any of the persons in this household now on full-time active duty with the Armed Forces of the United States? Y → Col(s), _____ (Delete) N</p>	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:70%;">1a. First name ①</td> <td style="width:30%;">RACE</td> </tr> <tr> <td rowspan="2">Last name</td> <td>1 W</td> </tr> <tr> <td>2 N</td> </tr> <tr> <td></td> <td>3 OT</td> </tr> <tr> <td></td> <td>SEX</td> </tr> <tr> <td></td> <td>1 M</td> </tr> <tr> <td></td> <td>2 F</td> </tr> <tr> <td></td> <td>AGE</td> </tr> </table>	1a. First name ①	RACE	Last name	1 W	2 N		3 OT		SEX		1 M		2 F		AGE									
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Last name	1 W																								
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	2 F																								
	AGE																								
<p>2. How is — related to — (Head of household)?</p> <p>3. How old was — on his last birthday? — Enter Age and circle Race and Sex</p>	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:60%;">2. Relationship</td> <td style="width:40%;">AGE</td> </tr> <tr> <td>3. HEAD</td> <td></td> </tr> </table>	2. Relationship	AGE	3. HEAD																					
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<p>C</p> <p>1. Record the number of Doctor Visits and Hospitalizations.</p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:60%;">DR. VISITS</td> <td style="width:40%;">HOSP.</td> </tr> <tr> <td>_____ (NP)</td> <td>_____ (NP)</td> </tr> </table> <p>2. Record each condition in the person's column, with the question number(s) where it was reported.</p> <p>Reference dates</p> <p>2-week period _____</p> <p>Dentist and Doctor visit probe _____</p> <p>Hospital probe _____</p> <p>X-ray probe _____</p>	DR. VISITS	HOSP.	_____ (NP)	_____ (NP)	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th style="width:10%;">Q. no.</th> <th style="width:90%;">Condition</th> </tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </table>	Q. no.	Condition																		
DR. VISITS	HOSP.																								
_____ (NP)	_____ (NP)																								
Q. no.	Condition																								
<p>If 17 years old or over, ask:</p> <p>4. Is — now married, widowed, divorced, separated, (or never married)? — Mark one box for each person</p>	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td>0 <input type="checkbox"/> Under 17</td> <td>3 <input type="checkbox"/> Now, married</td> </tr> <tr> <td>1 <input type="checkbox"/> Married</td> <td>4 <input type="checkbox"/> Divorced</td> </tr> <tr> <td>2 <input type="checkbox"/> Widowed</td> <td>5 <input type="checkbox"/> Separated</td> </tr> </table>	0 <input type="checkbox"/> Under 17	3 <input type="checkbox"/> Now, married	1 <input type="checkbox"/> Married	4 <input type="checkbox"/> Divorced	2 <input type="checkbox"/> Widowed	5 <input type="checkbox"/> Separated																		
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<p>This survey is being conducted to collect information on the Nation's health. I will ask about visits to doctors and dentists, illness in the family, and other health related items. (HAND CALENDAR)</p> <p>The next few questions refer to the past 2 weeks, the 2 weeks outlined in red on that calendar, beginning Monday, _____ (date), and ending this past Sunday, _____ (date).</p>																									
<p>5a. During those 2 weeks, did — stay in bed because of any illness or injury?</p> <p>b. During that 2-week period, how many days did — stay in bed all or most of the day?</p> <p>c. During those 2 weeks, how many days did illness or injury keep — from work? (For females): not counting work around the house.</p> <p>d. During those 2 weeks, how many days did illness or injury keep — from school?</p> <p>If BOTH bed days AND work or school loss days, ask:</p> <p>e. On how many of these — days lost from <table style="display: inline-table; vertical-align: middle;"> <tr><td style="border: 1px solid black; padding: 2px;">work</td></tr> <tr><td style="border: 1px solid black; padding: 2px;">school</td></tr> </table> did — stay in bed all or most of the day?</p> <p>f. (NOT COUNTING the day(s) <table style="display: inline-table; vertical-align: middle;"> <tr><td style="border: 1px solid black; padding: 2px;">in bed</td></tr> <tr><td style="border: 1px solid black; padding: 2px;">lost from work</td></tr> <tr><td style="border: 1px solid black; padding: 2px;">lost from school</td></tr> </table>)</p> <p>Were there any (other) days during the past 2 weeks that — cut down on the things he usually does because of illness or injury?</p> <p>g. (Again, not counting the day(s) <table style="display: inline-table; vertical-align: middle;"> <tr><td style="border: 1px solid black; padding: 2px;">in bed</td></tr> <tr><td style="border: 1px solid black; padding: 2px;">lost from work</td></tr> <tr><td style="border: 1px solid black; padding: 2px;">lost from school</td></tr> </table>)</p> <p>During that period, how many days did he cut down for as much as a day?</p>	work	school	in bed	lost from work	lost from school	in bed	lost from work	lost from school	<p>5a. <input type="checkbox"/> Y (5a) <input type="checkbox"/> N</p> <p>b. _____ Days If age: 17+ (5c) 6-16 (5d) Under 6 (5f)</p> <p>c. _____ WL days (5c) <input type="checkbox"/> None (5i)</p> <p>d. _____ SL days (5c) <input type="checkbox"/> None (5i)</p> <p>e. _____ Days (5d) <input type="checkbox"/> None</p> <p>f. 1 Y (5d) 2 N (5f)</p> <p>g. _____ Days (5e) <input type="checkbox"/> None (5i)</p>																
work																									
school																									
in bed																									
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<p>If 1+ days in Q. 5, ask 6; otherwise go to next person.</p> <p>6a. What condition caused — to <table style="display: inline-table; vertical-align: middle;"> <tr><td style="border: 1px solid black; padding: 2px;">stay in bed</td></tr> <tr><td style="border: 1px solid black; padding: 2px;">miss work</td></tr> <tr><td style="border: 1px solid black; padding: 2px;">miss school</td></tr> <tr><td style="border: 1px solid black; padding: 2px;">cut down</td></tr> </table> during the past 2 weeks?</p> <p>b. Did any other condition cause him to <table style="display: inline-table; vertical-align: middle;"> <tr><td style="border: 1px solid black; padding: 2px;">stay in bed</td></tr> <tr><td style="border: 1px solid black; padding: 2px;">miss work</td></tr> <tr><td style="border: 1px solid black; padding: 2px;">miss school</td></tr> <tr><td style="border: 1px solid black; padding: 2px;">cut down</td></tr> </table> during that period?</p> <p>c. What condition?</p>	stay in bed	miss work	miss school	cut down	stay in bed	miss work	miss school	cut down	<p>6a. Enter condition in Item C Ask 6b</p> <p>b. Y (6c) N (NP)</p> <p>c. Enter conditions in Item C Reask 6b</p>																
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<p>FOOTNOTES</p>																									

<p>7a. During the past 2 weeks, did anyone in the family, (that is you, your ---, etc.) go to a dentist? Y (7b and c) N (9)</p>	
<p>b. Who was this? — Mark "Dental visit," box in person's column.</p>	<p>7b. <input type="checkbox"/> Dental visit</p>
<p>c. During the past 2 weeks, did anyone else in the family go to a dentist? Y (Reask 7b and c) N</p> <p>For each person with "Dental visit," ask:</p>	
<p>d. During the past 2 weeks, how many times did --- go to a dentist?</p>	<p>d. _____ No. of dental visits (NP)</p>
<p>If "Dental visit," ask: 8a. For what (other) condition did --- see the dentist? — Enter condition in 8a.</p>	<p><input type="checkbox"/> Exam. or cleaning } (8b)</p>
<p>b. Did --- see the dentist for any other specific condition?</p>	<p>Y (8a) <input type="checkbox"/> No other (8c)</p> <p><input type="checkbox"/> No specific (NP)</p>
<p>For each condition in 8a, ask: c. During the past 2 weeks was --- sick because of his . . . ?</p>	<p>Y (Enter condition in item C) } (NP or 8c)</p> <p>N</p>
<p>Do not ask for children 1 yr. old and under. 9a. During the past 12 months, (that is, since (date) a year ago,) about how many visits did --- make to a dentist? (include the --- visits you already told me about.)</p> <p>b. ABOUT how long has it been since --- last went to a dentist?</p>	<p>9a. _____ Number of visits</p> <p>b.</p> <p>1 <input type="checkbox"/> 2 week dental visit</p> <p>2 <input type="checkbox"/> Past 2 weeks not reported (Q's 7 and 8)</p> <p>3 <input type="checkbox"/> 2 weeks — 6 months</p> <p>4 <input type="checkbox"/> Over 6 — 12 months</p> <p>5 <input type="checkbox"/> 1 year</p> <p>6 <input type="checkbox"/> 2 — 4 years</p> <p>7 <input type="checkbox"/> 5+ years</p> <p>8 <input type="checkbox"/> Never</p>
<p>FOOTNOTES</p>	

10. During the past 2 weeks (the 2 weeks outlined in red on that calendar) how many times did — see a medical doctor? (Besides those visits)	Y (11b and c) N (12)	10.	<input type="checkbox"/> None ____ Number of visits (NP)
11a. During that 2-week period did anyone in the family go to a doctor's office or clinic for shots, X-rays, tests, or examinations?	Y (11b and c) N (12)		
b. Who was this? — Mark "Doctor visit" box in person's column.		11b.	<input type="checkbox"/> Doctor visit
c. Anyone else?	Y (11b and c) N (11d)		
If "Doctor visit," ask: d. How many times did — visit the doctor during that period?		d.	____ Number of visits (NP)
12a. During that period, did anyone in the family get any medical advice from a doctor over the telephone?	Y (12b and c) N (13)		
b. Who was the phone call about? — Mark "Phone call" box in person's column.		12b.	<input type="checkbox"/> Phone call
c. Any calls about anyone else?	Y (12b and c) N (12d)		
If "Phone call," ask: d. How many telephone calls were made to get medical advice about — ?		d.	____ Number of calls (NP)
Ask Q. 13a for each person with visits in DR. VISIT box.			
13a. For what condition did — see or talk to a doctor during the past 2 weeks?		13a.	<input type="checkbox"/> Condition (Item C THEN 13d) <input type="checkbox"/> Pregnancy (13e) <input type="checkbox"/> No condition
b. Did — see or talk to a doctor about any specific condition?		b.	Y N (NP)
c. What condition?		c.	Enter condition in Item C and ask 13d
d. During that period, did — see or talk to a doctor about any other condition?		d.	Y (13c) N (NP)
e. During the past 2 weeks was — sick because of her pregnancy?		e.	Y N (NP)
f. What was the matter? — Anything else?		f.	Enter condition in Item C (NP)
14a. During the past 2 weeks did anyone in the family have any (other) accidents or injuries?	Y (14b, c) N (15)		
b. Who was this? — Mark "Accident or injury" box in person's column.		14b.	<input type="checkbox"/> Accident or Injury
c. Did anyone else have any accidents or injuries during that period?	Y (14b, c) N		
If "Accident or injury," ask: d. As a result of the accident, did — see a doctor or did he cut down on the things he usually does?		d.	1 Y 2 N (NP)
e. What was the injury?		e.	Enter injury in Item C (NP)
15a. During the past 12 months, (that is, since (date) a year ago,) about how many times did — see or talk to a medical doctor? (Do not count doctors seen while a patient in a hospital.) (Include the — visits you already told me about.)		15a.	000 <input type="checkbox"/> Only when in hospital ____ Number of visits
b. ABOUT how long has it been since — last saw or talked to a medical doctor?		b.	1 <input type="checkbox"/> 2 week doctor visit 2 <input type="checkbox"/> Past 2 weeks not reported (Q.'s 10 and 13) 3 <input type="checkbox"/> 2 weeks — 6 months 4 <input type="checkbox"/> Over 6 — 12 months 5 <input type="checkbox"/> 1 year 6 <input type="checkbox"/> 2 — 4 years 7 <input type="checkbox"/> 5+ years 8 <input type="checkbox"/> Never

16a. Now I'm going to read a list of conditions;

During the past 12 months, did anyone in the family (you, your --, etc.) have any of these conditions --

If "Yes," ask b and c

b. Who was this? -- Enter name of condition and letter of line where reported in appropriate persons column(s) in item C.

c. During the past 12 months did anyone else have...?

A. Bronchitis?	Y	N
B. Bronchiectasis?	Y	N
C. Asthma?	Y	N
D. Hay fever?	Y	N
E. Nasal polyp?	Y	N

Do not circle "Y" and make no entry in item C for cold; flu; red, sore, or strep throat; or "virus" reported in answer to question 16.

During the past 12 months did anyone in the family have...? If "Yes," ask b and c

F. Sinus trouble?	Y	N	J. Tumor, cyst, or growth of the bronchial tube or lung?	Y	N	O. Tumor, cyst, or growth of the throat, larynx, or trachea?	Y	N
G. Deflected or deviated nasal septum?	Y	N	K. Emphysema?	Y	N	P. Any work-related respiratory condition such as dust on the lungs, silicosis or pneumoconiosis?	Y	N
H. *Tonsillitis or enlargement of the tonsils or adenoids?	Y	N	L. Pleurisy?	Y	N	Q. During the past 12 months did anyone in the family have any other respiratory, lung, or pulmonary condition? If "Yes," ask: Who was this? -- What was the condition? (Enter in item C)	Y	N
I. *Laryngitis?	Y	N	M. Tuberculosis?	Y	N			
			N. Abscess of the lung?	Y	N			

*If reported in question 16 only, ask:

1. How many times did -- have... in the past 12 months? -- If 2+, enter in item C.

If only 1 time, ask:

2. How long did it last? -- If 1 month or longer, enter in item C. If less than 1 month, do not record.

If tonsils or adenoids removed during the past 12 months, enter in item C.

Do not circle "Y" and make no entry in item C for cold; flu; red, sore, or strep throat; or "virus" reported in answer to question 16.

Ages 17+	17a. What was --- doing most of the past 12 months -- (For males): working or doing something else? If "something else," ask: b. What was --- doing? If 45+ years and was not "working," "keeping house," or "going to school," ask: c. Is --- retired? d. If "Retired," ask: Did he retire because of his health?	17. and 18.	1 <input type="checkbox"/> Working (22a) 2 <input type="checkbox"/> Keeping house (22b) 3 <input type="checkbox"/> Retired, health (21) 4 <input type="checkbox"/> Retired, other (21) 5 <input type="checkbox"/> Going to school (24) 6 <input type="checkbox"/> 17+ something else (21) 7 <input type="checkbox"/> 6-16 something else (23)			
Ages 6 - 16	18a. What was --- doing most of the past 12 months -- going to school or doing something else? If "something else," ask: b. What was --- doing?					
Ages under 6			0 <input type="checkbox"/> 1-5 yrs. (19) 0 <input type="checkbox"/> Under 1 (20)			
19a. Is --- able to take part at all in ordinary play with other children?		19a.	Y 1 N (26)			
b. Is he limited in the kind of play he can do because of his health?		b.	2 Y (26) N			
c. Is he limited in the amount of play because of his health?		c.	2 Y (26) N (25)			
20a. Is --- limited in any way because of his health?		20a.	Y 3 N (NP)			
b. In what way is he limited?		b.	_____ (26)			
21a. Does --- health now keep him from working?		21a.	1 Y (26) N			
b. Is he limited in the kind of work he could do because of his health?		b.	2 Y (26) N			
c. Is he limited in the amount of work he could do because of his health?		c.	2 Y (26) N			
d. Is he limited in the kind or amount of other activities because of his health?		d.	3 Y (26) N (25)			
22a. Does --- now have a job?		22a.	Y (22c) N			
b. In terms of health, is --- able to (work - keep house) at all?		b.	Y 1 N (26)			
c. Is he limited in the kind of (work - housework) he can do because of his health?		c.	2 Y (26) N			
d. Is he limited in the amount of (work - housework) he can do because of his health?		d.	2 Y (26) N			
e. Is he limited in the kind or amount of other activities because of his health?		e.	3 Y (26) N (25)			
23. In terms of health would --- be able to go to school?		23.	Y 1 N (26)			
24a. Does (would) --- have to go to a certain type of school because of his health?		24a.	2 Y (26) N			
b. Is he (would he be) limited in school attendance because of his health?		b.	2 Y (26) N			
c. Is he limited in the kind or amount of other activities because of his health?		c.	3 Y (26) N (25)			
25a. Is --- limited in ANY WAY because of a disability or health?		25a.	4 Y 3 N (NP)			
b. In what way is he limited? Record limitation, not condition		b.				
26. About how long has he <table border="0" style="display: inline-table; vertical-align: middle;"><tr><td style="border-left: 1px solid black; border-right: 1px solid black; padding: 0 5px;">been limited in ---</td></tr><tr><td style="border-left: 1px solid black; border-right: 1px solid black; padding: 0 5px;">been unable to ---</td></tr><tr><td style="border-left: 1px solid black; border-right: 1px solid black; padding: 0 5px;">had to go to a certain type of school?</td></tr></table>		been limited in ---	been unable to ---	had to go to a certain type of school?	26.	000 <input type="checkbox"/> Less than 1 month 1 ___ Mos. 2 ___ Yrs.
been limited in ---						
been unable to ---						
had to go to a certain type of school?						
27a. What (other) condition causes this limitation? If "old age" only, ask: Is this limitation caused by any specific condition?		27a.	Enter condition in item C and ask b <input type="checkbox"/> Old age only (NP)			
b. Is this limitation caused by any other condition?		b.	Y (Reask a and b) N			
If 2+ conditions reported in Q. 27a, ask: c. Which of these conditions would you say is the MAIN cause of his limitation?		c.	<input type="checkbox"/> Only 1 condition Enter main condition			

28a. Was -- a patient in a hospital at any time since _____ (date) _____ a year ago?	28a.	Y N (Item C)
b. How many times was -- in a hospital since _____ (date) _____ a year ago?	b.	_____ Times (Item C)
29a. Was anyone in the family in a nursing home, convalescent home or similar place since _____ (date) _____ a year ago?	Y N (30)	
b. Who was this? - Circle "Y" in person's column.	29b.	Y
For each "Y" circled, ask:		
c. During that period, how many times was -- in a nursing home or similar place?	c.	_____ Times (Item C)
For each child 1 year old or under, ask:		Month Day Year
30a. When was -- born? If on or after the hospital reference date, ask 30b.	30a.	
b. Was -- born in a hospital?	b.	Y N (NP)
If "Yes" and no hospitalizations entered in his and/or mother's column, enter "1" in 28 and Item C.		
If "Yes" and a hospitalization is entered for the mother and/or baby, ask 30c for each.		
c. Is this hospitalization included in the number you gave me for -- ?	c.	Y N
If "No," correct entries in Q. 28 and Item C for mother and/or baby.		
R For persons 19 years old or over, show who responded for (or was present during the asking of) Q.'s 5-30. If persons responded for self, show whether entirely or partly. For persons under 19 show who responded for them.		<input type="checkbox"/> Responded for self-entirely <input type="checkbox"/> Responded for self-partly Person _____ was respondent
FOQTNOTES		

CONDITION PAGE

CONDITION 1		FILL QUESTIONS 4-9 FOR ALL ACCIDENTS OR INJURIES																												
1. Person number	Name of condition	4a. Did the accident happen during the past 2 years or before that time? <input type="checkbox"/> During the past 2 years (4b) <input type="checkbox"/> Before 2 years (5a)																												
2. When did — last see or talk to a doctor about his . . . ?		b. When did the accident happen?																												
1 <input type="checkbox"/> In interview week (Reask 2) 2 <input type="checkbox"/> Past 2 wks. (Item C) 3 <input type="checkbox"/> 2 wks. — 6 mos. 4 <input type="checkbox"/> Over 6—12 mos. 5 <input type="checkbox"/> 1 yr. 6 <input type="checkbox"/> 2—4 yrs. 7 <input type="checkbox"/> 5+ yrs. 8 <input type="checkbox"/> Never		<input type="checkbox"/> Last week <input type="checkbox"/> 3—12 months <input type="checkbox"/> Week before <input type="checkbox"/> 1—2 years <input type="checkbox"/> 2 weeks—3 months																												
Examine "Name of condition" entry and mark <input type="checkbox"/> Accident or injury (4) <input type="checkbox"/> On Card C (Check item) <input type="checkbox"/> Neither (3a)		Ask for all accidents or injuries: 5a. At the time of the accident what part of the body was hurt? What kind of injury was it? Anything else?																												
If "Doctor not talked to," record adequate description of condition. If "Doctor talked to," ask: 3a. What did the doctor say it was? — Did he give it a medical name? Do not ask for Cancer b. What was the cause of . . . ? <input type="checkbox"/> Accident or injury (4) If the entry in 3a or 3b includes the words: Allment Cyst Growth Tumor Asthma Defect Measles Ulcer Attack Disease Rupture Condition Disorder Trouble		<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Part(s) of body</th> <th style="width: 50%;">Kind of injury</th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table>		Part(s) of body	Kind of injury																									
		Part(s) of body	Kind of injury																											
c. What kind of . . . is it? For allergy or stroke, ask: d. How does the allergy (stroke) affect him? For an Impairment or any of the following entries		If accident happened more than 3 months ago, ask: b. What part of the body is affected now? How is his — affected? Is he affected in any other way? <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Part(s) of body</th> <th style="width: 50%;">Present effects</th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table>		Part(s) of body	Present effects																									
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Blood clot	Infection	Soreness																												
Bell	Inflammation	Tumor																												
Cancer	Neuralgia	Ulcer																												
Cramps (except menstrual)	Neuritic	Varicose veins																												
Cyst	Pain	Weak																												
	Palsy	Weakness																												
e. What part of the body is affected? Show the following detail: Head skull, scalp, face Back/spine/vertebra. upper, middle, lower Ear or eye one or both Arm one or both; shoulder, upper, elbow, lower, wrist, hand Leg one or both; hip, upper, knee, lower, ankle, foot		6a. Was a car, truck, bus, or other motor vehicle involved in the accident in any way? 1 Y 2 N (7) b. Was more than one vehicle involved? Y N c. Was it (either one) moving at the time? 1 Y 2 N 7. Where did the accident happen? 1 <input type="checkbox"/> At home (inside house) 2 <input type="checkbox"/> At home (adjacent premises) 3 <input type="checkbox"/> Street and highway (Includes roadway and public sidewalk) 4 <input type="checkbox"/> Farm 5 <input type="checkbox"/> Industrial place (includes premises) 6 <input type="checkbox"/> School (includes premises) 7 <input type="checkbox"/> Place of recreation and sports, except at school 8 <input type="checkbox"/> Other (Specify) →																												
		8. Was — at work at his job or business when the accident happened? 1 Y 2 N 3 <input type="checkbox"/> While in Armed Services 4 <input type="checkbox"/> Under 17 at time of accident Ask for all accidents that happened during the past 2 weeks except those involving moving motor vehicles. 9. We are interested in the objects that caused both the accident and the injury. How did the accident happen? Cause of accident _____ Cause of injury _____																												

HOSPITAL PAGE		1. Person number _____	
<p>You said that --- was in the hospital (nursing home) during the past year.</p> <p>2. When did --- enter the hospital (nursing home) (the last time)?</p>		USE YOUR CALENDAR Make sure the YEAR is correct	
		Month _____	Day _____
<p>3. What is the name and address of this hospital (nursing home)?</p>		2. Year 19____	
		3. Name _____	
		Street _____	
		City (or county) _____	
		State _____	
<p>4. How many nights was --- in the hospital (nursing home)?</p> <p>Complete question 5 from entries in questions 2 and 4; if not clear, ask the questions.</p>		4. _____ Nights	
<p>5a. How many of these --- nights were during the past 12 months?</p>		5a. _____ Nights	
<p>b. How many of these --- nights were during the past 2 weeks?</p>		b. _____ Nights	
<p>c. Was --- still in the hospital (nursing home) last Sunday night for this hospitalization (stay)?</p>		c. Y N	
<p>6. For what condition did --- enter the hospital (nursing home) - do you know the medical name? If medical name unknown, enter an adequate description.</p> <p>Show CAUSE, KIND, and PART OF BODY in same detail as required for the Condition page.</p> <p>For delivery, ask: Was this a normal delivery? For newborn, ask: Was the baby normal at birth?</p> <p>If "No," ask: What was the matter?</p>		<p>6. <input type="checkbox"/> Normal delivery (8) <input type="checkbox"/> Normal at birth (8)</p> <p>Condition _____</p> <p>Cause _____</p> <p>Kind _____</p> <p>Part of body _____</p>	
<p>Ask for all conditions EXCEPT deliveries and births.</p> <p>7. Was this the first time --- was hospitalized for . . . ?</p>		7. Y N	
<p>8a. Were any operations performed on --- during this stay at the hospital (nursing home)?</p>		8a. Y N (9)	
<p>b. What was the name of the operation?</p> <p>If name of operation is not known, describe what was done.</p>		b. _____	
<p>c. Any other operations during this stay?</p>		c. Y (Describe) N	
<p>9. NOTE: If the condition in Q. 6 or 8 is in Q. 16, including "H" or "I", or if 1+ nights in Q. 5b, a Condition page is required. If there is no Condition page, fill one after completing columns for all required hospitalizations.</p>			
<p>FOOTNOTES</p>			

DOCTOR VISITS PAGE	DOCTOR VISIT (1)		DOCTOR VISIT (2)	
<p>Earlier, you told me that --- had seen or talked to a doctor during the past 2 weeks.</p> <p>2a. On what (other) dates during that 2-week period did --- visit or talk to a doctor?</p> <p>b. Were there any other doctor visits for him during that period?</p>	<p>1. Person number _____</p> <p>2a. OR $\left\{ \begin{array}{l} 7777 \square \text{ Last week} \\ 8888 \square \text{ Week before} \end{array} \right.$ Month Date</p> <p>b. Y (Reask 2a and b) N (Ask 3-5 for each visit)</p>	<p>Person number _____</p> <p>OR $\left\{ \begin{array}{l} 7777 \square \text{ Last week} \\ 8888 \square \text{ Week before} \end{array} \right.$ Month Date</p> <p>Y (Reask 2a and b) N (Ask 3-5 for each visit)</p>		
<p>3. Where did he see the doctor on the (date), at a clinic, hospital, doctor's office, or some other place?</p> <p>If Hospital: Was it the out-patient clinic, or the emergency room?</p> <p>If Clinic: Was it a hospital out-patient clinic, a company clinic, or some other kind of clinic?</p>	<p>3. X0 <input type="checkbox"/> While Inpatient in hospital (STOP) 01 <input type="checkbox"/> Doctor's office 10 <input type="checkbox"/> Telephone 20 <input type="checkbox"/> Hospital Out-Patient Clinic 30 <input type="checkbox"/> Home 40 <input type="checkbox"/> Hospital Emergency Room 50 <input type="checkbox"/> Company or Industry Clinic 60 <input type="checkbox"/> Other (Specify) \rightarrow</p>	<p>X0 <input type="checkbox"/> While Inpatient in hospital (STOP) 01 <input type="checkbox"/> Doctor's office 10 <input type="checkbox"/> Telephone 20 <input type="checkbox"/> Hospital Out-Patient Clinic 30 <input type="checkbox"/> Home 40 <input type="checkbox"/> Hospital Emergency Room 50 <input type="checkbox"/> Company or Industry Clinic 60 <input type="checkbox"/> Other (Specify) \rightarrow</p>		
<p>4. Is the doctor a general practitioner or a specialist?</p>	<p>4. 01 <input type="checkbox"/> General practitioner <input type="checkbox"/> Specialist - What kind of specialist is he? \rightarrow</p>	<p>01 <input type="checkbox"/> General practitioner <input type="checkbox"/> Specialist - What kind of specialist is he? \rightarrow</p>		
<p>5a. Why did he visit (call) a doctor on (date)? Write in reason</p> <p>Mark appropriate box(es)</p>	<p>5a. 1 <input type="checkbox"/> Diag. or treatment (5c) 3 <input type="checkbox"/> General checkup (5b) 2 <input type="checkbox"/> Pre or Postnatal care 4 <input type="checkbox"/> Eye exam. (glasses) 5 <input type="checkbox"/> Immunization 6 <input type="checkbox"/> Other } (Next DV)</p>	<p>1 <input type="checkbox"/> Diag. or treatment (5c) 3 <input type="checkbox"/> General checkup (5b) 2 <input type="checkbox"/> Pre or Postnatal care 4 <input type="checkbox"/> Eye exam. (glasses) 5 <input type="checkbox"/> Immunization 6 <input type="checkbox"/> Other } (Next DV)</p>		
<p>b. Was this for any specific condition?</p> <p>Mark box or ask:</p>	<p>b. Y (Enter condition in 5a and change to "Diag. or treatment") N (Next DV) <input type="checkbox"/> Condition reported in 5a</p>	<p>Y (Enter condition in 5a and change to "Diag. or treatment") N (Next DV) <input type="checkbox"/> Condition reported in 5a</p>		
<p>c. For what condition did --- visit the doctor on this date?</p>	<p>c. _____</p>	<p>_____</p>		
<p>FOOTNOTES</p>				

These next questions are about health insurance.		<input type="checkbox"/> Und. 65 (NP)
IF 65 OR OVER, ASK:	31a. Is --- covered by that part of Social Security Medicare which pays for hospital bills?	31a. 1 Y 2 N 3 DK
	b. Is --- covered by that part of Medicare which pays for doctor's bills, that is, the Medicare plan for which he or some agency must pay \$4.00 a month?	b. 1 Y (NP) 2 N (NP) 3 DK
	For each person with "DK" in Q. 31a or b, ask: 32. May I please see --- (and ---) Social Security Medicare card(s) to determine the type of coverage? (Transcribe the information from the card or mark the "Card not seen" box.)	32. 1 <input type="checkbox"/> Hospital 2 <input type="checkbox"/> Medical 3 <input type="checkbox"/> Card not seen } (NP)
We are interested in all kinds of health insurance plans except those which pay only for accidents. (Not counting Medicare)		
33a.	Is anyone in the family covered by hospital insurance, that is, a health insurance plan which pays any part of a hospital bill?	Y (33b, c) N (33d)
	b. What is the name of the plan? (Record in Table H.I.)	
	c. Is anyone in the family covered by any other hospital insurance plan?	Y (33b, c) N (33d)
	d. Is anyone in the family covered by a health insurance plan which pays any part of a doctor's or surgeon's bill?	Y N (Complete Table H.I. for each plan)
	e. What is the name of the plan? (Record in Table H.I.; complete Table H.I. for each plan)	
If 17 years old or over, ask:		<input type="checkbox"/> Und. 17 (NP) 00 <input type="checkbox"/> None (35a)
34a.	What is the highest grade or year --- attended in school?	Elem: 1 2 3 4 5 6 7 8 High: 9 10 11 12 College: 1 2 3 4 5+
	b. Did --- finish the --- grade (year)?	b. 1 Y 2 N
Ask for all males 17 years or over:		
35a.	Did --- ever serve in the Armed Forces of the United States?	35a. 2 Y 1 N (NP)
	b. When did he serve? Circle code in descending order of priority. Thus if person served in Vietnam and in Korea, circle VN. Vietnam Era (Aug. '64 to present) . . . VN Korean War (June '50 - Jan. '55) . . . KW World War II (Sept. '40 - July '47) . . . WWII World War I (April '17 - Nov. '18) . . . WWI Other Service (All other periods) . . . OS	b. 1 VN 4 WWI 2 KW 5 OS 3 WWII 6 DK

<input type="checkbox"/> Und. 65 (NP)			<input type="checkbox"/> Und. 65 (NP)			<input type="checkbox"/> Und. 65 (NP)			<input type="checkbox"/> Und. 65 (NP)			<input type="checkbox"/> Und. 65 (NP)									
1 Y 2 N 3 DK			1 Y 2 N 3 DK			1 Y 2 N 3 DK			1 Y 2 N 3 DK			1 Y 2 N 3 DK									
1 Y (NP) 2 N (NP) 3 DK			1 Y (NP) 2 N (NP) 3 DK			1 Y (NP) 2 N (NP) 3 DK			1 Y (NP) 2 N (NP) 3 DK			1 Y (NP) 2 N (NP) 3 DK									
1 <input type="checkbox"/> Hospital 2 <input type="checkbox"/> Medical 3 <input type="checkbox"/> Card not seen } (NP)			1 <input type="checkbox"/> Hospital 2 <input type="checkbox"/> Medical 3 <input type="checkbox"/> Card not seen } (NP)			1 <input type="checkbox"/> Hospital 2 <input type="checkbox"/> Medical 3 <input type="checkbox"/> Card not seen } (NP)			1 <input type="checkbox"/> Hospital 2 <input type="checkbox"/> Medical 3 <input type="checkbox"/> Card not seen } (NP)			1 <input type="checkbox"/> Hospital 2 <input type="checkbox"/> Medical 3 <input type="checkbox"/> Card not seen } (NP)									
TABLE H.I.										Which members of the family are covered by (name of plan)?		Was this insurance plan obtained through an employer, union, or piece of work?		Does -- pay any part of a hospital bill?		Does -- pay any part of a surgeon's bill?		Does this plan pay any part of a doctor's bill for office visits or home calls?		Does this plan pay any part of a doctor's bill for office visits or home calls after a certain amount has been paid by the family?	
Name of plan (1)										Circle column numbers Is anyone else in the family covered under this policy? (2)		(3)		(4)		(5)		(6)		(7)	
A										1 2 3 4 5 6 7 8 9 10		Y N		Y N		Y N		Y (Next plan) N		Y N	
B										1 2 3 4 5 6 7 8 9 10		Y N		Y N		Y N		Y (Next plan) N		Y N	
C										1 2 3 4 5 6 7 8 9 10		Y N		Y N		Y N		Y (Next plan) N		Y N	
D										1 2 3 4 5 6 7 8 9 10		Y N		Y N		Y N		Y (Next plan) N		Y N	
E										1 2 3 4 5 6 7 8 9 10		Y N		Y N		Y N		Y (Next plan) N		Y N	
<input type="checkbox"/> Und. 17 (NP) 00 <input type="checkbox"/> None (35a)			<input type="checkbox"/> Und. 17 (NP) 00 <input type="checkbox"/> None (35a)			<input type="checkbox"/> Und. 17 (NP) 00 <input type="checkbox"/> None (35a)			<input type="checkbox"/> Und. 17 (NP) 00 <input type="checkbox"/> None (35a)			<input type="checkbox"/> Und. 17 (NP) 00 <input type="checkbox"/> None (35a)									
Elem: 1 2 3 4 5 6 7 8 High: 9 10 11 12 College: 1 2 3 4 5+			Elem: 1 2 3 4 5 6 7 8 High: 9 10 11 12 College: 1 2 3 4 5+			Elem: 1 2 3 4 5 6 7 8 High: 9 10 11 12 College: 1 2 3 4 5+			Elem: 1 2 3 4 5 6 7 8 High: 9 10 11 12 College: 1 2 3 4 5+			Elem: 1 2 3 4 5 6 7 8 High: 9 10 11 12 College: 1 2 3 4 5+									
1 Y 2 N			1 Y 2 N			1 Y 2 N			1 Y 2 N			1 Y 2 N									
2 Y 1 N (NP)			2 Y 1 N (NP)			2 Y 1 N (NP)			2 Y 1 N (NP)			2 Y 1 N (NP)									
1 VH 4 WWI			1 VH 4 WWI			1 VH 4 WWI			1 VH 4 WWI			1 VH 4 WWI									
2 KW 8 OS			2 KW 8 OS			2 KW 8 OS			2 KW 8 OS			2 KW 8 OS									
3 WWI 6 DK			3 WWI 6 DK			3 WWI 6 DK			3 WWI 6 DK			3 WWI 6 DK									

Ask for all persons 17 years old or over:		<input type="checkbox"/> Und. 17 (NP)
36a. Did --- work at any time last week or the week before - (For females): not counting work around the house?		36a. 1 Y (37a) 2 N
b. Even though --- did not work during these 2 weeks, does he have a job or business?		b. 1 Y 2 N
c. Was he looking for work or on layoff from a job?		a. 1 Y 2 N (Omit 36d)
d. Which - looking for work or on layoff from a job?		d. 1 <input type="checkbox"/> Looking 2 <input type="checkbox"/> Layoff
If "Yes" in 36c only, questions 37a through 37d apply to this person's LAST full-time civilian job.	Ask for all persons with a "Yes" in 36a, b, or c.	Employer
	37a. Who does (did) --- work for?	37a.
	b. What kind of business or industry is this?	b. Industry
	c. What kind of work is (was) --- doing?	c. Occupation
	Fill 37d from entries in 37a-37c; if not clear, ask:	
d. Class of worker		d. 1 <input type="checkbox"/> Pv't. pd. 4 <input type="checkbox"/> Own 2 <input type="checkbox"/> Gov. Fed. 5 <input type="checkbox"/> Non-pd. 3 <input type="checkbox"/> Gov. ath. 6 <input type="checkbox"/> Nev. wkd.
Please look at this card - (Show Card 1)		Group 03 <input type="checkbox"/> D 07 <input type="checkbox"/> H
38. Which of these income groups represents your total combined family income for the post 12 months - that is yours, your ---'s etc.? Include income from all sources such as wages, salaries, social security or retirement benefits, help from relatives, rent from property, and so forth.		38. 00 <input type="checkbox"/> A 04 <input type="checkbox"/> E 08 <input type="checkbox"/> I 01 <input type="checkbox"/> B 05 <input type="checkbox"/> F 09 <input type="checkbox"/> J 02 <input type="checkbox"/> C 06 <input type="checkbox"/> G 10 <input type="checkbox"/> K

SMOKING PAGE

Person No. _____ Complete Smoking Page for each person 17+ years of age.

<p>Now, I have a few questions about smoking:</p> <p>1. Has --- smoked at least 100 cigarettes during his entire life? <input type="checkbox"/> Y <input type="checkbox"/> 2 N (11) <input type="checkbox"/> 9 DK</p>		<p>11. Has --- smoked at least 50 cigars during his entire life? <input type="checkbox"/> 1 Y <input type="checkbox"/> 2 N (17) <input type="checkbox"/> 9 DK</p>
<p>2. Does --- smoke cigarettes now? <input type="checkbox"/> 1 Y (5) <input type="checkbox"/> 2 N <input type="checkbox"/> 9 DK</p>		<p>12. Does --- smoke cigars now? <input type="checkbox"/> 1 Y <input type="checkbox"/> 2 N (14) <input type="checkbox"/> 9 DK (14)</p>
<p>3. How long has it been since --- smoked cigarettes fairly regularly? ___No. of completed years (4,9) <input type="checkbox"/> 99 Never smoked regularly (11) <input type="checkbox"/> 99 DK (8) <input type="checkbox"/> 00 Under 1 year (8)</p>		<p>13. About how many cigars a day does --- usually smoke? ___No. per day (15) <i>If less than 1 per day:</i> <input type="checkbox"/> 99 DK (15) <input type="checkbox"/> 96 3 to 6 per week (15) <input type="checkbox"/> 97 Less than 3 per week</p>
<p>4. For years 1-10 ask: Which of these statements (Hand Card S) were reasons --- decided to stop smoking cigarettes? Please give me the number of any statement that applies. Circle number. 1 2 3 4 5 6 7 8 9 10 11 12 13 (Specify) → Any other reason? _____ If more than one circled, ask: What was the main reason --- decided to stop smoking cigarettes? Enter the number of the main reason _____ (9)</p>		<p>14. About how long has it been since --- smoked 3 or more cigars a week? ___No. of completed years (17) <input type="checkbox"/> 00 Under 1 year <input type="checkbox"/> 97 Never smoked 3 or more per week (17) <input type="checkbox"/> 99 Don't know (16)</p>
<p>5. On the average, about how many cigarettes a day does --- smoke? ___No. per day <input type="checkbox"/> 99 DK</p>		<p>15. What size cigars does --- usually smoke: full-sized cigars, the small cigars sometimes called cigarillos, or the very small cigars about the size of a cigarette? <input type="checkbox"/> 1 Full-sized <input type="checkbox"/> 3 Cigarette size <input type="checkbox"/> 2 Cigarillos <input type="checkbox"/> 9 DK</p>
<p>6. What size cigarette does --- usually smoke: regular size, king size, or extra long? <input type="checkbox"/> 1 Regular <input type="checkbox"/> 2 King Size <input type="checkbox"/> 3 Extra long <input type="checkbox"/> 9 DK</p>		<p>16. Twelve months ago, about how many cigars a day did --- usually smoke? ___No. per day <i>If less than 1 per day:</i> <input type="checkbox"/> 99 DK <input type="checkbox"/> 96 3 to 6 per week <input type="checkbox"/> 97 Less than 3 per week <input type="checkbox"/> 98 Did not smoke</p>
<p>7. Does --- usually smoke filter or nonfilter cigarettes? <input type="checkbox"/> 1 Filter <input type="checkbox"/> 2 Nonfilter <input type="checkbox"/> 9 DK</p>		<p>17. Has --- smoked at least 3 packages of pipe tobacco during his entire life? <input type="checkbox"/> 1 Y <input type="checkbox"/> 2 N (22) <input type="checkbox"/> 9 DK</p>
<p>8. On the average, about how many cigarettes a day was --- smoking 12 months ago? ___No. per day <input type="checkbox"/> 98 Did not smoke <input type="checkbox"/> 99 DK</p>		<p>18. Does --- smoke a pipe now? <input type="checkbox"/> 1 Y <input type="checkbox"/> 2 N (20) <input type="checkbox"/> 9 DK (20)</p>
<p>9. During the period when --- was smoking the most, about how many cigarettes a day did he usually smoke? ___No. per day <input type="checkbox"/> 99 DK</p>		<p>19. About how many pipefuls of tobacco a day does --- usually smoke? ___No. per day (21) <i>If less than 1 per day:</i> <input type="checkbox"/> 99 DK (21) <input type="checkbox"/> 96 3 to 6 per week (21) <input type="checkbox"/> 97 Less than 3 per week</p>
<p>10. About how old was --- when he first started smoking cigarettes fairly regularly? ___Age started smoking <input type="checkbox"/> 98 Never smoked regularly <input type="checkbox"/> 99 DK</p>		<p>20. About how long has it been since --- smoked 3 or more pipefuls a week? ___No. of completed years (22) <input type="checkbox"/> 00 Under 1 year <input type="checkbox"/> 97 Never smoked 3 or more per week (22) <input type="checkbox"/> 99 DK</p>
		<p>21. Twelve months ago, about how many pipefuls a day did --- usually smoke? ___No. per day <i>If less than 1 per day:</i> <input type="checkbox"/> 99 DK <input type="checkbox"/> 96 3 to 6 per week <input type="checkbox"/> 97 Less than 3 per week <input type="checkbox"/> 98 Did not smoke</p>
<p>INTERVIEWER CHECK ITEM Respondent for Q's. 1-22 <input type="checkbox"/> 1 Responded for self-entirely <input type="checkbox"/> 2 Responded for self-partly Person _____ was resp.</p>		<p>22. Does --- presently use any other form of tobacco, such as snuff or chewing tobacco? <input type="checkbox"/> 1 Snuff <input type="checkbox"/> 4 Other <input type="checkbox"/> 2 Chewing tobacco <input type="checkbox"/> 9 DK <input type="checkbox"/> 3 No <input type="checkbox"/> 9 DK <i>Fill Interviewer Check Item</i></p>

Exposure to all kinds of X-rays is a matter of particular interest to the Public Health Service, and I have some questions about X-rays and fluoroscopes.

39a. Did anyone in the family have his teeth X-rayed during the past 3 months, that is from (date) through last Sunday? Y N (40)

b. Who was this? Mark "Dental" in person's column c. Anyone else?

40a. During the past 3 months did anyone in the family have a chest X-ray? Y N (41)

b. Who was this? Mark "Chest" in person's column c. Anyone else?

41a. Did -- have any (other) kind of X-ray at all during the past 3 months? If "Yes," ask:
b. What part of the body was X-rayed? Enter part of body in person's column
c. Did -- have any other X-ray during the past 3 months?

42a. Did -- have a fluoroscope during the past 3 months? If "Yes," ask:
b. What part of the body was it for? Enter part of body in person's column
c. Did -- have any other fluoroscope during the past 3 months?

43a. During these 3 months, did anyone in the family have any X-rays for the TREATMENT of a condition? Y N (43d, 44)

b. Who was this? Mark "Treatment" in person's column c. Anyone else?
d. What part of the body was treated? Enter part of body in person's column

For each person with X-rays, fluoroscopes, or treatment in 39-43, ask:
44. What is --'s height and weight?

43b. Dental Other (Specify)
Part of body

40b. Chest Other (Specify)
Part of body

41b. Y N (NP)
Part of body

42b. Y N (NP)
Part of body

43b. Treatment
Part of body

44. Feet Height inches Weight (Lbs.)

Table R - FILL ONE LINE FOR EACH "PART OF BODY" ENTRY FROM QUESTIONS 39-43

Line number	Col. No. of person	Question No.	Part of body	How many different times did -- have his... X-rayed during the past 3 months?	For dental X-rays, ask: Where did he have the X-rays taken - at a dentist's office or some other place? For X-rays other than dental, ask: Where did he have the X-rays taken - at a doctor's office, a hospital, or some other place? (If "Some other place," determine place.) If more than one place given, ask for each place: How many X-rays were taken at the (hospital, doctor's office, etc.)?	If more than one time at any one place, ask: Were all these X-rays taken at the same (dentist's office, doctor's office, etc.)?	What is the name and address of the (dentist, doctor, hospital, etc.) where the X-rays were taken? For X-rays taken at hospitals, clinics, or similar places, ALSO enter the name of the doctor who took the X-rays. For X-rays taken at mobile units, enter: "Mobile unit" on name line; location of unit at time of X-ray on address line; and name and address of sponsoring organization and date of X-ray in footnote. Verify name and address in telephone directory. Check "Verified" box. If unable to verify, give reason in a footnote. Enter the telephone number if available.
(a)	(b)	(c)	(d)	(e)	(f)	(g)	
1				<input type="checkbox"/> Dentist's office Times <input type="checkbox"/> Doctor's office Times <input type="checkbox"/> Hospital Times <input type="checkbox"/> Other (Specify) Times	Y N (g1, g2)	Name and title Address City State ZIP code <input type="checkbox"/> Verified Telephone No.	
2				<input type="checkbox"/> Dentist's office Times <input type="checkbox"/> Doctor's office Times <input type="checkbox"/> Hospital Times <input type="checkbox"/> Other (Specify) Times	Y N (g1, g2)	Name and title Address City State ZIP code <input type="checkbox"/> Verified Telephone No.	
3				<input type="checkbox"/> Dentist's office Times <input type="checkbox"/> Doctor's office Times <input type="checkbox"/> Hospital Times <input type="checkbox"/> Other (Specify) Times	Y N (g1, g2)	Name and title Address City State ZIP code <input type="checkbox"/> Verified Telephone No.	

Ask after completing Table R for all related persons with X-rays.
45. May we contact the (doctor, dentist, hospital, etc.) you have mentioned to obtain additional information about the X-rays? Signed Not signed (Enter reason)
(Present form for signature) Will you please sign this form?

<input type="checkbox"/> Dental <input type="checkbox"/> Other (Specify) _____ Part of body _____	39b.	<input type="checkbox"/> Dental <input type="checkbox"/> Other (Specify) _____ Part of body _____	<input type="checkbox"/> Dental <input type="checkbox"/> Other (Specify) _____ Part of body _____	39c.	<input type="checkbox"/> Dental <input type="checkbox"/> Other (Specify) _____ Part of body _____	<input type="checkbox"/> Dental <input type="checkbox"/> Other (Specify) _____ Part of body _____
<input type="checkbox"/> Chest <input type="checkbox"/> Other (Specify) _____ Part of body _____	40b.	<input type="checkbox"/> Chest <input type="checkbox"/> Other (Specify) _____ Part of body _____	<input type="checkbox"/> Chest <input type="checkbox"/> Other (Specify) _____ Part of body _____	40c.	<input type="checkbox"/> Chest <input type="checkbox"/> Other (Specify) _____ Part of body _____	<input type="checkbox"/> Chest <input type="checkbox"/> Other (Specify) _____ Part of body _____
Y N (NP) _____ Part of body _____	41a, c.	Y N (NP) _____ Part of body _____	Y N (NP) _____ Part of body _____	41b, d.	Y N (NP) _____ Part of body _____	Y N (NP) _____ Part of body _____
Y N (NP) _____ Part of body _____	42a, c.	Y N (NP) _____ Part of body _____	Y N (NP) _____ Part of body _____	42b, d.	Y N (NP) _____ Part of body _____	Y N (NP) _____ Part of body _____
<input type="checkbox"/> Treatment _____ Part of body _____	43b.	<input type="checkbox"/> Treatment _____ Part of body _____	<input type="checkbox"/> Treatment _____ Part of body _____	43c.	<input type="checkbox"/> Treatment _____ Part of body _____	<input type="checkbox"/> Treatment _____ Part of body _____
Feet _____ Height _____ Inches _____ Weight (Lbs.) _____	44.	Feet _____ Height _____ Inches _____ Weight (Lbs.) _____	Feet _____ Height _____ Inches _____ Weight (Lbs.) _____	44.	Feet _____ Height _____ Inches _____ Weight (Lbs.) _____	Feet _____ Height _____ Inches _____ Weight (Lbs.) _____

Table R - Continued

Use for additional name and address (g2)	DO NOT ASK FOR DENTAL X-RAYS			Line number
	What was this X-ray for - a checkup, an examination, or for a treatment? (h)	How many of these -- X-rays were for treatment? (i)	Ask for each person with 2 or more lines in Table R after all X-rays have been recorded for a person. DO NOT include dental X-rays in number of visits. (Net counting his dental X-rays) Altogether he had -- X-rays during the past 3 months. How many separate visits did he make to have these -- X-rays? (k)	
	<input type="checkbox"/> Checkup/Examination (k) <input type="checkbox"/> Treatment (k) <input type="checkbox"/> Both (i)	_____ Number	_____ Number of visits	
	<input type="checkbox"/> Checkup/Examination (k) <input type="checkbox"/> Treatment (k) <input type="checkbox"/> Both (i)	_____ Number	_____ Number of visits	
<input type="checkbox"/> Checkup/Examination (k) <input type="checkbox"/> Treatment (k) <input type="checkbox"/> Both (i)	_____ Number	_____ Number of visits	3	

Conditions reported for which questions 3a-3e need not be asked:

Acne	Hernia (all types)
Appendicitis	High blood pressure
Arteriosclerosis	Hypertension
Arthritis	Kidney stones
Athlete's foot	Laryngitis
Bronchitis (any kind)	Migraine headache
Bunions	Mumps
Bursitis	Phlebitis (Thrombophlebitis)
Calluses	Pneumonia
Chickenpox	Pregnancy
Cold	Sciatica
Corns	Sinus trouble (Sinusitis)
Croup	Strep (Streptococcus) throat
Diabetes	Tonsillitis
Epilepsy	Ulcer (duodenal, stomach, peptic or gastric only)
Gallstones	Warts
Goiter	Whooping cough
Hardening of the arteries	
Hay fever	
Hemorrhoids or piles	

C

CARD 5

Which of the following were reasons you decided to stop smoking cigarettes?

1. Wanted to prove to myself that I could stop smoking cigarettes.
2. Had an illness which I thought would be made worse by smoking cigarettes.
3. Although unaware of having any illness, I thought that to continue to smoke cigarettes would damage my health.
4. Thought that cigarette smoking was too expensive.
5. Concerned about the smell of smoke on my breath and clothing.
6. Doctor suggested that I stop smoking cigarettes.
7. Doctor said I had to stop smoking cigarettes.
8. A relative or friend urged me to stop smoking cigarettes.
9. Concerned about the stains on teeth and fingers caused by cigarette smoking.
10. Wanted to set a good example for others.
11. TV, radio, newspaper and magazine warnings about the dangers of cigarette smoking.
12. Found cigarette smoking no longer enjoyable.
13. Other reason. What was that reason?
Any other reason?

- Under \$1,000 (including loss) . . . Group A
- \$ 1,000 - \$ 1,999 Group B
- \$ 2,000 - \$ 2,999 Group C
- \$ 3,000 - \$ 3,999 Group C
- \$ 4,000 - \$ 4,999 Group E
- \$ 5,000 - \$ 5,999 Group F
- \$ 6,000 - \$ 6,999 Group G
- \$ 7,000 - \$ 9,999 Group H
- \$10,000 - \$14,999 Group I
- \$15,000 - \$24,999 Group J
- \$25,000 and over Group K

I
INCOME

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