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# HEALTH INTERVIEW SURVEY

# INTERVIEWER'S MANUAL

U.S. DEPARTMENT OF COMMERCE
Bureau of the Census
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TABLE OF CONTENTS

PART A

DESCRIPTION OF THE SURVEY AND PERSONS TO BE INTERVIEWED


| | | Page |
|---|---|---|
| CHAPTER 1. | DESCRIPTION OF THE SURVEY | A-1-1 |
| A. | Purpose of the National Health Survey | A-1-1 |
| 1. | General | A-1-1 |
| 2. | Examples of uses of the data | A-1-2 |
| a. | Helps give direction to health expenditures | A-1-2 |
| b. | Occurrence and severity of illness and disability | A-1-2 |
| c. | Control of accidents | A-1-3 |
| d. | Health of the aged | A-1-3 |
| e. | Health education and research | A-1-3 |
| f. | Health facilities—hospital care, rehabilitation, insurance, etc | A-1-3 |
| g. | Factors related to various diseases | A-1-4 |
| 3. | Who uses the data | A-1-4 |
| B. | Sponsorship of the survey | A-1-4 |
| 1. | The Health Interview Survey (NHS-HIS) | A-1-4 |
| 2. | The Health Examination Survey (NHS-HES) | A-1-4 |
| 3. | The Health Records Survey (NHS-HRS) | A-1-5 |
| C. | Design of the sample on which the Health Interview Survey is based | A-1-5 |
| 1. | Selection of sample PSU's | A-1-5 |
| 2. | Selection of sample segments and households | A-1-5 |
| 3. | The quarterly sample | A-1-5 |
| D. | Scope of the survey | A-1-6 |
| E. | Information accorded confidential treatment | A-1-6 |
| CHAPTER 2. | THE HOUSING UNIT AND WHOM TO INCLUDE IN THE SURVEY | A-2-1 |
| A. | The housing unit | A-2-1 |
| 1. | Many kinds of living quarters | A-2-1 |
| 2. | Examples of housing units and "other" units | A-2-1 |
| 3. | Household, defined | A-2-2 |
| 4. | Definition of a housing unit | A-2-2 |
| 5. | Direct access, defined | A-2-2 |
| 6. | Kitchen or cooking equipment, defined | A-2-3 |
| a. | Kitchen | A-2-3 |
| b. | Cooking equipment | A-2-3 |
| 7. | "Other" unit, defined | A-2-3 |
| B. | Rules for handling unusual situations | A-2-3 |
| 1. | Trailers, boats, tents and railroad cars | A-2-3 |

Page

2. Guests' and servants' quarters..... A-2-4
   a. Guest quarters..... A-2-4
   b. Servants' quarters..... A-2-4
3. Boarding house..... A-2-4
4. Rooming house..... A-2-5
5. Combination rooming and boarding house..... A-2-5
6. Hotels..... A-2-6
   a. Nontransient hotel..... A-2-6
   b. Transient hotel..... A-2-6
7. YMCA's and YWCA's..... A-2-6
8. Motels, tourist camps or courts, etc..... A-2-6
9. Vacation cabins..... A-2-7
   a. Five or more cabins under a single management.. A-2-7
   b. Cabin not in group of five under single management..... A-2-7

C. Rules for classifying living quarters in special dwelling places..... A-2-7
1. Armed Forces installations (excluding Armed Forces hospitals)..... A-2-7
2. Convents, monasteries and sisters', brothers' or priests' residences..... A-2-8
   a. Five or more rooms for sisters, brothers or priests..... A-2-8
   b. Four or fewer rooms for sisters, brothers or priests..... A-2-8
3. Facilities for housing students - quarters in schools for resident students, dormitories, sorority or fraternity houses..... A-2-8
4. Facilities for housing workers - bunkhouses, labor or logging camps, migratory workers' camps, etc.. A-2-8
   a. Bunkhouses and other barracks-type structures.. A-2-8
      (1) Quarters for five or more workers..... A-2-9
      (2) Quarters for four or fewer workers..... A-2-9
   b. Living quarters other than those in bunkhouses and barracks-type structures..... A-2-9
5. Flophouses and missions..... A-2-9
6. General hospitals including VA and Armed Forces hospitals, children's hospitals and maternity hospitals..... A-2-9
7. Nurses' homes or quarters..... A-2-9
8. Recreational and religious camps..... A-2-10
   a. Adults' (or family) recreational and religious camps..... A-2-10
   b. Children's recreational and religious camps.... A-2-10
9. Private residential clubs and tourist homes..... A-2-10
10. Nursing, convalescent and rest homes..... A-2-11
11. Specified institutions listed in Appendix A to Part A..... A-2-11
12. Special Note..... A-2-11
   a. "Staff" units..... A-2-11
   b. "Nonstaff" units..... A-2-11

Page

D. How to apply the housing unit definition at the time of interview..... A-2-12
1. Typical family group..... A-2-12
2. Additional household members - ask about separate quarters..... A-2-12
3. Five or more boarders or roomers..... A-2-12
4. Vacant living quarters..... A-2-12
E. Office assistance in difficult cases..... A-2-13
F. Whom to include in the survey..... A-2-13
1. General rules..... A-2-13
2. Usual place of residence defined..... A-2-13
3. Persons to be counted as household members..... A-2-14
4. Persons not to be counted as household members..... A-2-15
G. Rules for counting special classes of persons..... A-2-16

CHAPTER 3. THE SAMPLE UNITS TO BE INCLUDED IN THE SURVEY..... A-3-1

A. General..... A-3-1
1. Types of segments..... A-3-1
2. Use of front and tab of Segment Folder..... A-3-1
a. Determine week of interview..... A-3-1
b. Determine identification information for segment..... A-3-1
(1) PSU code and name..... A-3-1
(2) Grid reference..... A-3-2
(3) Place..... A-3-2
(4) Type of segment..... A-3-2
(5) Sample..... A-3-2
c. Section IV, Special Instructions and notes..... A-3-3
d. Other entries on the folder..... A-3-3
B. Area Segments..... A-3-3
1. Materials..... A-3-3
2. Segment Map..... A-3-3
3. Use of Segment List..... A-3-3
a. Heading items..... A-3-3
b. Segment boundaries or direction of travel..... A-3-4
c. Column 2, Street name or road..... A-3-4
d. Column 3, House number or side of road..... A-3-4
e. Column 4, Description or location..... A-3-4
f. Column 5, Sample designation..... A-3-5
g. Column 6, Serial number..... A-3-5
h. Column 7, Additions and deletions..... A-3-5
i. Column 8, "Year built"..... A-3-5
j. Remarks section..... A-3-5
4. List of Structures With No Living Quarters..... A-3-5
5. Use of Special Dwelling Listing Sheet..... A-3-5
C. Types of Area Segments..... A-3-5
1. TA Segments..... A-3-5
2. NTA Segments..... A-3-6

D. Use of maps to locate Area Segments..... A-3-6
1. Use of Grid Map..... A-3-6
2. Use of Segment Map..... A-3-6
a. Street Maps..... A-3-7
b. Other kinds of Segment Maps..... A-3-7
E. Procedures within the segment..... A-3-7
1. Procedure in TA Segments..... A-3-7
a. General instructions for checking listing of TA Segments..... A-3-8
b. Detailed instructions on checking listing in TA Segments..... A-3-8
(1) Determine precise boundaries of segment from Segment Map..... A-3-8
(2) Specific procedure in rural TA Segments.... A-3-9
(3) Specific procedure in urban segments..... A-3-9
(4) Structures which cross segment boundaries.. A-3-9
2. Procedure in NTA Segments..... A-3-9
F. Treatment of sample units..... A-3-10
1. Usually only one housing unit..... A-3-10
2. More than one housing unit..... A-3-10
3. Sample unit is combined with another unit..... A-3-10
G. Procedures for handling extra, merged or converted units..... A-3-11
1. "Extra" units..... A-3-11
a. If unit is in a TA Segment..... A-3-11
b. If unit is in an NTA Segment..... A-3-12
c. When structures identified in column 4 of Segment List become "extra"..... A-3-13
(1) Farm buildings..... A-3-13
(2) Does not include structures intended as living quarters..... A-3-14
d. If unit is in a B Segment..... A-3-14
2. Merged units..... A-3-14
a. Interviewing merged units..... A-3-15
b. Treatment of sample units found to be used as overflow living quarters..... A-3-15
c. When unit built <u>after</u> April 1, 1960 is part of a merged unit in a permit area..... A-3-16
3. Converted units..... A-3-16
H. Special dwelling places..... A-3-16
1. Places located in Area or LSDP Segments..... A-3-16
a. Special Dwelling Listing Sheet..... A-3-16
b. Sample units selected from a complete listing.. A-3-17
c. Sample units selected from a register..... A-3-17
d. New or missed special dwelling place..... A-3-17
2. Places located in B Segments..... A-3-17
3. Verify address, name and type of special dwelling place..... A-3-17

Page

4. Housing unit changed to entire special dwelling place..... A-3-18
5. More than one unit on Segment List found to be in special dwelling place..... A-3-18
6. Special Dwelling place discovered in answer to questionnaire items 13a, b or c..... A-3-19
7. Further instructions on special dwelling places.... A-3-19
8. Office assistance in difficult cases..... A-3-19

I. How to treat added units in TA Segments which have been subsampled..... A-3-19

J. How to treat TA Segment to be updated before conducting interviews..... A-3-20
1. Updating..... A-3-20
2. Determine units to be interviewed..... A-3-20
a. If fewer than 20 units..... A-3-20
b. If more than 20 units..... A-3-20
(1) If segment is in a permit area..... A-3-20
(2) If segment is in non-permit area..... A-3-21
c. How to subsample..... A-3-21
d. Example of subsampling..... A-3-21
e. Which units to interview after subsampling..... A-3-22
f. Report subsampled segments on Segment Folder... A-3-22

APPENDIX A TO PART A--CODES FOR TYPES OF SPECIAL DWELLING PLACES (ITEM 4 ON HOUSEHOLD PAGE)..... A-3-23

APPENDIX B TO PART A--SELECTING SAMPLE UNITS FROM A REGISTER IN A SPECIAL DWELLING PLACE..... A-3-27

A. Purpose of Appendix B..... A-3-27
1. When the Special Dwelling Worksheet is used..... A-3-27
a. In area and LSDP segments..... A-3-27
b. In B Segments..... A-3-27
2. Kinds of special dwelling place units..... A-3-28
a. Special dwelling places containing "staff" and "nonstaff" units..... A-3-28
(1) "Nonstaff" units, defined..... A-3-28
(2) "Staff" units, defined..... A-3-28
(3) Special case: Units in nurses' homes..... A-3-28
b. Special dwelling places containing only one kind of unit--"unclassified" units..... A-3-29
c. How to sample "staff" units..... A-3-29
3. Units to be selected..... A-3-29
4. Points to be noted in sampling from register..... A-3-30
a. Be sure register is current and identify units selected..... A-3-30
b. What to do if only one building of a special dwelling place is to be sampled..... A-3-30

Page


5. Identify adequately in column 3 of the Special Dwelling Worksheet each unit to be interviewed in current sample..... A-3-31
6. Actual number of sample units may be either larger or smaller than entry in item e in heading of the Special Dwelling Worksheet..... A-3-31
   a. If actual number is larger..... A-3-31
   b. If actual number is smaller..... A-3-32
   c. Enter in item e, the actual number of units found..... A-3-32
   d. When to count a bed as a separate unit..... A-3-33
   e. How to sample when a floor plan or diagram is used..... A-3-33
   f. Use of register of persons..... A-3-33
   g. Units added below red line on worksheet..... A-3-34
7. Use of partially filled questionnaires..... A-3-34

# PART D

## THE HEALTH QUESTIONNAIRE AND HOW TO CONDUCT THE INTERVIEW

Page

CHAPTER 1. INTRODUCTION ..... D-1-1

A. Description of materials ..... D-1-1
1. NHS-HIS-1 questionnaire ..... D-1-1
a. Purpose ..... D-1-1
b. Contents and layout ..... D-1-1
(1) Household page ..... D-1-1
(2) Illness probe pages ..... D-1-1
(3) Condition page ..... D-1-2
(4) Hospital page ..... D-1-2
(5) Doctor Visits page ..... D-1-2
(6) Person page ..... D-1-2
(7) Format ..... D-1-2
2. Flashcard booklet ..... D-1-6
3. Calendar card ..... D-1-6
4. Motor Vehicle Accident Supplement ..... D-1-6
B. Use of materials and interviewing sequence ..... D-1-6
1. Step 1 ..... D-1-7
2. Step 2 ..... D-1-7
3. Step 3 ..... D-1-7
4. Step 4 ..... D-1-8
5. Step 5 ..... D-1-8
6. Step 6 ..... D-1-8
7. Step 7 ..... D-1-8
C. General interviewing instructions ..... D-1-8
1. Symbols, type face and use of pronouns ..... D-1-8
a. Symbols used ..... D-1-8
(1) Use of three dots ..... D-1-8
(2) Use of two dashes ..... D-1-8
(3) Words in parentheses ..... D-1-9
b. Print type used ..... D-1-9
c. Use of pronouns ..... D-1-9
2. How to make entries ..... D-1-9
a. Washington Use areas, Heavy black lines ..... D-1-10
b. "Don't know" ..... D-1-11
c. Interval, range ..... D-1-11
d. Estimates ..... D-1-12
e. "None" entries ..... D-1-12
f. Corrections ..... D-1-12
3. More than one questionnaire ..... D-1-12
4. Footnotes and comments ..... D-1-13
5. Recording answers when received ..... D-1-14

Page

CHAPTER 2. HOUSEHOLD PAGE ..... D-2-1

A. General ..... D-2-1
B. Item 1, Number of books ..... D-2-1
C. Items 2-10, Identification ..... D-2-1
1. Item 2, Street address ..... D-2-1
2. Item 3, Determination of "year built" in Area Segment at time of interview ..... D-2-1
a. Identification of units for which "year built" is required ..... D-2-2
b. Procedures for determining "year built" ..... D-2-2
(1) When and how to ask item 3 ..... D-2-2
(a) Definition of "year built" ..... D-2-2
(b) Ask additional questions ..... D-2-2
(c) Structure built before April 1, 1960 ..... D-2-3
(d) Structure built after April 1, 1960 ..... D-2-3
(2) When not to inquire about "year built" ..... D-2-3
(a) New construction ..... D-2-3
(b) Units in special kinds of structures ..... D-2-3
(c) If "year built" not determined ..... D-2-4
(3) "Extra" units ..... D-2-4
3. Item 4, Special dwelling place ..... D-2-4
4. Items 5, 6a and 6b, PSU, Segment number and Segment type ..... D-2-4
5. Item 7, Serial number ..... D-2-4
6. Item 8, Sample ..... D-2-4
7. Item 9, Regional office number ..... D-2-5
8. Item 10, Identification code ..... D-2-5
D. When to complete items 11-19 ..... D-2-5
1. Item 11, Mailing address ..... D-2-5
2. Item 12, Type of living quarters ..... D-2-5
3. Item 13, Coverage questions ..... D-2-5
a. Which of items 13a-c to ask ..... D-2-5
b. If none of items 13a-c to be asked ..... D-2-5
c. How to ask items 13a-c for vacant units ..... D-2-5
4. Table X on the back of questionnaire ..... D-2-6
a. Column (1a) ..... D-2-6
b. Columns (1b) and (1c), B Segments only ..... D-2-6
c. Column (2) ..... D-2-6
d. Column (3) ..... D-2-6
e. Column (4) ..... D-2-7
f. Columns (5)-(7) ..... D-2-7
(1) Column (5) ..... D-2-7
(2) Column (6) ..... D-2-7
(3) Column (7) ..... D-2-7
g. Columns (8) and (9) ..... D-2-7
(1) Column (8) ..... D-2-7
(2) Column (9) ..... D-2-7

Page

h. Columns (10) and (11) (Apply in B Segment only)... D-2-7
(1) Column (10)... D-2-7
(2) Column (11)... D-2-8
i. Item E... D-2-8
5. Item L, Land usage... D-2-8
a. Item 14, Own, rent or rent free... D-2-8
(1) Own... D-2-8
(2) Rent... D-2-9
(3) Rent free... D-2-9
b. Items 15a and b... D-2-9
(1) General definition... D-2-9
(2) Definition of "place" for "Owned" or "Rent free"... D-2-10
(3) Definition of "place" for renters... D-2-10
(4) More than one unit on same "place"... D-2-10
(5) If "place" is definitely in built-up area... D-2-10
c. Item 15c, Sale of produce ($50 or more)... D-2-10
(1) Sales from this "place"... D-2-11
(2) Place... D-2-11
(3) More than one unit... D-2-11
(4) Special situation... D-2-11
d. Item 15d, Sale of produce ($250 or more)... D-2-11
(1) Follow same rules as for item 15c... D-2-11
6. Item 16, Telephone... D-2-12
7. Item 17, Motor vehicle accident check item... D-2-12
8. Item 18, For observed households... D-2-12
9. Item 19, Name and code of interviewer... D-2-12
E. Item 20, Noninterviews... D-2-12
1. Partially completed interviews... D-2-13
2. Type A noninterviews... D-2-13
a. Refusal... D-2-13
b. No one at home - repeated calls... D-2-13
c. Temporarily absent... D-2-14
d. Other Type A... D-2-14
3. Type B noninterviews... D-2-14
a. Vacant - nonseasonal... D-2-14
b. Vacant - seasonal... D-2-14
c. Usual residence elsewhere... D-2-14
d. Armed Forces... D-2-15
e. Other Type B... D-2-15
(1) Unit under construction... D-2-15
(2) Unit being created from conversion of former unit... D-2-15
(3) Vacant - migratory workers... D-2-15
(4) Temporary business or storage... D-2-15
(5) Vacant trailer space... D-2-15
(6) Units not yet started in Permit Segments... D-2-16

Page

4. Type C noninterviews ..... D-2-16
a. Demolished ..... D-2-16
b. In sample by mistake ..... D-2-16
c. Eliminated in subsample ..... D-2-16
d. Built after April 1, 1960 ..... D-2-16
e. Other Type C ..... D-2-16
(1) Nonexistent ..... D-2-16
(2) Unfit for human habitation ..... D-2-16
(3) Permanently converted to business or storage .. D-2-16
(4) Mergers ..... D-2-17
(5) Other ..... D-2-17
F. Item 21, Record of calls ..... D-2-17
1. Calls for entire household and for a person or family group not related to head ..... D-2-17
2. Return calls for individual respondents ..... D-2-18
3. Illustration of how to fill item 21 ..... D-2-18
G. Noninterview households ..... D-2-19
H. Extra questionnaires needed for a household ..... D-2-19

CHAPTER 3 - PROBE PAGES 2-11

SECTION I. PAGES 2 AND 3 - QUESTIONS ON PERSONAL CHARACTERISTICS AND RESTRICED ACTIVITY ..... D-3-1

A. Introduction ..... D-3-1
1. Eligible respondent: Who can answer the questions .... D-3-1
a. Eligible respondent for questions 1 and 2 ..... D-3-1
b. Eligible respondent for remaining part of questionnaire ..... D-3-1
(1) 17 or 18 year-olds ..... D-3-1
(2) "Related" defined ..... D-3-2
(3) Children ..... D-3-2
(4) Adults not related ..... D-3-2
c. Exceptions to eligible respondent rule ..... D-3-2
d. Return call may be necessary ..... D-3-3
2. Question 1, Names of household members ..... D-3-3
a. Members of the Armed Forces ..... D-3-4
(1) "Armed Forces" defined ..... D-3-4
(2) Armed Forces Reserve ..... D-3-4
b. Who are household members ..... D-3-5
c. Delete the name if not household member ..... D-3-5
d. Use additional questionnaire if more than six household members ..... D-3-7
e. Prescribed order of listing household ..... D-3-7
f. How to enter names ..... D-3-8
3. Question 2, Relationship to head of household ..... D-3-8
a. Head of household ..... D-3-8
(1) Head, defined ..... D-3-8
(2) If "Head" deleted ..... D-3-9
(3) Examples of relationship entries ..... D-3-9
(4) Persons unrelated to the head ..... D-3-9

Page

b. Persons in "special dwelling places," rooming houses, etc. ..... D-3-9
4. Separate questionnaires for nonrelated persons ..... D-3-9
5. Questions 3 and 4, How to ask the questions ..... D-3-10
a. Question 3, Age at last birthday, race and sex ..... D-3-10
(1) Race ..... D-3-10
(a) White ..... D-3-11
(b) Other ..... D-3-11
(c) Mixed parentage ..... D-3-11
(2) Sex ..... D-3-11
b. Question 4, Marital status ..... D-3-11
(1) Annulled marriages ..... D-3-12
(2) Separated persons ..... D-3-12
(3) Common-law marriages ..... D-3-12
6. Item C ..... D-3-12
a. Entering conditions in item CII ..... D-3-12
b. Source of condition ..... D-3-13
7. Item H, Whom to interview ..... D-3-13
B. Two-week reference period, defined: Questions 5-14 ..... D-3-14
1. Calendar card ..... D-3-15
C. Questions 5 and 6 ..... D-3-16
1. Question 5, Number of disability days ..... D-3-16
a. Order of asking question 5 ..... D-3-16
b. Introduction ..... D-3-16
c. Question 5a, Bed disability past two weeks ..... D-3-17
d. Question 5b, How many days in bed ..... D-3-17
(1) "Day in bed" defined ..... D-3-17
e. Question 5c, Days lost from work for persons 17 years of age or older ..... D-3-18
(1) Work, defined ..... D-3-18
(2) Work day, defined ..... D-3-18
(3) Disregard school days ..... D-3-19
f. Question 5d, Days lost from school for persons 6-16 years old ..... D-3-19
(1) School day, defined ..... D-3-19
(2) School vacation ..... D-3-19
(3) Disregard work days ..... D-3-19
g. Check for number of days reported in questions 5c and 5d ..... D-3-19
h. Question 5e, Number of work-loss or school-loss days in bed ..... D-3-20
(1) How to ask ..... D-3-20
i. Question 5f, Restricted activity past two weeks ..... D-3-20
(1) "Things he usually does" defined ..... D-3-21
(2) Illustrations ..... D-3-21
(3) Problem cases ..... D-3-22

Page

j. Question 5g, Number of cut-down days..... D-3-22
(1) Cut down for as much as a day, defined: Question 5g..... D-3-22
(2) Cut-down days during reference period..... D-3-23
2. Question 6, Condition(s) causing days recorded in question 5..... D-3-24
a. Order of asking question 6..... D-3-24

SECTION II. PAGES 4 AND 5 - QUESTIONS ON DENTAL VISITS AND TWO-WEEK HOSPITAL STAYS..... D-3-25

A. Questions 7 and 8, Dental visits..... D-3-25
1. Question 7, Two-week dental visits..... D-3-25
a. Dentist, defined..... D-3-26
2. Question 8, Purpose of dental visits..... D-3-26
B. Questions 9 and 10, Hospital stays in past two weeks..... D-3-27
1. Question 9, Two-week hospital stays..... D-3-27
a. Question 9a..... D-3-27
b. Question 9b..... D-3-27
c. Question 9c..... D-3-27
d. Record two-week hospital stays in item CI..... D-3-28
2. Question 10, Reason for two-week hospital stay..... D-3-28
a. Question 10a..... D-3-28
b. Question 10b..... D-3-28
c. Question 10c..... D-3-29
d. Where to go next..... D-3-29

SECTION III. PAGES 6 AND 7 - QUESTIONS 11 THROUGH 16 - DOCTOR VISITS AND DIGESTIVE CONDITIONS..... D-3-31

A. Questions 11-15, Doctor's visits..... D-3-31
1. Questions 11-13..... D-3-31
a. Doctor, defined..... D-3-31
b. Visit, defined..... D-3-31
c. Question 11..... D-3-32
(1) How to ask..... D-3-32
(2) How to record the answer..... D-3-32
d. Questions 12a-c..... D-3-32
(1) How to ask..... D-3-33
(a) Avoid duplicating visits already reported in question 11..... D-3-33
e. Question 12d, How many times..... D-3-33
f. Question 13, Telephone calls to or from a doctor for medical advice..... D-3-34
g. Make entry in "DV" box..... D-3-34
h. Question 14, When to ask and purpose..... D-3-36
(1) Question 14a..... D-3-36
(2) Question 14b..... D-3-36
(3) Question 14c..... D-3-36
(4) Question 14d..... D-3-36
(5) Questions 14e and f..... D-3-36
(a) Question 14e..... D-3-36
(b) Question 14f..... D-3-37

Page

i. Interviewer Check Item..... D-3-37
j. Question 15, Interval since last doctor visit..... D-3-37
B. Question 16, Condition list..... D-3-38
1. Layout of list..... D-3-38
2. Digestive condition, defined..... D-3-39
3. How to ask question 16..... D-3-39
a. Question 16a..... D-3-39
b. Probe questions 16b and c..... D-3-40
c. Conditions volunteered in question 16..... D-3-40
d. "Other" digestive condition..... D-3-41
e. If the respondent asks you to explain a condition. D-3-41
C. Where to go next..... D-3-41

SECTION IV. PAGES 8 AND 9 - MAJOR ACTIVITY AND LIMITATION OF THAT ACTIVITY..... D-3-43

A. Questions 17-25, Major activity and limitation of that activity..... D-3-43
1. Order of asking questions 17-25..... D-3-43
B. Questions 17 and 18, Main activity during past 12 months.. D-3-43
1. How to ask questions 17a-c, persons aged 17 years and over..... D-3-43
a. Main activity, defined..... D-3-44
(1) Working, defined..... D-3-44
(2) Keeping house, defined..... D-3-44
(3) Retired, defined..... D-3-44
(4) Going to school, defined..... D-3-45
(5) 17 + something else, defined..... D-3-45
(6) 6-16 something else, defined..... D-3-45
b. Past 12 months, defined..... D-3-45
c. More than one activity..... D-3-45
2. Questions 18a and b, for persons 6-16 years of age.... D-3-46
C. Question 19, Limitation of major activity for children 1-5 years of age..... D-3-46
1. Question 19a, Able to take part in ordinary play..... D-3-46
2. Question 19b, Limited in kind of play..... D-3-46
3. Question 19c, Limited in amount of play..... D-3-46
D. Question 20, Limitation of activity for children under one year of age..... D-3-46
1. Question 20a, Limited in any way..... D-3-46
2. Question 20b, Limited in what way..... D-3-47
E. Questions 21a-d, Retired or 17 + something else..... D-3-47
1. Question 21a, Health keeps from working..... D-3-47
2. Question 21b, Limited in kind of work..... D-3-47
3. Question 21c, Limited in amount of work..... D-3-47
4. Question 21d, Limitation in kind or amount of other activities..... D-3-47

Page


F. Question 22, Limited in amount or kind of work or housework ..... D-3-48
1. Question 22a, Able to work at all ..... D-3-48
2. How to ask question 22b ..... D-3-48
3. How to ask question 22c ..... D-3-49
4. Question 22d, Limited in other activities ..... D-3-49
G. Question 23 ..... D-3-49
H. Question 24, Limited to certain types of schools or kind of school activity ..... D-3-49
1. How to ask questions 24a and b ..... D-3-49
2. Limited to certain types of schools or in school attendance ..... D-3-50
3. Question 24c ..... D-3-50
I. Question 25, Condition causing limitation ..... D-3-50
1. How to ask questions 25a-c ..... D-3-50
a. When "Old age" is reported to question 25 ..... D-3-50
b. Limitations due to temporary conditions ..... D-3-51
2. Question 25d ..... D-3-51

SECTION V. PAGES 10 AND 11 - QUESTIONS ON HOSPITALIZATIONS AND MOTOR VEHICLE ACCIDENTS ..... D-3-53

A. Introduction ..... D-3-53
1. Order of asking questions on pages 10 and 11 ..... D-3-53
B. Questions 26-28 ..... D-3-54
1. Question 26, Hospitalizations since specified date ..... D-3-54
a. "Being in a hospital" defined ..... D-3-55
2. Question 27, Stays in "nursing homes, etc." ..... D-3-55
a. How to ask question 27 ..... D-3-55
(1) Special note on recording "number of times" in questions 26b and 27c ..... D-3-55
3. Question 28, Check on question 26 ..... D-3-56
a. Question 28a ..... D-3-56
b. Question 28b ..... D-3-56
c. Question 28c ..... D-3-56
d. Examples of question 28 ..... D-3-56
C. Questions 30-31, Motor vehicle questions ..... D-3-57
1. Purpose ..... D-3-57
2. Motor vehicle, defined ..... D-3-58
3. Order of asking question 30 ..... D-3-58
a. Question 30b ..... D-3-58
b. Question 30c ..... D-3-59
c. Question 30d ..... D-3-59
4. Questions 31a and b ..... D-3-59
D. Item R, Who responded ..... D-3-59
1. Adults ..... D-3-60
2. Children ..... D-3-60
3. "At home" but not interviewed ..... D-3-60
E. Where to go next ..... D-3-60

Page

CHAPTER 4. CONDITION PAGE ..... D-4-1

A. General procedure ..... D-4-1
1. Order of filling Condition page ..... D-4-1
2. Extra questionnaires needed for more than seven conditions ..... D-4-1

B. Detailed description of questions 1-3 of the Condition page ..... D-4-2
1. Item 1 ..... D-4-2
a. Person number ..... D-4-2
b. Name of condition ..... D-4-2
2. Question 2, "Doctor ever talked to" ..... D-4-2
a. "Doctor talked to" defined ..... D-4-2
b. Long term conditions ..... D-4-3
c. Temporary conditions ..... D-4-3
d. Type of doctor, defined ..... D-4-3
3. Interviewer check item ..... D-4-4
a. "Accident or injury" box ..... D-4-4
b. "Condition on Card C" box ..... D-4-4
(1) Conditions on Card C ..... D-4-4
c. "Neither" box ..... D-4-5
4. Questions 3a-e ..... D-4-5
a. Question 3a, Asking the question ..... D-4-5
(1) Other conditions: Doctor not talked to ..... D-4-6
(2) Recording adequate name or description of condition ..... D-4-6
(3) Card C condition reported in answer to 3a ..... D-4-6
b. Question 3b, Cause of condition ..... D-4-7
(1) Cause given previously ..... D-4-7
(2) How to record the answer to 3b ..... D-4-7
(3) If cause is an accident or injury ..... D-4-7
c. Question 3c, Kind of trouble ..... D-4-7
(1) When to ask question 3c ..... D-4-7
(2) Measles ..... D-4-8
(3) Cysts, tumors or other growths ..... D-4-8
d. Question 3d, How allergy or stroke affects person. D-4-8
e. Question 3e, Part of body affected ..... D-4-9
(1) Conditions for which question 3e must be asked D-4-9
(2) Detail needed in question 3e ..... D-4-10
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. D-4-10

C. Types of reporting problems ..... D-4-11
1. Dental conditions ..... D-4-11
2. Pregnancy and childbirth ..... D-4-11
3. Menstruation and menopause ..... D-4-12
4. Illness resulting from vaccination, immunization, etc. D-4-12
5. Mental illness ..... D-4-12

Page

6. Operations..... D-4-12
7. Reaction to drugs..... D-4-12
8. Illnesses occurring in past 12 months not now present. D-4-13
9. Caution about deciding two conditions are the same.... D-4-13
   a. Procedure for conditions which are reported to be the same..... D-4-13

D. Questions 4-8, Accidents and injuries..... D-4-14
1. When to fill questions 4-8..... D-4-14
   a. When to fill an additional Condition page..... D-4-15
   b. Definition of accidents and injuries..... D-4-15
      (1) Difference between "accidents" and "injuries". D-4-15
      (2) Injuries, defined..... D-4-15
         (a) Poisonings..... D-4-15
         (b) Continued exposure..... D-4-16
2. Question 4, When did the accident (or injury) occur?.. D-4-16
3. Question 5, Present effects..... D-4-17
   a. How to ask and record the answer..... D-4-17
   b. Question 5b..... D-4-18
      (1) Purpose of question 5b..... D-4-18
      (2) How to ask and record the answer to question 5b..... D-4-18
4. Question 6, Motor vehicle involved..... D-4-19
   a. Question 6a..... D-4-20
      (1) Motor vehicle, defined..... D-4-20
      (2) Involvement not restricted to collision..... D-4-20
   b. Question 6b, Number of motor vehicles involved.... D-4-20
   c. Question 6c, Was motor vehicle moving..... D-4-21
      (1) How to ask the question..... D-4-21
      (2) Moving, defined..... D-4-21
5. Question 7, Where did the accident happen..... D-4-21
   a. Home, defined..... D-4-21
      (1) At home (inside house)..... D-4-21
      (2) At home (adjacent premises).. ..... D-4-22
   b. Street and highway..... D-4-22
   c. Farm..... D-4-22
   d. Industrial place..... D-4-22
   e. School..... D-4-22
   f. Place of recreation and sports..... D-4-22
   g. Other..... D-4-23
6. Question 8, At work when accident happened..... D-4-23

E. Condition page, questions 9-25..... D-4-24
1. Question 9..... D-4-24
   a. Eye condition, defined..... D-4-24
2. Question 9a, When to ask..... D-4-24
   a. Ability to read newspaper print with glasses..... D-4-24
3. Questions 10-14, Restricted activity past two weeks... D-4-25
   a. Question 10..... ..... D-4-25
   b. "Things he usually does"defined; question 10a..... D-4-25
      (1) Illustrations..... D-4-26

Page

(2) In bed or in a hospital..... D-4-26
(3) Problem cases..... D-4-26
c. "Cut down for as much as a day" defined; question 10b..... D-4-26
d. Question 11, Days cut down in past two weeks..... D-4-27
e. Question 12, Bed days in past two weeks..... D-4-28
(1) "Day in bed" defined..... D-4-28
(2) Check entry..... D-4-28
4. Question 13, Days lost from school for persons 6-16 years of age..... D-4-28
a. "School day" defined..... D-4-29
b. School vacation..... D-4-29
c. Disregard work days..... D-4-29
5. Question 14, Days lost from work for persons 17 years of age or older..... D-4-29
a. When to ask..... D-4-29
b. How to ask for males and females..... D-4-29
c. "Work" defined..... D-4-30
d. "Work day" defined..... D-4-30
e. Disregard school days..... D-4-30
6. Check for number of days reported in questions 13 and 14..... D-4-30
7. Check between questions 11, 12, 13 and 14..... D-4-30
8. Differences between Restricted Activity days in probe question 5 and on the Condition page..... D-4-30
9. Questions 15 and 16, Onset of condition..... D-4-31
a. Question 15a, First noticed during past three months or before..... D-4-31
(1) "First noticed" defined..... D-4-31
(2) "Past 3 months" defined..... D-4-32
b. Question 15b, First noticed during past two weeks. D-4-32
c. Question 15c..... D-4-32
d. Question 16, First noticed during past 12 months or before..... D-4-32
10. Item AA, Interviewer instruction on when to continue with questions 17-25..... D-4-33
11. Interviewer Check Item..... D-4-33
12. Questions 17-25, Purpose and order of asking..... D-4-23
a. Question 17, What was done for this condition..... D-4-34
b. Question 18, How long before talking to a doctor.. D-4-34
c. Question 19, Do or take anything before seeing a doctor..... D-4-34
d. Question 20, Now take any medicine or treatment... D-4-35
(1) Question 20a..... D-4-35
(2) Question 20b, Recommended by doctor..... D-4-35
e. Question 21, EVER had surgery for condition..... D-4-35
f. Question 22, EVER hospitalized for condition..... D-4-35
g. Question 23, Number of doctor visits during the past 12 months..... D-4-35

Page


h. Questions 24 and 25 ..... D-4-36
(1) Question 24, Bed days during past 12 months... D-4-36
(a) Help the respondent to estimate..... D-4-36
(b) Check entry..... D-4-36
(2) Question 25a, How much condition bothers him.. D-4-36
(3) Question 25b, Bothered to what extent..... D-4-37
(4) Question 25c, Still have this condition..... D-4-37
(5) Question 25d, Condition cured or under control D-4-37
(6) Question 25e, How long person had this condition..... D-4-37
i. Where to go next..... D-4-37

CHAPTER 5. HOSPITAL PAGE..... D-5-1

A. Use of the Hospital page..... D-5-1
1. When to complete the Hospital pages..... D-5-1
2. General procedure for the Hospital page..... D-5-1
3. Use the appropriate word when asking the question..... D-5-3
B. Filling the Hospital page..... D-5-3
1. Item 1, Person number..... D-5-3
2. Question 2, Date entered hospital..... D-5-3
a. Caution regarding correct entry for year..... D-5-4
3. Question 3, Name and address of hospital..... D-5-5
a. Check local telephone directory..... D-5-5
4. Question 4, Number of nights in hospital, nursing home, etc..... D-5-6
a. Not overnight, delete..... D-5-6
b. Entire stay prior to reference period..... D-5-6
5. Question 5, Nights in past 12 months and 2 weeks; in hospital last Sunday night..... D-5-7
a. Question 5a, Number of nights in past 12 months... D-5-7
b. Question 5b, Nights in hospital, nursing home, etc., during last week or the week before..... D-5-7
c. Question 5c, Still there last Sunday night..... D-5-8
6. Question 6, Condition causing hospitalization or stay in nursing home, rest home or similar place..... D-5-8
a. Accidents or injuries..... D-5-9
b. Deliveries and births..... D-5-9
c. Check with question 24 of the appropriate Condition page..... D-5-9
7. Question 7..... D-5-10
8. Question 8a, Operations performed..... D-5-10
a. Surgical operation, defined..... D-5-10
b. How to report surgical operations..... D-5-11
c. Setting of fractures and dislocations and stitching of cuts and wounds..... D-5-11
9. Item T..... D-5-12
10. Questions 9-11, Convalescence period following hospitalization for persons 55 years old and over... D-5-12
a. Question 9a, Place of return following hospitalization..... D-5-12

Page

(1) Definition of "Home" ..... D-5-12
(2) Definition of "Some other place" ..... D-5-13
b. Question 9b, Kind of place ..... D-5-13
c. Question 10, Bed days following hospitalization ... D-5-13
d. Question 11, Period confined to house ..... D-5-14
C. Questions 12-19 ..... D-5-14
1. Question 12 ..... D-5-14
2. Question 13, Total amount of hospital bill ..... D-5-14
a. Hospital bill, defined ..... D-5-16
3. Question 14a, Health insurance paid any part of bill .. D-5-16
a. Definition of health insurance for questions 14 and 17 ..... D-5-16
(1) Types of inclusions ..... D-5-16
(2) Exclusions ..... D-5-17
(a) When and how to use above definition ..... D-5-18
b. Question 14b, Name of health insurance plan(s) .... D-5-18
(1) Record all information ..... D-5-18
c. Question 14c, Any other plans ..... D-5-18
d. Question 14d, Amount paid by each plan ..... D-5-18
e. Add amounts paid by health insurance ..... D-5-19
f. Enter amount paid by Medicare ..... D-5-19
4. Question 15, Who paid the remainder; amount paid ..... D-5-19
a. Question 15a, How to ask ..... D-5-20
(1) How to record answers ..... D-5-20
(2) Definitions of categories ..... D-5-20
b. Questions 15b and 15c ..... D-5-24
c. Question 15d ..... D-5-24
5. Interviewer Check Item above question 16 ..... D-5-25
6. Questions 16-18, Doctor's and surgeon's bills ..... D-5-25
a. Question 16a, Amount of the surgeon's (doctor's) bill ..... D-5-25
(1) Surgeon's bill, defined ..... D-5-25
(2) Doctor's bill, defined ..... D-5-26
(3) How to ask question 16a ..... D-5-26
b. Question 16b ..... D-5-27
c. Questions 17 and 18, Payment of surgeon's (doctor's) bill ..... D-5-27
7. Item 19 ..... D-5-27
8. Special note on frequent hospitalizations for the same person ..... D-5-28
9. Where to go next ..... D-5-28

CHAPTER 6. DOCTOR VISITS PAGE ..... D-6-1

A. General instructions ..... D-6-1
1. When to fill a Doctor Visits page ..... D-6-1
2. Details of two-week doctor visits ..... D-6-1
a. Item 1, Person number ..... D-6-1
b. Introductory statement ..... D-6-2
(1) Question 2a, Date of visit ..... D-6-2

Page


(2) Question 2b, Probe question for additional visits..... D-6-3
c. Questions 3-6, Order of asking..... D-6-3
(1) Question 3, Place of visit..... D-6-3
(2) Question 4, Amount of doctor's bill..... D-6-4
(a) Cost of visit, defined..... D-6-5
(3) Question 5, Kind of doctor..... D-6-6
(4) Question 6a, Purpose of visit..... D-6-7
(5) Question 6b, When and how to ask..... D-6-8
d. Checking the number of doctor visits sections with the number listed in item CI..... D-6-9
e. Two or more doctors seen on same visit..... D-6-9
f. Visit to doctor and laboratory on same visit..... D-6-9
g. Illness condition first reported on Doctor Visits page..... D-6-10
h. Where to proceed next..... D-6-10

CHAPTER 7. PERSON PAGES 40-43..... D-7-1

SECTION I. PAGES 40 AND 41..... D-7-1

A. Purpose of questions 32-38 on pages 40 and 41..... D-7-1
1. Definition of health insurance..... D-7-1
2. Types of plans..... D-7-1
B. Question 32, How to begin..... D-7-2
1. Question 32a, Hospitalization insurance..... D-7-2
a. "Insurance that pays hospital bills" defined..... D-7-2
2. Questions 32b and c..... D-7-2
3. Question 32d, Surgical insurance..... D-7-3
a. Insurance that pays the surgeon's bill, defined... D-7-3
b. Procedure, question 32d..... D-7-3
4. Questions 32e and f..... D-7-3
C. Order of asking questions 33-35..... D-7-3
1. Question 33, Medicare..... D-7-3
2. Question 34, Medicare card..... D-7-4
a. Can't locate..... D-7-5
b. Refused..... D-7-5
c. Other..... D-7-5
3. Question 35, Medicare coverage..... D-7-5
D. Item I..... D-7-5
1. Question 36..... D-7-5
E. Questions 37 and 38, How to ask..... D-7-5
1. Question 37, Education..... D-7-6
a. Make only one mark..... D-7-6
b. Regular school..... D-7-6
c. Nonregular school..... D-7-6
d. Junior high school..... D-7-7
e. Postgraduate schooling..... D-7-7
f. Other school systems..... D-7-7
g. No schooling..... D-7-7
h. Question 37b, Grade (year) finished..... D-7-7

Page

2. Question 38, Service in Armed Forces..... D-7-8
a. Questions 38a-d..... D-7-8
(1) "Armed Forces," defined..... D-7-8
(2) Armed Forces Reserve..... D-7-8
b. Questions about "War" service..... D-7-8
F. Where to go next..... D-7-9

SECTION II. PERSON PAGES 42 AND 43..... D-7-11

A. Purpose of Person pages 42 and 43..... D-7-11
1. How to complete questions 39-43..... D-7-11
B. Description of items and questions on Person pages 42 and 43..... D-7-11
1. Question 39, Work status in past 2 weeks..... D-7-11
a. Work defined..... D-7-12
b. Where to proceed next..... D-7-12
c. Question 39b, With a job or business..... D-7-12
(1) Job, defined..... D-7-12
(a) Seasonal job..... D-7-12
(b) Persons "On call"..... D-7-12
(2) Business, defined..... D-7-13
d. Question 39c, Looking for work or on layoff..... D-7-13
(1) How to record the answers..... D-7-13
(2) Looking for work, defined..... D-7-13
(3) Layoff, defined..... D-7-13
e. Question 39d, Which, looking or on layoff..... D-7-14
2. Question 40, Occupation, industry, class of worker.... D-7-14
a. Job or business to which question 40 applies..... D-7-14
b. Looking for work or on layoff or both..... D-7-14
c. Question 40a, Name of employer..... D-7-14
(1) Government..... D-7-15
(2) Self-employed..... D-7-15
d. Question 40b, Kind of business or industry..... D-7-15
(1) Description needed..... D-7-15
(2) Avoid use of the word "company"..... D-7-15
(3) Multiple activity businesses..... D-7-16
(4) Distinguish among manufacturing, wholesale retail and service..... D-7-16
(5) Manufacturers' sales offices..... D-7-17
(6) Government organization..... D-7-17
(7) Business in own home..... D-7-17
(8) Domestic and other private household workers.. D-7-18
(9) Examples of adequate entries for question 40b. D-7-18
e. Question 40c, Kind of work (occupation)..... D-7-20
(1) Detail needed..... D-7-21
(2) Other cautions..... D-7-21
(3) Examples of adequate entries for question 40c. D-7-22
f. Question 40d, Class of worker..... D-7-24
(1) "Private-paid," defined..... D-7-25
(2) "Government-Fed.," defined..... D-7-25

Page


(3) Caution..... D-7-25
(4) "Government-Other," defined..... D-7-26
(5) "Own," defined..... D-7-26
(6) "Non-paid," defined..... D-7-26
(7) "Never worked," defined..... D-7-27
(8) Special cases..... D-7-27
(a) Domestics and other odd job workers..... D-7-27
(b) Farm workers..... D-7-27
(c) Partnerships..... D-7-27
(d) Clergymen..... D-7-27
(e) Public utility employees..... D-7-28
(9) Check for inconsistencies..... D-7-28
3. Interviewer Check Item..... D-7-28
a. Part a, Not in labor force or under 17..... D-7-28
b. Part b, In labor force..... D-7-28
4. Question 41, Income loss..... D-7-28
a. Question 41a..... D-7-29
b. Question 41b..... D-7-29
c. Question 41c..... D-7-29
d. Question 41d..... D-7-30
e. Question 41e..... D-7-30
f. Question 41f..... D-7-30
g. Question 41g..... D-7-30
h. Question 41h..... D-7-30
5. Question 42, Family income..... D-7-30
a. How to ask question 42..... D-7-31
b. Income of all related members..... D-7-31
c. Income of unrelated persons..... D-7-31
d. Problem cases..... D-7-31
e. Approximation acceptable..... D-7-32
f. Reasons for obtaining income..... D-7-32
6. Question 43, Public assistance..... D-7-32
a. Question 43a..... D-7-32
b. Question 43b..... D-7-33
c. Question 43c..... D-7-33
d. Question 43d..... D-7-33
e. Where to go next..... D-7-33

CHAPTER 8. THE MOTOR VEHICLE ACCIDENT SUPPLEMENT..... D-8-1

A. When to fill a supplement..... D-8-1
B. Identifying information..... D-8-1
1. Number of books..... D-8-1
C. Order of asking questions 1-27..... D-8-2
1. Introduction and question 1..... D-8-3
2. Questions 2-4, How to ask..... D-8-4
a. Questions 2a-d, Type of injuries, if any..... D-8-4
b. Questions 3a-b, Doctor talked to..... D-8-5
c. Question 4, Disability..... D-8-5
(1) Questions 4a-b, Bed days..... D-8-6
(2) Question 4c, Cut-down days..... D-8-7
(3) Question 4d, Total cut-down days..... D-8-7

Page

(4) Question 4e, Days lost from school for persons 6-16 years of age..... D-8-7
(5) Question 4f, Days lost from work for persons 17 years of age or older..... D-8-8
(6) Question 4g, Condition causing cut-down days.. D-8-8
3. Questions 5a and b, "Was anyone injured?" "Did an ambulance come to the scene of the accident"..... D-8-8
4. Question 6-8..... D-8-9
a. Question 6..... D-8-9
b. Question 7..... D-8-9
c. Question 8..... D-8-11
5. Questions 9 and 10..... D-8-11
a. Question 9a, Number of motor vehicles involved.... D-8-11
6. Questions 11-14..... D-8-12
a. Question 11, Outside or inside motor vehicle..... D-8-12
(1) "Outside," defined..... D-8-12
(2) "Inside," defined..... D-8-13
(3) "Getting in or out," defined..... D-8-13
b. Question 12, On foot, bicycle or some other vehicle..... D-8-14
c. Question 13, Where sitting and use or availability of seat belts..... D-8-14
(1) Question 13a, Where sitting..... D-8-14
(2) Question 13b, Wearing seat belts..... D-8-14
(3) Question 13c, Availability of seat belts..... D-8-15
(4) Question 13d, Wearing shoulder strap or harness..... D-8-15
(5) Question 13e, Availability of a shoulder strap or harness..... D-8-15
d. Question 14, Wearing a helmet..... D-8-15
(1) "Motorcycle," defined..... D-8-15
7. Interviewer Check Box..... D-8-16
8. Questions 15-27..... D-8-16
9. Question 15..... D-8-16
a. Question 15a, Year and make of motor vehicle..... D-8-16
b. Question 15b, Type of motor vehicle..... D-8-16
c. Question 15c, Registration..... D-8-17
10. Question 16..... D-8-17
a. Question 16a, Moving..... D-8-17
b. Question 16b, Moving instant before..... D-8-17
c. Question 16c, Other vehicle moving..... D-8-18
d. Question 16d, Moving instant before..... D-8-18
11. Question 17a and b, Point of impact..... D-8-18
a. Question 17a..... D-8-18
b. Question 17b..... D-8-18
12. Question 18, Year, make and type of motor vehicle; registration..... D-8-18
13. Question 19, How accident happened (one vehicle)..... D-8-19

Page

14. Question 20 ..... D-8-19
    a. Questions 20a-c, Year, make, type of motor vehicle; registration ..... D-8-19
    b. Question 20d, Dollar amount of damage ..... D-8-19
15. Question 21, Purpose of the trip ..... D-8-20
16. Questions 22-27 ..... D-8-20
    a. Question 22, Where accident happened ..... D-8-20
        (1) Questions 22a and b, Road, shoulder or somewhere else ..... D-8-20
        (2) Question 22c, Intersection ..... D-8-21
        (3) Questions 22d-e, Type of traffic control, if any ..... D-8-22
    b. Question 23 ..... D-8-23
        (1) Question 23a, Daylight, dusk, dark or dawn ..... D-8-23
        (2) Question 23b, Time ..... D-8-23
    c. Question 24, Location of accident ..... D-8-23
    d. Question 25, Condition of road ..... D-8-23
    e. Question 26, Weather ..... D-8-23
    f. Question 27, Miles from home ..... D-8-23
        (1) "Home," defined ..... D-8-23
17. Where to go next ..... D-8-24

# PART E

## INTERVIEWING TECHNIQUES, QUALITY AND QUANTITY OF WORK AND ADMINISTRATIVE

Page

CHAPTER 1. THE INTERVIEW ..... E-1-1

A. Purpose of this chapter ..... E-1-1
B. How to begin the interview ..... E-1-1
1. Introduce yourself to the respondent ..... E-1-1
2. Ask the first question as soon as possible ..... E-1-1
a. Advance letter ..... E-1-2
3. If persons outside immediate family are present ..... E-1-2
4. Explaining the survey ..... E-1-2
a. Respondent questions purpose ..... E-1-3
b. Confusion with other Census work ..... E-1-3
c. Why this household ..... E-1-4
d. Respondent questions time required for interview ..... E-1-4
e. Refusals ..... E-1-4
C. Your own manner ..... E-1-4
D. How to ask the questions ..... E-1-5
1. Follow the order on the questionnaire ..... E-1-5
2. Information given out of turn or volunteered ..... E-1-5
3. Ask each question exactly as worded ..... E-1-6
a. Do not ask question when the answer has been provided earlier ..... E-1-6
4. Avoid influencing the respondent ..... E-1-7
5. Listen to the respondent ..... E-1-7
6. Repeat the question when necessary ..... E-1-8
7. Repeating the answer ..... E-1-8
8. Do not practice medicine ..... E-1-8
9. Pacing the interview ..... E-1-9
10. Flashcard Booklet, NHS-HIS-501 ..... E-1-9
E. Asking additional questions ..... E-1-9
1. When to ask additional questions ..... E-1-9
2. How to ask additional questions ..... E-1-10
F. Recording information correctly ..... E-1-11
1. General ..... E-1-11
2. Recording answers of "don't know" ..... E-1-12

G. Review of work ..... E-1-12
1. At close of interview ..... E-1-12
2. Prior to transmittal ..... E-1-13
H. Letter to be left at household after interview ..... E-1-13
I. Use of telephone ..... E-1-13

Page

CHAPTER 2. MAINTAINING BALANCE BETWEEN QUALITY AND QUANTITY OF WORK..... E-2-1

A. Introduction..... E-2-1
1. The group you are joining..... E-2-1
2. Rules to become a successful interviewer..... E-2-1
B. Importance of careful work..... E-2-2
1. Know your questionnaire..... E-2-2
2. Review completed questionnaires..... E-2-2
C. Plan each day's travel..... E-2-2
D. Getting enough successful interviews..... E-2-2
E. Plan your calls..... E-2-3
1. Concentrate on "Not home"..... E-2-3
F. Number of calls allowed..... E-2-3
G. Quality standards..... E-2-3
1. Some of your households will be reinterviewed..... E-2-3
2. Excessive Type A noninterviews..... E-2-4
3. Completion of work on time..... E-2-4
4. Editing reports..... E-2-4
5. Observation..... E-2-5
6. Group training..... E-2-5
7. Home study..... E-2-5
8. INTERviewer COMMunication (Referral Sheet)..... E-2-5
H. Production standards..... E-2-6

CHAPTER 3. ADMINISTRATIVE..... E-3-1

A. General information..... E-3-1
B. Hours of work..... E-3-1
C. Confidentiality of survey information..... E-3-1
1. Falsification of information..... E-3-1
2. Bureau of the Census Administrative Order..... E-3-1
D. Use of Forms 11-35 and 11-35A..... E-3-1
E. Transmittal of materials..... E-3-2
1. Late transmittal..... E-3-2
2. Packaging and mailing..... E-3-2

APPENDIX A TO PART E--CONFIDENTIAL NATURE OF INFORMATION COLLECTED IN NATIONAL HEALTH SURVEYS..... E-3-3

APPENDIX B TO PART E--DIAGNOSTIC ERROR CODES..... E-3-5

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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

Likewise, accidental injuries in the home and on the highways are extremely costly to society, and programs for effective control are still in their infancy. Statistics on the frequency of nonfatal as well as fatal accidents of various types help to shape accident prevention programs and measure their success.

d. Health of the aged

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

e. Health education and research

Governmental health programs have their counterparts in many of the national and local voluntary associations and organizations. These associations collect large sums, in the neighborhood of 250 million 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 the 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 (NHS-HIS)

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.

2. The Health Examination Survey (NHS-HES)

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 (NHS-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 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 nine households to be interviewed in each segment. Further details regarding the nature of the segment and selection and identification of the sample households are to be found in Part A, Chapter 2 and Part F of this Manual.

3. The quarterly sample

The entire group of households assigned for interviewing in any one quarter of the year is called a <u>sample</u>, since it represents a complete

sample of the population. Each sample is identified by the letter "B" plus a number; for example, B-43, B-44, etc. A segment will never be assigned for interviewing more than once in a 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 separte 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 arrangments 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) an entrance to the living quarters from a hall, lobby or vestibule used by the occupants of more than one unit.

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

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

6. Kitchen or cooking equipment, defined — The terms "kitchen" and "cooking equipment" are defined as follows:

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

   b. Cooking equipment — A unit has cooking equipment when it has either

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

      OR

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

7. "Other" unit, defined — "Other" units are quarters where the living arrangements are <u>not</u> 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 <u>not</u> 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. <u>Unoccupied</u> 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 living space in a boarding house constitutes a housing unit; classify each living arrangement, including the quarters for the proprieter 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 or 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 <u>five or more</u> 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 <u>not</u> in group of five under single management — A vacation cabin <u>not</u> in a group of five as defined above is classified as a "housing" unit. However, a vacation cabin used as overflow sleeping quarters for the main house is considered as part of the main house.

C. Rules for classifying living quarters in special dwelling places — In special dwelling places the rules for determining whether the living quarters constitute "housing" units or "other" units depend upon the type of special dwelling place and for whom the living quarters are intended. The rules for classifying living quarters in transient hotels, YMCA's and YWCA's, motels, tourist camps or courts and vacation cabins were discussed in paragraph B above. The following are the rules for classifying living quarters in the remaining types of special dwelling places.

1. Armed Forces installations (excluding Armed Forces hospitals) — In Armed Forces installations (excluding Armed Forces hospitals), each unit for civilians (including families of military personnel) should be classified as:

   <u>An "other" unit</u>, 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 <u>and</u> does not meet the housing unit definition.

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

| | |
|---|---|
| 2. Convents, monasteries and sisters', brothers' or priests' residences | The procedure for classifying the living quarters in convents, monasteries and sisters', brothers' or priests' residences depends upon the number of units in the place. |
| a. Five or more rooms for sisters, brothers or priests | If there are five or more rooms for sisters, brothers or priests, classify as:<br><br>An "other" unit--<br><br>(1) each unit for sisters, brothers or priests; and<br><br>(2) each unit for resident lay employees which does not meet the housing unit definition.<br><br>A "housing" unit--each unit for resident lay employees which meets the housing unit definition. |
| b. Four or fewer rooms for sisters, brothers or priests | If there are four or fewer rooms for sisters, brothers or priests and the residence is part of a school for resident students, hospital, orphanage or similar establishment, classify the units according to the rules for that particular place. If the convent, monastery, etc., is not part of an establishment, treat the entire place as one housing unit. |
| 3. Facilities for housing students - quarters in schools for resident students, dormitories, sorority or fraternity houses | In all facilities for housing students, classify as:<br><br>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.<br><br>A "housing" unit--each unit for resident employees which does meet the housing unit definition. |
| 4. Facilities for housing workers - bunkhouses, labor or logging camps, migratory workers' camps, etc. | The procedure for classifying the living quarters in facilities for housing workers depends upon the type of structure. |
| a. Bunkhouses and other barracks-type structures | The classification of living quarters in a bunkhouse or other barracks-type structure depends upon the number of workers the structure is entended to house. Note that living quarters occupied by a |

| | |
|---|---|
| | migrant family are considered as quarters for one worker regardless of the number of workers in the family. |
| (1) Quarters for five or more workers | If there are quarters for five or more workers, consider as an "other" unit each unit within the structure. A unit is the living space occupied by one person (or one family if migrant families are housed in the structure) such as bed, bunk or room. |
| (2) Quarters for four or fewer workers | If the structure contains quarters for four or fewer workers, classify the entire structure as an "other" unit. |
| b. Living quarters other than those in bunkhouses and barracks-type structures | If the living quarters are not in a bunkhouse or other barracks-type structure, classify as an "other" unit each unit which does <u>not</u> 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:<br>(a) each unit for persons except resident managerial staff and their families; and<br>(b) each unit for the resident managerial staff which does <u>not</u> meet the housing unit definition.<br>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 <u>not</u> meet the housing unit definition. (Note that nurses' quarters are always "other" units.) Also classify as "other" unit each unit for guests of patients.<br>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 dwelling places or other problem cases, call your office for assistance.

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

F. Whom to include in the survey

1. General rules

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

(a) Persons, whether present or temporarily absent, whose usual place of residence <u>at the time of the interview</u> 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 <u>most</u> 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) Domestic or other employees who live with the household and sleep in the sample unit.

(f) Boarders or roomers who regularly sleep in the sample unit.

(g) Person who are crew members of canal or river vessels that travel on inland waterways and crew members of vessels in coastwise, intercoastal or foreign trade (including the Great Lakes) that make trips of less than 24 hours duration.

(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 crew members of vessels but which are engaged in coastwise, intercoastal or foreign trade (including the Great Lakes) and which normally makes trips of more than 24 hours duration. Such persons are considered to reside on the vessel rather than at their homes.

(6) are members of the Armed Forces. 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 persons's usual place of residence. This is the home that the person occupies most of the time. Note that this is not necessarily the person's legal or voting residence.

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

Persons who work away from home: Some persons sleep most of the week 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. Instructions for B Segments are given in Part F of this Manual. B Segments have no specified segment boundaries.

Area Segments

These are segments for which addresses have been prelisted by you or another Census employee. 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 Segment Folder gives 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., 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 whatever map is available.

(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 6b on the questionnaires prepared by your office will be marked "A" (Area), "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 1967 is designated B-41 and July-September 1967, B-42. 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 (01-13). The numbers refer to interview week.

In the following illustration, the current interview week is within the period July-September 1967 which is designated Sample B-42.

Sample

| | | | | | |
|---|---|---|---|---|---|
| B-38 | B-42 | | | | |

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 this section.

d. Other entries on the folder

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

B. Area Segments

This chapter tells you how to identify sample units in Area Segments. 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 Segment 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 top or 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 7 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 F and G.

i. Column 8 "Year built" — Column 8 is completed only at the time of listing or updating the segment. A check 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.

C. 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 J, 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.

D. Use of maps to locate Area Segments

1. Use of Grid Map

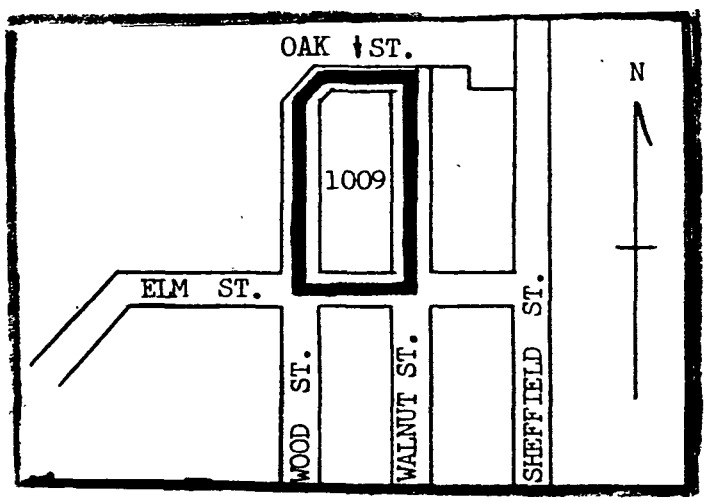
Use the Grid Map furnished with your assignment to find the general location of a segment. The Grid Map will cover a large enough area so that you can spot the general location of a segment in relation to major landmarks of the city or county.

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 have changed, in determining which structures are in the segment.

a. Street Maps — Some segments are outlined on Street Maps as illustrated below.

STREET MAP




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.

E. 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 <u>not</u> 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 J on page A-3-20.

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 G.1 on page A-3-11.

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 7/67. 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., 12-67) 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 Segments

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.

F. Treatment of sample units

Fill a questionnaire for each sample unit. Fill only the front of the questionnaire for any Type C noninterviews, e.g., demolished units, nonexistent units, etc., assigned to you for interviewing. At each 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 G.

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 erroneously listed as containing two units.

See instructions in Section G2 for treatment of units involved in a merger.

G. 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 bringing lists up-to-date at time of interview.

In NTA Segments, and "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 multi-unit 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, 12-67."

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."

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 7 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 2 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 I on page A-3-19.

b. If unit is in an NTA Segment

If the "extra" unit is in an NTA Segment, examine the Segment and Supplemental Lists to see whether it has already been listed. If it is listed, enter only the sheet and line number in column 1a of 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 7 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 2 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 and the Segment (or Supplemental) List sheet and line number of the first unit listed on the same property as the original sample unit. Also enter the item number (item 13a, b or c) through which the "extra" unit was discovered.

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 being occupied (or are now intended for use) as separate living quarters, you should pick them up as "extra" units and treat them as described above. On the other hand, if some people are now occupying these structures on the property of the sample unit but their quarters do not constitute separate living quarters, these persons should be considered as part of the household occupying the main sample unit. See Part A, Chapter 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 other structures on the farm property such as tenant houses, cabins, shacks or bunkhouses which, at the time of listing, were occupied or intended for occupancy as living quarters. Units of this type should have been listed separately. However, if they have not been listed separately and you pick them up as "extra" units, treat them as described above depending upon whether they are in TA or NTA Segments.

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) 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. 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).

(2) 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.

For B Segments, enter "M" in column 9 of the B Segment List for each unit involved in the merger. Also enter the date the merger is discovered in the remarks column on the line for the first listed unit involved in the merger.

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 noninterview--"Other-merger."

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

b. Treatment of sample units found to be used as overflow living quarters

If you find that a sample unit, such as a trailer or garage, is used only as overflow sleeping quarters for the main house, return it as Type C noninterview, "merged." It will be interviewed as part of the main house when the latter comes into sample.

Similarly, a sample unit found to be a guest house for a private home should be returned as Type C noninterview, "merged". It will be interviewed as part of the main house when the latter comes into sample.

However, a vacation trailer, never used as living quarters on the property with another unit, should be reported as Type C noninterview - "Vacation trailer, not living quarters on site." Similarly, a garage listed as a HU, but never intended or used as living quarters should not be reported as merged with another unit on the property. Consider it Type C noninterview "Never living quarters."

c. When unit built after April 1, 1960 is part of a merged unit in a permit area

In a TA or NTA Segment in a permit area (PA), if a current sample unit merges with a unit which was built after April 1, 1960, return the questionnaire for the current sample unit as Type C noninterview--"Other-merged with unit built after April 1, 1960."

NOTE: A listed unit which has been previously merged with a current sample unit (as indicated in column 7 on the listing sheet for a TA or 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.")

H. 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 2 on the questionnaire. The name of the place, type code, and description of the sample unit will be entered in item 4.

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

c. Sample units selected from a register

For a special dwelling place in which a register of units is available (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 4 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 I 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, convalescent or rest 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.)

I. 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 when interviewing Jone's household."

(2) If you discover a unit when updating the segment, add the unit to the Segment List and extend the subsampling pattern. 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.

J. 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 and fill a questionnaire for each 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 listed units is*: | Apply the following sampling instructions to the listed units*: | |
|---|---|---|
| | Start with and take the | and take every |
| 21-40 | 1st unit | 2nd |
| 41-60 | 2nd unit | 3rd |
| 61 and over | 3rd unit | 4th |

*Exlude 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, carrying the subsampling pattern over from the Segment List to the Special Dwelling Listing Sheet.

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

d. Example of subsampling

For example, suppose in a TA Segment (with no special 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.<br><br>For originally listed units which were eliminated in subsampling, return the assigned questionnaires as Type C non-interviews: "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 4 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 home 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 |

## 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 hospitals; children's hospitals; maternity hospitals.

b. Infirmary

71 ... Hotels, Transient-Type

72 ... YMCA, Transient-Type

73 ... YWCA, Transient-Type

74 ... YMHA, Transient-Type

75 ... Private Residential Clubs } Those that meet the special dwelling place definition

76 ... Tourist Homes } Those that meet the special dwelling place definition

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

| 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) |
| 93 ... | Schools with resident students and with predominantly nonsalaried faculty such as nuns or priests |
| 94 ... | Schools with resident students and operated primarily for religious training (other than those with predominantly nonsalaried faculty) such as Bible Institutes |
| | **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 Hotel (when instructed to treat as a special dwelling place)

91 ... Convents

92 ... Monasteries

93 ...
94 ... } See Facilities for Housing Students

# 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.

1. When the Special Dwelling Worksheet is used

a. In area and LSDP segments

You will use the Special Dwelling Worksheet to select sample units, at the time of interview, in special dwelling places which have a usable register of units. For these places, the lister noted that a usable register was available on the Special Dwelling Listing Sheet which she prepared for the place. She also entered on this form the number and kind of units to be sampled, as well as name, address and type of place. In addition, she entered the following information in the Remarks section:

(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 prepared the worksheet and inserted it in the Segment Folder. Use the worksheet to select the sample units (rooms, housing units, etc. or persons, as indicated).

b. 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 B40 and Section II is labeled B44, and you are interviewing for B44, use Section II to select the B44 units.

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

2. Kinds of special dwelling place units

There are three kinds of special dwelling place units - staff, nonstaff and unclassified. These are explained below.

a. 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 <u>not</u> included in the survey. Where you are to sample from a register a corresponding Special Dwelling Worksheet has been prepared.

(1) "Nonstaff" units, defined

"<u>Nonstaff</u>" 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. In rooms having sleeping accommodations for five or more nonstaff persons, each bed is a nonstaff unit.

As mentioned above, these units will <u>not</u> be listed, sampled or interviewed.

(2) "Staff" units, defined

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

(3) Special case: Units in nurses' homes

<u>Special case</u>: Nurses' homes are to be treated as a special case. According to the above definitions, units in nurses' homes would be "nonstaff" units, that is, the nurses are the persons for whom the

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

b. Special dwelling places containing only one kind of unit--"unclassified" units

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

c. How to sample "staff" units

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

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

3. 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

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

Red line →

4. Points to be noted in sampling from register

In sampling from a register, note the following points:

a. Be sure register is current and identify units selected

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

b. 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.

5. 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 designated for interview so that later you will be able to locate it.

6. 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 <u>above the red line</u> 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 B- 40 and the second column for B-44. Be sure to refer to the column for the proper sample.

a. If actual number is larger

If the actual number is <u>larger</u> 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 <u>below the red line</u>. Enter the number or location of these units in column 3 in the same manner as for units above the red line.

<u>Example</u>: 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

| | 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 |
| Red line → | 4 | 8 | Room 108 | 54 |
| | 5 | 10 | Room 110 | |
| | 6 | 12 | | |
| | 7 | 14 | | |
| | 8 | 16 | | |
| | 9 | 18 | | |
| | 10 | | | |
| | 11 | | | |

b. If actual number is smaller

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."

c. 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.

d. When to count a bed as a separate unit

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

e. 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.

f. 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.

g. Units added below red line on worksheet

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

Do not assign serial numbers to such units. On the questionnaires for these units, enter in item 7, the last name of the household head if the unit is occupied or "Vacant" if it is unoccupied.

The regional office will assign and enter serial numbers on the questionnaire.

7. 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 4 on the questionnaire. After you have selected the unit from the register, describe it in item 4 on the questionnaire.

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

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

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

NHS-HIS-100
July 1968

# 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 the method of recording answers.

A. Description of materials

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

1. NHS-HIS-1 questionnaire

a. Purpose

The NHS-HIS-1 is the basic document from which statistical tabulations are made in the Health Interview Survey. The tabulated answers from all of the sample households become the basis for statistical reports, studies and decisions about the health of the Nation.

b. Contents and layout

The NHS-HIS-1 questionnaire contains separate groups of pages. Each group covers a certain type 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 and living arrangements of the persons living in the sample household.

(2) Illness probe pages

Pages 2-11 are called "probe" pages because they contain questions which are designed to "pick up" disability, activity limitations, illness conditions, hospitalizations, doctor visits, motor vehicle accidents, etc. Later in the interview, the Condition page, Hospital page, Doctor Visits page, etc. are used to obtain more detailed information.

Pages 2 and 3 of the questionnaire contain probe questions about restricted activity and the conditionscausing this restriction. Dental and hospital visit questions are on pages 4 and 5. Pages 6 and 7 contain questions about doctor visits and digestive conditions. Pages 8 and 9

contain questions about activity limitations. Pages 10 and 11 contain questions about hospitalizations and motor vehicle accidents.

(3) Condition page — There are seven Condition pages in the questionnaire. These pages contain detailed questions about illnesses and injuries reported in response to the probe questions on pages 2-9 or elsewhere on the questionnaire.

(4) Hospital page — There are three Hospital pages in the questionnaire. These pages contain questions about hospitalizations recorded in the questionnaire.

(5) Doctor Visits page — There are two Doctor Visits pages, each with two sets of doctor visits questions. These questions are asked for visits or calls to a doctor within the past two weeks.

(6) Person page — There are two Person pages in the questionnaire. The Person pages have questions about health insurance, education, veteran status, work status, occupation and industry, work-loss insurance and income.

(7) Format — The probe pages (2-11) and the Person pages (40-43) are arranged in a seven column format. The questions to be asked the respondent appear on the left side of the page and 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.

See Illustration A on pages D-1-4 and D-1-5.

Blank

ILLUSTRATION A

PROBE PAGE 2

Questions appear on the left side

1a. What is the name of the head of this household? – Enter r
b. What are the names of all other persons who live here? –
c. I have listed (Read names.) Is there anyone else staying
d. Have I missed anyone who USUALLY lives here but is n
e. Do any of the people in this household have a home any
If any adult males listed, ask:
f. Are any of the persons in this household now on full-ti
active duty with the Armed Forces of the United States

2. How is –– related to –– (Head of household)?
3. How old was –– on his last birthday? – Enter Age an

C

I. Record the number of Hospitalizations, Doctor V

II. Record each condition in the person's column,

| No | 1a. | First name (1) | RACE 1 W 2 N 3 OT |
|---|---|---|---|
| | | Last name | SEX 1 M 2 F |
| o | | | |
| | 2. 3. | Relationship HEAD | AGE |

| H | DV | WL |
|---|---|---|
| ____ (NP) | ____ (NP) | ____ (5e) |
| ☐ None (NP) | ☐ None (NP) | ☐ None (5f) |

| Q. No | Condition |
|---|---|
| | |

If BOTH bed days AND work or school loss days,
e. On how many of these –– days lost from

f. (NOT COUNTING the day(s) { in bed / lost from work / lost from school }
Were there any (other) days during the past 2 weeks
he usually does because of his health?

g. (Again, not counting the day(s) { in bed / lost fro / lost fro }
How many days did he have to cut down fo

If 1+ days in Q. 5, ask 6; otherwise go to next person

6a. What condition caused –– to { stay in bed / miss work / miss school / cut down } dur

b. Did any other condition cause him to { stay in bed / miss work / miss school / cut down }

c. What condition?

| | |
|---|---|
| f. | ☐ Yes (5g) ☐ No (6) |
| g. | ____ days (6a) ☐ None (6) |
| 6a. | Enter condition in item C ask 6b |
| b. | ☐ Yes (6c) ☐ No (NP) |
| c. | Enter conditions in item C Reask 6b |

ILLUSTRATION A

PROBE PAGE 3

A column for Person 1 is on the opposite page--probe page 2, to the right of the probe questions.

One column is to be filled for each related person in the household.

| | | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1a. | First name (2) | RACE 1 W 2 N 3 OT | First name (3) | RACE 1 W 2 N 3 OT | CE W N OT | 1a. | First name (6) | RACE 1 W 2 N 3 OT | | | | | | | | | |
| | Last name | SEX 1 M 2 F | Last name | SEX 1 M 2 F | EX 1 M 2 F | | Last name | SEX 1 M 2 F | | | | | | | | | |
| 2. 3. | Relationship HEAD | AGE | Relationship HEAD | AG | AGE | 2. 3. | Relationship HEAD | AGE | | | | | | | | | |
| | H | DV | WL | H | DV | W | WL | | H | DV | WL | | | | | | |
| | ____ (NP) ☐ None (NP) | ____ (NP) ☐ None (NP) | ____ (5e) ☐ None (5f) | ____ (NP) ☐ None (NP) | ____ (NP) ☐ None (NP) | ☐ | ____ (5e) ☐ None (5f) | | ____ (NP) ☐ None (NP) | ____ (NP) ☐ None (NP) | ____ (5e) ☐ None (5f) | | | | | | |
| | Q. No. | Condition | | Q. No | Condition | | ition | | Q. No. | Condition | | | | | | | |
| | | | | | | | | | | | | | | | | | |
| f. | ☐ Yes (5g) ☐ No (6) | | ☐ Yes (5g) ☐ No (6) | | | f. | ☐ Yes (5g) ☐ No (6) | | | | | | | | | | |
| g. | ____ days (6a) ☐ None (6) | | ____ days (6a) ☐ None (6) | | | g. | ____ days (6a) ☐ None (6) | | | | | | | | | | |
| 6a. | Enter condition in item C ask 6b | | Enter condition ask 6b | | | 6a. | Enter condition in item C ask 6b | | | | | | | | | | |
| b. | ☐ Yes (6c) ☐ No (NP) | | ☐ Yes (6c) ☐ No (NP) | | | b. | ☐ Yes (6c) ☐ No (NP) | | | | | | | | | | |
| c. | Enter conditions in item C Recall 6b | | Enter condit Rec | | | c. | Enter conditions in item C Recall 6b | | | | | | | | | | |

2. Flashcard booklet

The Flashcard booklet is made up of a group of cards. Card C is a list of illness conditions for which questions 3a-e on the Condition page need not be asked. Card D is a list of illness conditions for which questions 17-25 on the Condition page must be completed. Card I is a list of income groups to be used when asking the income question (42). There are yearly calendars for 1966, 1967 and 1968. Another card contains a list of items to fill on the Household page for different types of noninterviews. The back cover is a motor vehicle accident flashcard to be used in filling the Motor Vehicle Accident Supplement. Some of these flashcards are shown to the respondent while others are used only by the interviewer.

3. Calendar card

A separate calendar card is furnished to you with each week's assignment. On this card, prior to the actual interviewing, outline in red, the two-week reference period. 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.

4. Motor Vehicle Accident Supplement

The Motor Vehicle Accident Supplement is filled for each motor vehicle accident reported in the probe pages (question 30). The supplement contains questions about the nature of the injuries suffered by household members, the way in which the accident occurred and other detailed questions about the accident.

B. Use of materials and interviewing sequence

The following is a summary of the steps in conducting a typical interview.

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

1. Step 1

(a) After arriving at the sample household, check the address of the sample unit in the Segment Folder to make sure that this address appears in item 2 of the questionnaire. Also, check item 3 to see if the "year built" question is to be asked.

(b) Proceed to question 1a on probe page 2 of the questionnaire. Then ask each of the ensuing questions in the proper order and record the answers in the appropriate column(s) of the questionnaire.

(c) Questions 7-10 on probe pages 4 and 5 are asked next. These questions cover dental visits and hospitalizations during the past two weeks.

(d) Probe pages 6 and 7 are completed next. On these pages we are interested in the number of doctor visits during the past two weeks and the conditions for which these doctor visits were made. There is also a list of digestive conditions which are asked of all family members.

(e) After completing pages 6 and 7, go to probe pages 8 and 9. These pages are used to record each person's activity status during the past 12 months and any limitation due to health reasons the person may have.

(f) Probe pages 10 and 11 contain questions covering hospitalizations and motor vehicle accidents during the past 12 months.

2. Step 2

After completing the probe pages, complete a separate Condition page for each condition listed in item CII. You must complete a page for all conditions for Person 1 first, then Person 2, and so on.

3. Step 3

After completing all required Condition pages, complete a Hospital page for each hospitalization indicated in item CI. Complete a Hospital page

for each hospitalization reported for the first person, then for each other person in the household in the order they appear on the questionnaire.

4. Step 4 — The doctor visits questions are asked next. Fill a doctor visits section for the first person with doctor visits reported in item CI, then for each other person in the order they appear.

A separate set of doctor visits questions should be filled for each reported doctor visit.

5 Step 5 — Pages 40-43 are Person pages and contain questions about personal characteristics such as health insurance, veteran status, education, work status and income.

6. Step 6 — The Household page is the last page of the questionnaire to be completed.

7. Step 7 — The Motor Vehicle Accident Supplement is filled, if required, after completing Person pages 42 and 43.

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 wherever they apply.

(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 alternative wordings of the question and are to be used when they are appropriate for a particular situation.

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 herself, use the pronouns "you," "your," etc; when asking about <u>other</u> members of the family, use the correct pronouns (i.e., "he" or "she") or use the name or relationship of the person involved.

If you are interviewing a person only for himself, substitute the word "you" 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. See illustration below.

**4a. Did the accident happen during the past 2 years or before that time?**
- [X] During past 2 years *(4b)*
- [ ] Before 2 years *(5a)*

**b. When did the accident happen? Enter month and year: Mark one box.**

| Month | Year |
|---|---|
| July | 1968 |

- [ ] Last week
- [ ] Week before
- [X] 2 weeks – 3 months
- [ ] 3-12 months
- [ ] 1-2 years

**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 |
|---|---|
| hand | lacerated and bruised |
| lower arm | broken |

**19. Before — talked to a doctor about his** ? Write in → aspirin and heat treatments

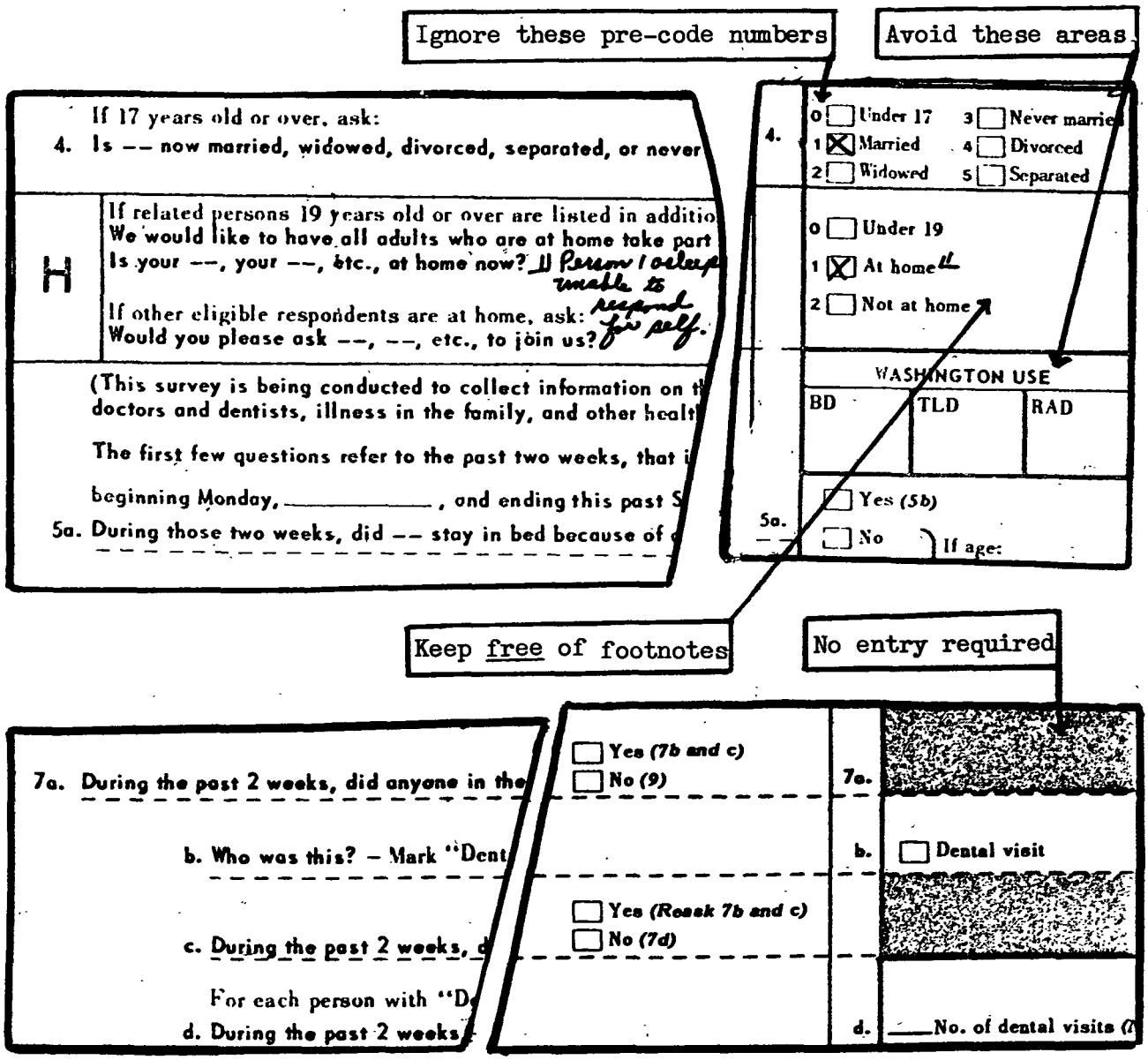
**20a. Does — NOW take any medicine or t**
1 [X] Yes 2 [ ] No *(21)*

**b. Was any of this medic**
1 [X] Yes 2 [ ] No

a. Washington Use areas, Heavy black lines

There are areas labelled "Washington Use" in the questionnaire. Make no entries in these areas as they are for the use of the processors. If a heavy black line appears around a check box or answer area, make any required entries in that area but avoid making any footnotes or comments in that area.

The shaded areas indicate no entry is required. The small pre-code numbers near some of the answer boxes are used by persons who will process the data. See illustration below:



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

| | |
|---|---|
| 2. Did -- ever at any time talk to a doctor about his . . .? | 1 ☐ Yes DK 2 ☐ No |

| | |
|---|---|
| b. Did -- finish the -- grade (year)? | |
| Ask for all males 17 years or over: | |
| 38a. Did -- ever serve in the Armed Forces of the Un | |
| b. Was any of his service during a war? | |
| c. Was any of his service between June | |
| d. Was any of his service after January | |

| | | |
|---|---|---|
| b. | ☐ Yes ☐ No | |
| 38a. | ☐ Female (NP) ☒ Yes (38b) ☐ No (NP) | |
| b. | ☐ Yes (NP) ☒ DK ☐ No | (38c) |
| c. | ☐ Yes (NP) ☒ DK ☐ No | (38d) |
| d. | ☐ Yes ☒ No ☐ DK | |

c. 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 all such cases, try as tactfully as possible to obtain a specific number, even if it is an estimate. However do not force the issue beyond 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 apace.

Example: In answer to question 23 on the Condition page the respondent says, "Oh, I'd say between 12 and 14 times"; your entry in question 23 would be:

| | |
|---|---|
| 23. During the past 12 months, about how many times has -- seen or talked to a doctor about his . . . ? | |
| | 12-14 Times 000 ☐ None |

d. Estimates — If the respondent gives an estimate, record "est." along with the answer, e.g., "est. 10" or "est. 20."

**24. About how many days during the past 12 months, has this condition kept him in bed all or most of the day?**

est. 20 Days 000 ☐ None

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

beginning Monday, _____, and ending this past Sunda

5a. During those two weeks, did —— stay in bed because of any il

b. During that two-week period, how many days did ——

5a. ☒ Yes (5b) ☐ No

b. None days

If age: 17+ (5c) 6 – 16 (5d) Under 6 (5f)

**23. During the past 12 months, about how many times has —— seen or talked to a doctor about his . . . ?**

____ Times 000 ☒ None

f. 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

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 three hospitalizations or four doctor visits.

(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 may the second questionnaire be used.

A separate questionnaire is completed for each unrelated household member or family group.

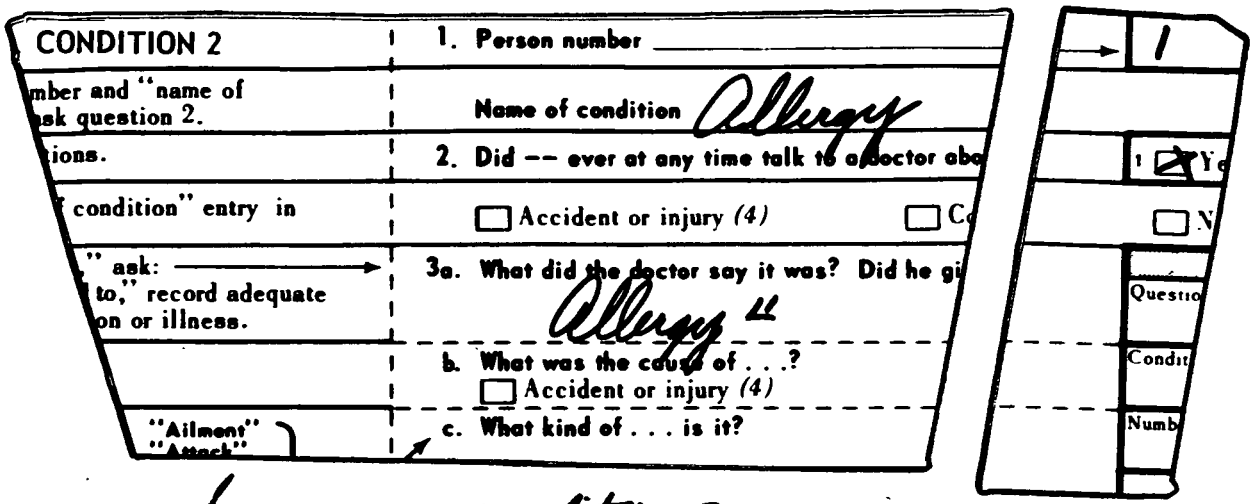
4. Footnotes and comments

Many times relevant and precise footnotes or comments are very helpful to the processors in coding various parts of the questionnaire or in solving problems which arise out of inconsistencies or omissions, estimates, etc. Insofar as it is possible, make footnotes or comments near the answer box containing the entry to which the explanation or comment applies, preferably on the same page.

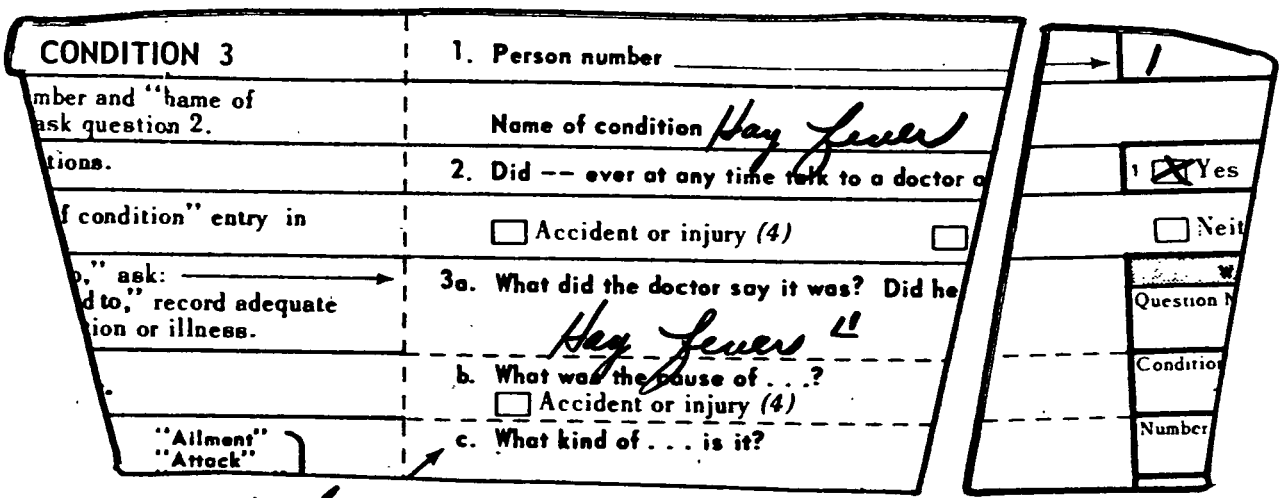
For all pages of the questionnaire, footnotes may be entered in the blank areas of the questionnaire but should be kept out of the areas inside the heavy black lines.

When it is necessary to footnote an explanation or comment, you must indicate to which entry that explanation or comment applies. This should be done 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 a footnote for condition 3, "Same as condition 2."




" Same as condition 3.




" Same as condition 2.

5. Recording answers when received

In the interest of accuracy, it is necessary to 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. It is necessary therefore, 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 twenty-one items, some of which are filled by the regional office prior to the interview; some by you during the interview; and some after the interview. The information obtained on the Household page gives a general picture of the characteristics of the sample unit.

B. Item 1, Number of books

If you use only one questionnaire for a household, fill this item to read,"Book 1 of 1 Books." If it is necessary to 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. The entries in item 1 are to be made after the interview is completed.

C. Items 2-10, Identification

Items 2, 4-10 and the instruction boxes in items 3, 13 and L will have been filled by the regional office when you receive your assignment.

1. Item 2, Street address

In some segments, the regional office will enter the sheet and line number where the unit is listed on the Segment List for a more complete description of the unit in those cases where it may be difficult to locate the unit.

2. Item 3, 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 constructed 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 new construction units found in certain Area Segments since they would have a chance of being selected for interview more than once. The "year built" check identifies the units to be deleted.

To identify these units, "year built" must be determined at the time of listing or interviewing.

The instructions for making the determination of "year built" at the time of interviewing are given below.

a. Identification of units for which "year built" is required

The office will mark the "Ask" box in item 3 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 3.

(1) When and how to ask item 3

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 long-term resident of the neighborhood, janitor or apartment house manager.

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 3, ask additional questions to determine whether the structure was built before or after April 1, 1960.

(c) Structure built before April 1, 1960 — If you determine that the structure was built before April 1, 1960, mark the "Before" box in item 3 and interview the sample unit(s) in the structure.

(d) Structure built after April 1, 1960 — If you determine that the structure was built after April 1, 1960, mark that box in item 3, ask item 13c (if required) and return the questionnaire as noninterview - Type C, "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 3.

(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 3. 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").<br><br>Do not determine "year built" for "extra" units in segments located in nonpermit areas. (These segments are identified with a stamp which says "Do not determine year built NPS" in Part IV C of the Segment Folder.) |
| 3. | Item 4, Special dwelling place | This item will be filled by your regional office if the name and type appears on the Segment List. In cases where you discover a special dwelling place, you should enter the special dwelling place name and type in those units which must be interviewed.<br><br>For those special dwelling places which you discover at the time of interview, the "type code" is 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. |
| 4. | Items 5, 6a and 6b, PSU, Segment number and Segment type | These items are filled in advance by the regional office from the tab of the Segment Folder. |
| 5. | Item 7, Serial number | This item will be 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.) |
| 6. | Item 8, Sample | This item, sample designation, is filled in advance by the regional office from the tab of the Segment Folder. |

7. Item 9, Regional office number — This item, the regional office code number, is filled in advance by the regional office.

8. Item 10, Identification code — This item is filled in advance from the tab of the Segment Folder.

D. When to complete items 11-19 — Complete items 11-19 at the end of the interview after completing any Motor Vehicle Accident Supplements required.

1. Item 11, Mailing address — In item 11, always ask: "What is your mailing address?" If the mailing address is the same as the street address given in item 2, mark the box entitled "Same as 2." Otherwise, enter the complete mailing address in the space provided in 11.

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 entering an "X" in the appropriate box(es) of item 13. Do not ask those items for which the "Ask" box is left blank.

b. If none of items 13a-c to be asked — Your office will enter an "X" in the "None" box 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 neighbor, janitor, apartment manager, 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," continue with the interview.

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 becomes 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 more 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 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.

a. Column (1a)

If the unit is already listed, enter its segment list sheet and line number in column (1a) and continue interviewing the original household. If the unit is <u>not</u> listed, follow the instructions in column (1a) for unlisted units.

b. Columns (1b) and (1c), B Segments only

In checking column (1b) or (1c) 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, enter an "X" in (1b) and continue Table X. If the "extra" unit is NOT within the specific sample address, enter an "X" in (1c) and discontinue filling Table X.

c. Column (2)

Enter the questionnaire item number by which the unit was discovered, for example, 13a.

d. Column (3)

The purpose of column (3) 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. Check "Yes" in column (3a) or "No" in (3b) 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 checking (3a), fill columns (2) and (3a) on the first line only.

e. Column (4) — Enter a specific description of each space you are inquiring about, for example, "2nd floor, left," "1st floor, rear," "basement."

f. Columns (5)-(7) — The questions in these columns will determine whether the space is separate living quarters.

(1) Column (5) — If the space recorded in column (4) is occupied, check column (5a) or (5b) as appropriate. Make no entry in (5a) and (5b) if the space is unoccupied.

(2) Column (6) — Mark column (6a) or (6b), as appropriate, for both occupied and vacant spaces.

(3) Column (7) — Ask the question in column (7) for both occupied and vacant spaces. If the space is vacant and has no direct access or cooking equipment, ask whether the last occupants had cooking equipment.

g. Columns (8) and (9) — Use these columns to classify the information recorded in columns (5)-(7) as follows:

(1) Column (8) — If the space is neither a "Housing unit" nor "Other unit," mark column (8). If occupied, add the the occupants to the questionnaire for the sample unit at which discovered. Complete a separate questionnaire for each unrelated person or family group.

(2) Column (9) — If the space qualifies as a separate unit, check column (9a) or (9b), as appropriate and fill a separate questionnaire for the unit.

h. Columns (10) and (11) (Apply in B Segment only) — These questions apply <u>only if the space is classified as a housing unit (9a) and is in a B Segment</u>.

(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.

i. 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, proceed with items 14 and 15. 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 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. Mark the box 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 <u>but continues to live on it</u>, 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 <u>for which they are paying rent</u>, 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 <u>he</u> 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, mark "No" for item 15a or b without asking the question. Also, mark the "No" box in item 15d.<br><br>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 record "Yes" or "No" as the case may be. It is not necessary to find out the precise amount, so long as the answer can be classified as $50 or more ("Yes") or less than $50 ("No"). Note that the question refers to <u>gross sales during the past 12 months</u>. If questions arise on the meaning of "sales for 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."<br><br>Do not include the value of products consumed on this "place." The products may have been sold at any time during the past 12 months. |
| (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 "Yes" in item 15a and "Yes" 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) | If the answer to item 15a or b is "No," ask item 15d and mark "Yes" or "No" as required. |
| (1) Follow same rules as for item 15c | In completing item 15d, follow the same instructions 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 must have been made for it to be classified as a farm.)<br><br>If the "place" is obviously a private home on a lot or an apartment, item 15d can be marked "No" without asking the question. |

6. Item 16, Telephone

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

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

7. Item 17, Motor vehicle accident check item

Fill item 17 for all completed interviews. After completing Person pages 42 and 43, review the entries for each person in question 30 on probe pages 10 and 11. If any motor vehicle accidents are recorded in question 30, enter in item 17 the number of Motor Vehicle Accident Supplements required; one for each separate motor vehicle accident reported.

8. Item 18, For observed households

Item 18 is for the name of the observer if the interview was observed. This item should be signed by the observer if "Yes" is marked in 18. However, if the observer forgets to sign his name after the interview or after reviewing the questionnaire, you (interviewer) should enter the observer's name in item 18 at the same time you sign your name in item 19.

9. Item 19, Name and code of interviewer

Sign your name in the space provided in item 19 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.

E. Item 20, Noninterviews

Item 20 is for recording any instance in which you are not able to obtain complete interviews for part or all of a household.

A completed interview is one in which 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 are uncertain as to what type of noninterview should be recorded, do not mark item 20. Sent an INTER-COMM, explaining the circumstances, with the questionnaire when you return it to your regional office.

1. Partially completed interviews

Cases where an interview has been obtained for one or more members of a household, but no interview has been obtained for one or more other members, are partial interviews and have nearly 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 space provided 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 interviews but for which no interview was obtained.

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

a. Refusal

Occasionally a respondent may refuse to be interviewed. When this is the case, mark the "Refusal" box in item 20. 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 even though there are people living there during the interview week.

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 will include 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 classifed as vacant, even if fully furnished and not for sale or rent. See paragraphs a nd 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 and 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 a 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 <u>after</u> 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) Non-existent | 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 <u>no longer considered living quarters</u> 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," merger 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.

F. Item 21, 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 the month and day, e.g., "Feb. 4." Do not use numerals for the month. For time, enter the time of day or night, e.g., "9:20 A.M.," "7:30 P.M.," etc. This time represents the time you make the call, not the time you complete the interview.

After you have completed an interview, enter the ending time in the space provided and 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.

2. Return calls for individual respondents

If it is necessary to make return calls to a household to complete interviews for individual respondents, record the calls by entering the person's number and the date and time the call was made for that person and the time the interview ended for that person. The date and time is to be recorded on the <u>first</u> Household page unless the return call was made to interview an <u>unrelated</u> household member.

If there are unrelated household members, the "X" mark used in item 21 to indicate a completed interview will be made on the questionnaire that was completed for the last unrelated person or group that was interviewed. See example below.

3. Illustration of how to fill item 21

Below is an illustration of how to fill item 21. 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.

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

| Item | | 1 | Com | 2 | Com. | 3 | Com. | 4 | Com. |
|---|---|---|---|---|---|---|---|---|---|
| | Date | July 5 | | July 5 | | | | | |
| | Beginning time | 10:30 A.M. | | 7:45 P.M. | | | | | |
| | Ending time | | | 8:30 P.M. | | | | | |

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

| | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| Person No. 5 | Date | July 5 | | July 6 | | July 7 | | | |
| | Beginning time | 8:30 P.M. | | 7:45 P.M. | | 8:10 P.M. | | | |
| | Ending time | | | | | 8:30 P.M. | X | | |
| Person | Date | | | | | | | | |

G. Noninterview households

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

| Type A | Type B | Type C |
|---|---|---|
| 2-15 | 2-13 | 2-11 |
| L | L | 19-21 |
| 19-21 | 15 | |
| | 19-21 | |

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

H. Extra questionnaires needed for a household

If more than one questionnaire is needed to complete the interview for a household, items 5, 6a, 6b and 7 should be completed on each additional questionnaire.

# CHAPTER 3

## PROBE PAGES 2-11

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

A. Introduction

Pages 2 and 3 of the questionnaire are for recording the names, ages and family relationship of the members of the household. They also cover questions on other personal characteristics, as well as a series of questions on restricted activity during the past two weeks.

The questions appear on the left side of page 2 and the answers are recorded in the appropriate spaces of the six numbered person columns on the right of page 2 and on page 3.

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 they are related to the head of the household. "Responsible" means anyone who is not mentally incompetent or too ill to be able to think clearly about the questions being asked. "Adult" means a person 19 years old or older or any person who has been married.

b. Eligible respondent for remaining part of questionnaire

The remaining questions on the questionnaire may be asked of the "eligible" respondent for all related persons in the household, both adults and children; but for the other related adults listed, only if they are not available at the time of the interview.

(1) 17 or 18 year-olds

Single persons 17 or 18 years old must 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, do not make any extra effort to have them participate.

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

(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 adult in the household. If an unrelated person is usually responsible for the child's care, that person may report for the child. Thus, if the respondent has a foster child or ward living in his home, he should answer the questions about the child.

(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. If adults not related to the head are not at home at the time of the original interview, a return call must be made to interview them.

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 even though, for the purpose of this survey, he himself is not listed as a household member.

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.

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. There is an asterisk above the "Yes" box for questions 1c-e. 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.

List each person named by the respondent in answer to questions 1a-d who is a household member.

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 on 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.

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

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

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, delete her also.

(1) "Armed Forces" defined

"Active duty in 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 <u>not</u> 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 <u>part</u> 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 <u>not</u> on "<u>full-time</u> 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?"

"Does you 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, living in a separate unit or is not a household member for any other reason (following the rules in Part A, Chapter 2), delete his name by drawing a large X in the column for that person, from question 1 through item C. Explain the reason for the deletion in a footnote unless he is in the Armed Forces, e.g., "Person 3 lives away at school."

In deleting a person, do <u>not</u> change the <u>person numbers</u> of other members of the household.

See illustration on following page.

| | | Yes* | No |
|---|---|---|---|
| 1a. What is the | umn. | | |
| b. What are the | who live here. | | |
| c. I have liste | as friends, relatives, or roomers? | ☐ | ☒ |
| d. Have I miss | me? | ☐ | ☒ |
| e. Do any of t | | ☐ | ☒ |
| If any adul | | | |
| f. Are any of | | | |
| active duty | ☒ Yes → Col(s) 1 (Delete) | ☐ No | |

* Apply household membership rules.

| | | | | | |
|---|---|---|---|---|---|
| 2. How is -- | | 2. | First name (1) John | RACE 1 W 2 N 3 OT | 1a. |
| 3. How old w | Sex | 3. | Last name Jones | SEX 1 M 2 F | |
| | | | Relationship HEAD | AGE | 2. 3. |

| | | H | DV | WL |
|---|---|---|---|---|
| C | I. Recon t from work when reported. | ___ (NP) ☐ None (NP) | ___ (NP) ☐ None (NP) | ___ (5e) ☐ None (5f) |

| | | Q. No | Condition |
|---|---|---|---|
| | II. Rec umber(s) where it was reported. // Person 3 lives away at school. | | |

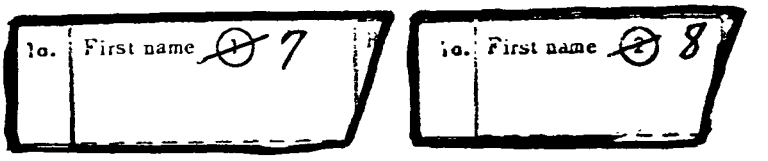
| | | | | |
|---|---|---|---|---|
| First name (3) Lally // | RACE 1 W 2 N 3 OT | 1a. |
| Last name — | SEX 1 M 2 F | |
| Relationship HEAD | AGE | 2. 3. |

| H | DV | WL |
|---|---|---|
| ___ (NP) ☐ None (NP) | ___ (NP) ☐ None (NP) | ___ (5e) ☐ None (5f) |

| Q. No | Condition |
|---|---|
| | |

d. Use additional questionnaire if more than six household members

All members of the household, regardless of whether they are related to the head, are to be listed on one questionnaire (or one set of questionnaires if there are more than six persons in a household). However, only questions 1 and 2 will be filled in the original questionnaire for unrelated household members. If there are 7-12 members in a household, list them on a second questionnaire and change the column numbers to "7," "8," etc., in the manner shown below. If there are more than 12 members in the household, use additional questionnaires in a similar manner.




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, they should be listed 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 will be transcribed to a separate questionnaire with each person entered in the same column as he was in the original questionnaire. See pages D-3-9 and 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) |
|---|---|---|---|---|
| John | Betty | Olive | Samuel | Thomas |
| Doe | ——— | Poe | ——— | Roe |
| Head | Wife | Daughter | Grandson | Roomer |

3. Question 2, Relationship to head of household

Enter the relationship of each person to the <u>head</u> 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.

As pointed out above, members of the Armed Forces are not covered by the survey even if they continue to live at home. Therefore, if a member of the Armed Forces is regarded as the head, list instead his wife (or other logical person) as the head.

(2) If "Head" deleted — If the person originally designated as the head of the household is deleted for any reason, designate another person as "Head" and change the relationships of 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 in the same column.

Do not change the column numbers (person numbers) when transcribing the names. For each questionnaire for unrelated persons, fill the identification items (PSU, Segment number and Serial number) and item 1 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 picked up 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 a specific purpose which is explained later in this chapter.

Ask or mark question 4 for each person before you fill item H.

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. 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, make the best estimate you can and footnote the fact that the age is estimated.

For babies under one year of age, enter "under 1" in the answer space.

(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.

(a) White — Report Mexicans, Puerto Ricans and other persons of Latin American descent as white unless they are definitely of Negro, Indian or other nonwhite race.

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

(c) Mixed parentage — For persons of mixed parentage:

(1) For mixtures of white and nonwhite races, report the race of the nonwhite parent.

(2) For mixtures of nonwhite races, report the race according to the race of the father.

Exception: A person of mixed Negro and Indian (or other nonwhite) race should be reported as Negro unless the non-Negro race predominates and the person is regarded in the community as of the other nonwhite race. In this case, mark the other nonwhite race.

(2) Sex — 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 "Und. 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 <u>married</u>, not separated.

(3) Common-law marriages — Consider persons with common-law marriages as married.

6. Item C

Item CI provides space where the number of hospitalizations "H," doctor visits "DV" and work-loss days "WL" can be recorded for each person. If no hospitalizations, doctor visits or work-loss days are reported, this information will also be indicated in item CI by entering an "X" in the appropriate check box.

Item CII is provided for recording all conditions requiring Condition pages along with identification of where these conditions were picked up. Thus, item CII serves as a summary of all conditions requiring Condition pages.

a. Entering conditions in item CII

The general rule is that all conditions reported are entered in item CII with the following exceptions:

(1) If a volunteered condition was not present during the past 12 months, do not enter it in item CII.

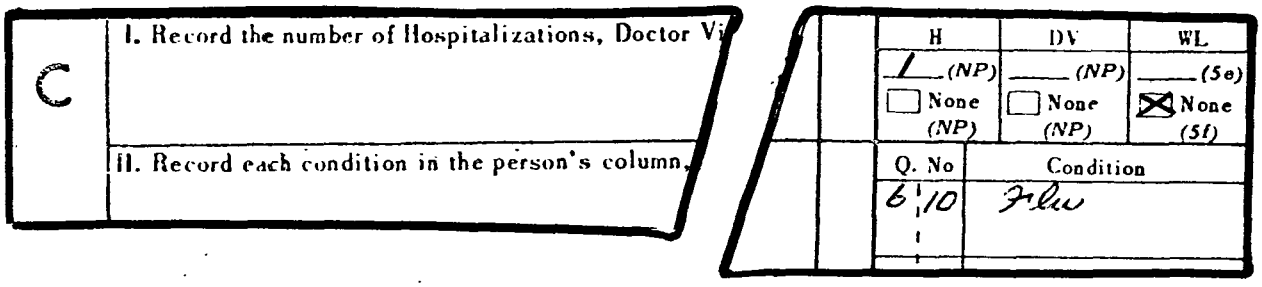
(2) A condition first reported on the Motor Vechicle Accident Supplement is not to be entered in item CII.

(3) A condition first reported on the Hospital page is not to be entered in item CII unless it is on Card D or there were nights in the hospital during the past two weeks.

Under certain circumstances, additional Condition pages are required for conditions reported on the Condition page. This is explained in the Condition page chapter.

b. Source of condition

If a condition is recorded in item CII for a particular person and is later reported a second time in answer to another question, do not record this condition again on another line of item CII. However, be sure to record the question number, the line letter or page type in which the condition was reported again. This entry should be made in an unfilled question number column in item CII to the right of the original question number entry. See the following illustration.




If a condition is reported during the asking of questions on pages 2-10, 40 or 42, record the number of the question (or in the case of question 16, the line letter) at which point the condition was 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 (or section) - DV

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

7. Item H, Whom to interview

Note the instruction in item H. Mark the "At home" or "Not at home" box for each adult on the basis of the respondent's answer. In the case of children, mark the "Under 19" box unless a person under 19 years of age is the respondent. In that case, mark the "At home" box.

If other eligible respondents are at home, ask: "Would you please ask - -, - -, etc., to join us?"

This procedure is a reminder to 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.

If "Not at home" is marked for a person who arrives later on in the interview, interview him also but do not change the original entry. This rule applies even though the person arrives in time to answer some of the probe questions.

In the case of unrelated persons (partners, roomers, etc.), this "At home" determination is not to be made until after completing the interview for all related members, since they will be interviewed at a separate time on a separate questionnaire.

B. Two-week reference period, defined: Questions 5-14

Different reference or recall periods are used for the various probe questions. The reference period for questions 5-14 on pages 2 through 7 is "the past two weeks."

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, July 2, 1968, "the past two weeks" would refer to the period beginning on Monday, June 17, 1968 through Sunday night, June 30, 1968. No illness, hospitalization or health-related event starting after June 30 (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.

1. Calendar card

In order to help the respondent identify the correct reference period for questions 5-14, hand him the special two-week reminder calendar (white card) with the dates of the two-week 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, in accordance with the following example.

Use a ruler or straight edge to mark off the two-week period on the calendar card. A sharp red pencil or a pen with red ink should be used. The combination of a straight edge and sharp pencil or pen makes a much neater job and one which is more presentable than a free-hand outline.

EXAMPLE OF WEEK 01 OF SAMPLE B-46

Red line ("The past two weeks")

Week 01 - B-46 (Interview week)

| | Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|---|---|---|---|---|---|---|---|
| JUNE | | | | | | | 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 | | | | | | |
| JULY | | 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 | | | |

In the rare cases in which the interview for an assignment week is delayed until the following 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.

At the close of the interview, take back the calendar so that it may be used in other households during the week's assignment.

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 restrict his usual activity and had to lose time from work or school. In addition to providing data on disability, the responses to these questions will also indicate if the following question (6), on cause of disability, should be asked.

a. 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.

b. Introduction

The introduction above question 5a is read aloud to the respondent to inform him of the purpose of the survey and some of the kinds of topics to be covered. This introduction also is designed to establish in the respondent's mind the reference period for probe questions 5-14, by first handing him the calendar card with the two-week reference marked in red and second by indicating orally the beginning and ending dates of the two-week reference period.

The regional office will have stamped the correct beginning and ending dates on the blank lines before mailing your assignment to you. If

additional questionnaires are needed for non-related household members or for "extra" units, you should be sure to enter the correct beginning and ending dates in the blanks before asking question 5. In those rare cases where an interview for an assignment week is delayed until the following week, change the stamp-in dates.

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.

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 persons is 17 +; or 5d, if the person is 6-16; or 5f, if the person is under 6 years of age.

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 the condition being inquired about. All or most of the day is defined as more than half of the daylight hours. Taking a nap on "general principles" should not be counted as a day in bed.

A "bed" may be a sofa, cot, mattress, etc. <u>if it is used as a bed</u>. 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, all hospital days or days as a patient in a sanitarium or nursing home are to be counted as bed days whether or not the patient was actaully 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

This question is for the purpose of finding out if the persons you are asking about lost time from work (during those two weeks) because of illness or injury. It is to be asked only if the individual is in the 17 + age group. Record the response in the appropriate space in that person's column.

After recording the answer in 5c, make the same entry in the "WL" box in item CI for that person. Thus, everyone 17 years old or older should have either the "None" box marked or an entry of number of days in the "WL" box. If the "None" box is checked, ask 5f as is 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 relative.

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

The alternate version of the question is used for females.

(2) Work day, defined

Count only the days when the whole work day was lost due to an illness or injury. If, however, the person works only part of a day and he loses that time, count this 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 the person was on vacation during this two-week period, mark the "None" box for question 5d and skip to question 5f.<br><br>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 appropraite person column and go to question 5e or f.<br><br>No entry is required in the "WL" box of item CI for persons under 17 years of age. |
| | (1) School day, defined | Count only the days when the whole school day was lost from school due to an illness or injury.<br><br>For example, a day when the person went to school at noon would not count as a day lost from school. However, if the person's regular school day is less than a whole day and that amount of time was lost from school on account of illness or injury, it would 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 bed days were reported in question 5b <u>and</u> either work-loss days or school-loss days were reported in question 5c or d.

The purpose of question 5e is to determine if any of the bed days and days lost from work or school are 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.

(1) How to ask

In asking question 5e, insert in the first set of dashes the number of work-loss days or school-loss days recroded in 5c or d, selecting the word within the parentheses that fits the situation. For example, assume that 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, you should say, "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

Question 5f is asked for each person, regardless of the entries in questions 5a-e. Question 5f has two 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.

In asking question 5f, use the appropriate words within the parenthetical phrase 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 his health?" If, for another example, 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 an days lost from work, were there any other days during the past two weeks that you had to cut down on the things you usually do because of your health?"

(1) "Things he usually does" defined

The things a person usually does are the person's "usual activity." For school children and most adults, "usual activity" 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 an entire day or 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.

(2) Illustrations

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

A person in school 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 because of a health reason.

(3) 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.

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

Question 5g is asked to determine the number of cut-down days if the "Yes" box is marked 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: Question 5g

Accept the respondent's answer to question 5g but if questions are raised as to the meaning of cut down for an entire 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 mean the things that the person would usually do on that day.

Restricted activity does not imply complete inactivity but it does imply only the minimum of the things a person usually does. A special nap for an hour after lunch does not constitute cutting down on usual activities for 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" for the day must have been restricted for the person, to have been caused to cut down on the things he usually does for an entire 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 activites" 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 question 6a and ask it if required.

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 CII 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 "Yes" is marked in 6b, ask question 6c and record the condition reported in item CII. Continue to reask 6b (and enter condition in item CII) until a "No" is received in 6b and go to the next person.

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. PAGES 4 AND 5
## QUESTIONS ON DENTAL VISITS AND TWO-WEEK HOSPITAL STAYS

A. Questions 7 and 8, Dental visits

Questions 7 and 8 are about visits to a dentist during the past two weeks. Questions 7a-d are asked as a block after completing questions 5 and 6 for all household members. After completing question 7, questions 8a-c, if required, will also be asked as a block.

Questions 7 and 8 are asked for two 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.

1. Question 7, Two-week Dental vists

Question 7a is a family style question and is asked once for a family. If "No," go to question 9 and leave the remaining parts of question 7 and question 8 blank.

Question 7b is asked if "Yes" is received to question 7a for the purpose of finding out which person in the household visited the dentist during the two-week reference period. Mark the "Dental visit" box in the appropriate column for each person having any dental visits 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. Once you get a "No" answer to 7c, go to 7d.

Question 7d is asked <u>only</u> for those persons who had a "Dental visit" reported during the past two weeks. It is asked to obtain the number of times the person visited 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.

Dental visits are not to be included in the number of doctor visits reported. Do not carry any dental visits reported in question 7d up to the "DV" box in item CI and do not complete a Doctor Visits page for them.

a. Dentist, defined

We do not define "dentist" since the term is readily understood in most cases. However, some respondents may not consider a "dental hygienist" as a dentist. If this is reported, it should be included as a "Dental visit" for question 7.

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. If the respondent reports an illness condition in 8a, enter that condition in 8a of the appropriate column and ask question 8b, using the word "other." Question 8b serves as a reminder to the respondent that you are interested in all conditions for which the person visited the dentist. If additional conditions are reported, also record them in question 8a. If no other conditions are reported in 8b, mark the "No other" box.

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 a condition is reported, record it in 8a and reask 8b, using the word "other." If the respondent says no "specific" condition was treated or discussed during the visit (i.e., "No" to 8b), mark the "No specific" box.

Question 8c is asked about each condition recorded in 8a for the purpose of determining whether or not to carry the condition up to item CII. If the answer to 8c is "Yes," mark the "Yes" box and carry that condition up to item CII; then

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

After asking question 8c, recording the answer and carrying any conditions which caused sickness during the past two weeks up to item CII, go to the next person who reported dental visits and ask questions 8a-c as appropriate.

B. Questions 9 and 10, Hospital stays in past two weeks

Questions 9 and 10 are asked to find out if anyone was a patient in a hospital during the past two weeks, and if so, the condition for which the person was in the hospital.

If you learn that this hospital visit did not include an overnight stay, it is not to be counted in question 9. (However, if the visit meets the definition of a doctor visit, it should be included in the number of doctor visits reported in questions 11-13.)

1. Question 9, Two-week hospital stays

Questions 9a-c are asked for the purpose of finding which persons in the family stayed in the hospital at any time during the two-week reference period.

a. Question 9a

Question 9a is asked family style. If the "No" box is marked, leave the remaining parts of question 9 and question 10 blank and go to question 11 on pages 6 and 7.

b. Question 9b

Question 9b is asked only if the "Yes" box in question 9a is marked. The answer to question 9b is indicated by marking the "In hospital" box in the answer columns for those persons who are reported as having been in a hospital during the past two weeks. If a person was not in the hospital during that period, leave question 9b blank in that person's answer space.

c. Question 9c

After asking question 9b and recording the answers, ask question 9c as a reminder to the respondent to report any other persons who were patients in a hospital during the past

two weeks. If the answer to question 9c is "Yes," reask question 9b and mark the "In hospital" box for each additional person who was in the hospital during the past two weeks, then reask question 9c. Repeat this process of asking 9b and 9c until you get a final "No" answer. In cases where the "Yes" box is marked in question 9c, the "No" box must also be marked indicating that you kept reasking questions 9b and c until you received a final "No" answer.

d. Record two-week hospital stays in item CI

Any two-week hospital stays must be recorded in the "H" box of item CI by entering the number lightly in that box. If additional hospitalizations are picked up while asking the hospital probe questions 26-28, these stays must include the number of two-week stays reported.

2. Question 10, Reason for two-week hospital stay

Questions 10a-c are asked as a block for each individual who reports a hospital stay (overnight or longer) during the past two weeks.

a. Question 10a

Question 10a is asked to find out for what condition the person was in the hospital during the past two weeks. If the person entered for tests, examinations or observation, the answer should reflect the reason for the observation or examination, any condition discovered at this time or the final diagnosis. If the final diagnosis indicated no condition was present, this should be footnoted but not carried to item CII.

Question 10a is asked only for those persons who were reported as having been in a hospital during the past two weeks, i.e., "In hospital" box checked in question 9b.

The answers to question 10a should be entered in item CII in the appropriate person's column. Also, be sure to record the question number (10) where the condition was picked up.

b. Question 10b

Question 10b serves as a reminder to the respondent about any other condition for which the person might have received treatment or advice while he was in the hospital.

If the hospitalization was for a delivery, carry this condition to item CII for the mother and ask question 10b. When asking question 10b for the baby, omit the word "other." If the answer is "No," do not make any entry in item CII for the baby. Footnote the fact the hospitalization was for birth.

c. Question 10c

If you receive a "Yes" answer to question 10b, ask 10c, "What condition?" if the respondent hasn't already given you that information. Record all conditions reported in this question in item CII.

If you receive a "No" answer to question 10b, ask question 10a for the next person who had a two-week hospital stay.

d. Where to go next

After asking question 10 for all persons who reported having been a patient in a hospital during the past two weeks, turn to probe pages 6 and 7 and ask question 11.

## SECTION III. PAGES 6 AND 7
## QUESTIONS 11 THROUGH 16 - DOCTOR VISITS AND DIGESTIVE CONDITIONS

A. Questions 11-15, Doctor's visits

Questions 11-15 ask about the following:

Visits or calls to or from doctors during the past two weeks (11-13).

The condition(s) for which a doctor was seen (14).

The length of time a doctor was last seen if no visits were reported in the past two weeks (15).

1. Questions 11-13

There are two purposes of questions 11-13. The first is to determine if the person had any medical attention from any medical doctors (M.D. or D.O.) during the past two weeks. The second purpose is to determine the number of visits and telephone calls the person made to a medical doctor during the past two weeks.

Ask question 11 separately for each person in the household, beginning with Person 1 and continuing with Person 2, etc. Next ask question 12 family style and question 13 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 (M.D.) and osteopathic physicians (D.O.). Include all visits to <u>medical</u> doctors regardless of whether they are general practitioners or specialists. Ophthalmologists have an M.D. degree and are counted as medical specialists.

Do <u>not</u> count dentists, optometrists or other practitioners (such as chiropractors) who do not have an M.D. degree as medical doctors.

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.

Also to be included as visits to a doctor are telephone calls to or from a doctor (except requests for appointments or inquiries about a bill) and visits to a doctor's office, a clinic, a medical center or the outpatient department of a hospital where a person goes for treatment or examination ordered by a doctor but where he may not literally see or talk to a doctor. (All these types of "visits" may be reported in question 11 but some of them are the kind people generally tend to forget, so questions 12 and 13 are designed specifically to remind the respondent about them.)

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

c. Question 11

Question 11 uses the term "medical doctor" rather than using just "doctor." The parenthetical statement, "Do not count the doctors he saw while he was in the hospital" should be read aloud after asking question 11 only for those persons that reported being an <u>inpatient</u> in the hospital during the past two weeks (an entry in the "H" box of item CI).

(1) How to ask

Ask question 11 using the parenthetical statement "(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 large households.

(2) How to record the answer

Enter the number of visits reported on the line provided for that purpose in the column of the person you are asking about.

If no doctor visits are reported for a person in question 11, mark the "None" box.

d. Questions 12a-c

Question 12 is an additional probe for doctor visits.

(1) How to ask — The wording of question 12a depends on the answer to question 11. If one or more visits have been reported in question 11, question 12a 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 11 for the head, you should ask question 12a as follows: "Besides your husband's three visits during that two-week period, have either you or your husband been to a doctor's office or clinic for shots, X-rays, tests or examinations?"

If no visits have been reported in question 11, ask question 12a without including the parenthetical phrase.

If the answer is "No," go to question 13.

If the answer is "Yes," ask question 12b and mark the "Doctor visit" box in that (each) person's column. Then ask question 12c. If "Yes," reask 12b and c and continue in this manner until you get a final "No" answer to question 12c. Once a "No" answer is received to question 12c, mark the "No" box alongside 12c and ask 12d for each person with the "Doctor visit" box marked in 12b.

(a) Avoid duplicating visits already reported in question 11 — If visits have already been reported in question 11, these same visits should not be entered again in question 12. However, be careful to include any additional visits which have not been previously reported in question 11.

e. Question 12d, How many times — Starting with the first person listed for whom the "Doctor visit" box has been marked in question 12b, ask question 12d and record the number of doctor visits that are reported, bearing in mind that any visits recorded in question 11 should not be recorded in question 12.

f. Question 13, Telephone calls to or from a doctor for medical advice

Question 13a is asked family style and is to be asked regardless of the answers to questions 11 and 12.

For this question, include telephone calls to or from the doctor or doctor's office which 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 13.

The procedure for asking questions 13a-d is the same as that for questions 12a-d.

g. Make entry in "DV" box

Review the entries in questions 11-13 for each person and complete the "DV" box in each person's column before going to question 14.

If you learn that any of the visits reported in questions 11 and 12 occurred while the person was an inpatient in the hospital, footnote the situation, explaining the number of visits occurring while an inpatient. For example, if the respondent states in answer to question 11 that she had five doctor visits in the past two weeks (three while she was in the hospital and two after she returned home), you would enter "5" in question 11 and write a footnote "1/Three visits while inpatient in hospital." Then enter "2" in item CI, "DV" box.

An inpatient in the hospital is defined as remaining overnight or longer.

It is not necessary to footnote visits to the hospital for outpatient care since they are included in the count for item C.

The following illustration will give an example of how to carry the visits reported in questions 11-13 ot item CI.

C

I. Record the number of Hospitalizations, Doctor Vis

II. Record each condition in the person's column,

| H | DV | WL | H | DV | WL |
|---|---|---|---|---|---|
| ___ (NP) ☐ None (NP) | 3 (NP) ☐ None (NP) | ___ (5e) ☐ None (5f) | ___ (NP) ☐ None (NP) | ___ (NP) ☒ None (NP) | ___ (5e) ☐ None (5f) |

| Q. No. | Condition | Q. No. | Condition |
|---|---|---|---|
| | | | |
| | | | |
| | | | |

11. During the past 2 weeks (the 2 weeks outlined in red on th
-- seen a medical doctor?
(Do not count the doctors he saw while he was in the hos

(Besides those visits)

12a. During that 2-week period has anyone in the family bee
clinic for shots, X-rays, tests, or examinations?

b. Who was this? – Mark "Doctor visit" b

c. Anyone else?

If "Doctor visit," ask:

d. How many times did -- visit the doc

13a. During that period, did anyone in the family get a
a doctor over the telephone?

b. Who was the phone call about? –

c. Any calls about anyone else?

If "Phone call," ask:

d. How many telephone calls were

| | | |
|---|---|---|
| 11. | ☐ None } (NP)<br>2 Number of visits | ☒ None } (NP)<br>___ Number of visits |
| | | |
| 12b. | ☒ Doctor visit | ☐ Doctor visit |
| | | |
| d. | 1 Number of visits (NP) | ___ Number of visits (NP) |
| | | |
| 13b. | ☐ Phone call | ☐ Phone call |
| | | |
| d. | ___ Number of calls (NP) | ___ Number of calls (NP) |

h. Question 14, When to ask and purpose

Question 14 is asked for each person reporting doctor visits in questions 11-13 to find out the specific conditions causing the visit.

(1) Question 14a

Ask question 14a and carry each condition reported up to item CII for that person after marking the "Condition" box. Then go to 14d. If in answer to question 14a, 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 14e. If the reason for the doctor visit(s) was for an examination or preventative care only, mark the "No condition" box in question 14a and ask 14b for that person.

(2) Question 14b

Question 14b is asked only if the "No condition" box in question 14a 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 "No" is received to 14b, mark the "No" box, leave questions 14c-f blank and go to the next person and ask question 14a, if required.

(3) Question 14c

Ask question 14c if "Yes" is received in 14b. Record the condition reported in answer to 14c in item CII in the appropriate person's column; then ask question 14d.

(4) Question 14d

Question 14d 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 14d, mark the "Yes" box and reask 14c and 14d until you get a "No" response to question 14d. Be sure to record all conditions reported in answer to 14c in item CII. Once you get a "No" response to question 14d, go to the next person and ask question 14a, if required.

(5) Questions 14e and f

Questions 14e and f are asked only if the "Pregnancy" box is marked in question 14a.

(a) Question 14e

The purpose of question 14e 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 carried up to item CII unless there are some

complications or illness conditions associated with it during the past two weeks. "Sick" means whatever the respondent thinks it means; we make no attempt to define it to her. If the response is "No," go to 14a for the next appropriate person.

(b) Question 14f — If the respondent reports some sickness during the past two weeks because of the pregnancy ("Yes" in 14e), ask question 14f and record the condition in item CII for that person; then ask, "Anything else?" If any other condition is mentioned, record it in item CII also, then go to the next person and ask 14a, if required.

i. Interviewer Check Item — After asking questions 14a-f, as appropriate, for each person reporting two-week doctor visits, you either mark one of the boxes in the Interviewer Check Item above question 15 or ask question 15 for each person.

If doctor visits were reported for a person in questions 11-13, mark the "Doctor visits in Q.'s 11-13" box in that person's column. If no doctor visits were reported for a person in questions 11-13 but that person was hospitalized during the past two weeks, mark the "2-week hospital stay and no doctor visits" box in that person's column. If doctor visits are reported for a person and he also had a hospital stay during the past two weeks, mark the box, "Doctor visits in Q.'s 11-13." After marking one of the two boxes, leave question 15 blank for that person and go to the Interviewer Check Item above question 15 for the next person.

j. Question 15, Interval since last doctor visit — If neither the "Doctor visits in Q.'s 11-13" box nor the "2-week hospital stay and no doctor visits" box were marked, ask question 15 for that person.

Record the answer in the person's column as follows:

<u>Past 2 weeks not reported</u>. 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

question 11-13 or forgets to report a visit that should have been reported there.) For these kind of cases, mark this box and reask the appropriate questions (11-13 and 14) for that person. Do not change the original negative entries in question 11-13 but record the number of doctor visits that were later reported in and answer space for these questions and correct the entry in the "DV" box in item CI. Also, record in item CII, the condition reported in answer to question 14.

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

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

Years (one or more). If the person has not seen or talked to a doctor for more than 12 months, enter the number of years that have passed since this person last saw or talked to a doctor on the last line of the answer space. Thus, if the person's last visit had been over 12 months ago, but less than two years ago, the entry would be "1 year." If the answer is in terms of an interval or range, enter both limits, e.g., "6 or 8 years ago" should be written as "6-8."

Never. Mark the "Never" box if a person has been reported to have never seen or talked to a medical doctor.

B. Question 16, Condition list

Question 16 is asked after asking question 15 for all appropriate persons in the household. The purpose of question 16, which contains a list of 24 digestive conditions, is to find out if anyone in the family had one or more of the digestive conditions listed in the past 12 months.

1. Layout of list

A shortened version of question 16a is printed several times in the list of digestive conditions as a reminder to you to reask the question between conditions F and G, M and N and T and U. By repeating the question, the respondent is reminded of the 12-month reference period and that the question applies to all family members.

2. Digestive condition, defined

A digestive condition is any condition listed in probe question 16.

3. How to ask question 16

Question 16 is asked family style, i.e., for all related members of the household at once. Begin by reading the introduction, "Now I'm going to read a list of conditions." This is read before asking question 16a the first time.

When interviewing in Spanish speaking households, a list of the digestive conditions in question 16 is available. It should be used as follows:

(a) When you come to question 16, hand the list to the respondent. The instructions appear on the sheet which tell the respondent to check "Yes" or "No" for each condition listed. If anyone in the family had a condition during the past 12 months, the "Yes" column should be checked for that condition.

(b) After the respondent has marked each condition "Yes" or "No," review the list. If any conditions is marked "Yes," ask questions 16b and c, as appropriate, and record any condition reported in question 16 in item CII of the questionnaire.

(c) This sheet must be enclosed in the questionnaire when it is handed in with the completed assignment. Be sure to enter the identification information in the upper left hand corner. (PSU, Segment number, Serial number and Sample)

a. Question 16a

After reading question 16a, "During the past 12 months, has anyone in the family (you, your - -, etc.) had any of the following conditions"; read each condition as listed. When reading question 16a the first time, insert the names or relationships of all related household members in the parentheses in place of you, your - -, etc. This is a reminder to the respondent that all family members are to be included.

After reading a condition, mark the "Yes" or "No" column to the right of that condition according

to the response given. If the respondent reports that someone in the family had the condition, mark the "Yes" column and ask probe questions b and c. Continue to ask b and c until a "No" answer is obtained to question c, then check the "No" box. Therefore, for each condition listed, you will have either only the "No" box marked or both the "Yes" and "No" boxes marked but never the "Yes" box alone.

b. Probe questions 16b and c

Probe questions 16b and c are printed below question 16a on page 6. They are to be asked whenever you get a "Yes" or any condition reported in response to one of the conditions in 16a.

Record each condition in the appropriate person's column in item CII. If the respondent says "Yes" in response to one of the specific conditions in 16a, record the name of the specific condition as listed in 16a. If, however, the respondent reports the name of the condition in his own words, enter his name for the condition in CII. Paragraph d below explains how to record responses to one of the general condition categories listed in 16a.

In any case, enter only the line letter of the condition (i.e. "H") rather than both the question number and the line letter.

Questions 16b and c are not asked in a one-person household. However, you still need to mark the "No" box.

c. Conditions volunteered in question 16

If, when reading one of the specific conditions listed in question 16, some different condition is volunteered, do not mark the "Yes" box alonside that digestive condition. Mark the "No" box but record the name of the volunteered condition in item CII and the letter of the line where it was picked up, e.g., "F arthritis" or "D yellow jaundice." All conditions reported or volunteered in question 16 are to be recorded in item CII if they were present during the past 12 months.

Do not consider the condition volunteered just because the respondent reports it slightly different than it is listed in question 16a,

e.g., if in response to condition K, "Ulcer," he says "Gastric ulcer," mark the "Yes" box and record "gastric ulcer" in CII.

d. "Other" digestive condition

The entry on line B is not a specific condition but is a probe question designed to pick up any other gallbladder trouble besides gallstones. Conditions H, J, M, P, V, W and Y are also designed to pick up other (general) digestive conditions which are not included in the specific conditions printed in the list. If a specific condition is reported in response to one of these general categories, mark the "Yes" box and record the response in item CII. If, however, the respondent just says "Yes" to one of the general categories without reporting a specific condition, mark "Yes" and record the name of the general category (in abbreviated form) (e.g., "stomach trouble") in item CII.

e. If the respondent asks you to explain a condition

If in reading the condition list in question 16, the respondent asks, "What is that?" say something like the following: "It's a condition of the digestive system." In most cases this will satisfy the respondent.

C. Where to go next

After asking questions 11-16 for all household members, turn to probe pages 8 and 9 and ask the questions on major activity and activity limitations.

## SECTION IV. PAGES 8 AND 9
## MAJOR ACTIVITY AND LIMITATION OF THAT ACTIVITY

A. Questions 17-25, Major activity and limitation of that activity

Questions 17-25 are asked to determine a person's major activity and further to determine if he is limited because of illness or impairment in performing that activity. If he is limited, you will also obtain the condition which causes his limitation. Questions 17-25, as appropriate, are asked as a block for each person.

1. Order of asking questions 17-25

As a guide to the proper order of asking questions 17-25, instructions have been printed in the left hand margin and to the right of each answer space indicating where to go next.

The instructions in the left margin indicate which question to ask first, depending on the person's age. The question number or instructions in parentheses by the answer boxes indicate the next question you should ask if you mark that answer box.

All persons 17 years or older will be asked question 17a first; all persons 6-16 years of age will be asked question 18a first; all persons 1-5 will first be asked question 19a; and for all persons under one year of age, question 20a will be asked first. Then depending upon the answer to these questions, the particular skip pattern will be determined as indicated in the answer space.

B. 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. The phrase, "most of the past 12 months" should be emphasized to remind the respondent we are referring to the entire year, not just to the present time.

1. How to ask questions 17a-c, persons aged 17 years and over

In asking questions about males, ask question 17a as follows: "What was - - doing most of the past 12 months (pause and continue) working or doing something else?" Thus, ask the two parts of the question in succession without waiting for a reply to the first part. The manner of asking the questions is similar for females but use the alternate wording. Thus, men are not to be asked if they were keeping house.

However, if the respondent says a man was keeping house most of the past 12 months, mark the box "Keeping house."

If the answer to this question fits any of the appropriate boxes, "Working," "Keeping house," "Retired" or "Going to school," mark that box and go to the next appropriate question for that person, as indicated.

If the answer is "Something else," ask question 17b. If the answer to 17b corresponds to one of the first four check boxes, mark the appropriate box and go to the question indicated in parentheses. If the person is aged 17-44 and the answer to 17b does not correspond to one of the first four check boxes, mark the "17 + something else" box and go to question 21.

If the person is 45 years old or over and the answer to question 17b does not correspond to one of the first four check boxes, ask question 17c. If the answer to question 17c is "Retired," mark that box and go to question 21. If the answer to question 17c is something other than "Retired," mark the "17 + something else" box and go to question 21.

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. In answer to this question, accept the respondent's reply. However, if a question as to the meaning of the term is raised, follow these definitions.

(1) Working, defined

"Working" includes paid work as an employee for someone else; working for himself in his own business or professional practice or farm and unpaid work in a family business or farm.

Work around the house and volunteer or unpaid work such as for church, Red Cross, charity, etc., is not to be counted as 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." 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 ages 6-16 and 17 or over.

(5) 17 + something else, defined

Persons aged 17 years and over will be classified as "17 + something else" if they do not fit into any of the other categories (working, keeping house, retired, going to school).

(6) 6-16 something else, defined

Persons aged 6-16 will be classified as "6-16 something else" if they are not categorized into any of the other activites (working, keeping house, going to school). A couple of examples of persons who would be classified into 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 has yet to begin school but will begin when he is old enough.

b. Past 12 months, defined

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

c. More than one activity

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

| | |
|---|---|
| 2. Questions 18a and b, For persons 6-16 years of age | Question 18a will be asked about all persons aged 6-16 years. If the answer is "Going to school" or possibly "Working" or "Keeping house," mark the appropriate box and continue on to the next appropriate question for that person as indicated after the check box. If "Something else" is the answer, ask question 18b. If the answer to 18b cannot be assigned to one of the check boxes, mark the "6-16 something else" box. |
| C. 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. |
| 1. Question 19a, Able to take part in ordinary play | Question 19a is designed to determine if the child can take part at all in ordinary play. Mark the appropriate box and follow the skip pattern. |
| 2. Question 19b, Limited in kind of play | Question 19b is asked of all children who were reported as "Yes" in question 19a.<br><br>It is asked to determine if the child is limited in the kind of play he can participate in because of his health. If, for example, a child is unable to play strenuous games or is unable to run or jump or climb because of his health, he would be limited in the "kind of play he can do because of his health." |
| 3. Question 19c, Limited in amount of play | Question 19c is asked only if the answer to 19b is "No."<br><br>It is asked to determine if the child is limited in the amount of play he can engage in 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, he should be considered as "limited in the amount of play." |
| D. Question 20, Limitation of activity for children under one year of age | Question 20 is asked 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, the way in which they are limited. |
| 1. Question 20a, Limited in any way | For all children under one year of age ask question 20a. |

2. Question 20b, Limited in what way

If "Yes" is marked in question 20a, ask question 20b and record the respondent's response verbatim. Then ask question 25.

A limitation of a child under one year of age might include extra long rest periods, limited in play activity and so forth.

E. Questions 21a-d, Retired or 17 + something else

Questions 21a-d are asked for persons who are reported as "Retired" or "17 + something else" in question 17a. The purpose of these questions is to determine if these persons are limited in some way because of some illness or impairment.

1. Question 21a, Health keeps from working

Since the person's major activity was reported as "Retired" or "17 + something else," question 21a is asked to find out if the person's health keeps him from working.

2. Question 21b, Limited in kind of work

Question 21b is asked only if a "No" answer is marked in question 21a. Question 21b is asked to determine if the person's health limits the kind of work he could do if he were to work. Since most persons who are asked this question do not work, the word "could" should be emphasized. We want to know whether the person would expect his health to limit the kind of work he might do if he were to work.

3. Question 21c. Limited in amount of work

Question 21c is asked only if a "No" answer was received in 21b. Question 21c asks about limitation in the amount of work a person could do because of his health. Since the person, in most cases, will not presently be working, the word "could" is used to convey the idea that if the person was presently working, would his health limit the amount of work he could do. The only difference in concept between this question and question 21b is that 21b asked about limitation in kind or type of work and 21c asks about limitation in amount or quantity of work the person could do.

4. Question 21d, Limitation in kind or amount of other activities

Question 21d is asked only if a "No" answer is received to question 21c.

The person's <u>other</u> activities include anything other than work. If he isn't presently working,

whatever his major activity is would be included in this question. This question differs from 21b and c in that it asks about limitation of the person's actual activities, whereas 21b and c ask about limitation in activity (work) in which the person might not be engaged.

F. Question 22, Limited in amount or kind of work or housework

Question 22 is asked 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 some way in performing this major activity because of some illness or impairment.

In asking question 22, select the word within the parentheses which describes the person's major activity. For example:

(1) If the person is reported in question 17 as "Working," ask question 22b as follows--"Is he limited in the kind of work he can do because of his health?"

(2) If the person is reported as "Keeping house" in question 17, ask question 22b as follows--"Is she limited in the kind of housework she can do because of her health?"

1. Question 22a, Able to work at all

The reason question 22a is asked of all persons who were working or keeping house most of the past 12 months is to determine if they are presently able to work (keep house) at all.

A person could have reported in question 17 that he had been working during most of the past 12 months but because of some recent disability or disabling condition, is now unable to work at all.

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

2. How to ask question 22b

Question 22b is asked if "Yes" is marked in 22a. 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.

3. How to ask question 22c

Question 22c is asked of all persons who report "No" in 22b. The question should be asked using either the word "work" or "housework" which appears in the parentheses. See paragraph F above.

"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.

4. Question 22d, Limited in other activities

Ask question 22d if "No" is checked in question 22c. Question 22d is 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, shipping, athletics, games, etc.

G. Question 23

Question 23 is asked only if the "6-16 something else" box is marked in question 17. It is asked for the purpose of determining if the person is able to go to school, although his major activity during the past 12 months was other than going to school.

H. Question 24, Limited to certain types of schools or kind of school activity

Question 24 is similar to questions 21 and 22 except it is asked of those persons reported in questions 17 and 18 as "Going to school" or "6-16 something else" but <u>able</u> to go to school ("Yes" in 23).

1. How to ask questions 24 a and b

Ask question 24a using the parenthetical word when "Yes" has been marked in question 23. Ask question 24b following the same procedure as in question 24a.

2. 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:

(a) needs special schools or special teaching.

(b) can attend school for only part of the day.

3. Question 24c

Question 24c is asked of all persons who reported their major activity during the past 12 months as going (or able to go) to school and who were not limited in school attendance ("No" in 24b).

This question is to determine if the 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.

I. Question 25, Condition causing limitation

For all persons who indicate some degree of limitation in any of questions 19-24, it is necessary to ask question 25.

1. How to ask questions 25a-c

Ask question 25a and enter the condition in the person's column in item CII. Then ask question 25b 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 the person's column in item CII. Continue to reask 25b and 25c until a "No" is obtained; then mark the "No" box in that person's column in 25b and go to question 25d.

a. When "Old age" is reported to question 25

Occasionally, with older persons, the answer given to question 25a will be "Old age." Do not enter "old age" in item CII. Instead, ask the alternate question below question 25a. If the response to this question is "Yes," find out what specific condition causes this limitation by reasking question 25a. Then record this condition in item CII. Continue to ask questions 25b and c, recording all additional conditions causing the limitation in item CII. If a person reporting "Old age" to question 25a is unable to attribute the limitation to any specific condition, mark the "Old age only" box, leave the remaining parts of question 25 blank and go to the next person.

b. Limitations due to temporary conditions

If the only condition(s) reported in answer to question 25 is a temporary condition which is defined as--

(1) pregnancy or

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

enter the name of the temporary condition in a footnote indicating that besides the condition listed, no other condition caused the limitation. Go back and reask the question which picked up the limitation with the 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 temporary conditions (as defined above) in item CII or carry them through a Condition page. All other conditions should be recorded and a Condition page completed. The decision on limitation caused by other conditions will be made at the coding level.

2. Question 25d

Question 25d is asked to determine <u>which</u> condition is the main cause of a person's activity limitation when two or more conditions have been reported in questions 25a-c.

If only one condition has been reported in questions 25a-c, do not ask question 25d; however, be sure to mark the "Only one condition" box in each person's column who reports that only one condition caused the activity limitation.

Therefore, for each person reporting an activity limitation, either question 25d must be asked or the "Only one condition" box must be marked.

After asking question 25d, enter the condition that the respondent says is the <u>main</u> cause of the activity limitation in the answer space for that person in question 25d; then go to the next

person. If in response to question 25d the respondent mentions a condition not previously reported, enter that condition in 25d and also in item CII.

## SECTION V. PAGES 10 AND 11
## QUESTIONS ON HOSPITALIZATIONS AND MOTOR VEHICLE ACCIDENTS

A. Introduction

Pages 10 and 11 of the questionnaire are an entension of probe pages (2-9) in the sense that they are designed to identify those household members who have been hospitalized during the past year or who have been in a motor vehicle accident during the past 12 months. More detailed information on any reported hospitalizations or motor vehicle accidents will be obtained later in the interview on the appropriate Hospital page or Motor Vehicle Supplement. This is similar to the transfer of the illnesses and doctor visits reported on pages 2-9 to the Condition pages and Doctor Visits pages for the details of each illness or doctor visit.

1. Order of asking questions on pages 10 and 11

When you are interviewing a person for himself and he is not reporting for any other person in the household, follow the numerical order of the questions as they appear on the left side of page 10.

When you are interviewing one person in the household about himself and also asking about other members of the household, use the following order:

| Question(s) | Order of asking |
|---|---|
| 26a and b | Person 1 first; then each household member in the order in which they are listed. |
| 27a and b | All family members at one time. |
| 27c | Each person checked "Yes" in question 27b. |
| 28a-c | Asked only for children one year of age or less. |
| 29 | This question is not applicable at the present time. Use this space for footnotes. |
| 30a-d | Person 1 first; then each household member in the order in which they are listed. |
| 31a and b | Person 1 first; then each household member, 14 years old or over, in the order in which they are listed |

B. Questions 26-28

1. Question 26, Hospitalizations since specified date

Question 26 is asked separately for each household member. If no hospitalizations are reported, mark "No" in 26a and mark the "None" box in the "H" box of item CI. Then go to the next person.

If two-week hospital visits were previously reported in answer to probe question 9, mark the "Yes" box in question 26a for this person without asking the question. However, ask question 26b to determine the number of times this person was hospitalized during the past 12-month period. If necessary, correct the entry in the "H" box of item CI to reflect the total number of hospitalizations this person had during the 12-month reference period, i.e., including any during the past two weeks. A date will have been entered in question 26a on the questionnaire prepared for each assignment. 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, July 1, 1968, ask the question, "Have you been in a hospital at any time since June first, a year ago?"

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

For each person for whom the answer to question 26a is "Yes," ask 26b. Enter the number of times in the column for that person and in the "H" box of item CI. (For each "time" recorded in this question, a Hospital page of the questionnaire is to be filled later in the interview.)

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 27, Stays in "nursing homes, etc."

Question 27 is a "family style" question concerning 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." That is, a Hospital page must be filled for each.

"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 27 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 27, as long as the person is a household member at the time of interview.

a. How to ask question 27

Ask question 27 about the family. If the answer is negative, mark the "No" box and go to question 28. If the answer to question 27a is "Yes," ask question 27b; then mark the "Yes" box for the person(s) for whom the "stay" was reported in the appropriate column(s).

(1) Special note on recording "number of times" in questions 26b and 27c

If one or more nursing home "stays" are reported, after recording the number in 27c, go to the "H" box in item CI. Correct the previous entry for this person and enter the total number of hospital and nursing home "stays" reported in 26 and 27.

3. Question 28, Check on question 26

Question 28 is a check on question 26 to insure that hospitalizations for deliveries or births are not forgotten.

If a baby one year of age or under is listed, ask question 28a for that (each) baby. If no baby of this age is listed, make no entries in question 28 but go to question 30.

a. Question 28a

If a baby, age one or under, is listed on the questionnaire, ask question 28a. 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 shown in question 26, ask question 28b. If the baby's birthdate is before the reference date, no further question or entry for question 28 is required.

b. Question 28b

If the baby was born within the reference period (on or after the date stamped in question 26a and before last Sunday (midnight)), ask question 28b. If the answer to this question is "Yes," check question 26b 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 26b 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 26b for the baby and ask question 28c for the mother (or vice versa). If a hospitalization has been reported in question 26b for both the baby and the mother, then ask 28c for both the baby and the mother.

c. Question 28c

Question 28c is asked for the baby and the mother if any hospitalizations were reported in question 26b and it has been determined in answer to questions 28a and 28b that the baby was born in a hospital within the reference period. If the answer to 28c is "No," change the entry in 26b to reflect this "missed" hospital stay.

d. Examples of question 28

Here are two examples which illustrate the procedure:

You are interviewing in July 1968. You find a child listed on the questionnaire as a one-year-old, so according to the instruction, you ask

question 28a, "When was - - born?" You find in response to this question that the baby was born on May 7, 1967 (the date stamped in question 26a is June 1). Since the baby was not born within the time reference period, you only need to enter the baby's birthdate in question 28a, leaving 28b and 28c blank.

In this example, there is a baby listed as "Und. 1," so you ask question 28a. The baby's birthdate is found to be within the reference period so you ask question 28b, "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 26b for the baby, but two hospitalizations have been recorded in question 26b for the mother. The instruction to 28b tells you to enter "1" in 26b for the baby and ask question 28c for the mother to determine if the two hospitalizations already entered in 26b for her includes her hospitalization for the baby's delivery. You find that is does not so you change the "2" hospitalizations already recorded in question 26b for the mother to "3."

In filling this question, bear in mind that questions 28a and 28b refer only to the baby and the entries should appear only in his column of the questionnaire. For question 28c, 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 26b.

After completing questions 26-28, check to see that you have entered in item CI the total number of hospital stays reported for each person in questions 9 and 26-28.

C. Questions 30-31 Motor vehicle questions

1. Purpose

Question 30 is designed to determine if during the past 12 months any family member has been involved in a motor vehicle accident of any kind. The purpose of question 31 is to find

out the number of persons 14 years old or over who have driven a motor vehicle at any time during the past 12 months and of those persons who have driven, the total number of years they have been driving.

2. 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 or motorized bicycles. In addition, farm machinery, construction machinery, tractors and army tanks are considered motor vehicles only when in transport, under their own power, on a highway. Devices used soley 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 nonmotor vehicles such as trains, streetcars or bicycles as motor vehicles. Such accidents should be recorded as "No" in question 30 on the questionnaire. However, if a person is on a nonmotor vehicle which is involved in an accident with a motor vehicle, it is considered a motor vehicle accident, e.g., if a person was on a train when the train ran into a car, this person would be considered as in a motor vehicle accident.

3. Order of asking question 30

The introductory statement above question 30 is read once for a family. Then ask question 30a of the first person listed. If the answer is "Yes," ask questions 30b-d; if "No," ask question 30a for the next person. Follow the above procedure for each household member listed. If the person you are asking about is under 14 years old, omit the word "driver" when asking the question.

a. Question 30b

Question 30b is asked inserting the name or relationship of the person being referred to. Enter, on the line provided, the number of accidents this person has been in during the past 12 months.

b. Question 30c — Record the month, day and year of the accident on the first line provided. Use the written abbreviation for the month. Do not use a number. If two or more accidents are reported for a single individual obtain the date of each accident, using the second and third lines as necessary. If a person was involved in more than three accidents, record the dates of these accidents in the space under question 30c.

c. Question 30d — Ask question 30d after recording the date(s) of the accident(s) in 30c and record the answer. If "Yes," reask questions 30c-d; if "No," ask question 30a for the next person listed. If this is the last person, go to question 31.

4. Questions 31a and b — Questions 31a and b are handled as a block for each person in the household who is 14 years of age or older. After a "No" has been marked in question 30a or d for the last person, ask question 31a for the first person listed. If "Yes," ask question 31b. The number of years this person has been driving includes those years the person drove even though he did not have a permit to drive. If it is <u>volunteered</u> that a person did not drive for one or more years during the total time period reported in 31b, include this time in 31b but footnote the length of time he did not drive during that period and the reason he did not drive. Record the number of completed years the person has been driving on the line provided, e.g., record $1\frac{1}{2}$ years as 1, $2\frac{1}{2}$ years as 2, etc. If the person has been driving for less than one year, mark the box "Less than 1 year." After recording the appropriate answer in question 31b for this person, ask question 31a of the next person listed who is 14 + years of age.

There must be an entry in question 31a in each person's column. Therefore, for all persons under 14 years of age, be sure to mark the "Under 14 years" box.

D. Item R, Who responded — Item R is for the purpose of identifying who responded for probe questions 5-31. Mark one of the boxes in item R as follows:

1. Adults

If the adult person responded for questions 5-31 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 adults not present, enter the column number of the person or persons who responded for them.

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

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.

2. Children

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

3. "At home" but not interviewed

If you have marked the "At home" box for a person in item H but have not been able to interview him for himself, explain the circumstances in a footnote. This instruction appears in item R.

E. Where to go next

After completing item R on the questionnaire, check item CII to see if any conditions are entered. If so, fill a separate Condition page for each condition recorded. If no conditions are entered, check item CI and fill a Hospital page for each hospitalization recorded. If no hospitalizations are recorded, go to the Doctor Visits pages or to the Person pages.

# CHAPTER 4

## CONDITION PAGE

A. General procedure

The questions on the Condition page are asked separately for each condition recorded in item CII. If no Condition pages are required, leave the Condition pages blank.

Each condition which requires a Condition page is to be entered in item CII.

When a condition requiring a Condition page is first reported after asking the probe questions, enter it in item CII at the time it is reported. Fill a Condition page for it after you have completed all of the particular type page on which it was reported 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

Successive Condition pages are to be filled in the following order: Fill the first Condition page for the first condition listed for Person 1, then continue consecutively, condition by condition until each condition listed in questions 6-25 and recorded in item CII has been carried through a separate Condition page. Continue by carrying all of Person 2's conditions listed through a separate Condition page, then Person 3, etc., in the order the persons are listed.

The condition number which appears in the upper left hand corner of the Condition page is to be entered to the right of the condition in item CII. This should be done at the time the condition is carried from item CII 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 1 (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, if there were more than seven conditions, the number of the first Condition page in the second questionnaire must be changed from one to eight.

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

1. Item 1

The entries for item 1 are to be transcribed from item CII to the Condition page.

a. Person number

The person number is the number of the person who has the condition for which the particular Condition page is being filled. Write in the person number in the box provided <u>before</u> you ask question 2.

b. Name of condition

The "Name of condition" is to be transcribed <u>verbatim</u> from the illness entry in item CII.

2. Question 2, "Doctor ever talked to"

Question 2 is the first question on the Condition page and is asked on each Condition page being filled in terms of the entry in the "Name of condition" space in item 1. In asking the question, substitute the name or relationship of the person for the dashes and the "Name of condition" entry in item 1 for the three dots.

In the case of children, change this phrase to, "Did anyone ever at any time talk to a doctor about - -'s (your daughter Jane's, your son John's) ...?"

Mark "Yes" or "No" to question 2 according to the response obtained. If the respondent does not know, enter "DK" in the answer space.

a. "Doctor talked to" defined

If a question is raised, "talking to" a doctor about a condition includes both seeing a doctor and consulting a doctor by telephone.

Consider as "talking to a doctor" a visit by the person to the doctor or a visit by the doctor to the person. If the doctor pays a visit to the household to see one patient and while there examines or visits professionally another member of the household, this visit may be counted as "doctor talked to" by each individual for each condition receiving the doctor's attention. For the purposes of question 2, talking to or seeing a doctor in a clinic or at a hospital (either as an inpatient or an outpatient) is to be considered as talking to a doctor.

Consider as "talking to a doctor" any telephone calls to the doctor's office that involve receiving

suggestions for treatment or advice from the doctor even if they are transmitted through the nurse and the doctor was not spoken to directly. If the person who had the condition is himself a doctor and he followed his own treatment or advice, this should be reported as doctor "talked to" in question 2. Also consider talking to a family member who is a doctor as "talking to a doctor."

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

b. Long term conditions

For conditions which usually last for a long time, such as the conditions shown in probe question 16, question 2 refers to any time a doctor was seen since the condition started. A person might not consult a doctor every time he experienced an occurrence (attack) of the trouble. Such cases should be marked "Yes" in question 2 if a doctor had ever been consulted for the trouble.

c. Temporary conditions

In the case of conditions which are temporary and usually last for a short time, such as colds, virus, flu, etc., question 2 refers to whether a doctor was talked to at any time about that particular condition (cold, virus) which was experienced last week or the week before. Question 2 does not refer to talking to a doctor about previous attacks of colds, virus or other temporary conditions.

d. Type of doctor defined

For the purposes of question 2, consulting MD's, osteopaths or dentists (for dental conditions) will be considered as talking to a doctor.

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

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

Do not make special inquiry about the kind of doctor consulted. It is not intended that you tell the respondent the survey definition of who is considered a doctor. For example, if a person said in

answer to question 2, "I saw a chiropractor, do you consider him a doctor?" you would not need to answer "Yes" or "No" but tell him we are interested in any doctor he may have talked to. Mark "No" in question 2 for the condition about which a chiropractor was seen.

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) "Condition 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.

b. "Condition 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 on the card, mark the "Condition on Card C" box and go to question 9 which is at the top 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 <u>synonyms</u> 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 "Condition on Card C" box for "hernia" and go to question 9. "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 should volunteer the information that a Card C condition was caused by an accident, e.g., arthritis caused by an accident, mark the "Condition on Card C" box but go to question 4 and fill the accident questions 4-8 before going to question 9.

c. "Neither" box

If the "Name of condition" entry in item 1 does not involve an accident or injury or is not a condition on Card C, mark the box entitled "Neither" and proceed 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 on the questionnaire be as complete and detailed as you can make them.

The best description of an illness 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 specific description of what the trouble was, that is, the specific kind of trouble,

the respondent's statement of the cause, or a note that the respondent does not know the cause,

the part of body affected.

Questions 3a-e are for the purpose of getting this needed information.

a. Question 3a, Asking the question

When a doctor has been talked to about an illness, question 3a is always to be asked (except for the conditions on Card C and accidents and injuries) and constitutes the first step toward getting an adequate entry.

(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;" or if the entry in item 1 is vague or incomplete, ask the respondent to describe the condition and enter this description in 3a.

However, if question 2 is marked "No" but the person reported seeing a non-medical doctor, e.g., chiropractor, do ask question 3a.

(2) Recording adequate name or description of condition

Enter in question 3a 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, bear in mind 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 you said you ate 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 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.

(3) Card C condition reported in answer to 3a

If in answer to question 3a a Card C condition is reported, you may skip directly to question 9 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 — Question 3b is to be asked 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 in 3a, simply enter the cause in question 3b without reasking the question.

(2) How to record the answer to 3b — Enter verbatim the answer given by the respondent.

If the respondent does not know the cause, enter "DK" for "Don't Know" in question 3b.

(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 apply to kidney stones, nephritis, bladder infection, etc.; stomach trouble could refer to any number of digestive disturbances, for example, stomach ulcers, appendicitis, intestinal flu, etc., and in question 3c, we want to give the respondent an opportunity to provide this more specific information if he knows it.

(1) When to ask question 3c — There are seven illness conditions printed in the instruction column of question 3c for which the question is asked. These conditions are "asthma," "cyst," "growth," "measles," "rupture," "tumor," and "ulcer." This question should also be asked if question 3a or question 3b contains the word, "ailment," "attack," "condition," "defect," "disease,"

"disorder" or "trouble" which are vague descriptions. These terms also appear in the instruction column for question 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 and also enter "DK."

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

| Regular measles | German measles |
|---|---|
| "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 "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 does not need to 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, with a breaking out or itching, with sneezing, eyes watering, nasal trouble or trouble with breathing, etc.

In the case of a stroke the manifestation might be, for example, "nervous tic on left side of face," "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 only for certain conditions. These are listed in the instruction column to the left of question 3e.

Ask question 3e unless one of the entries in question 3a, 3b, 3c or 3d contains the required description of the part of the body which is affected.

(1) Conditions for which question 3e must be asked

The conditions for which the "part of body" must always be recorded, either in question 3e or one of the previous questions, are when the entry includes the words:

| | |
|---|---|
| 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) Detail needed in question 3e

If any of the responses to questions 3a-e include the words "ear," "eye," "head," "back," "arm" or "leg," 3e must show the specific part of body. These are listed below the answer box in question 3e together with the type of specific detail that is required.

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 "eye infection" or "deafness" an entry of "one" or "both" (eyes or ears) must be made.

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 - Loss of weight
Question 3b - Stomach ulcer *

Example 2

Question 3a - Colitis *
Question 3b - Cancer of the colon *

Example 3

Question 3a - Anemia *
Question 3b - Iron deficiency

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 on Card D, carry the first condition (the main condition) through that Condition page (see example 3). Do not fill a Condition page for the second condition.

If one of the conditions is on Card D and the other is not, the remaining questions on the Condition page are to be asked for the Card D condition (the main condition) as in example 1.

If both of the conditions are on Card D (see example 2), carry the first condition through the remainder of the Condition page. Then enter the second condition in item CII but only if the second condition was present during the past 12 months. If this second condition is to be entered in item CII, do so at the time it is reported so that a Condition page will be filled for it before completing 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 - Colitis

Question 3b - Cancer 1/

Footnote entry - 1/ Cancer 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 2 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 it necessary to have the operation 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 occurring in past 12 months not now present

For conditions experienced during the past 12 months, e.g., conditions in probe question 16, which the person no longer has (for example, a hernia which has been repaired or an ulcer which has been removed), show what the trouble was at the time the person had the condition.

For example, if a person had a stomach ulcer removed, the entry in question 3 might be as follows:

Question 3a - Dumping syndrome

Question 3b - Ulcer 1/

Question 3c - DK

Question 3e - Stomach

1/ Ulcer removed six months ago.

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., "stomach trouble" and "stomach ulcer."

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 conditions are exactly identical that you are to consider that two conditions are the same. Otherwise, record them separately in item CII and carry each condition through a separate Condition page.

a. Procedure for conditions which are reported to be the same

If, when you begin to fill a Condition page, the respondent actually says that one condition is the same as another condition, 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 on the Condition page for the other condition or conditions which have been reported as being the same as the first one.

D. Questions 4-8, Accidents and injuries

Questions 4-8 are for the purpose of obtaining information about ALL accidents or injuries which are recorded on a Condition page.

1. When to fill questions 4-8

If a condition, being carried through the Condition page, is not an accident or injury or was not caused by an accident or injury, questions 4-8 are left blank.

If a condition was caused by more than one accident, and both are 3 months + or both are less than 3 months, fill questions 4-8 for the most recent one 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 questions 4-8 on a single Condition page.

Birth injuries to either the mother or the child do not require questions 4-8 of the Condition page. However, you should make sure that the injury occurred during the act of delivery, not later. Injuries occurring after birth do require questions 4-8 of the Condition page.

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 a childhood disease. Always ask what caused the broken eardrum or other such condition. If the cause was an accident or injury, fill questions 4-8 of the Condition page. If the cause was other than an accident or injury, or if the respondent does not know the cause, questions 4-8 of the Condition page 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 questions 4-8 on the Condition page. 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."

If a condition is caused by an accident that happened more than 3 months ago, and a later accident (less than 3 months ago) aggravated this condition, an additional Condition page is required. One Condition page will pertain to the 3 months + accident and the other to the one that happened less than 3 months ago.

a. When to fill an additional Condition page

If two or more present effects reported in 5b are the results of the same accident, each requires a separate Condition page, including questions 4-8. If the answers to questions 4-8 are the same, transcribe the information from the first Condition page for that accident.

When such additional conditions requiring Condition pages are reported, enter them in item CII 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.

(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 battle.

All injuries are to be carried through questions 4-8 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," "blisters," "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 also may occur from an overdose of a substance that is non-poisonous when taken in normal doses.

Such occurrences are considered injuries (and questions 4-8 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 questions 4-8.

(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 questions 4-8, but footnote the entry in question 3a or 3b to state that the condition was caused by continued exposure to loud noises at work. Follow the same procedure if the cause is continued heavy lifting, continued strain, etc.

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."

Question 4b is to be asked only if the accident or injury occurred during the past two years ("During past 2 years" box marked in 4a).

Notice that once you have asked the question and entered the month and year when the accident or injury occurred you also mark one of the boxes which appear to the right of the answer box. The box you mark will depend on the complete answer the respondent gives you, not necessarily the month and year entered in the answer box. If you are interviewing in the last week of July 1968 and the respondent says the injury occurred during the first week of July, the entry would be as follows:

| Write in entry | | Box to mark |
|---|---|---|
| Month | Year | |
| July | 1968 | [X] 2 weeks - 3 months |

If the respondent says that the injury occurred last week, the entry would be as follows:

| Write in entry | | Box to mark | |
|---|---|---|---|
| Month | Year | | |
| July | 1968 | [X] | Last week |

If the write-in entry does not provide enough information to mark the right box, ask additional questions. For example, if the respondent says that the accident happened "3 months ago," find out whether it was less than three months or more than three months ago, before marking 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., "2 weeks ago," "3 months ago," "1 year ago." If the accident was exactly three months ago (three months prior to last Sunday's date), mark the "2 weeks - 3 months" box. If the accident occurred exactly 12 months ago (one year), mark the "3-12 months" box.

In all cases, the written entry in the answer box must be consistent with the check box entry.

3. Question 5, Present effects

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

Ask the question as worded and record in the space provided the "part(s) of body" which the respondent mentions. Next ask, "What kind of injury was it?" and record in the answer space the kind of injury for each part of body. Next, 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 must be reported in the same detail required in question 3e. Following are some examples of adequate and inadequate entries for question 5a.

| Adequate | | Inadequate (indicated by an asterisk) | |
|---|---|---|---|
| Part(s) of body | Kind of injury | Part(s) of body | Kind of injury |
| Knee | Fractured | Knee | Crushed* |
| Upper leg | Bruised | Leg* | Mashed* |
| Eye | Bruised | Eye | Hit* |
| Brain | Concussion | Head* | Injured* |
| Hand | Cut | Finger | Caught in door* |
| 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 question 5b.

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.

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, these effects should be recorded.

If a person reports ill-effects of an old injury they should be recorded 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.

In the case of an injury which happened earlier but has not yet healed, the original injury is to be entered in question 5b as the "present effects." For example, in the case of a fractured hip occurring four months prior to the interview, the entry "fractured hip" is appropriate in question 5b if the fracture has not yet healed. For these cases, indicate in a footnote that the injury has not yet healed.

For accidents or injuries occurring three months ago or longer, the remaining questions on the Condition page (questions 9-25) must refer to the present effects of the accident or injury recorded in question 5b. That is, the present effects are considered the "main condition" rather than the injury itself.

4. Question 6, Motor vehicle involved

This question has three parts which are designed to find out if any motor vehicles were involved in the accident or injury, if more than one motor vehicle was involved and if they were moving at the time of the accident.

a. Question 6a — Once you have completed the appropriate part(s) of question 5, go immediately to question 6a.

(1) 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 <u>only</u> 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. Be careful that such accidents are recorded as "No" in question 6a on the questionnaire.

(2) Involvement not restricted to collision — Mark "Yes" for each accident involving a motor <u>vehicle</u> in any way at all, regardless of whether the person was in the vehicle and regardless of whether the vehicle was moving at the time of the accident. The "Yes" box would be marked 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. These would be reported as accidents involving a motor vehicle as well as the case of a person hurt in a collision or some other type of accident while riding in a motor vehicle.

b. Question 6b, Number of motor vehicles involved — Question 6b is to be asked if the answer to question 6a is "Yes."

Again, be careful that only <u>motor</u> vehicles are reported as involved in the accident and 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), question 6c is to be asked 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 that the motor vehicle was moving if the wheels were moving (this includes skidding) or if the vehicle had come to a stop just an instant before the accident occurred.

5. Question 7, Where did the accident happen — Question 7 is to be asked 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 the box "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 to be included in this category are injuries happening within motel or hotel rooms. The lobby, corridors and other public places within

the motel or hotel premises are not to be regarded as "home" but are to be marked as "Other," and specified.

(2) At home (adjacent premises) — Mark the box "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 — The phrase "street and highway" means the entire width between property lines of which any part is open for the use of the public as a matter of right or custom. Note that this includes more than just the traveled part of the road. "Street and highway" includes the whole right-of-way. Public sidewalks are part of the street but private driveways, private lanes, private alleys and private sidewalks are <u>not</u> considered part of the street.

c. Farm — "Farm" is to be marked 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 — "Industrial place" is to be marked 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. Private homes which are undergoing remodeling are not to be classified as industrial places, but instead should be classified 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 — "School" is to be marked for an accident occurring either in the school buildings or on the premises (campus). This classification includes all types of schools, elementary, high schools, colleges, business schools, etc.

f. Place of recreation and sports — "Place of recreation and sports, except at school" is to be marked for accidents occurring in places which are designed for sports and recreation, such

as bowling alley, amusement park, baseball field, dance hall, lake or mountain or beach resort 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. Places of recreation or sports located on the premises of an industrial place should be classified as "Industrial place."

Exclude recreation and sports at school from this class, since it would be marked in the "School" box.

g. Other

Mark the box "Other" if the specific types of places listed above do not describe where the accident happened. If "Other" is marked, specify in the space provided 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

Question 8 is asked or marked 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 enroute 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 downtown 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.

E. Condition page, questions 9-25

Questions 9-25 comprise the second half of the Condition page.

1. Question 9

There must be an entry in one of the four boxes in question 9 for each Condition page being completed.

Mark the "Not an eye condition" box for each condition which is not an eye condition.

Mark the "Und. 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 condition" box if this is the first or only eye condition or vision problem the person has.

Mark the "Not first eye condition" box on Condition pages for other eye conditions for this person.

a. Eye condition defined

An eye condition is any condition which mentions the eyes or vision such as "watery or weak eyes," "near or far-sightedness," cataracts, glaucoma, etc.

2. Question 9a, When to ask

If "First eye condition" box is marked, ask question 9a for all persons six years old or over. If any other box is marked, skip question 9a and go to question 10a. Do <u>not</u> copy the answers to question 9a from the first eye Condition page to any succeeding eye Condition pages.

a. Ability to read newspaper print with glasses

Question 9a applies to the <u>total</u> vision a person has. Impaired vision in only one eye would not necessarily affect a person's ability to read newspaper print. Therefore, if the person is blind (or has impaired vision) in one eye, make sure the respondent understands that the question refers to the person's <u>ability to read with either one or the other eye</u>.

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.

If the person cannot read (is illiterate), question 9a is to be marked on the basis of whether he can <u>see</u> well enough to read if he knew how.

3. Questions 10-14, Restricted activity past two weeks

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

Refer the respondent to the TWO-week calendar for questions 10-14 as often as necessary, since these questions refer to the past two weeks.

For injuries occurring less than three months ago, questions 10-14 refer to the injury itself and/or any ill-effects which were present during "the past two-weeks." Ask questions 10-14 for <u>each</u> condition regardless of the answers to probe question 5.

a. Question 10

In asking question 10a, 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, it is permissible to shorten it or to 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 10a without explaining "the things he usually does." However, if questions are raised use the following as a guide:

b. "Things he usually does" defined; question 10a

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

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

(1) Illustrations

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

(2) In bed or in a hospital

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

(3) 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 form 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.

c. "Cut down for as much as a day" defined; question 10b

Accept the respondent's answer to question 10b, 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-4-25.

Restricted activity does not imply complete inactivity but it does imply only the minimum of the things a person usually does. A special nap for an hour after lunch does not constitute cutting

down on usual activities for as much as a day, nor does the elimination of a heavy chore such as cleaning ashes out of the furnace or hanging out the wash. All or most of a person's usual activities for the day must have been restricted for the person to have been caused to cut down on the things he usually does for as much as a day.

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

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

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

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

d. Question 11, Days cut down in past two weeks

Ask question 11 if a "Yes" answer was given to both questions 10a and 10b. Enter the total number of different days during <u>last week or the week before</u> on which the condition caused the person to cut down on the things he usually does for as much as a day. The days to be entered here are not necessarily consecutive days.

Note that the "two-week period" in question 11 includes Saturdays and Sundays. <u>ALL</u> 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, this should be brought to the attention of the respondent.

To illustrate the concept involved in the preceding paragraph, consider the following example: A man who planned a fishing trip for Saturday and Sunday had to stay home from work Friday and was also too ill to go fishing both on Saturday and Sunday because of a flare-up of his back trouble.

Assuming that this is the only time during the past two weeks in which he was bothered by back trouble, the correct entry for question 11 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 11.

e. Question 12, Bed days in past two weeks

Question 12 is asked regardless of the answer to question 11.

Do not leave this question blank if "Yes" is marked in question 10b.

(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 the condition being inquired about. All or most of the day is defined as more than half of the daylight hours. Taking a nap on "general principles" should not be counted 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, she would be "in bed." The important distinction here is: whether the person was ill enough that he had to go to 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 11, the number of days entered in question 12 can never be greater than the number in question 11.

4. Question 13, Days lost from school for persons 6-16 years of age

Question 13 is asked if you have marked "Yes" in 10b and the person whose condition is being carried through this Condition page 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 13 requires an entry.

a. "School day" defined — Count only the days when the whole school day was lost from school due to an illness or injury.

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

b. 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 vacation periods.

c. 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).

5. Question 14, Days lost from work for persons 17 years of age or older — This question is for the purpose of finding out if a person lost time from work because of the condition you are asking about on this Condition page.

a. When to ask — Ask question 14 if there is a "Yes" in 10b 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.

Note that if a person 17 or over has "cut down for more than a day" he is asked question 14, at least for the first condition which the person reports as having caused him to cut down on the things he usually does. However, once you have learned 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.

b. How to ask for males and females — For males, ask question 14 as follows: "How many days did his ... keep him from work during that two-week period?"

For females, add the phrase: "not counting work around the house."

| | | |
|---|---|---|
| c. | "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<br><br>Do not count work around a person's own house or volunteer unpaid work for a church or charity. |
| d. | "Work day" defined | Apply the same instructions given above for "school day" to a work day in arriving at the number of days lost from work. |
| e. | Disregard school days | If a person 17 years of age or over goes to school in addition to working, record only the days lost from work (disregarding any days lost from school). |
| 6. | Check for number of days reported in questions 13 and 14 | 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. |
| 7. | Check between questions 11, 12, 13 and 14 | The number of days entered in question 11 (cut down days) must be equal to or greater than the number of days entered in any one of questions 12, 13 or 14, 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. |
| 8. | 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 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 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 10-14 on the Condition page. Accept what the respondent reports.

9. Questions 15 and 16, Onset of condition

Questions 15 and 16 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 15a, First noticed during past three months or before

Ask question 15a and mark the box which corresponds to the respondent's answer and follow the proper skip pattern as indicated on the questionnaire. Note that question 15a 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?"

In the case of recent accidents or injuries, the date when the accident or injury occurred is already recorded 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 15.

However, in the case of "present effects" of old injuries (more than three months old) you will have to ask 15a to find out when the "present effects" were first noticed because question 4b only asks when the old (original) injury or 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 <u>first</u> 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.

In the case of the after effects of an old injury (one which happened more than three months ago), question 15a refers to when the <u>present ill-effects</u> were first noticed.

In the case of a condition that has continued for a long time, as might be the case with heart trouble 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, not necessarily the date of the most recent attack or flare-up.

(2) "Past 3 months" defined

The past three months refers to the three-month period immediately prior to the week of interview and which included "last Sunday night." Thus, for an interview being conducted on Monday, July 15, "the past 3 months" refers to the period from April 14 through July 14.

b. Question 15b, First noticed during past two weeks

Question 15b is to be asked if the answer to 15a indicates that the condition was first noticed during the past three months, ("During 3 months" box marked).

Mark the box which corresponds to the respondent's answer. 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 and ask question 15c. If the condition was first noticed before the past two weeks, mark the "More than 2 weeks ago" box and go to item AA. The "More than 2 weeks ago" box should be marked only if the condition started before the past two weeks but within the past three months.

c. Question 15c

Question 15c is to be asked if the "Past 2 weeks" box is marked in question 15b. 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 16, First noticed during past 12 months or before

Question 16 is to be asked only if the condition was first noticed more than three months ago ("More than 3 months ago" box marked in 15a).

10. Item AA, Interviewer instruction on when to continue with questions 17-25

Item AA provides instructions about when to continue with questions 17-25.

If the condition being carried through the Condition page was reported in probe question 16 or 25, or is on Card D of the Flashcard Booklet, continue with questions 17-25. Otherwise, leave questions 17-25 blank for this condition and go to the next condition.

Regardless of whether the condition is reported in probe question 16, apply the same time qualification to certain conditions listed in probe question 16 as appears on Card D; bowel trouble, frequent constipation, intestinal trouble and stomach trouble are to be carried past item AA only if their onset is 3 months +.

If questions 17-25 are to be asked for this condition, go to the interviewer check item above question 17.

11. Interviewer Check Item

In order to determine which question to ask next, mark one of the boxes in the Interviewer Check Item above question 17. The two check boxes are:

"Yes" in question 2 (18)

"No" in question 2 (17)

After looking at the entry in question 2 ("talk to a doctor"), mark whichever box applies. If the entry in question 2 is "DK" then leave both boxes blank, write "DK" and go to question 17.

Ask only one of questions 17 or 18 and the box marked determines which question should be asked.

12. Questions 17-25, Purpose and order of asking

The purpose of questions 17-25 is to obtain information about what people who have digestive or other chronic conditions do or take for them and the extent to which they are bothered by these conditions.

Question 17 is asked for those conditions for which a "No" or "DK" was received in answer to question 2. Questions 18-23 are asked for those conditions for which a "Yes" was received in answer to question 2. Questions 24-25 are asked for all conditions carried past item AA.

a. Question 17, 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, drinking more milk 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 24.

b. Question 18, How long before talking to a doctor

Question 18 is asked 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 day(s), week(s), month(s) or year(s). Record whatever the respondent reports, including part weeks, months or years, e.g., 1½ years, 2½ months, etc. If the time reported is "immediately," "less than one day," etc., enter "1" on the "day" line. Next ask question 19. 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 20.

c. Question 19, Do or take anything before seeing a doctor

Question 19 is similar in content to question 17 but is asked only if a doctor was seen for this condition whereas question 17 is asked only if a doctor was not seen.

Ask question 19, inserting the name or relationship of the person (--) as well as the condition (...) which was reported.

The method of asking and recording the answer to question 19 is the same as for question 17. The emphasis of the questions is on "before - - talked to a doctor." 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.

Record the respondent's answer verbatim. If there is not enough room in the answer space, continue in a footnote. Then ask, "Anything else?"

Once you've made the write-in entry in question 19, go to question 20a.

d. Question 20, Now take any medicine or treatment

Question 20 is asked 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 insulin shot per day for diabetes; or an irregular basis as when the medicine or treatment is taken whenever the person experiences an attack of the condition as an antacid for an ulcer attack.

(1) Question 20a

Mark the "Yes" or "No" box without recording the medicine or treatment even though the respondent volunteers the additional information.

(2) Question 20b, 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., placing a sheet of plywood under the mattress.

e. Question 21, EVER had surgery for condition

Question 21 is asked to determine whether the person ever had surgery for <u>this</u> condition. For example, if the reported condition was "hernia" and a question arises about which hernia, ask the question, "Have you ever had surgery for <u>this</u> hernia?" We are interested in this particular hernia, not any the respondent may have had in the past.

f. Question 22, EVER hospitalized for condition

In question 22, the definition for "this condition" is the same as in question 21. For example, if the reported condition was stomach ulcer, question 22 should be asked in the following way, "Were you ever hospitalized for <u>this</u> stomach ulcer?" The question about being hospitalized only pertains to this stomach ulcer, not to any stomach ulcer the person might have had in the past.

g. Question 23, Number of doctor visits during the past 12 months

Question 23 is asked to determine the number of doctor visits in the past 12 months for this condition. Record the number of doctor visits reported by the respondent on the line provided or mark the "None" box. Do not include any doctor visits that were made while the person was an inpatient in a hospital.

h. Questions 24 and 25

Questions 24 and 25 are asked for all conditions carried past item AA regardless of whether or not a doctor was ever seen.

(1) Question 24, Bed days during past 12 months

This question is for recording the total number of days during the past 12 months which have been spent in bed because of this particular condition. The word "ABOUT" in this question is intended to convey the idea that an approximation of the number of bed days is sufficient. Days in the hospital should be included as bed days during the past 12 months.

Write in the number of days or mark the "None" box.

(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 24 cannot be less than the number in question 12, since "the past 2 weeks" is part of the "past 12 months."

(2) Question 25a, How much condition bothers him

The purpose of question 25 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" or "some of the time," mark whichever box applies and go to question 25b. If the respondent indicates that the condition never bothers him, mark that box and ask question 25c next. If the answer given is not the same as one of the categories included in the question, mark the "Other" box and record the respondent's answer verbatim. If the answer given here indicates that the person is not bothered at all by the condition, record that answer and ask 25c. If the answer indicates that the person is "bothered" to any extent, record that answer and go to question 25b.

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 25b, Bothered to what extent — If the respondent indicates in 25a that the condition does bother him, ask question 25b to determine to what extent he is bothered. If the answer given is one of the printed categories, mark whichever box applies and go to the next condition. If the answer given is not the same as one of the categories in the question, mark the "Other" box and record the respondent's answer verbatim, then go to the next condition. The "NC" next to the answer spaces means "next condition."

(4) Question 25c, Still have this condition — If in question 25a, the respondent indicates that the condition does not bother the person at all, ask question 25c. If he still has the condition, mark the "Yes" box and go to the next person or next condition. If the answer to question 25c is "No," mark the "No" box and ask question 25d.

(5) Question 25d, Condition cured or under control — Question 25d is asked to determine whether the condition is cured or is under control. It is always asked if "No" is marked in question 25c. If the condition is "cured," mark that box and go to question 25e. 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 25e, How long person had this condition — Ask question 25e if the answer to question 25d is "cured" to determine how long the person had the condition. 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 including parts (1½, etc.) or mark the "Less than one month" box.

i. Where to go next — After completing question 25e for the condition, go to the next condition. If this is the last condition recorded in Item CII for the family members, go to the first 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 Hospital pages are required, leave these pages blank.

Questions 1-8 must be filled for all reported stays. Questions 9-11 are filled only if the respondent is 55 or older and the stay you are asking about has been completed. Question 12 is for identification purposes and questions 13-18 are designed to obtain information about hospital bills and surgeon's or doctor's bills for completed hospitalization.

Hospital pages have been provided for three hospitalizations (nursing home stays, etc.). If more than three stays are reported, use as many additional questionnaires as needed.

The detailed 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 pages

The Hospital pages are to be completed after all the necessary Condition pages have been completed for all household members.

2. General procedure for the Hospital page

The "H" box in item CI in each person's column will indicate which persons in the household were in hospitals or nursing homes, rest homes and similar places during the specified time period and the number of times. Each stay is to be recorded on a separate page, regardless of the number of times a person was in any of them during the period and regardless of how many times a person may have gone for the same condition.

We want to get cost data from the hospital bill and surgeon's bill (if an operation was performed) or the doctor's bill (only for deliveries).

When one or more hospitalizations have been reported and you have reached the point in the interview when you are ready to begin the first Hospital page, read the introductory statement. This is read once for a family and serves as a means of obtaining the costs involved in the hospitalization reported for all family members. If you know at this point that a hospitalization was for delivery, include the parenthetical phrase "and the doctor's bill for - - delivery" inserting the mother's name for the dashes. Otherwise, omit this phrase.

More information concerning the use of these bills is given in later paragraphs.

Begin with the hospitalization(s) for the first person listed who has one or more hospitalizations reported in item CI.

Each page 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, each is to be recorded as a separate stay.

When a hospitalization is for childbirth, fill one Hospital page for the mother, and a separate page for the baby.

Since a separate page is to be filled for each stay (time) in a hospital, the number of pages filled for a person must be as great as the total number of hospitalizations in that person's column of item CI. If not, correct the figure in item CI and explain the reason for the correction in a footnote, e.g., "Respondent misunderstood; actually only one time in hospital."

Make a check mark to the right of the number in item CI as you complete each Hospital page. If the person had a total of three hospital stays recorded in item CI, there should be three check marks, "3✓."

3. Use the appropriate

3. Use the appropriate word when asking the question

Because the Hospital page is filled for both stays in regular hospitals and also for stays in nursing homes, convalescent homes, rest homes and similar places, it is necessary to insert the appropriate word, type of place, in each question. The questions are set up with the words "nursing home" set off in parentheses.

Use the term "nursing home" if the stay was in a nursing home, or "hospital" if the stay was in a hospital. If you learn that the stay was in a rest home or some other such type place, use the appropriate type of place, i.e., rest home, when asking the questions.

B. Filling the Hospital page

1. Item 1, Person number

In item 1, write in the person number of the person for whom the page is being completed in the box provided. It is essential that this number be correct. Otherwise, all the hospital information will be attributed 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 like this: "You said that you were in a hospital <u>and</u> a nursing home during the past year." Then determine which place the person was in last, e.g., "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 <u>first</u> Hospital page for that person. For the remaining pages, 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 in the back of your flashcard booklet to assist the respondent in recalling dates or have him look at the hospital bill which might contain the date of entry. Ask whatever additional questions seem appropriate.

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

"Can you recall the approximate date?"

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

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

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

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

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

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

You should always be able to make some sort of write-in entry in question 2. For statistical purposes, a date nust 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.

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

In the case of 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 U.C.L.A." would not be classifiable whereas "U.C.L.A. 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 stamped in questions 26 and 27.

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, and ask any necessary additional questions. For example:

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

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

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

As in the case for question 2, always try to obtain some approximation of the number of nights.

If the respondent's answer is in terms of days, repeat the question so that he understands we are interested only in the number of nights. For example, a first answer of, "I was in for 7 days" might mean 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 it is learned 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 on this Hospital page. Delete this hospitalization by X-ing out the remainder of the Hospital page, correct the figure in question 9 on page 4 or 5; in question 26 or 27 on page 10 or 11 and in item CI, then explain the reason for the deletion, e.g., "Did not remain overnight."

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 questions 26 and 27, check with the respondent to verify that you have the correct date of entry and number of nights.

Do not delete this hospitalization, even if you verify that the entire stay was prior to the reference period. 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. Complete the remaining entries required on the Hospital page.

5. Question 5, Nights in past 12 months and 2 weeks; in hospital last Sunday night

Question 5 is divided into 3 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 from "last Sunday's" date a year ago 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 page in such a case. Complete the remaining entries on the page.

b. Question 5b, Nights in hospital, nursing home, etc., during last week or the week before

If the date in question 2 and the number of nights in question 4 show that none of the nights in the hospital, nursing home, etc., 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 2-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

Mark the appropriate box 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," mark the "No" box 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, "No" would be marked in question 5c for any previous hospital stays reported for him.

6. Question 6, Condition causing hospitalization or stay in nursing home, rest home or similar place

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 to the left of the question, all the rules for the entry of "cause," "kind," and "part of body" for the Condition page apply to entries in question 6. If "cause," "kind," or "part of body" is required and this information 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, in the case of 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. 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 it is reported that 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:
Enter "delivery" on the condition line, then ask "Was this a normal delivery?" If "Yes," mark the "Yes" box and go to question 8. If "No," mark that box and ask "What was the matter?" Record on the condition line the respondent's description of the complications, e.g., "delivery-breech."

(2) For the baby:
Enter "newborn" on the condition line, then ask "Was the baby normal at birth?" If "Yes," mark the "Yes" box and go to question 8. If "No," mark that box and ask "What was the matter?" 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 24 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 Hosptial page have been included in the number of days reported in question 24 of the appropriate Condition page. If they have not, correct the figure in question 24. 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 24 of the Condition page. (This check may be made after the Hospital page(s) for the person has been completed.)

7. Question 7

Question 7 should be asked for all conditions except deliveries and births. Also, do not ask question 7 for conditions associated with pregnancies, abortions, etc. Mark the appropriate box or leave question 7 blank for deliveries, births and associated conditions.

8. Question 8a, 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, mark the "Yes" box and ask 8b. Enter the name of the operation in the write-in space ("Operation" line). 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," mark the "Yes" box and describe the operation. Continue to ask 8c until you receive a "No" answer and then mark the "No" box.

If the answer to question 8a is "No," mark the "No" box and go to item T.

a. Surgical operation, defined

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

b. How to report surgical operations

If the condition for which the operation was performed is not already recorded in question 6, ask for the name of it and record it in question 8, in addition to the name of the operation. For example, if the respondent states "amputation of one leg above knee," ask the name of the condition for which the operation was performed--it may be "diabetic gangrene," or "leg lacerated in automobile accident," or "osteomyelitis," etc.

If the name of the operation is not known, record in question 8 the condition for which it was performed. The following examples show the correct method of reporting:

Amputation of one foot--diabetic gangrene

Operation for varicose ulcers on both upper legs

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

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 should say that the bone was not set, etc., explain the circumstances on the "Operation" line.

9. Item T

The purpose of item T is to determine whether or not you must ask questions 9-11.

After completing questions 1-8, go to item T and begin by marking one of the boxes depending on the answer to question 5c.

If this hopsital stay was not completed, i.e., "Yes" in question 5c, questions 9-11 do not apply. Mark the "Yes in question 5c" box in item T and skip to item 19.

If this hospital stay was completed, "No" in question 5c, then questions 9-11 must be asked if the person is 55 years old or older. Mark the "No in question 5c" box in item T and then mark either the "under 55" or the "55 and over" box to determine whether or not questions 9-11 need to be asked.

If both the "No in question 5c" box and the "55 and over" box are marked, ask questions 9-11. If the "No in question 5c" box and the "Under 55" box have been marked, skip to item 12.

10. Questions 9-11, Convalescence period following hospitalization for persons 55 years old and over

Questions 9-11, on the period of convalescence following hospitalization, are to be asked for each completed hospital stay for persons <u>55 years old and over</u>. This instruction also applies to stays in rest homes, nursing homes, convalescent homes, and the like.

a. Question 9a, Place of return following hospitalization

Insert the name or relationship of the person who was hospitalized for the two dashes and change the pronoun as appropriate. Insert the <u>name</u> of the hospital, nursing home, etc., as it is recorded in question 3. For example, "When your wife left the Orchard Convalescent Home did she return home or go some other place?"

For those persons who may have had 2 or more completed stays in the same hospital during the reference period, the question refers to where the person went when he left the hospital after the particular stay which you are asking about.

(1) Definition of "Home"

If a question is raised, "Home" is the person's own home or any similar place, such as the home of a relative or friend.

(2) Definition of "Some other place"

For the purpose of this question, "Some other place" is defined as any place which provides medical or personal care such as another hospital, a rest home, a nursing home, a convalescent home, and so forth.

b. Question 9b, Kind of place

Ask question 9b if question 9a is marked "Some other place." Determine the "Kind" of place the person went to after leaving the hospital for THIS stay and write this in the space provided. For "Kind" of place enter rest home, hospital, convalescent home, etc., but do not enter the specific name of the place. However, if the name of the place is all the respondent can provide, enter this and add a footnote, "DK--kind of place."

If the place the person went to is a hospital, nursing home, rest home, etc., determine if a Hospital page has been filled for this stay, then mark one of the boxes below the write-in space.

Mark the "Hospital page filled" box if that hospital stay (the place the person went to) has a Hospital page filled for it. Skip questions 10 and 11, but ask questions 12-18 as applicable.

Mark the "Hospital page not filled" box if that hospital stay does not have a completed Hospital page. Do not ask questions 10 and 11 but complete questions 12-18. After completing these questions, fill a Hospital page for the newly reported hospital stay.

c. Question 10, Bed days following hospitalization

For persons for whom "Home" has been marked in question 9a, ask question 10.

Count any days in bed beginning with the first day the person was home from the hospital, even though the person was confined to bed for some reason other than the reason he went to the hospital.

If the person was still confined to bed as of "last Sunday night," mark the "Still in bed" box. If the person is still in bed, do not <u>ask</u> question 11 but mark the "Still confined to house" box in question 11.

d. Question 11, Period confined to house

Except for those persons for whom "Still in bed" has been marked in question 10, question 11 is asked for all persons for whom the "Home" box has been marked in question 9a.

The intent of the question is to obtain the total number of days the person was confined to the house, including any bed days.

If a question comes up, explain that "confined to the house" means having to remain inside the house or on the adjacent premises, such as the porch or yard, except for doctor appointments or for emergencies. The person would not have to be in bed to be "confined to the house."

The word "house" also means apartment, room, etc.; the idea being that we want to find out the total number of days the person was confined to the house after the particular hospitalization you are asking about.

If the person was not confined to the house for even one day, mark the "None" box. This is possible only for the persons for whom "None" or "DK" has been entered in question 10.

If the person was still confined to the house as of last Sunday night, mark the "Still confined to house" box.

C. Questions 12-19

Questions 12-19 comprise the second half of the Hospital page.

1. Question 12

Since this portion of the Hospital page will be processed separately from the other pages of the questionnaire, it is important that item 12 be completed as follows:

> Transcribe the PSU, Segment, Serial and Sample numbers (from the Household page) to the space provided. Then enter the person number and date of entry (from questions 1 and 2 of the Hospital page) for this hospitalization.

2. Question 13, Total amount of hospital bill

Question 13 asks for the TOTAL amount of the hospital bill for this stay and should not include doctor's or surgeon's bills. It should include the TOTAL bill regardless of who paid it, for example, include any amount paid for by health insurance, Social Security Medicare, by the

person himself, and/or relatives in the same household and sources such as other friends, family members not in household, any welfare agency, or any organization such as the National Cancer Institute, or by Armed Forces Medicare.

Write in the amount of the hospital bill. Notice that there are check boxes to the right of question 13. The purpose of these check boxes is to indicate whether the amount entered in question 13 is from the bill or is an estimate. If the amount given is an estimate or "DK" (don't know), mark one of the first two boxes to indicate whether the bill has been received (and the respondent cannot locate or remember) or the bill has not been received. If the amount entered in question 13 is from the bill, only the "From bill" box will be marked.

If the hospitalization is for a baby's birth and the respondent tells you that the cost was already reported with the mother's hospitalization because it was all on one bill, enter a footnote to this effect and do not ask questions 14 and 15 on the page being completed for the baby. However, if a separate bill was rendered for the baby, enter this amount in question 13 on the baby's Hospital page and ask the remaining questions, as appropriate.

If, in question 13 the respondent reports that there was "no charge" for the hospitalization, record this answer and ask questions 14 and 15. Footnote the circumstances, explaining why the hospital made no charge for this stay, e.g., this person was in a Veterans Administration Hospital and all hospital services were provided free of charge. The reasons that questions 14 and 15 must be asked when "no charge" is entered in question 13 are as follows:

(1) The person may have reported "no charge" because the entire bill was paid by health insurance or by some other source.

(2) In cases where there really was no charge, it is important that we obtain the name of the agency or organization that made this possible.

If "no charge" is the final entry in question 13, do not mark either of the check boxes.

a. Hospital bill, defined

The term "hospital bill" means only the bill submitted by the hospital, not the doctor's or surgeon's bills, or bills for special nurses and the like which are usually submitted separately. However, if the bill for an anesthesiologist or a special nurse is included on the regular hospital bill, count it as part of the total hospital bill in question 13.

The hospital bill always includes the cost of room and meals and will generally include the costs of other services such as the use of the operating room, laboratory tests, X-rays, medicine injections, and so forth. Even if these costs are given separately, include them in the total amount reported for the hospital bill.

3. Question 14a, Health insurance paid any part of bill

After asking question 13 ask question 14a even if the answer to question 13 is "Don't know."

If the bill has not yet been received, use the alternative wording, "Will health insurance pay any part of the hospital bill?"

Mark the "Yes" box if any part of the hospital bill was (or will be) paid for by health insurance, then ask questions 14b and 14c.

a. Definition of health insurance for questions 14 and 17

Health insurance as defined for question 14 must include a specific provision to pay some or all of the hospital bill. Health insurance as defined for question 17 must include a specific provision to pay some or all of the surgeon's bill.

A plan, in order to be considered insurance, must be a formal one with defined membership and benefits, rather than an informal one. For example, an employer simply paying the hospital bill for an employee would not be included as insurance.

We are not concerned with who paid the premium (i.e., price of health insurance). The premium may have been paid by the insured person, his family or employer or union or a group or club to which he belongs.

(1) Types of inclusions

The insuring organizations may be either nonprofit groups (such as Blue Cross) or commercial groups (such as Mutual of Omaha).

Payments by the insurance company may be made directly to the hospital or surgeon, or directly to the person himself.

Include both conventional plans which insure payment of medical bills and prepayment plans which insure medical services (i.e., benefits consist of services of medical staff employed by company rather than payment of bills).

Include as hospital health insurance both the type with benefits dependent upon the amount of the hospital bill (e.g., 80% of the hospital bill) and the type with benefits dependent upon the length of the hospital stay (e.g., $10 per day in hospital for the first thirty days and $5 per day thereafter).

Include Social Security Medicare (a health insurance which covers persons 65 years and over).

(2) Exclusions

For the purposes of this survey, health insurance <u>excludes</u> the following kinds of plans:

(a) Plans limited to "dread diseases" only, such as polio or cancer.

(b) Insurance that pays bills only for accidents (e.g., liability insurance held by a car or property owner; insurance that covers children for accidents at camp or school; insurance for a worker that covers him only for accidents, injuries, or diseases incurred on the job).

(c) Insurance that pays only for loss of income - only on the basis of the number of days missed from work.

(d) Free care (e.g., public assistance, Armed Forces Medicare, care given under the "Crippled Children's" plan, care of persons admitted to hospitals for research purposes). Another type of free care is Medicaid--a federally sponsored program which pays part of the health expenditures for certain low income families.

(However, as earlier stated, Social Security Medicare is considered health insurance.)

(a) When and how to use above definition — It may not be obvious from the name of some plans whether they are health insurance or not. If in doubt, ask additional probe questions using the above definition as a guide. Plans which are not within this definition of health insurance should be entered on the "Other" line of source of payment table.

b. Question 14b, Name of health insurance plan(s) — Question 14b asks for the name of the health insurance plan.

Write out in full the name of the insurance plan which paid all or part of the hospital bill. If the respondent mentions more than one plan, enter all the plans which he mentions, one plan to a line.

If the name of the plan is unknown, enter "DK" but also get as much information as possible about the company, organization, or agency which provides the insurance (or pays for the hospital bill). Avoid vague descriptions such as "school insurance," "old age benefits," "plant insurance." Instead, ask, "What kind of school insurance do you have?" or "What old age benefit program is this?" or "What is the name of the plant or the insurance he gets at the plant?" and so on.

(1) Record all information — Record as the name of the insurance plan whatever the respondent tells you. If the respondent tells you "Blue Cross through Medicare" or "Medicare paid by Aetna," record the fact that Medicare was involved in the payment even though it was paid through a recognized health plan.

c. Question 14c, Any other plans — After recording all of the plans which the respondent mentions in response to question 14b, ask question 14c. If "Yes," reask 14b, then reask 14c until you get a "No" answer.

d. Question 14d, Amount paid by each plan — For each health insurance plan which has been recorded, ask question 14d, using the name of the plan.

Record the amount in dollars and cents if given. If the amount is given in whole dollars, enter a dash in the "cents" column.

Do not press too hard for the exact amount paid by health insurance but accept the best estimate the respondent can give.

If the hosptial bill has not yet been paid, enter the amount that the insurance plan is expected to cover. In this case, ask question 14d as follows: "What will be the amount paid by (name of plan)?"

As a last resort, enter "DK" if the respondent is unable to make an estimate.

e. Add amounts paid by health insurance

After entering the amount of the hospital bill paid by each health insurance plan, add the amounts to come up with a TOTAL amount paid by all health insurance plans. Enter this TOTAL amount in line A of the table for question 15 and mark the "Health Insurance" box.

Do not include in this "Total amount paid by health insurance," any amount paid by Medicare through some health insurance plan, e.g., the entry in question 14, "Medicare through Blue Cross." This amount should be entered on line B of the table and the "Social Security Medicare" box marked.

f. Enter amount paid by Medicare

If the respondent reported in question 14 any amount paid by "Medicare," and he did not specify Social Security Medicare or Armed Forces Medicare, ask him "Which Medicare paid that (amount)--Social Security Medicare or Armed Forces Medicare?" If he specified "Social Security Medicare," enter this amount on line B and mark the box, "Social Security Medicare." If he specifies "Armed Forces Medicare," mark the box on line D, write in "Armed Forces Medicare" and enter the amount on that line.

4. Question 15, Who paid the remainder; amount paid

After entering the TOTAL amount paid by health insurance on line A and any amount paid by Social Security Medicare in line B, ask question 15, regardless of whether or not the amounts entered on lines A or B are equal to the total amount of the hospital bill in question 13.

a. Question 15a, How to ask

Question 15 is for recording the details about the source and amount of payment of that portion of the hospital bill not covered by "health insurance." If health insurance paid all or part of the hospital bill, skip 15a and ask 15b and c, if required. If no health insurance plans were reported in question 14, ask both 15a and 15b, and 15c, if required.

The manner of asking question 15 depends on the information you have already recorded in question 14.

Example 1--Health insurance paid nothing; bill not paid.
Ask 15a: "Who will pay the hospital bill?"

Example 2--Health insurance paid nothing; bill paid.
Ask 15a: "Who paid the hospital bill?"

Example 3--Health insurance will pay part; bill not received.
Ask 15b: "Will you or any other person or agency pay any other part of the hospital bill?"

Example 4--Health insurance paid part; bill paid.
Ask 15b: "Did you or any other person or agency pay any other part of the hospital bill?"

If the amounts on lines A and B are equal to the total amount of the bill in question 13, ask question 15b with the following modification, "Did you or any other person or agency pay any other part of the hospital bill?"

(1) How to record answers

Record the answer to questions 15a-c by marking the box for the category which best fits the respondent's answer.

If the respondent replies "Medicare," ask whether it is Armed Forces Medicare or Social Security Medicare, then mark the appropriate category.

(2) Definitions of categories

If a question is raised about the various categories, use the following as a guide:

Social Security Medicare, line B: Mark this box if the respondent actually says that part of the

hospital bill was paid by "Social Security Medicare" or you have determied this by additional questions.

With the passage of the Social Security Amendments of 1965, a broad new program of health care has been made available to nearly every American 65 years of age and older. One of the provisions establishes a hospital health insurance plan which went into effect on July 1, 1966. This HOSPITAL INSURANCE PROGRAM covers most hospital care expenses.

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

Self and family in household, line C: Mark this box if any part of the hospital bill was paid for directly by the person himself or by related household members.

Other, line D: Mark this category for all other sources of payment and specify the source as fully as possible.

The following definitions are of the items which should be specified in the "Other" category:

(a) Accident Insurance--If the respondent reports accident insurance as the source of payment, record this in the "Other" category but find out the following information:

1. Name of plan
2. Type of coverage
3. Who owns the policy

Examples:

A. Liberty Mutual Automobile Liability insurance owned by other party involved in the accident with respondent.

B. All-State Comprehensive Automobile Insurance which is part of the liability insurance carried by respondent.

C. Mutual of Omaha Accident Insurance which is owned by respondent to pay for medical expenses caused by all accidental injuries.

D. Mutual of Omaha School Accident Insurance which pays for hospitalization resulting from accidents while school children are at school or at school sponsored activities.

(b) Armed Forces Medicare - Armed Forces Medicare is available only to military personnel and their dependents. The following persons are eligible for Armed Forces Medicare:

1. Active duty personnel and their dependents.

2. Retired Armed Forces personnel and their dependents.

3. Dependents of deceased Armed Forces personnel who died on active duty or in retirement status.

(c) Charity - Many charitable organizations pay some or all of the medical care costs of people unable financially to pay these bills. Organizations, such as church groups and fund organizations, are to be classified to the "Other" category and so specified. Some of these groups are:

Latter Day Saints
Crippled Children's Fund
Knights of Templar
Junior League
Polio Fund
Cancer Association

(d) Employee Fringe Benefits - Employees, who work for such groups as hospitals, may be given reductions or no charge for services rendered by the hospital or group for whom they work. Record this in the "Other" category. Enter amount as "No charge" if this is the response.

(e) Employer - In some instances, employers who do not have a formal insurance plan with defined membership (see definition for health insurance) for employees may pay for the employee's hospital expenses. Record such cases in the "Other" category but determine first that this is not health insurance for which the employee pays premiums through or by his employer.

(f) Family Member Not in Household - If a related person not in household paid the cost of hospitalization, mark the "Other" category but specify that this is a "related person not in the household."

(g) Federal, State, or Local Government - Respondents may report the source of payment as some government agency. For example, Federal Government Agencies which might have paid hospital care costs are Kerr Mills, Veteran's Administration, Fulbright Exchange Program, etc. Examples of State and local government agencies which might pay costs of hospitalizations are any State aid, State, city or county hospitals, etc. If responses of "free care - prison inmate," "department of mental health," "public assistance," or "welfare" are received, probe for and specify whether they are under federal, State or local sponsorship.

(h) Friend - If a friend paid the hospital bill, mark "Other" and specify "Friend."

(i) Medicaid - Classify as "Other" and specify the sponsoring state. Example: New York or California Medicaid.

(j) Railroad Retirement - Railroad Retirement is a form of Social Security Medicare and should be marked on line B "Social Security Medicare" but footnote this information.

(k) Workmen's Compensation - Worker's Compensation is not considered health insurance and should be marked as "Other." Record what the respondent says. Examples of what responses might be expected when workmen's compensation paid the medical care costs are: State

Industrial Insurance, State Disability Insurance, Industrial Compensation, Industrial Insurance, State Worker's Compensation, State Compensation Insurance, Compensation Insurance, etc.

(1) Other - Any other response to who paid the hospital care costs should be recorded and classified as much as possible by finding out who paid the bill and what kind of organization it is.

b. Questions 15b and 15c

After marking all the categories which the respondent mentions in answer to question 15a, ask question 15b.

If "Yes" to 15b, mark the "Yes" box and ask question 15c. Mark each additional category which the respondent mentions. Continue to ask 15b and 15c until you get a "No" answer to 15b; then go to 15d.

If "No" to 15b, mark the "No" box and go to question 15d. However, if no source is reported in question 15, do not ask 15d, but go to the Interviewer Check Item above question 16.

c. Question 15d

Question 15d is to be asked for <u>each</u> category which has been marked in the table for question 15, excepting lines A and B (Health insurance and Social Security Medicare), since those amounts have already been entered.

In asking question 15d, insert for the two dashes, the name of the person or category marked. Enter the amount in the space provided on the same line as the category about which you are asking.

If the respondent does not know the amount and cannot provide an estimate, enter "DK."

If the hospital bill has not yet been paid, rephrase the question: "What will be the amount paid by - -?"

After recording the amount paid (or to be paid) for each category maked, go to the Interviewer Check Item above question 16.

5. Interviewer Check Item above question 16

If an operation was performed during this stay or if this hospitalization was for a delivery (for the mother), mark the "Operation or delivery" box. Mark this box for the baby's hospitalization for "birth" only if an operation, other than a routine circumcision, was reported for him, Otherwise mark the "No operation" box.

6. Questions 16-18 Doctor's and surgeon's bills

Questions 16-18 are asked to obtain the amount of the surgeon's bill for operation performed during this hospital stay (or doctor's bills if this hospitalization was for delivery) and how much of the bill was paid for by insurance and other sources.

a. Question 16a, Amount of the surgeon's (doctor's) bill

Question 16a asks for the amount of the surgeon's (doctor's) bill for this stay and should not include any part of the hospital bill.

Frequently, bills for operations or deliveries include charges for preoperative visits and/or some postoperative care:

(1) If, amounts for such visits are specifically given separately, do not include them in the amount of the bill for operations or deliveries.

(2) If, such amounts are not specifically given separately but the respondent does volunteer the information that this is a "package" payment plan (i.e., includes amounts for other than hospitalized surgery or delivery), enter the amount of the total "package" and footnote the fact, indicating what services are included in the "package." For example, "This is a package plan which includes charges for about 12 prenatal visits."

If neither of the two above cases occur, record the amount of the bill as given.

(1) Surgeon's bill, defined

The term "surgeon's bill" means the bill(s) submitted for surgery, not the hospital bill. Included in the bill for surgery would be bills

submitted by any doctors for surgery during that hospital stay. Do not include bills submitted by anesthesiologists or by other doctors for nonsurgical services associated with that hospitalization.

(2) Doctor's bill, defined — The term "doctor's bill" refers to the bill submitted by the doctor but only if the hospitalization was for a delivery. No other doctor bills should be included in the amount entered in questions 16-18.

(3) How to ask question 16a — If the hospitalization was for a delivery, question 16a should be asked as follows: "What was the amount of the doctot's bill for this delivery?" being sure to select the word "doctor" that is in parentheses. However, if the hospitalization was not for a delivery, question 16a should be read as follows: "What was the amount of the surgeon's bill for this operation?" being sure to exclude the reference to doctor's bills. Follow this same procedure when asking questions 16b to 18; that is, only referring to the "doctor's bill" when the hospitalization was for a delivery.

In cases where both an operation and delivery occurred (normal delivery and tubes tied), ask questions 16-18 for each. For example, the hospitalization was for a normal delivery and the operation was "tubes tied," ask question 16a, "What was the amount of the doctor's bill for this delivery?" Record this information in a footnote.

Ask the remaining appropriate parts of questions 16-18 about the doctor's bill for delivery. Mark the "Yes" or "No" boxes but enter the other information in a footnote. Then ask question 16a for the operation and record this information in a footnote also. Ask the other required parts of 16b-18. Since the box in 16b will already be marked, give the second answer to 16b in a footnote, e.g., "surgeon's bill - 16b - no." In 17c and 18b, however, you need not indicate the second answer at all but follow the appropriate skip pattern. Write the answers to the other questions in the footnote with the surgeon's bill. Enter the combined entries and totaled amounts in the answer space for 16a and the tables for 17 and 18.

If a newborn baby had an operation, question 16a should only be asked once for the surgeon's bill for the operation.

The check boxes to the right of question 16a are handled in the same way as in question 13 above.

b. Question 16b — Question 16b is asked to determine if the respondent has included the amount of the surgeon's (doctor's) bill in the hospital bill given in question 13. If it has been included, footnote the actual amount of the hospital bill by subtracting the surgeon's (doctor's) bill from the hospital bill. If it was not included, mark the "No" box and go to question 17. Also indicate any changes in the amount paid by health insurance or other sources if the entries in questions 14 and 15 include payment for expenses other than the hospital bill.

c. Questions 17 and 18, Payment of surgeon's (doctor's) bill — Questions 17 and 18 for surgeon's (doctor's) bills should be asked following the same procedures as that described for the hospital bill questions 14 and 15. The definitions of health insurance and other sources of payment were given previously.

7. Item 19 — Item 19 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 included on Card D. 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 <u>not</u> 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.

In cases where a Condition page is required, enter this condition in item CII after completing <u>this</u> hospitalization. Then carry the condition(s) through the Condition page after completing <u>all</u> required Hospital pages.

| | | |
|---|---|---|
| 8. | Special note on frequent hospitalizations for the same person | It sometimes happens that a person has been in and out of the hospital many 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. Include all the available information in a footnote if it is impossible to complete the Hospital page for each different stay. |
| 9. | Where to go next | After completing the required Hospital pages and all necessary Condition pages, turn to the first Doctor Visits page (page 38 of the questionnaire). |

# CHAPTER 6

## DOCTOR VISITS PAGE

A. General instructions

This chapter covers the instructions for the Doctor Visits page.

The questionnaire has two Doctor Visits pages. Each Doctor Visits page has two sets of doctor visits questions, which means that there is room for a total of four doctor visits on each questionnaire. If there are more than four doctor visits reported for a household, an additional questionnaire is needed.

1. When to fill a Doctor Visits page

A doctor visits set of questions is completed for each doctor visit or call. Before asking any of the questions on the Doctor Visits page, refer to the "DV" box in item CI to see if any doctor visits or calls were reported for any of the members of the household. If this check reveals no doctor visits were recorded, leave the Doctor Visits pages blank.

2. Details of two-week doctor visits

Fill one set of doctor visits questions for each doctor visit or call in the two-week reference period. Begin with the first listed person and continue in the same manner for each succeeding person.

Make a check mark to the right of the number of visits in item CI as you complete each doctor visits section, e.g., 2✓✓ . This indicates that two doctor visits sections have been completed for that person.

a. Item 1, Person number

Enter in this item the person number of the person 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. Do not make any entries in the boxes opposite the person number box.

b. Introductory statement

The introductory statement which appears above question 2a on the first Doctor Visits page is to be read only once for each family. It should be read 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 day of the month, e.g., July 23. An estimate of the exact day 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 day cannot be determined, at least determine the week. In this case, write in "last week" or the "week before" in the "Day" space. 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 visit you learn that the visit actually took place outside the reference period (either before the two-week dates or during interview week), footnote that it is out of the reference period and leave the remainder of that doctor visit section blank Then change item CI and the probe questions to reflect the actual number of visits in the past two weeks. Change question 15 accordingly:

If the person then has no doctor visits during the past two weeks

(a) If the visit was during interview week - ask when did he last visit a doctor before the date in interview week.

(b) If the last visit was prior to the two-week reference period, mark the appropriate box in probe question 15.

If the person still has visits reported during the past two weeks

(a) Leave question 15 as it is.

(2) Question 2b, Probe question for additional visits

The instructions for question 2b appear to the left of the question. Insert the name of the person for the two dashes and mark the appropriate box.

The purpose of the question is to remind the respondent of any additional visits that he may have forgotten to report earlier but which the specific doctor visit dates asked for in question 2a may remind him of.

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 set of doctor visits questions.

Note that question 2b must always have a "No" entry on a person's last doctor visits section since a "Yes" entry in question 2b requires the filling of another section which in turn requires the reasking of question 2b. If the answer to that question is "Yes," still another doctor visits section must be filled. If the answer is "No," that is the last section for the person.

c. Questions 3-6, Order of asking

Fill questions 3-6 in sequence for each doctor visit reported. These questions are asked after question 2b has been asked for the person's last doctor visit.

(1) Question 3, Place of visit

Ask question 3, inserting the name of the person and the date of visit, e.g., "Where did your husband see the doctor on July 7th - at a doctor's office, a clinic or some other place?" Mark the appropriate 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 the "XO" box and do not ask questions 4-6. Go on to the next doctor's visit or to question 32.

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.

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.

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 ididvidual office in an office building or a suite of offices occupied by several doctors.

Pre-paid Insurance Group is defined as clinics, not attached to a hospital, operated by health insurance groups such as Kaiser Permanente in California.

Hospital Out-Patient Clinic - Hospital Emergency Room --These are defined as annexes or units of a hospital where persons may go for medical care without being admitted as inpatients. (Inpatient doctor visits are not to be counted--see "Inpatient in Hospital" above.)

Health Department is defined as city, county or state health department clinics not attached to a hospital.

Company or Industry 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.)--Describe or specify in the box provided the best description of the place which you can obtain. This space is to be filled only if the "Other" box is marked.

(2) Question 4, Amount of doctor's bill

Record the amount, using both the dollars and cents space; "Five dollars" should be enteres as:

| Dollars | Cents |
|---|---|
| 5 | 00 |

If the respondent says that a bill has not yet been received for the visit, ask question 4b and record the amount in the dollars and cents box provided.

In all cases, record the total amount of the bill for the visit, regardless of who has paid or who is expected to pay the bill.

If there is no charge (no bill rendered at all), enter that fact together with the reason, e.g., "No charge for telephone call"; "No charge, V.A."; "No charge, free vaccination"; "No charge, welfare case"; "No charge, doctor is family relative," etc.

If the exact amount of the bill is unknown, accept the respondent's best estimate. Enter DK (for "Don't know") only in those cases where a bill has been or will be rendered but the respondent cannot give an estimate of the amount. Do not enter DK for cases where there is "No charge."

Although you should not request the respondent to look up actual bills to get the exact amount, your should not discourage him if he volunteers to do so.

(a) Cost of visit defined

If a question is raised about what the costs should cover, tell the respondent that we are interested in obtaining the total cost of the doctor's services for this particular visit. The bill might include medication (if any) or the costs of special procedures such as X-rays or laboratory tests. These are to be counted as part of the costs of the doctor bill if they were provided during that visit. (Note that if the special procedure such as the X-ray was actually performed on a separate visit, this would require a separate doctor visits section.)

If the visit is part of a "package" such as in maternity or surgical cases, record this fact in question 4 together with the total cost of the package and the number of visits or expected visits included in the cost, e.g., "maternity care and delivery--$150.00--about

12 visits." An example of a surgical "package" bill would be, "appendectomy and three office visits $100.00." If additional room is needed for the explanation, use the footnote space which appears to the left of questions 3-6.

(3) Question 5, 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 specializes 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, parasitic diseases, etc.), certain parts of the body (nose and throat, eyes, 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 <u>is</u> a specialist.

Double entries should not be made in question 5, 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, the entry in question 5 should reflect this fact by an entry such as "GP <u>or</u> internist--DK which."

If you learn that the doctor is not a <u>medical doctor</u> at all, it is particularly important that this fact be noted. In this case, enter "not an M.D." and also describe what he does, e.g., "chiropractor," "oral surgeon--dentist." Do not delete these kind of "doctor" visits from the Doctor Visits page even though they do not fit the definition described earlier.

(4) Question 6a, Purpose of visit

Ask question 6a, inserting the date the visit was made. Then write in the verbatim response 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.

X-rays either for diagnostic purposes or treatment would be included in this class. A diagnosis for one or more conditions can be made at the same time that a person had a general checkup; in that case, mark both "General check-up" and "Diagnosis or treatment" for the purpose of the visit.

Pre or post natal 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. Consultation for illnesses not related to pregnancy or delivery should be included in the category of "Diagnosis or treatment."

General check-up refers to visits to a doctor for the purpose of determining the general state of the person's health. This category includes checkups for general purposes and also those for specific purposes such as physical examinations required to obtain employment, for college entrance, to obtain insurance, etc.; periodicals (yearly) general checkups; visits to the well-baby clinic; etc.

However, visits to a doctor for a "check-up" or examination for only 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 check-up" but as "Diagnosis or treatment."

Eye examination (glasses) refers only to examinations of the eyes for the purpose of establishing a need for eye glasses or for a change in the type of eye glasses being worn. Any other eye examination or treatment of an eye condition is classified to "Diagnosis or treatment."

Immunization refers only to visits to the doctor for the purposes of receiving immunizations and vaccinations for preventative 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, all services received during one visit are to be entered. 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 Post natal care" and Immunization."

(5) Question 6b, When and how to ask

Ask question 6b only if the "Diagnosis or treatment" box is check in 6a and there are two or more doctor visits for the same person with no condition reported in 6a. If only one doctor visit has been reported for this person, do not ask 6b. The condition for that visit would have been reported in the probe pages.

Ask question 6b and record all conditions (or reasons for seeing the doctor) mentioned for that person in the box to the right of question 6b.

| | | |
|---|---|---|
| d. | Checking the number of doctor visits sections with the number listed in item CI | Before leaving the Doctor Visits pages, count the number of completed doctor visits sections for each person and see if this number is at least as great as the number of visits reported in item CI for each person.<br><br>The sum of the visits and telephone calls recorded in item CI for the person should not be more than the number of doctor visits sections for that person.<br><br>If the number of visits in item CI is more, try to determine the reason for the difference. If, after discussing the matter with the respondent, you learn that the number of visits in item CI was incorrect, change the entry in item CI. If that number is correct, fill whatever additional doctor visits sections are required.<br><br>The number of doctor visits sections can exceed the sum of the visits recorded in item CI since additional visits might be reported in asking question 2b. |
| e. | Two or more doctors seen on same visit | If two or more doctors have been seen on the <u>same</u> visit, fill a doctor visits section 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 may, for example, see a dermatologist in one office and an internist in a neighboring office. It also might occur when a person visits his family doctor and the latter, 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. This kind of "laboratory visit" is to be considered as 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 | Any condition or injury <u>first</u> reported on the Doctor Visits page is to be entered in item CII and a Condition page filled for it after completing all required Doctor Visits pages. |
| h. | Where to proceed next | After completing the Doctor Visits pages for all reported doctor visits, continue the interview with question 32. |

# CHAPTER 7

## PERSON PAGES 40-43

The purpose of Person pages 40 and 41 is to obtain information about health insurance, Medicare, education and veteran status. Person pages 42 and 43 are designed to obtain information about work status, occupation and industry, work-loss insurance and income.

## SECTION I. PAGES 40 AND 41

A. Purpose of questions 32-38 on pages 40 and 41

The purpose of question 32 is to find out what type of health insurance people have and who is covered by each type. Questions 33-35 ask about Medicare coverage and question 36 asks why people do not carry health insurance.

Questions 37 and 38 pertain to education and veteran status. One column of these pages must be filled for each household member.

1. Definition of health insurance

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

(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 groups or commercial groups. Payments by the insurance company may be made directly to the hospital or doctor or directly to the person himself.

B. Question 32, How to begin

Introduce the questions on health insurance by reading the introductory phrase at the top of page 40. This phrase is read once for a family. If there is anyone in the family 65 or over, be sure to include the references to Medicare.

1. Question 32a, Hospitalization insurance

Question 32a is asked family style to determine whether anyone in the family is covered by a health insurance plan which pays any part of a hospital bill. If the answer is "No," mark the "No" box and the "Not covered" box in each person's column. Then go the 32d.

a. "Insurance that pays hospital bills" defined

Hospital insurance is insurance which pays all or part of the hospital bill for the hospitalized person.

2. Questions 32b and c

Question 32b is asked if "Yes" has been recorded in 32a. For each person reported in answer to this question, mark the "Covered" box in his column. Notice the instruction above question 32c, to go to 32d if all persons are covered by health insurance.

Question 32c is asked only if the "Covered" box has not been marked for all family members and serves as a reminder to the respondent to report any other persons who are covered by hospital insurance. If the answer to this question is "Yes," reask question 32b using the parenthetical word "else" and mark the "Covered" box in that person's column.

If the answer is "No," mark the "Not covered" box in each person's column who is not covered by hospital insurance.

Thus, for each person, you will have either the "Covered" or "Not covered" box marked.

3. Question 32d, Surgical insurance

Question 32d is asked family style to determine whether anyone in the family is covered by a health insurance plan which pays any part of a surgeon's bill.

a. Insurance that pays the surgeon's bill, defined

Insurance which pays any part of a 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 prior to admission or after discharge from the hospital (if hospitalized for surgery). The surgery may be performed in a doctor's office.

b. Procedure, question 32d

If the answer to question 32d is "No," mark the "No" box; also mark the "Not covered" box in each person's column. Then follow the skip instructions on the questionnaire.

4. Questions 32e and f

If "Yes" in 32d, ask 32e. Questions 32e and f are asked following the same procedure as outlined above for questions 32b and c.

C. Order of asking questions 33-35

The order for questions 33-35 is as follows:

33. Asked individually for all persons 65 +

34. Asked family style for all persons who answer "Yes" to question 33.

35. Asked individually for all persons with both "Hospital" and "Medical" boxes blank, i.e., with "No" in question 33 or "No card" in question 34.

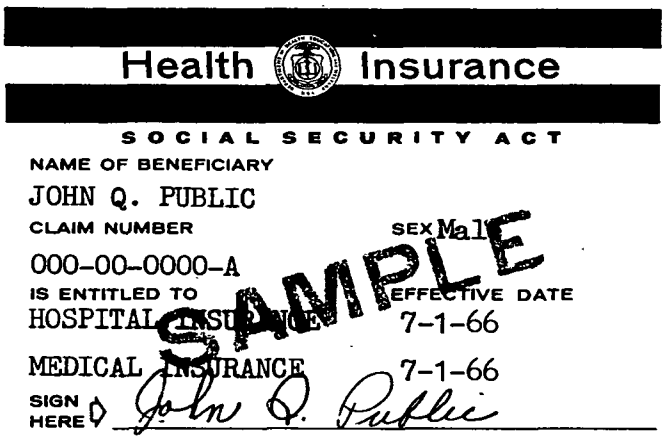
1. Question 33, Medicare

Question 33 is asked only about those respondents who are of age 65 or older. For persons under 65, mark the "Under 65" box and go to the next person. For families with persons age 65 or older, read the introduction once for that family unit and ask the question for each member age 65 or older. Mark the "Yes" or "No" box in accordance with the response and go on to the next person. Question 33 should be marked for each person before going to 34.

If, in answer to question 33, the respondent doesn't know whether or not the person has a Medicare card, enter "DK" in question 33 and do not ask question 34 for that person.

2. Question 34, Medicare card

Question 34 is asked for all respondents who answer "Yes" in question 33. In place of the dashes insert the names of persons in the household of age 65 or older who reported having a Medicare card. The card referred to is similar to this illustration.


Health Insurance

SOCIAL SECURITY ACT

NAME OF BENEFICIARY
JOHN Q. PUBLIC

CLAIM NUMBER
000-00-0000-A

SEX Male

IS ENTITLED TO

EFFECTIVE DATE

HOSPITAL INSURANCE 7-1-66

MEDICAL INSURANCE 7-1-66

SIGN HERE John Q. Public

SAMPLE

A copy of the Medicare card appears on the inside of the front cover of your Flashcard booklet so if the respondent doesn't appear to know what the card looks like, you can show him your sample.

From the respondent's card, you will be able to ascertain whether or not he (the respondent) has hospital or medical Medicare or both, by looking under "Effective Date." If a date has been entered across from "Hospital Insurance," the person has hospital insurance; the same holds true for medical insurance. If the date is blank for either of these types of insurance, it indicates that this person has no insurance of that particular type. Look at the above illustration and be sure that you know where on the card this information is located.

If a Medicare card is shown to you, record the required information and go on to the next person.

If the respondent cannot produce his card, mark one of the three alternatives: "Can't locate," "Refused" or "Other."

a. Can't locate — Mark this box if the respondent (or the proxy respondent) is unable to locate his Medicare card. "Can't locate" is limited to those cases where the card is in the household but the respondent can't find it.

b. Refused — Mark this box if the respondent refused to obtain or show you the Medicare card.

c. Other — Mark this box if neither of the two previously discussed situations are applicable. Footnote the situation; for example, a Social Security card is produced by the respondent who thinks it is a Medicare card or person is out, card with him.

3. Question 35, Medicare coverage — After asking question 34 for each person, question 35 is asked for each person with both "Hospital" and "Medical" boxes blank in question 34. Mark the "Yes" or "No" box according to the respondent's answer and ask question 35b. After asking question 35b and marking the appropriate box, go to the next person.

D. Item I — For each person in the household, check question 32 and questions 34 and 35 to determine if that person is covered by insurance or Medicare and mark one of two boxes, i.e., "Covered" or "Not covered." For each person "Not covered," go to question 36. For each person who is "Covered," go to the next person.

1. Question 36 — Question 36 is to be asked <u>exactly</u> as worded and is asked of each person "Not covered" (see item I). However, the introductory explanation in parentheses will only be read before asking question 36 for the <u>first</u> person not covered by health insurance. Record the answers to this question verbatim. It is imporatant that we wee in exactly what terms the respondent answers these questions. If the responses for later family members are the same as one previously reported, enter "same as column __" in each applicable column.

E. Questions 37 and 38, How to ask — These questions are asked as a block for each person beginning with Person 1.

1. Question 37, Education

Ask question 37a, highest grade of school attended, only of persons 17 years old and over. If the person is under 17 years of age, mark the "Und. 17" box and leave questions 37b-38d blank for that person.

a. Make only one mark

Circle only one number to report the answer to this question. Thus, if the highest grade a person has 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 High "12" and mark "Yes" in 37b. If "No," circle the High "11" and mark "Yes" in 37b.

If a person volunteers that he completed college in less than four years and he obtained a degree (graduated), question 37a may be circled College "4" and question 37b marked "Yes." If on the other hand, the person did not graduate or receive a college degree, then the entry in question 37a should reflect the actual number of years the person attended college and question 37b asked and marked accordingly.

If a person volunteers that he completed four years of college but he did not get a degree because he was enrolled in a five-year program, such as engineering, circle College "4" in question 37a and "Yes" in question 37b. If a person completed the fifth year of a five-year degree program and received a bachelor's degree, then circle question 37a, College "5" and mark "Yes" in question 37b.

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 <u>high school</u> but have not attended a regular college, circle the "12" opposite "High."

For those with postgraduate <u>college</u> 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 38a.

h. Question 37b, Grade (year) finished — Ask question 37b for all persons who are shown in question 37a as having attended school. Mark the "Yes" box if the person has completed the entire grade or academic year entered in question 37a. Mark the "No" box if the person did not finish the grade or year. For example, a person may have completed only a half year, or he may have failed to "pass" the grade.

Note that the entry in question 37b for a person who may be currently enrolled in the regular school system would be "No." For example, a 17-year-old boy enrolled in the fourth year of high school would have High - "12" circled in question 37a but since he would not yet have completed this grade the "No" box would be marked in question 37b.

For a person marked as College - "5" in question 37a, mark the "Yes" box in question 37b if he has gone through <u>one or more</u> postgraduate academic years. Otherwise, mark the "No" box.

If the answer to question 37a indicates that the person completed more than one postgraduate academic college year, mark the "Yes" box without asking question 37b.

2. Question 38, Service in Armed Forces

Ask question 38a on service in the Armed Forces, only of <u>males</u> 17 years old and over. For females, 17 years old or over check the female box and go to the next person.

a. Questions 38a-d

If the answer to question 38a is "No," skip the remaining parts of question 38 and go to the next person. If the answer to question 38a is "Yes," ask the remaining parts of question 38 that are appropriate, as indicated on the questionnaire.

(1) "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. 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. Persons in the reserve who have served on the 6-month active duty program are to be counted as having been on active duty in the Armed Forces.

Do <u>not</u> 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 <u>not</u> on "full-time active duty."

b. Questions about "War" service

Accept the respondent's answers to questions 38b, c and d regarding the period or periods of service in the Armed Forces. However, if a question is raised as to what dates are covered by a given war, cite the appropriate period as follows:

World War II--September 16, 1940 to
June 25, 1947

Korean War--June 27, 1950 to
January 31, 1955

If the respondent reports "Yes" to question 38b and then adds that his service was during the Viet Nam Conflict, mark the "No" box in this question. Questions 38c and d will not be asked for this person but you will still need to mark the appropriate box for these questions, that is question 38c "No" and 38d "Yes."

F. Where to go next

After completing question 37 and question 38 for each household member, go to question 39 on page 42 of the questionnaire.

## SECTION II

## PERSON PAGES 42 AND 43

A. Purpose of Person pages 42 and 43

Person pages 42 and 43 obtain information about work status in the past 2 weeks, occupation and industry, class of worker, income loss due to days missed from work, family income and public assistance, relief or welfare received from State or local agencies. The information on Person pages 42 and 43 are used to study the relationship between these personal characteristics and illness, injuries, hospitalizations, etc.

1. How to complete questions 39-43

Begin by completing questions 39 and 40 as a block for Person 1.

After recording the entries for Person 1, complete questions 39 and 40 for Person 2, in the same manner. Continue column by column for each person until you have made all necessary entries in questions 39-40 for each family member listed on the questionnaire.

After completing questions 39 and 40 for all household members, fill the interviewers check item above question 41 for Person 1. The interviewer check item and question 41 will be completed as a block for each person. After the interviewer check box, and question 41, when appropriate, has been filled for each related household member the family income question (42) will be asked. Then after completing question 42, 43 will be asked if the family income reported in question 42 fell in categories A through E. After completing question 42, and if necessary question 43, turn back to the Household page and complete the remaining portions of the interview.

B. Description of items and questions on Person pages 42 and 43

Questions 39-43 and some of the interviewer instructions for them appear on the left of the page and the answer spaces and skip instructions appear in columns to the right of the questions.

1. Question 39, Work status in past 2 weeks

Question 39a is to be asked for <u>each</u> person 17 years old or over. For persons under 17, mark the "Under 17" box and go to the next person.

Accept the respondent's reply of "Yes" or "No." However, if questions arise as to the meaning of "work," use the following definition as a guide.

a. 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 or charity.

A person who worked at any time last week or the week before, even for an hour, is to be marked "Yes" for question 39a.

b. Where to proceed next

If "Yes" is marked in question 39a omit questions 39b-39d and go to question 40.

If "No" is marked in question 39a both questions 39b and 39c must be asked.

c. Question 39b, With a job or business

Mark the "Yes" or "No" box in accordance with the respondent's answer to question 39b. 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 mark "Yes" for a person who says that he has a new job which he has not yet started but enter a footnote, "New job--not yet started."

(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 marked "No" for question 39b.

(2) Business, defined

A person has his own business (including a farm operation or professional practice) if he does one of the following:

(1) Maintains an office, store, or other place of business.

(2) Uses machinery or equipment in which he has invested money for profit.

(3) Advertises his business or profession.

Casual workers who work for themselves such as itinerant handymen or other odd job workers are not considered to have a business during weeks when they do not work.

d. Question 39c, Looking for work or on layoff

Question 39c is to be asked regardless of the answer to question 39b. The reason for asking the question of persons who have answered "Yes" to 39b 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

Mark the "Yes" box if the respondent's answer indicates that the person was either <u>looking for work</u> or on <u>layoff</u> or both.

(2) Looking for work, defined

<u>Looking for work</u> 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 said to be on <u>layoff</u> 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 to be considered "on layoff" but with a job from which he is absent.

e. Question 39d, Which, looking or on layoff — If the answer to question 39c is "Yes," ask question 39d and mark the appropriate answer, i.e., "Looking," "Layoff," or "Both" as indicated by the respondent's answer.

2. Question 40, Occupation, industry, class of worker — Fill questions 40a to 40d for all persons marked "Yes" in any one of questions 39a, b, or c, i.e., the 2-week labor force question.

a. Job or business to which question 40 applies — For persons who worked during the past two weeks ("yes" to question 39a) and for persons <u>with a job</u> ("Yes" to question 39b), these questions are about the <u>present</u> job. If a person worked at or has more than one job, these questions refer to the job at which he spends the most time. If equal time is spent at each job, it refers to the one the respondent considers most important.

For a person who has answered "Yes" to question 39b because he has a new job on which he is to report in the near future, question 40 should be asked about his <u>last</u> job or business. In case such a person has never previously had a job or business, enter "Never worked" in question 40a, skip to 40d 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 39c only, has never previously had a full-time civilian job or business, enter "Never worked" or "Never had full-time job" in question 40a, leave questions 40b-c blank, and mark the "Never worked" box in 40d.

c. Question 40a, Name of employer — Ask question 40a, and enter the <u>name</u> of the company, business, government agency, or other

employer. Do not use abbreviations in question 40a 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 40a. If there is no business name, write "self-employed," "own business," etc.

d. Question 40b, Kind of business or industry — The entry in question 40b 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, wholesale grocery, retail book store, road construction, shoe repair service. The words ranch, mine, manufacturer, wholesale, retail, construction, and repair service show the general function. The words cattle, fountain pen, grocery, book store, road, and shoe indicate the specific function.

(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, you should ask "Do they manufacture or do they just sell it?" If they just sell it, you should ask "Do they sell to other stores (which would be wholesale) or to individuals (which would be retail)?". Accordingly, in such a case the possible replies would be "furniture manufacturer," "furniture wholesaler," or "furniture retailer."

(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 <u>same</u> location, describe only the <u>major</u> 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 name of the employer in 40b). However, sometimes the names of government agencies are not fully descriptive of their business or activity. A correct entry in 40b 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 of 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 <u>their</u> <u>own</u> homes. Report these businesses as if they were carried on in regular stores of shops. For example: dressmaking 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 40b | Following are some examples of inadequate and adequate entries for kind of business and industry (question 40b). It is not intended that you try to memorize these examples. However, you should study them carefully and refer to them periodically to familiarize yourselves with the types of entries that are proper and adequate. |

| Inadequate | Adequate |
|---|---|
| Agency - | Collection agency, advertising agency, real estate agency, employment agency, travel agency, insurance agency. |
| Bakery - | Wholesale bakery (sells to grocers, restaurants, hotels, etc.), retail bakery (sells only to private individuals). |
| Box factory - | Paper box factory, wooden box factory, metal box factory. |
| 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). |
| 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. |

| Inadequate | Adequate |
|---|---|
| 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). |
| 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. |

| Inadequate | Adequate |
|---|---|
| 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. |
| 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 40c, Kind of work (occupation) — The entry in question 40c 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 40c; 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 40c

Following are some examples of inadequate and adequate entries for kind of work (occupation). As with the examples of entries for kind of business or industry, these should be studied carefully and reviewed periodically to familiarize yourselves with the types of entries that are proper and adequate for question 40c.

| 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, groundkeeper, sexton, property clerk, locker attendant, vault attendant. |

| Inadequate | Adequate |
|---|---|
| Clerk - | Stock clerk, shipping clerk, sales clerk, statistical clerk, file clerk. |
| Custodian - | See "Caretaker" above. |
| Doctor - | Physician, dentist, veterinarian, osteopath, chiropractor. |
| Engineer - | Civil engineer, locomotive engineer, mechanical engineer, stationary engineer, aeronautical engineer. |
| Entertainer - | Singer, dancer, acrobat, musician. |
| 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.<br><br>Farm foreman--for the person who supervises a group of farm hands or helpers.<br><br>Farmhand or farm helper--for those who do general farmwork.<br><br>Fruit picker or cotton chopper are examples of persons who do a particular kind of farmwork, rather than general farmwork.<br><br>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 dept.), fire fighter, stationary fireman, fire boss. |
| Foreman - | Specify the craft or activity involved, as foreman-carpenter, foreman-truck driver. |
| Laborer - | Sweeper, charwoman, porter, janitor, stevedore, window washer, car cleaner, section hand, gardener, hand trucker. |

| | |
|---|---|
| Layout man - | Patternmaker, sheet-metal worker, compositor, commercial artist, structural steel worker, boiler-maker, draftsman, copper-smith. |
| 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 bookeeper, 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 40d, Class of worker — For each person with entries in questions 40a-c, record the class of worker by marking one of the boxes in question 40d.

The information given in answer to questions 40a-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) "Government-Fed.," 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 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."

(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 civilian employees of the National Guard, persons elected to paid offices, employees of international organizations such as the U. N. and employees of foreign governments.

This class excludes paid employees of the American Rec Cross, the U. S. Chamber of Commerce and similar civic and national organizations. Such employees would be classified as "Private-paid," not as "Government-Other."

Work for private organizations doing contract work for branches of State of local governments should not be classified as "Government-Other."

(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, foreman, managers, or other executives hired to manage a business or farm or salesman working for commission.

Officers of corporations are not to be reported as owning their own business even though they do own all or part of the corporation stock.

(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-paid" box if the person receives money for such work; this person should be classified as "Private-paid."

(7) "Never worked," defined — This box is to be marked for cases where the person has never worked before ("Never worked" or "Never had a full-time job" entered in 40a) but has a job or business which will begin in the near future.

(8) Special cases — If any of the following special cases are brought to your attention, employ the following rules:

(a) Domestics and other odd job workers — A maid, laundress, cook, cleaning woman, gardener, or baby sitter working in another person's home should be classified as "Private-paid."

(b) Farm workers — A person who operates a farm for himself, regardless of whether he <u>owns</u> or <u>rents</u> the land, should be marked "Own."

Persons who have their own equipment and provide services to farmers such as combine operator or a cotton-picking machine operator, should also be marked "Own."

Farm managers, foremen, farm hands, etc., who work for wages or salary or at piece-rates (e.g., tomato pickers) should be classified as "Private-paid," or "Government-Other" or "Government-Fed." as the case may be, but not as "Own."

(c) Partnerships — Two or more persons who operate a business in partnership should each be reported as self-employed in their <u>own</u> business. The word "Own" is not limited to one person.

(d) Clergymen — Preachers, ministers, priests, rabbis and other clergymen attached to a particular congregation or church organization are to be classified as "Private-paid."

Clergymen working in a civilian "Federal" or "Other" government position, e.g., prison chaplain, would be marked in the "Gov't-Fed." or "Gov't-Other" box in question 40d.

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 classified as "Private-paid."

(e) Public utility employees — Public utilities are subject to governmental regulation. Transportation, communication, electric light and power, gas, water, garbage collection and sewage disposal facilities are owned by either government or private organizations. Be sure to distinguish between government operated and private organizations in recording class of worker for public utility employees.

(9) Check for inconsistencies — You should always check to be sure that the entries for questions 40a-d are consistent. For example, a person whose employer and industry in 40a and 40b is "Government-Fed." should <u>not</u> be checked "Private-paid" in 40d. A person whose industry in 40b is "retail jewelry store" should <u>not</u> have an occupation of "barber" in 40c, etc. All entries for questions 40a-d apply to the <u>same</u> job, business or profession.

3. Interviewer Check Item — After filling questions 39 and 40 for all family members as appropriate, fill this item.

a. Part a, Not in labor force or under 17 — If the person is under 17 years old, or is not in the labor force (questions 40a-d blank), mark "Not in Labor Force or Under 17" and go to the next person.

b. Part b, In labor force — If the person is in the labor force (question 40 filled), look at the "WL" box in item CI on the questionnaire to see if the person lost any days from work in the past two weeks because of illness or injury and make the appropriate entry for that person.

If there are no work-loss days reported mark the "No work-loss days" box and go to the next person. If there have been work-loss days, enter the number of days from item CI and continue with question 41.

4. Question 41, Income loss — Before asking question 41 for each person with work-loss days, read the introduction aloud, using the person's name in the first pair of dashes and the number of days he lost from work in the second pair of dashes.

If the person is self-employed, ask question 41c next; otherwise, ask question 41a after the introduction.

a. Question 41a

This question is to be asked if the person is not self-employed. It is asked to determine on how many days the person received any wages or salary from his employer for the work days he missed because of illness or injury. In reading question 41a, insert again the number of days recorded in the Interviewer Check Item above question 41. Enter the number of days that he was paid any wages by this employer on the line provided, then go to question 41b. If he was not paid any wages for any of the days he lost, mark the "None" box and go to question 41c.

b. Question 41b

This question is to be asked if the answer to 41a is "1 + days." The purpose of question 41b is to determine the number of days this person received his full days pay for the days that he missed from work. The number of days to be inserted for the dashes in question 41b is the number recorded in question 41a. If the person received his full pay for <u>all</u> of the days he lost from work, mark the "All of them" box and skip to question 41g.

c. Question 41c

Question 41c is asked if the person is self-employed, or if the "None" box is marked in 41a and b or a number of "days" is entered in question 41b. The purpose of question 41c is to determine if the person will receive any income for days lost from work through loss of pay insurance, workman's compensation, State temporary disability insurance or some other source.

The exact question wording varies somewhat depending upon the answer given to question 41a. If the "None" box has been marked in question 41a, or if the person is self-employed, ask question 41c, without the parenthetical phrase. However, if 1 + days have been entered in question 41a, ask this question, prefacing it with the parenthetical phrase, "In addition to this sick leave pay." The parenthetical word "Other" is <u>not</u> used if the person is self-employed. If "don't know," enter "DK" and go to 41e.

d. Question 41d — If "Yes" has been marked in question 41c, ask 41d to determine the type of plan which paid the income for the days lost from work. Enter the respondent's description of the type of plan on the line provided.

e. Question 41e — The purpose of this question is to find the amount of wages, salary or income that was lost during the days that were missed from work. The amount of loss is defined as the amount of salary, wages or income he would have received had he worked, minus the amount he actually received. Do not include in the amount received, social security benefits, rents from property, retirement benefits or help from relatives. If the person does not know the exact amount of the loss, ask him to give his best estimate. The entry should be rounded to the nearest dollar.

f. Question 41f — Question 41f is to be asked if there is a dollar entry in 41e. If the entry in 41e is "DK," leave 41f blank and go to 41g. The purpose of question 41f is to determine more precisely how much income this person lost. This question determines whether the amount of income that was lost as reported in question 41e was actually "before" or "after" taxes are deducted.

g. Question 41g — Question 41g is asked for everyone with work-loss days reported. The purpose of this question is to find out what their income usually is per week so that it is possible to determine what proportion of the persons' pay was lost. The entry should be rounded to the nearest dollar. An alternate version of question 41g has been provided for persons not regularly employed, such as "seasonal workers." For these persons, ask question 41g as follows: "How much would - - have earned in a week if he wasn't sick?"

h. Question 41h — Question 41h is asked following 41g to determine more precisely the person's weekly earnings. The appropriate box, "Before" or "After" should be marked. "Before" and "After" refers to the taxes deducted from the amount reported in 41g (weekly earnings).

5. Question 42, Family income — Question 42 is asked to obtain the total combined income for all related household members during the past 12 months. Each <u>unrelated</u> household member or group should be asked question 42 individually at the time he is interviewed.

a. How to ask question 42

Open your flashcard booklet to Card I, then ask the first part of question 42, "Which of these income groups represents your total combined family income for the past 12 months, that is, yours, your - -'s, etc.?" Hand Card I to the respondent and finish reading the rest of question 42.

It is important to read all parts of this question so the respondent will know which person's income should be included and what types of income are to be included.

b. Income of all related members

Question 42 covers the income of the head of the household and all other household members who are related to the head. Thus, it may cover the income of two married couples who are related to each other and living together. Mark the appropriate box in the column of each person corresponding to the income group selected for the group of related persons.

Income to be reported is gross cash income (excluding pay in kind) except in reporting income for a family with their own farm or business; in that case, net income should be reported.

If the question is raised, this should be income before taxes are deducted.

Also include in the family income figure, the income of a member of the Armed Forces who is living at home with his family even though he is not to be recorded as a family member. Include allotments and other money received by the family from a member of the Armed Forces not living at home.

c. Income of unrelated persons

On the questionnaire prepared for each roomer, servant or other person not related to the head, mark the box for his or her individual income, with one exception; if two or more such persons are related to each other, e.g., roomer and roomer's wife, mark the code for their combined incomes in the column for each member of the group.

d. Problem cases

Nearly all respondents will answer the income question without hesitation. An occasional respondent may refuse to answer the question, however,

even though you may explain that the information will be kept strictly confidential. In that case, enter "Refused" in question 42. If the respondent does not answer the question for some other reason, enter this reason. These entries are to be made in the question area of 42.

e. Approximation acceptable

The fact that income is divided into groups on the income card and that you ask "Which of these income groups?" should indicate to the respondent that an approximation is acceptable. If he appears not to understand, or to be trying to figure out the exact income, or says he cannot give the exact income, point out that we are interested only in the income group and that an estimate is acceptable.

f. Reasons for obtaining income

The income is very important in the statistics for separating the families we interview into groups that live differently. The way these different income groups live affects their health in many ways. For example, people with different incomes have different kinds of occupations and their occupations affect their health. All of the income information, just like the rest of the information, is completely confidential.

6. Question 43, Public assistance

Question 43 is only asked for those families whose incomes were less than $5,000 during the past 12 months, i.e., group A-E marked in question 42. Do not ask question 43 if the answer to 42 is "DK" or "refused."

The purpose of question 43 is to find out if a family with an income of less than $5,000 received any public assistance money, relief money or welfare money from a State or local government.

a. Question 43a

Question 43a is asked family style for each family unit in a household that reported income in groups A through E.

Mark the appropriate box to the right of the question and footnote the skip instruction.

Include only cash payments which are made directly to the family.

If a question arises about what to include as public assistance money, relief money or welfare money from State or local governments, use the following as a guide:

Include: aid to dependent children, aid to the blind, public welfare (State), old age assistance and so forth.

Do not include: workman's compensation, unemployment insurance, food stamps or food, payment of rent, pay in kind, payments to a hospital, private assistance from persons or organizations, Christmas baskets, money from the Salvation Army or other private organizations.

b. Question 43b

Question 43b is asked if the "Yes" box is marked in 43a. Mark the appropriate box to the right of the question and follow the skip instruction.

If in question 43a or b, a respondent tells you that she or some other related family member received only a one time lump sum payment from some State or local government, mark the "No" box and footnote the situation.

c. Question 43c

Ask only if "Yes" in question 43b. Check the box "Receives aid" in the column for each person who receives aid.

Ask if anyone else receives aid. If "No," go on to 43d. If "Yes," check appropriate boxes and reask until a "No" is given.

d. Question 43d

Question 43d is asked individually for each person for whom you have marked the "Receives aid" box in 43c. Insert the person's name or relationship for the dashes so the respondent is aware of which member you are asking about. Record the verbatim response in each applicable person's column. If more than one family member receives the same kind of aid, enter "Same as col.__" in the columns for the other family members.

If in answer to 43a, the respondent says "Yes" and in answer to 43d, the respondent gives one of the kinds of assistance which we don't want to include, enter it in 43d anyway and leave the original entry in 43a as it is.

e. Where to go next

After completing a column of the Person page for each person in the household, go to the Household page and complete the items according to the instructions given in Chapter 2 of Part D.

# CHAPTER 8

## THE MOTOR VEHICLE ACCIDENT SUPPLEMENT

**A. When to fill a supplement**

Fill the necessary Motor Vehicle Accident Supplements after completing Person pages 42 and 43.

(1) A separate supplement must be filled for each separate accident.

(2) If two or more related household members were in the same accident, one supplement will be filled for that accident.

(3) A separate supplement must be filled for each unrelated household member or family group, even though only one accident was involved.

**B. Identifying information**

Before asking question 1 of the accident supplement, transcribe the PSU, Segment, Serial and Sample numbers from the questionnaire to the space provided on the cover page of the Motor Vehicle Accident Supplement.

Then enter the person number, age and name of each related household member, involved in this accident, in a separate person column of the first inside page. There are four person columns provided on each supplement. If more than four persons in the family were involved in the same motor vehicle accident, a second supplement must be used. After recording the identifying information in the person columns, enter the date of the accident in the appropriate space at the top of page 2.

**1. Number of books**

If you use only one supplement for a household, fill this item to read "Book 1 of 1 Books." If it is necessary to use two supplements, the first supplement should be filled to read "Book 1 of 2 Books" and the second "Book 2 of 2 Books." Corresponding entries should be made when three or more supplements are used. These entries are to be made after all supplements for this household are completed.

C. Order of asking questions 1-27

The way in which the questions on the Motor Vehicle Accident Supplement are asked, depends upon the number of related household members involved in the accident; however, the order of asking the questions remains the same regardless of the number of persons involved.

The first question to be asked (question 1) is on the inside of the booklet on page 2. Proceed through the booklet on to the back page (page 8), then complete the supplement with the questions on page 1.

Below is a general outline of the order in which these questions should be asked:

| Block of questions or single questions | Ask for |
|---|---|
| Introduction, question 1 | All household members in the accident at one time. |
| Questions 2-4 | After completing question 1, these questions are asked as a block for each related household member in the accident in the order they are listed in the person columns on the supplement. Questions 2-4 are asked for the first person listed, then for the second person, etc. |
| Question 5 | Question 5 is asked about the accident only once after completing question 4 for the last person listed on the supplement. Ask question 5 only if "No injuries" have been reported for all related persons in the household who were in the accident. |
| Question 6 | Ask question 6 individually for each person injured. |
| Question 7 | Question 7 is asked family-style. |
| Question 8 | Question 8 is asked individually. |
| Questions 9-10 | After completing questions 6-8, ask questions 9-10 only once. |
| Questions 11-14 | Questions 11-14 are asked as a block for each person. |
| Interviewer Check Box | After question 13 (or 14), for the last person listed on the supplement, check one box according to the answers given in questions 9 and 11. The remaining questions (15-19) on the supplement are asked only once about the accident. |

| Block of questions or single question--Con. | Ask for--Continued |
|---|---|
| Question 15 | Ask if all related household members, involved in the accident, were outside the motor vehicle (Interviewer Check Box three marked). |
| Questions 16-18 | Ask if there were two or more motor vehicles involved and one or more of the persons listed were inside the motor vehicle (check box two marked). |
| Questions 19-20 | Ask if only one motor vehicle was involved and one or more of the persons listed were inside the motor vehicle (check box one marked). |
| Questions 21-27 | After completing the appropriate questions, 15-20, ask questions 21-27 for all motor vehicle accidents. |
| 1. Introduction and question 1 | Introduce the accident supplement by saying, "You said that - - (and - - were) was in a motor vehicle accident on _____(date)," inserting the name or names of the persons in the accident and the date of the accident as recorded at the top of the page. After this introduction, mark the Interviewer Check Box and ask the part of question 1 indicated in the instruction to the right of the Interviewer Check box that was marked.<br><br>If only one person in the family reported that they were in a motor vehicle accident, check the "1 person" box and skip question 1a. Begin with question 1b, inserting the name of the person involved in the appropriate place. List each person reported and continue to ask question 1b until a "No" answer is received; then ask questions 2-4 for each person listed on the supplement.<br><br>If two or more persons in the household were in the accident, begin with question 1a. This question is asked to determine if each person listed on the supplement was actually in the same accident. If "Yes" is received to question 1a, ask question 1b. If "Yes" is also given in answer to question 1b, record all persons mentioned in a separate person's column. After all family members reported in 1b have been listed, mark the "No" box in question 1b and go to questions 2-4. |

If a "No" answer is received to question 1a, determine which family members were in the same accident. Delete the persons listed who were not in the same accident. Fill a separate supplement for each related family group in each different accident.

2. Questions 2-4, How to ask

Questions 2-4 are handled as a block for each person involved in the accident. Ask questions 2-4 for the person listed in the first column to the right of the questions. Then ask questions 2-4 for the second person, if one is listed, and so forth, until all persons involved in the accident have been asked these questions.

a. Questions 2a-d, Type of injuries, if any

Ask question 2a, inserting the name of the person involved. If "No," mark the "Not injured" box and go to question 3.

If the "Injured" box is marked, ask question 2b. Record each part of body the respondent mentions on a separate line. Next, ask question 2c, for each body part listed, inserting the body part as necessary, e.g., "What kind of injury was it to the face?" Record on the same line the kind of injury obtained for that part of body.

After recording the part of body injured and the kind of injury reported, ask question 2d. If "Yes," mark the "Yes" box and reask questions 2b-d. Repeat questions 2b-d until a "No" is recorded in question 2d; then go to question 3.

If in answer to question 2a, the respondent does not report a specific injury but answers that he was, for example, "Just shaken up a bit," consider this as being hurt or injured and mark the "Injured" box. Then try to get as much detailed information about this condition as possible when asking the remaining parts of this question.

General, vague answers such as "hit," "blood clot," "bumped," "mashed," etc., are not acceptable entries for the <u>kind of injury</u> since they do not provide sufficient information on the nature of the injury. The <u>specific part</u> of body must be entered. Answers such as "back," "head," "leg," are <u>not</u> sufficient. Answers for part of body and kind of injury are required in the same detail as for questions 3a-e of the Condition page. Following are some examples to clarify adequate and inadequate entries.

| Adequate | | Inadequate (indicated by an asterisk) | |
|---|---|---|---|
| Part(s) of body | Kind of injury | Part(s) of body | Kind of injury |
| Knee | Fractured | Knee | Crushed* |
| Upper leg | Bruised | Leg* | Mashed* |
| Eye | Bruised | Eye | Hit* |
| Brain | Concussion | Head* | Injured* |
| Hand | Cut | Finger | Caught in door* |
| Lower back | Dislocated | Back* | Hurt* |

b. Questions 3a-b, Doctor talked to

The way in which question 3a is asked depends upon whether or not an injury was reported in question 2. If a person reported an injury, question 3a would be asked as follows, "Did - - ever see or talk to a doctor because of this injury (these injuries)?" If no injury was reported, the word "accident" would be substituted for the word "injury," thus, "Did - - ever see or talk to a doctor because of this accident?"

For questions 3a and 3b, the definition of doctor is the same as for the Condition page. If a dentist was seen, mark the "Yes" box and indicate in a footnote the doctor was a dentist.

Question 3b is designed to obtain the interval that elapsed between the actual time of the accident and the time the person was seen by a doctor. The answer that is recorded should be as exact as the respondent is able to provide. However, if the respondent can only estimate the time lapse, record this answer but indicate that it is an estimate. If the respondent indicates that it was less than an hour, ask for the number of minutes. Record the number of hours (including parts of hours, 1-1/2, etc, if given) up to a day, or the number of days (including parts of a day if given, e.g., a day and a half) that elapsed between the accident and the doctor visit.

After completing question 3b for this person, go to question 4.

c. Question 4, Disability

The purpose of question 4 is to determine the number of disability days (bed days, restricted

activity days and days lost from school or work) as a result of the motor vehicle accident being asked about. This question will be asked regardless of whether or not this person reported an injury.

The reference period for question 4 is determined by the date of the accident, therefore, any days of disability during the period beginning with the date of the accident to last Sunday night should be included. It should be noted that these days need not be continuous, but you should enter the total number of days excluding any days occurring during interview week. However, in such cases, where you find that the days reported were not continuous, footnote the situation.

For example, Person 1 was involved in a motor vehicle accident on June 15, 1968 and the date of interview is Wednesday, July 17, 1968. In answer to question 4b, the respondent says that the accident caused Person 1 to be in bed ever since the date of the accident. The entry in question 4b should be "30." If Person 2 was involved in the same accident on June 15, 1968, but had been in and out of bed several times since the accident, the actual number of days that Person 2 remained in bed all or most of the day between June 15 and last Sunday night should be recorded in question 4b.

(1) Questions 4a-b, Bed days

Question 4a determines whether or not the person remained in bed for all or most of a day as a result of any injury from the accident or from the accident itself. The definition of "bed days" is the same as the one found in Chapter 3, Section I, Part D of the Manual. Hospital days are counted as "bed days."

Like question 3a, the way in which question 4a is asked depends upon whether or not the person was injured in the accident; thus, if injured, ask, "Did the injury from this accident keep - - in bed all or most of a day?" If not injured, do not include the parenthetical phrase.

If a "Yes" response is given to question 4a, ask question 4b. Then, ask question 4d to get the total number of restricted activity days. If "No" in question 4a, skip to question 4c.

| | |
|---|---|
| (2) Question 4c, Cut-down days | Question 4c is asked in all instances where the response to question 4a was "No." The definitions relating to this question, i.e. "cut down," "usually does" and "as much as a day" are the same as the ones used in question 5 on probe pages 2 and 3. However, make sure that any disability days reported in this question are a result of some health reason related to this accident and not because the person had to curtail certain activities while his motor vehicle was being repaired. |
| (3) Question 4d, Total cut-down days | If a "Yes" answer is received to 4c or if 1 + days are recorded in question 4b, ask question 4d to determine the total number of days this person had to cut down because of the accident (or the injuries obtained from the accident). The number of cut-down days must be the same as or greater than the number of bed days (if any) reported in 4b.<br><br>After asking question 4d, ask question 4e, 4f or 4g, depending on the age of the person for whom these questions are being asked.<br><br>If "No" is marked in question 4c, ask questions 2-4 as a block for the next person listed on the supplement. If there are no other persons listed, go to question 5. |
| (4) Question 4e, Days lost from school for persons 6-16 years of age | Question 4e is asked of all persons between the ages of 6 through 16 for whom question 4d was asked.<br><br>Mark the "None" box if no days were lost from school or if the person does not go to school. If you learned earlier that the person would not have been going to school during that period since the accident, whether or not he had been injured, mark the "None" box without asking the question. The definitions of "school" and "school days" remain the same as the earlier ones used in probe question 5 on the questionnaire. |

(5) Question 4f, Days lost from work for persons 17 years of age or older

Question 4f is asked in all cases where question 4d was asked and the person involved is age 17 or older. Mark the "None" box if no days were lost from work or if the person doesn't work. The definition of "work" and "days lost from work" is the same as the one used in probe question 5 of the questionnaire.

(6) Question 4g, Condition causing cut-down days

If "no injury" was reported in question 2a for this person and "cut-down days" are reported in 4d, ask question 4g. While the word "condition" is to be emphasized when asking the question, record verbatim the respondent's answer even though no condition is reported. The reply might be, "I had to take a day off from work to have a complete checkup to make sure nothing was wrong." If an injury has been reported for this person in question 2a, mark the "Injured" box and go to the next person listed on the supplement.

After asking question 4g, if required, go to the next person listed or to question 5.

3. Questions 5a and b, "Was anyone injured?" "Did an ambulance come to the scene of the accident?"

Ask question 5a after completing questions 2-4 for all persons listed, but ONLY if no injuries have been reported for all related household members. If related household members were injured, mark the box above 5a and skip to question 6 on the next page. The purpose of question 5a is to find out if ANYONE was injured in the accident, whether or not they were household members. Regardless of the answer to question 5a, ask 5b. After asking question 5b and recording the appropriate answer, follow the skip instruction. If "Yes" was marked in 5a, go to question 9. If "No" was marked, STOP; do not fill the remainder of the supplement. In this case, return the supplement with the identification items and questions 1-5 filled, along with the completed questionnaire for that household.

If question 5 does not have to be asked (i.e., one or more persons listed on the supplement reported an injury) mark the "Related household member injured" box above question 5 and go to question 6.

4. Questions 6-8

Question 6 is asked as a block for each injured related household member. Question 7 is asked family style and question 8 is asked, as appropriate, for each injured related household member.

a. Question 6

Question 6 is asked to determine if any first aid treatment or other care was received by the person at the scene of the accident. If the answer to question 6a is "Yes," ask 6b and record the respondent's answer verbatim. If the answer to 6a is "No," mark the "No" box, leave questions 6b and c blank for that person and ask question 6a for the next injured family member.

Question 6b is designed to pick up any kind of care tne respondent mentions. It can include medical treatment from an M.D. or first aid from a layman. If nonmedical care is mentioned, record that also.

Question 6c is asked to determine who provided the care mentioned in 6b. If more than one person provided the care, mark as many boxes as apply. It isn't necessary to specify which person provided each kind of care.

Mark the "Doctor" box if the respondent indicates that an M.D. provided the care. Mark the "Ambulance attendant" box if the driver or one of the ambulance attendants or rescue squad members provided the care. If any other person or persons provided the care, mark the "Other person" box and enter the description of those persons, e.g., "friend," "mother," etc. After asking questions 6a-c for the first injured person, go to question 6 for the next person until questions 6a-c have been asked for each injured related household member, then go to question 7.

b. Question 7

Question 7 is asked to determine if an ambulance came to the scene of the accident, and if so, which persons were taken from the scene of the accident in an ambulance and where the ambulance took them.

The word "ambulance" means either a regular ambulance or other rescue vehicle, such as that operated by a rescue squad, fire department or ambulance service. It doesn't include other private or official automobiles or vehicles used for the purpose of transporting persons from the scene of the accident.

Question 7a is to be asked only once for all injured family members. Mark the "Yes" or the "No" box as appropriate and follow the skip instruction.

In asking question 7b, insert the names of all related household members where the dashes appear. Question 7b should be marked "Yes" if the ambulance took any related family members from the scene of the accident, regardless of where the person went in the ambulance or why he rode in it. If the answer to 7b is "Yes," ask 7c and mark the "Taken by ambulance" box in each person's column who was taken from the scene of the accident in an ambulance. If no related household members were taken from the scene of the accident in an ambulance, mark the "No" box in 7b and leave 7c and d blank, asking question 8 next.

Question 7d is asked for each person whose "Taken by ambulance" box is marked in 7c. It is asked to determine where the ambulance took the person from the scene of the accident. It may be that the ambulance took the person home first and then to the hospital. If the ambulance did not go directly to one of the places listed, mark the box indicating where it finally took the person but then explain the situation in a footnote.

Mark the "Hospital" box if the ambulance took the person from the scene of the accident to a hospital. This would include any type of hospital.

The "doctor's office" is defined for this question, as wherever the doctor has his office, e.g., clinic, office building, home, etc.

"Home" would be wherever the person is staying at the time of the accident. If he is on vacation and is temporarily living in a vacation cottage

or a hotel or at the home of a relative or friend; then that would be considered his home for purposes of this survey.

If the ambulance took the person to a place other than that indicated in the answer boxes provided, mark the "Some other place" box and specify what that place is.

Once you have asked question 7d, as required, ask question 8 for each injured household member not taken from the scene of the accident by an ambulance, i.e., the "Taken by ambulance" box is left blank in question 7c.

c. Question 8

Question 8 is asked for each injured family member who was not taken from the scene of the accident in an ambulance (even though an ambulance came). The answer to question 8 is recorded using the same definitions as in 7d.

After marking the box in question 8, ask question 8 for the next injured family member.

If this is the last injured family member, turn to page 6 and ask question 9.

5. Questions 9 and 10

After completing questions 6-8, ask question 9a; and if needed, questions 9b and 10.

a. Question 9a, Number of motor vehicles involved

Question 9a is asked once for each accident. The definition of "motor vehicle" in this question is the same as the definition used in probe questions 30 and 31. Ask question 9a and mark either the box "One" or "Two or more," according to the answer given.

If only one motor vehicle was involved, ask question 9b.

If two or more motor vehicles were involved, mark the "Two or more" box and enter the number of vehicles involved in the space provided. Skip questions 9b and 10 and ask question 11 of the first person listed.

If, in explaining how the accident happened, the respondent indicates that the motor vehicle

was moving at the time or the instant before the accident, mark the "Moving" box and ask question 11 for the first person listed.

6. Questions 11-14

Questions 11-14 are handled as a block and are asked of each person in the order they are listed.

a. Question 11, Outside or inside motor vehicle

There are two versions of question 11. The first one is asked of persons 14 years or over; the second one is asked of all persons under 14 years.

If one motor vehicle is involved, the phrase, "the vehicle" refers to the motor vehicle; if two or more vehicles are involved, it refers to any of the motor vehicles involved, e.g., the person could be inside the street car but outside of the car involved, so "Outside" should be marked in this case since a street car is not a motor vehicle.

The next question, that will be asked, depends upon the answer given to question 11. If the person was outside the vehicle, mark the "Outside" box and ask question 12; if a passenger, mark that box and go to question 13; or, if a driver, mark that box and go to question 13. If the person reported that he was either getting in or out of a motor vehicle when the accident took place, mark that box and ask questions 11-14 for the next person on the supplement. If no other persons were involved, go to the Interviewer Check Box at the bottom of the page.

If you learn that the person was the driver or a passenger on a motorcycle, mark the appropriate box (i.e., "Passenger" or "Driver") and circle the word "motorcycle." Then go to question 14 instead of 13a or 13b.

It is expected that most people will answer question 11 without hesitation and will classify themselves consistently with the definitions of the survey. In some cases, questions might arise regarding the correct way to report "Outside," "Inside" or " Getting in or out" of a vehicle.

(1) "Outside," defined

In addition to the obvious situations of being outside a motor vehicle when an accident occurs, such as fixing a tire, working on the engine or

being hit by a motor vehicle when the person is on foot (or sitting or lying on the ground), there are some less obvious situations when the injured person is to be considered as outside the motor vehicle. These are:

(a) hanging on to some outside part of a motor vehicle with the person's body outside; for example, a person riding on the fender of a car or hanging on to the tailgate of a truck.

(b) while riding in a non-motor vehicle, e.g., railroad train, bicycle, street car or horsedrawn vehicle.

(c) while riding in or on a pedestrain conveyance such as a coaster wagon, baby carriage or on roller skates.

(2) "Inside," defined

"Passenger" or "Driver" should be marked when the person was inside the motor vehicle when the accident happened. The box for passenger should be marked if he was in the motor vehicle but not driving at the time of the accident.

Also consider the person as inside:

(a) if he was thrown or falls out of a motor vehicle at the time of the accident.

(b) if he had his arms, legs, head or any other parts of his body protruding from the motor vehicle when the accident happened but the rest of his body was inside.

(c) if he was riding in the bed of a truck or on an open motor vehicle such as a motorcycle, motor scooter, tractor, etc.

(d) if he was inside a motor vehicle which was not moving but which was involved in an accident with a motor vehicle which was moving.

(3) "Getting in or out," defined

The classification of "Getting in or out" of a motor vehicle at the time of the accident is not likely to raise problems since it is usually easy to recognize. For example, while boarding or leaving a bus or while jumping off a truck

would be easily identifiable as an accident belonging to this class. Also included in this class are:

(a) jumping or getting off a motorcycle, motor scooter, etc.

(b) entering or leaving a non-moving motor vehicle struck by a moving motor vehicle.

b. Question 12, On foot, bicycle or some other vehicle

Ask question 12 and record the answer by marking the appropriate box for persons on foot or on a bicycle. For any other response, mark the "Other" box and specify the vehicle and/or the circumstances.

Then ask questions 11-14 for the next person listed or go to the Interviewer Check Box if this is the last or only person listed on the supplement.

c. Question 13, Where sitting and use or availability of seat belts

One or more parts of question 13 will be completed for each person who reported in question 11 that they were either a passenger or the driver of a motor vehicle at the time of the accident.

(1) Question 13a, Where sitting

If the person was a passenger, ask question 13a and mark the appropriate box ("Front" or "Back") according to their response. Then ask question 13b. If the person was in a station wagon and was riding in the middle seat, mark the box for "Back."

However, if the person was a passenger in a bus, for example, the "Other" box would be checked in question 13a with this fact recorded on the line provided. No other parts of question 13 would be asked for this person. Instead, questions 11-14 would be asked of the next person listed, or, if this was the last person, go to the Interviewer Check Box.

If the person was riding a motorcycle at the time of the accident, mark the "Motorcycle" box and go to question 14.

(2) Question 13b, Wearing seat belts

Question 13b is asked if "Driver" is marked in question 11 or "Front" or "Back" is marked in question 13a. If "Yes," go to questions 11-14 for the next person or the Interviewer Check Item if no other person is listed. If the

response to question 13b is "No," ask question 13c. If you find out for the first time that the person was on a motorcycle, mark that box and go to question 14.

(3) Question 13c, Availability of seat belts — If, in question 13b, the person reported that he was not wearing a seat belt at the time of the accident, ask 13c; mark either the "Yes" or "No" box and ask question 13d.

(4) Question 13d, Wearing shoulder strap or harness — Question 13d is asked whether or not the person reported wearing a seat belt in question 13b. It is possible that the person could be wearing both a seat (lap) belt plus a shoulder strap or harness at the time of the accident. If the answer is "Yes" to question 13d, mark the "Yes" box and ask questions 11-14 for the next person. If the answer to 13d is "No," mark that box and ask 13e.

(5) Question 13e, Availability of a shoulder strap or harness — If the person reported that he was not wearing a shoulder strap or harness at the time of the accident, you must ask question 13e to determine if one was available where he was sitting. Mark either the "Yes" or the "No" box as appropriate; then go to questions 11-14 for the next person, if any, or if this is the last person, go to the Interviewer Check Box.

d. Question 14, Wearing a helmet — Ask question 14 for all persons on a motorcycle at the time of the accident, either as a driver or passenger. Go directly to question 14 from question 11, 13a or 13b, leaving the remaining parts of question 13 blank wherever you determine the person was on a motorcycle.

After asking question 14 and recording the answer, ask questions 11-14 for the next person. After filling question 14 for the last person, go to the Interviewer Check Box below question 14.

(1) "Motorcycle," defined — For purposes of question 14, a "motorcycle" is defined as any two-wheeled vehicle powered with a motor. A motor scooter, motor bike and a motorcycle would all be included in this category, even if a side car is attached.

7. **Interviewer Check Box**

The purpose of the Interviewer Check Box is to determine what question should be asked after questions 1-14 have been completed. In order to determine which of the three interviewer check boxes to mark, look at the entries in questions 9 and 11 and proceed as follows:

If "One" is marked in question 9 and "Passenger," "Driver" or "Getting in or out" is recorded in question 11 for any person, mark the first box, "One motor vehicle with one or more family members inside," then go to question 19.

If "Two or more" is marked in question 9 and "Passenger," "Driver" or "Getting in or out" is reported in question 11 for any person, mark the second box, "Two or more motor vehicles with one or more family members inside," then go to question 16.

If "Outside" is marked in question 11 for all related household members, mark the third box, "All family members outside motor vehicle," then go to question 15.

8. **Questions 15-27**

Questions 15-27 are asked only once for each accident and are in reference to detail about the accident rather than the persons involved in the accident. If there are non-related household members who were involved in this same accident, questions 15-27 may be transcribed from the first Motor Vehicle Accident Supplement to the succeeding supplements without reasking the same questions.

9. **Question 15**

Question 15 is asked if all related household members involved in the accident were outside the motor vehicle.

a. **Question 15a, Year and make of motor vehicle**

If all family members were <u>outside</u>, ask question 15a and record the year and make of the motor vehicle in the space provided; then ask question 15b.

b. **Question 15b, Type of motor vehicle**

Question 15b is asked to determine the type of motor vehicle. Mark the appropriate box that describes the type of motor vehicle, i.e., sedan, convertible, hardtop or station wagon. If it is some other type, check the "Other" box and record the type on the line provided, e.g., sports car, bus, etc. If the person cannot answer this

question, do some additional probing to gain a description of the vehicle, such as asking, "Was it a car, bus, truck or something else?" Then ask, "What kind of car (truck) was it?" and enter the verbatim response. If the motor vehicle involved was a truck, determine the type of truck (e.g., pick-up, dump, tractor-trailer, etc.) and record this information on the line next to the "Other" check box.

c. Question 15c, Registration — After recording the answer to question 15b, ask question 15c. If the respondent does not understand the term registered, explain that this means the State in which the license plates were obtained. After recording the State, skip to question 22.

10. Question 16 — Question 16 is asked if there were two or more motor vehicles involved in the accident and one or more family members were inside the motor vehicle. The purpose to question 16 is to determine which of the motor vehicles were moving; more specifically, whether the motor vehicle the household members were in was moving at the time of the accident.

a. Question 16a, Moving — If the answer to question 16a is "Yes," mark that box and go to question 16c.

b. Question 16b, Moving instant before — If "No" to question 16a, ask 16b. The term "instant" in this question indicates that the act of stopping was related to the accident, such as:

(1) bringing the vehicle to a stop in an unsucessful attempt to avoid the accident

or

(2) being struck by another because of a sudden stop.

However, do not include in this category a vehicle which has stopped and is struck for some reason not related to the act of stopping, i.e., a vehicle is stopped for a traffic light and is struck by another vehicle whose driver just failed to stop. Do not consider the vehicle stopped for the traffic light as moving the instant before the accident happened.

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| c. | Question 16c, Other vehicle moving | Question 16c is asked after "Yes" is marked in question 16a or after asking question 16b. If "Yes," go to question 17. |
| d. | Question 16d, Moving instant before | Question 16d is asked if a "No" response is obtained in question 16c. Mark the appropriate box according to the respondent's answer, then go to question 17. The same definitions given for question 16b also apply to 16d. |
| 11. | Questions 17a and b, Point of impact | Question 17 is asked for all accidents involving two or more motor vehicles, after completing the entries in question 16.<br><br>The purpose of this question is to determine the point or area of impact for the motor vehicles involved in the collision. |
| a. | Question 17a | Question 17a is asked to determine the point of impact for the motor vehicle in which the family members were riding. Hand the respondent the flashcard booklet showing the motor vehicle flashcard and ask the question. Mark the lettered box corresponding to the lettered area on the picture of the motor vehicle on the flashcard. If the point of impact was in more than one lettered area, reask the question emphasizing that we are interested in the <u>initial</u> single point of impact. If the respondent is still unable to single out <u>one</u> point of impact, footnote this situation after marking the appropriate points of impact. |
| b. | Question 17b | Question 17b is to determine the point of impact for the other motor vehicle(s) involved in the accident. If more than two motor vehicles collided, enter a footnote explaining the point of impact on each motor vehicle involved. The method of asking question 17b is the same as for question 17a except that the respondent will already have the motor vehicle flashcard. |
| 12. | Question 18, Year, make and type of motor vehicle; registration | Questions 18a-c are asked if one or more persons were inside the motor vehicle ("Driver," "Passenger" or "Getting in or out" marked in question 11) and if two or more motor vehicles were involved in the accident. The instructions for questions 18a-c are the same as for questions 15a-c except that the questions refer to the <u>other</u> motor vehicle(s) involved in the collision. |

If there was more than one other motor vehicle involved, then the appropriate information must be entered for each one.

13. Question 19, How accident happened (one vehicle)

If only one motor vehicle was involved in the accident and the household members were inside the vehicle, ask question 19a. If the respondent says that it was a collision with some other object, mark the box, "Collision with object" and skip to question 19c. Record a description of the object in the space provided.

If in answer to question 19a, the response is that the accident happened in some other way, mark the box "Other way" and ask question 19b. Mark the box that best describes how the accident happened, e.g., "Turned over" or "Sudden stop - No collision." If the response given does not fit one of the specific categories, mark the "Other" box and write in a brief description of how the accident happened.

The category, "Turned over," should include only those accidents in which no collision occurred but the vehicle turned over because of the loss of a wheel, excessive speed or some other reason.

14. Question 20

a. Questions 20a-c, Year, make, type of motor vehicle; registration

Questions 20a-c are asked of all persons who were inside the motor vehicle ("Driver," "Passenger" or "Getting in or out" checked in question 11), regardless of the number of motor vehicles involved. The instructions for questions 20a-c are the same as for questions 15a-c.

Question 20d is asked after recording the entry in question 20c.

b. Question 20d, Dollar amount of damage

If one family member was in the accident, insert the name of the person in the appropriate place when asking this question. If two or more related household members were involved, insert the phrase, "they were," when reading the question.

The dollar amount entered should represent the <u>total</u> cost of repairing the vehicle, including

any amount paid by insurance of any person involved in the accident and not just the amount paid by the family being interviewed.

If the motor vehicle involved in the accident was "totaled," enter the dollar amount of the damage done to the car, i.e., the expected cost of repair if it is known. If it is not known, try to obtain an estimate of the value of the vehicle at the time of the accident and enter that amount. Indicate in a footnote that the vehicle was totaled. "Totaled" means that the amount to repair the damage done to the car was greater than the actual value of the car.

15. Question 21, Purpose of the trip

For those persons who were inside the motor vehicle (or getting in or out) at the time of the accident, ask question 21. If the purpose was "Working" or "Going to or from work," mark the appropriate box and go to question 22. If the response given does not fit the two categories listed or if there is some doubt as to how to classify it, mark the "Other" box, ask b and record the respondent's remarks about the purpose of the trip.

If there was more than one purpose for the trip, try to obtain the most important reason and record that. If the respondent is unable to determine the "main" purpose from among several, record all of the purposes.

16. Questions 22-27

Questions 22-27 are asked of all motor vehicle accidents, regardless of the number of motor vehicles involved or whether the persons were inside or outside the vehicle at the time of the accident.

a. Question 22, Where accident happened

The purpose of question 22 is to determine where the accident occurred, i.e., on the road or shoulder of the road or somewhere else. If it occurred on the road or on the shoulder of the road, it is important to find out if it happened at an intersection and, if so, what kind(s) of traffic control(s) there was, if any.

(1) Questions 22a and b, Road, shoulder or somewhere else

If the accident happened on the road or on the shoulder of the road, mark that box and go to 22c. However, if the answer given is "Somewhere else," mark the "Other" box and ask 22b. Record the answer in the answer space. If the response to question 22b indicates that it occurred within

an intersection, mark "Yes" in question 22c and go to question 22d; otherwise skip to question 23.

Use the following definitions as a guide in determining which box to mark:

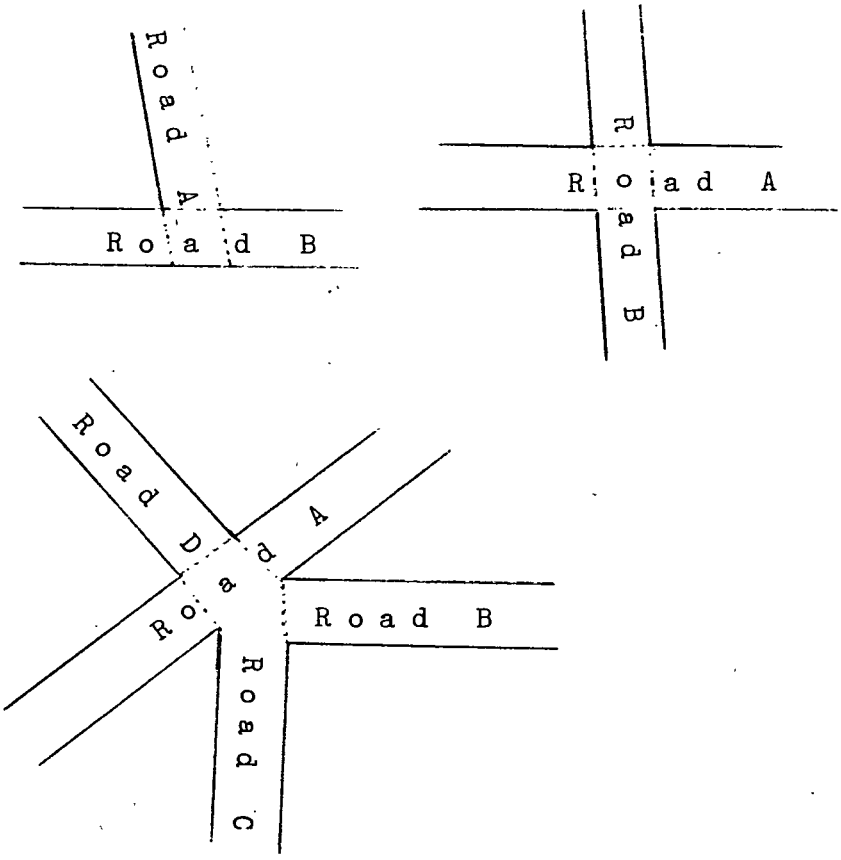
Road is that portion of a trafficway which is improved, designed or ordinarily used for vehicular travel, exclusive of the shoulder.

Shoulder is that portion of the road on which motor vehicles may maneuver but which does not normally permit the vehicular speeds that are possible on the road. The shoulder of the road is normally used for emergency parking, travel by pedestrians, farm machinery or horse-drawn vehicles.

Note: We are interested in where the accident originally occurred, i.e., if the accident happened on the road but one or more of the vehicles ended up on the shoulder of the road, mark "On road."

(2) Question 22c, Intersection

If "On road" or "On shoulder" is marked in question 22a, ask 22c. If "Yes," mark that box and ask question 22d; if "No," mark that box and go to question 23. Emphasize the word within, when asking the question in order to not get "Yes" answers for those accidents which happened at an intersection. An intersection is defined as that area of the thoroughfare where two or more roads meet and one or more cross one another or that area indicated within the dotted lines in the following examples:




(3) Questions 22d-e, Type of traffic control, if any

If the accident happened within an intersection as reported in question 22b or c, ask 22d. If "Yes," determine the kind of traffic control by asking question 22e; then go to question 23. If the intersection did not have a traffic control ("No" to question 22d), mark the "No" box and go to question 23.

If the respondent reports that there were two or more controls at the intersection, e.g., a stop sign and a policeman, mark all of the appropriate boxes. The "Other" box would be marked, for example, when a blinking red or yellow light was reported.

After completing the appropriate parts of question 22, go to question 23.

b. Question 23

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| (1) Question 23a, Daylight, dusk,dark or dawn | Ask question 23 and mark the appropriate box. However, if the answer to this question is different from those listed, such as twilight, do not probe, just write in that response. |
| (2) Question 23b, Time | Enter the time of the accident on either the A.M. or P.M. line, whichever applies, However, if the respondent reports that the accident happened at 12 o'clock, probe to determine whether it occurred at noon or at midnight and mark that box.<br><br>If the respondent is not sure about the time the accident took place, ask for an estimate and enter "Est." after the answer. |
| c. Question 24, Location of accident | Ask question 24 and mark the box coinciding with the respondent's answer. If you are unsure as to how to classify the response, mark the "Other" box and specify. |
| d. Question 25, Condition of road | If the description of the road condition is different from the specific categories listed, mark the "Other" box and record a brief description of the road condition. If a person does not know, don't overprobe, enter "DK." Ask question 26 next. |
| e. Question 26, Weather | Ask question 26 and mark the appropriate box. If "something else," mark the "Other" box and specify. |
| f. Question 27, Miles from home | If the person is not sure exactly how many miles from home the accident occurred, ask for his best estimate. |
| (1) "Home," defined | "Home" is considered the person's usual place of residence by Census definition. If the family was on vacation when the accident occurred, "home" would be their home or usual place of residence where they are staying on their vacation. If the family has no usual residence, "home" would be wherever they lived at the time of the accident. |

17. Where to go next — After completing question 27, complete any other required Motor Vehicle Accident Supplements. If this was the last supplement required, thank the respondent and end the interview.

NHS-HIS-100(X)
(1968)

# PART E

## INTERVIEWING TECHNIQUES

## QUALITY AND QUANTITY OF WORK

## AND ADMINISTRATIVE

# CHAPTER 1

## THE INTERVIEW

A. Purpose of this chapter

This chapter covers the techniques and procedures essential for accurate interviewing.

B. How to begin the interview

1. Introduce yourself to the respondent

The first step in the interview is to introduce yourself, state that you are from the United States Bureau of the Census, and show your identification card. Use the following introduction:

> "I am _____ from the United States Bureau of the Census; here is my identification (show your identification card). We are making a survey for the United States Public Health Service." (Be sure to mention that the survey is being conducted for the United States Public Health Service.)

If you are not invited in immediately after you have introduced yourself 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, explain that it is being taken to obtain information on the health of the people of the entire country. Point out that all information about individuals will be given confidential treatment. If it is necessary to give additional explanation, you should base it on the material given in Part A, Chapter 1 of this Manual, using you 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 statement as a guide:

> The National Health Survey (of which the Health Interview Suvey is a part) was set up by an Act of Congress in 1956. The National Health Survey Act was originally proposed by the Eisenhower administration but it was supported by both major political parties and also by the American Medical Association, and other organizations.
>
> The reason it received this support from all groups was because it was intended to be--and still is--a fact-finding survey only--with no axe to grind at all.
>
> Everybody realized that the information about people's health and medical care, was very badly needed, and they trusted the Survey to be concerned only with gathering facts about these health problems--and <u>not</u> 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 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 in their various publications.

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 <u>not</u> 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 of the household. Going back and forth between the probe questions and the various pages would be the "hard way" to conduct the interview and it is certain that if you fail to follow the correct interviewing sequence you would not remember to ask every question for every person.

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 was present during the past 12 months. If it was cured (or removed) before that time, it should not be recorded.

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 NHS-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? |

| | Acceptable | Not acceptable |
|---|---|---|
| (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 must use a black lead pencil.

2. Recording answers of "don't know"

As mentioned earlier, every effort should be made to encourage the respondent to give specific and complete answers to the questions. However, it may happen sometimes that the respondent doesn't have the information needed to answer a question. In such cases, you should enter "DK" for "don't know" in the space for the answer.

Do not use "DK" to indicate that you, the interviewer, don't know whether or not to ask the questions.

The use of "DK" is only to indicate that the respondent does not know the answer to a particular question. It is not to be used to fill answers for questions that you may have overlooked at the time of interview. If, after an interview, you discover blanks on the questionnaire for questions which should have been asked, leave the items blank.

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 CII.

(b) Check to see that a Hospital page has been completed for each hospital/nursing home stay indicated in item CI.

(c) Check to see that a Doctor Visits section has been completed for each doctor visit or call recorded in item CI.

(d) Check to see that you have filled the number of Motor Vehicle Accident Supplements required.

(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, all other entries should be made in the household at the time of the interview.

If you do make a review of your questionnaires at home, do not make any entries of 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 NHS-HIS-601) signed by the Surgeon General of the U. S. Public Health Service. One of these is to be left at each household after the interview has been completed. 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 you can say something like 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 35,000 households on a Current Population Survey, and a Monthly Labor Survey, about 8,000 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 re-interview some of the households to determine whether the interviewers understand and are following the correct survey procedures. Interviewers are also told what production is expected of them, that is, in terms of completing assignments efficiently and economically.

### 2. Rules to become a successful interviewer

Except for the types of questions asked, many of the techniques and procedures these interviewers apply will also be used by you in the Health Interview Survey.

It would be well for you to know and apply, at the outset, several fundamental rules to become a successful interviewer--one who will consistently enjoy the pride of accomplishment of a job well done.

(a) Know precisely what your job is.
(b) Obtain the required information as correctly as you can.
(c) Record this information accurately and completely.
(d) Work efficiently, with a minimum of lost motion.
(e) Complete your assignment on time.

Your supervisory staff will give you all possible assistance toward helping you attain these objectives as quickly as possible.

B. Importance of careful work

1. Know your questionnaire

As you no doubt realize by now, you must become very familiar with the organization of the questionnaire, the skip pattern of the questioning and the types of entries you have to make in each item. Your initial training will have given you a start on this. Becoming a skilled interviewer can be achieved only by maintaining an active interest in all phases of the 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 noninterview
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 alloted 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 possiblity 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 R gulation, Section 1.108 of Title 42, Code of Federal Regulations.

5. PENALTIES FOR UNATUHORIZED 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. 10001).

By Direction: _____ Dated: _____

## APPENDIX B TO PART E

## DIAGNOSTIC ERROR CODES

| Error Code | Definition |
|---|---|
| 00 | Condition reported in probe question 16 not entered in item CII. Condition page not filled for condition reported in item CII or Condition page not filled for a condition on Card D, first reported on a filled Condition page. |
| 01 | "Present effects" not given on Condition page but "old" operation entered. |
| 02 | "Condition" which was reason for "operation," "laboratory tests," "observation," etc., not given on same page, Condition or Hospital, e.g., "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. |
| 03 | Question 3a of Condition page or question 6 of Hospital page left blank; only "part of body" is entered; or "part of body" entered with very vague description, e.g., "bad back," "stomach bothers," "limps," "heart failure," etc. (with no indication as to what is wrong); or "Condition on Card C" box checked for a condition which is not on Card C. |
| 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 an accident or injury. |
| 05 | "Kind" (or "Manifestation") not given in question 3c, Condition page or question 6, Hospital page, for the specified conditions in question 3c. |
| 06 | "Effects" not given in question 3d, Condition page or in question 6, Hospital page, for <u>allergy</u> or <u>stroke</u>. |
| 07 | "Part of body" affected inadequate or not given in question 3e, Condition page or question 6, Hospital page, for the specified conditions in 3e. |
| 08 | Accident questions (4-8, 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 not 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. |

| Error Code | Definition |
|---|---|
| 10 | Inadequate description of "Kind of injury" in 5a, Condition page or question 6, Hospital page, for accidents or injuries. |
| 11 | "Present effects" inadequate or not given in 5b, Condition page, for injury which happened before three months ago. |
| 12 | Question 9a not asked 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 CI. |
| 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 on Card D or, there were one or more nights in question 5b, Hospital page. |