

HIS-100
(1971)

HEALTH INTERVIEW SURVEY
INTERVIEWER'S MANUAL

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

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PART A
DESCRIPTION OF THE SURVEY

- AND

PERSONS TO BE INTERVIEWED

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CHAPTER 1

DESCRIPTION OF THE SURVEY

A. Purpose of the Health
Interview Survey

1. General

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

The Health Interview Survey is part of the National Health Survey, which began in May 1957. Prior to that time, the last nationwide survey of health was made in 1935-36. Many developments affecting the national health had taken place in the intervening years:

We went from depression to prosperity and through two wars.

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

Public and private health programs were enlarged.

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

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

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

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

2. Examples of uses of the data

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

- 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

Programs for effective control of accidents are still in their infancy. Statistics on the cause and frequency of nonfatal as well as fatal accidents of various types help to shape accident prevention programs and measure their success.

d. Health of the aged

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

e. Health education and research

Governmental health programs have their counterparts in many of the national and local voluntary associations and organizations. These associations collect many millions of dollars annually, to promote research and education in such fields as poliomyelitis, cancer, lung disease, heart disease, mental health, crippling conditions, multiple sclerosis, alcoholism, and so on.

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

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

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

g. Factors related to various diseases

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

3. Who uses the data

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

B. Sponsorship of the survey

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

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

1. The Health Interview Survey (HIS)

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

2. The Health and Nutrition Examination Survey (HANES)

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

3. The Hospital Discharge Survey (HDS)

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

4. The Health Records Survey (HRS)

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

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

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

1. Selection of sample PSU's

The sample for the survey was designed as follows:

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

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

2. Selection of sample segments and households

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

3. The quarterly sample

The entire group of households assigned for interviewing in any one quarter of the year is called a sample, since it represents a complete sample of the population. Each sample is identified by the letter "B" plus a number; for example, B54, B55, etc. A segment will never be assigned for interviewing more than once in a particular sample.

D. Scope of the survey

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

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

E. Information accorded confidential treatment

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

CHAPTER 2

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

A. General

This chapter tells you how to apply the housing unit definition, how to identify a household, how to decide which persons at one address should be recorded on the questionnaire and whether more than one questionnaire should be used for residents at the address. See Part B of this Manual for the housing unit definition.

B. Household defined

A household is the entire group of persons who live in one housing unit or in one "other" unit. It may be several persons living together or one person living alone. It includes the household head and all his relations occupying the housing unit or "other" unit, and should be interviewed on a separate questionnaire.

C. 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, a parent and child, two or more unmarried sisters or some similar clear-cut arrangement, consider all the members as a single household.

2. Additional household members - 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 the quarters have either direct access or separate cooking equipment, consider them as separate living quarters. If these separate living quarters have not already been listed, apply the rules for "extra" units, according to the instructions 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 Part B of this manual.)

4. Vacant living quarters

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

a. Direct access

OR

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

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

Vacant quarters which do not have direct access or a kitchen or cooking equipment should be considered as part of the housing unit through which access to the space is gained. Note, however, that in some kinds of living places; such as boarding houses, flophouses and missions, institutions see Parts B and C of this Manual),

certain types of units are specifically designated as "other" units. These should always be considered as separate units regardless of whether occupied or vacant.

5. Treatment of unusual types of living quarters

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

D. Whom to include in the Survey

1. General Rules

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

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

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

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

2. Usual place of residence defined

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

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

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

3. Persons to be counted as household members

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

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

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

(b) Persons who consider the sample unit as their home but who are in a general hospital, i.e., a hospital where most patients remain for a short period of time only, regardless of how long their stay has been in the hospital.

(c) New-born babies who have not yet left the hospital.

- (d) Students of any age (including student nurses) who live in the sample unit while attending school. (If they are at home on summer vacation at the time of the interview, consider them as household members of their own home.)
- (e) Crew members of a vessel who consider the sample unit as their home. This rule applies regardless of the length of their trips and regardless of whether they are at home or on the vessel at the time of your visit.
- (f) Domestic or other employees who live with the household and sleep in the sample unit.
- (g) Boarders or roomers who regularly sleep in the sample unit.
- (h) Civilians who usually live in the sample unit but who are temporarily abroad on a vacation or in connection with their work.
- (i) Persons temporarily visiting with the household but who have no usual place of residence elsewhere.

4. Persons not to be counted as household members

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

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

- (2) are inmates of correctional or penal institutions, mental institutions, homes for the aged or needy, rest homes or convalescent homes, homes or hospitals for the chronically ill or handicapped, regardless of how long they are expected to remain there.
- (3) are now living in nurses' homes, convents or monasteries, or other places in which residents may expect to reside for long periods of time.
- (4) are now working abroad if their regular place of duty is abroad.
- (5) are members of the Armed Forces not living at home. We are not covering military personnel in this survey. (For definition of Armed Forces, see Part D, Chapter 3.)

- (b) Persons temporarily visiting with the household who have a usual place of residence elsewhere to which they are free to return to at any time.
- (c) Persons who take their meals with the household but usually lodge or sleep elsewhere.
- (d) Domestic employees or other persons employed by the household who do not sleep in the sample unit. (If, however, they occupy quarters which has no cooking equipment but which is on the same property as the sample unit (main house) consider them as household members.)

5. Rules for counting special classes of persons

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

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

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

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

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

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

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

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

OR

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

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

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

E. Office assistance in difficult cases

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

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

THE SAMPLE UNITS TO BE INCLUDED IN THE SURVEY

A. General

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

1. Types of segments

B Segments

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

Area Segments

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

2. Use of front and tab of Segment Folder

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

a. Determine week of interview

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

b. Determine identification information for segment

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

(1) PSU code and name

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

(2) Grid reference

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

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

(3) Place

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

(4) Type of segment

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

The two types of Area Segments, TA (Take All) and NTA (Non-Take All), are discussed in Section D on page A-3-6. (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 1971 is designated B57 and July-September 1971, B58. The sample in which you are currently interviewing is the last one entered in the sample box on the tab of the Segment Folder.

In the following illustration, the current interview week is within the period July-September 1971 which is designated Sample B58.

B-54	B-58				
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c. Section IV,
Special
Instructions
and Notes

Examine Part A of Section IV, on the front of the Segment Folder for any special instructions or notes about the segment. If you want to make some notes for yourself, such as directions for reaching the segment, enter them in Part B of Section IV.

d. Other entries
on the folders

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

B. Identification of Sample
Units to be included in
the Survey

In B Segments, addresses are already listed and sample units identified for you. For Area Segments, you (or another interviewer) must prelist the addresses of units in the segment. Your Regional Office will then designate the sample units that are to be included in the survey.

C. Area Segments

This chapter explains how to identify sample units in Area Segments. It also explains the listing materials you will use in these segments; the direction of travel in rural segments; the procedures applicable to units in TA and NTA Segments; treatment of units; etc. See Part B for definition of units ("housing" units and "other" units); and, kinds of units in special places.

1. Materials

For Area Segments, the folder contains a detailed map of the segment, a Segment List and a List of Structures with No Living Quarters. You may also need a Special Dwelling Listing Sheet or a Special Dwelling Worksheet if there is a special place such as an institution, dormitory or hotel in the segment.

2. Segment Map

A detailed map of the segment is attached to the inside cover of the Segment Folder. The exact segment boundaries are outlined in red on this map. See Section E on page A-3-7 for instructions on use of the Segment Map.

3. Use of Segment List

Each regular unit found in the segment at time of listing is entered on a separate line of the Segment List. They are identified by description or street name and address. If the segment has been designated for more than one sample, units added after the original listing are entered on a Supplemental Segment List.

a. Heading items

Heading items correspond to similar entries on the Segment Folder. Each sheet should be numbered in the space provided at the bottom of the Segment List and the total number of sheets entered. The post office serving the addresses in the segment should be entered in the "Post Office" item if it is not the same as the "Place" entry on the tab of the Segment Folder.

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

b. Segment boundaries or direction of travel

For an urban segment (i.e. a segment in a built-up area), the section headed "Urban segments - boundaries" should be filled on the first Segment List to indicate the north, east, south, and west segment boundaries.

For a rural segment, there will be a separate Segment List for each road, or road section, in the segment. The lister assigned consecutive letters beginning with A to the roads or road sections in the order traveled (Road A, Road B, etc.). He entered the road designation on the Segment Map and on the listing sheets. The section in the heading labelled "Rural segments - direction of travel" should have been filled to identify the road or road section on each Segment List. Complete these items if they were omitted by the lister.

c. Column 2, Street name or road

An entry in column 2 identifies the street or road of all addresses in the columns to the right. A line across the column separates addresses on one street or road from those on another in urban segments.

d. Column 3, House number or side of road

The house number, if any, should be entered in column 3. In rural areas, for structures with no street address, L or R (for left or right) is circled to indicate the side of the road, based on the direction of travel given at the top of the sheet.

e. Column 4
Description or location

If there is no street address, a description of the structure is entered in column 4. This space is also used to record the location of units within a structure. The space for name is filled in rural areas if the occupant's name was observable at the time of listing.

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

f. Column 5, Sample designation

An entry of the current sample designation (for the current three-month period) in column 5 indicates the unit has been selected for the current sample. Units for which the current sample designation has been crossed off have been eliminated from the sample.

g. Column 6, Serial number

A serial number entered in column 6 corresponds to the serial number entered in item 3 of the questionnaire.

h. Column 7,
Additions and deletions

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

i. Column 8, "Year built"

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

j. Remarks section

The lister will have used the "Remarks" section at the bottom of the sheet to explain any special problems encountered in the listing.

4. List of Structures With No Living Quarters

The List of Structures With No Living Quarters was completed by the lister and is never updated. Make no entries on this list at time of interview.

5. Use of Special Dwelling Listing Sheet

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

D. Types of Area Segments

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

1. TA Segments

TA Segments are included in only one sample. In most TA segments, you will conduct an interview at each unit listed on the 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 "subsamped" TA Segment. Paragraph K, page A-3-23 contains special instructions for handling units found in subsampled TA segments.

2. NTA Segments

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

Questionnaires will be provided for units designated for the current sample. You must prepare questionnaires for unlisted units determined to be "extra" units, found on the same property or in the same structure with the sample unit. Detailed instructions on this procedure are given in paragraph H on page A-3-12.

E. Use of maps to locate Area Segments

1. Use of Grid Map

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

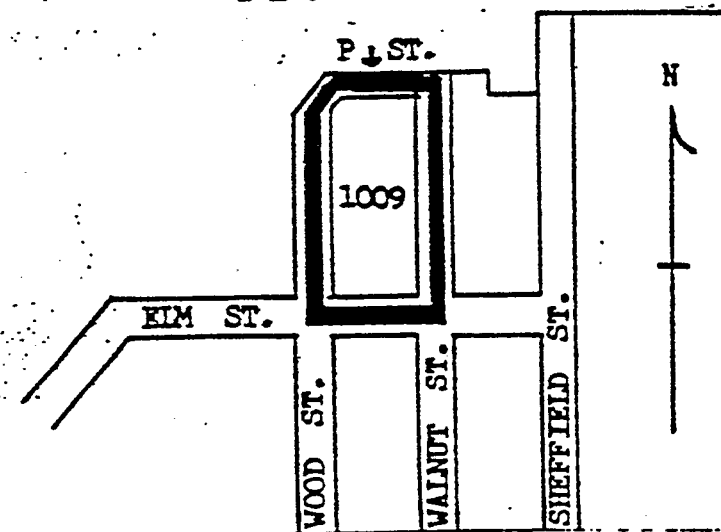
2. Use of Segment Map

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

a. Block Maps

Some segments are outlined on Block Maps as illustrated below.

B L O C K M A P



b. Other kinds of Segment Maps

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

F. Procedures within the segment

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

1. Procedure in TA Segments

In TA Segments, check the listing as you proceed around the segment interviewing the sample units as you come to them with one exception. For TA Segments which have not been subsampled and which appear to contain more than 20 units, you are to update the segment before conducting any interviews. Instructions for these segments are given in Section K on page A-3-23.

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 E.1 on page A-3-12.

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 7/71. Do not cross off units involved in a merger — see section 2 on page A-3-17— or units which you determine to be built after 4/1/60.

After completing the listing check and making any necessary additions or deletions, enter your initials and the month and year (e.g., 3/71) 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 visits, unless you are instructed to do so on the front of the Segment Folder. Locate sample addresses in the order streets (or roads) appear on the listing sheets.

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

G. Treatment of sample units

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

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

1. Usually only one housing unit

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

2. More than one housing unit

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

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

3. Sample unit is combined with another unit

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

Some examples of a merger are:

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

See instructions in Section H2 on page A-3-17 for treatment of units involved in a merger.

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

1. "Extra" units

In TA Segments, an "extra" unit is any unit ("housing" unit or "other" unit) not previously listed which is within the segment boundaries and is discovered while interviewing a sample unit or in updating lists at time of interview.

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

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

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

a. If unit is in a TA Segment

In a TA Segment which has not been sub-sampled, proceed as follows:

- (1) If the unit is discovered in updating the segment, add it to the next unused line of the last Segment List. In column 7, on the line on which you have listed the extra unit, write "extra," the reason it was not listed originally and the date (month and year). A typical entry might be: "Extra, new construction, 3/71."

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," the item number which led to its discovery, and date. For example, "Extra, item 13a, 1/71." (Table X is explained in Chapter of Part D.)

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

- (2) Interview the household in the "extra" unit (except as noted above). Use a questionnaire from your supply of blank forms. See Part D, Chapter 2 for instructions on filling identification items on the questionnaire.
- (3) Leave item 3 blank on the front of the questionnaire for "extra" units. Be sure to enter the complete address (including the post office and State)

in item 8 for vacant, as well as occupied, units. If more than one questionnaire is needed for an occupied unit, enter the complete address on all questionnaires for that unit.

In a TA Segment which has been subsampled, follow instructions in Section J on page A-3-22.

b. If unit is in an NTA Segment

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

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

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

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

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

(1) Farm buildings

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

quarters, treat it as an "extra" unit.

- (2) Does not include structures intended as living quarters

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

- d. If unit is in a B Segment

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

- (1) Enter a description of the unit in column 2 of Table X.

- (2) Check the B Segment Address List for the segment to see whether the unit is already entered on a separate line (in consecutive order or out of order) or included in a notation on the sheet.

- (a) If the unit appears anywhere on the list, do not consider it an "extra" unless it was previously reported as merged (code "M" entered in column 9).

- (b) If the unit does not appear on the list, complete Table X on the back of the questionnaire.

- (3) If you determine the unit is an "extra," interview it on a separate questionnaire and enter CM (consists of more than one unit) in column 9 of the B Segment Address List. Do not enter the "extra" unit on a separate line of the B Segment Address List.

2. Merged units

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

For Area Segments — On the line for each, except the first, of the merged units listed, enter in column 7, "merged," the sheet and line number of the first of the merged units listed and the date the merger was discovered. On the line for the first of the merged units listed, indicate the listing sheet and line numbers of the other merged units by entering "See s _____, 1 _____."

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

a. Interviewing merged units

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

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

b. Special treatment for certain types of mergers

(1) A sample unit, such as-

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

or

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

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

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

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

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

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



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

3. Converted units

Where a sample unit has been converted by structural changes or by use into two or more units, interview all units. Consider any one unit as the original sample unit and treat the others as extras. (If the sample unit was previously merged, treat all but the first unit listed as "extras." See paragraph H.1 on page A-3-12.)

I. Special places

Part of your assignment may consist of interviewing at special places such as transient hotels, trailer camps, dormitories and institutions. A list of the different types of special 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 places found at time of listing. The name, address and type of special place and the number of units will be entered on the form. In addition, the 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 places in which sample units (that is, rooms, suites of rooms, beds, etc.) were selected from a complete listing, the address or location of the place will be entered in item 8 on the questionnaire. The name of the place, type code, and description of the sample unit will be entered in item 11.

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

- c. Sample units selected from a register

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

- d. New or missed special place

If in checking the listing of a TA Segment you find a special place for which no Special Dwelling Listing Sheet has been provided, prepare one and list all units (staff or unclassified) in the place on it. Fill a questionnaire for each unit listed unless the segment is subsampled. (See paragraph J on page A-3-22.)

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 place

Before conducting interviews at a special place in your assignment, check to see that the address, name and type of place are correct. If the address is incorrect,

or the name or type of place has changed, correct these entries on the Special Dwelling Listing Sheet (or worksheet) and the questionnaires. Report the changes on an INTER-COMM. (Refer to Appendix A to Part A for type of place and code.) An example of a change in type of special place would be a tourist home, code 76, that had been converted to a nursing home, code 40.

4. Housing unit changed to entire special place

In an Area Segment, if you find at time of interview that a sample unit on the Segment or Supplemental List is an entire special place, prepare a Special Dwelling Listing Sheet for the place and list all units (staff or unclassified). Prepare new questionnaires and interview all units listed. Enter in column 7 of the Segment (or Supplemental) List "entire special place." In a TA Segment, cross the sample 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 place

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

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

Interview any "staff" or "unclassified" units designated for the current sample on the 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 place discovered in answer to questionnaire items 13a, b or c

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

7. Further instructions on special places

Detailed instructions on how to proceed in special places are to be found in Part B, and in Appendices A and B to this Chapter.

8. Office assistance in difficult cases

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

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

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

- (1) If you discover an "extra" while interviewing at a sample unit, interview the "extra" but do not add it to the Segment List. Attach an INTER-COMM to the questionnaire explaining the situation. For example, "Converted basement apartment discovered through coverage question 13a." (Be sure to identify the questionnaire for the original household by entering PSU, Segment, and serial number.)

- (2) If you discover a unit when updating a TA Segment, add the unit to the Segment List and extend the subsampling pattern. See paragraph c on A-3-24. Conduct an interview if the unit is listed on a line designated for sample.

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

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

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

1. Updating

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

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

2. Determine units to be interviewed

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

a. If fewer than 20 units

If there are fewer than 20 units listed, enter the current sample designation opposite each added unit on the Segment and Special Dwelling Listing Sheet. Fill a questionnaire for each added unit, with one exception. If the segment is in a permit area, do not prepare a

questionnaire for any units in structures built after April 1, 1960; send an INTER-COMM to the office explaining the situation.

b. If more than 20 units

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

(1) If segment is in a permit area

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

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

(2) If segment is in non-permit area

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

c. How to Subsample

If the total number of listed units is*:

Apply the following sampling instructions to the listed units*:

Start with _____ and take _____
and take the every

21-40

1st unit 2nd

41-60

2nd unit 3rd

61 and over

Call your office for instructions.

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

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

On the listing sheets, cross out the current sample designation and serial numbers of units not selected in the subsample. Enter the current sample designation in column 5 of the 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 place) in a nonpermit area, 15 units were listed but when you arrive to start your interviewing the number has increased to 36 units. By referring to the subsampling table, you can see that you should start with and take the first, third, fifth, etc., units right through to the last listed unit.

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

e. Which units to interview after subsampling

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

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

f. Report subsampled segments on Segment Folder

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

APPENDIX A TO PART A

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

I. Specified Institutions

Codes

Types

Correctional Institutions

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

Mental Institutions

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

Homes for the Aged, Infirm and Needy

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

Codes

Types

40 ... Nursing, Convalescent and Rest Homes

Other Hospitals and Homes Providing Specialized Care

51 ... Tuberculosis sanitariums

52 ... Veterans Administration tuberculosis hospitals

53 ... Homes for incurables

54 ... Chronic and cancer hospitals

55 ... Maternity homes for unmarried mothers

56 ... Detention and receiving homes

57 ... Hospital or homes for other specialized care

II. Other Special Places

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

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

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

a. General or emergency hospital; children's hospital; maternity hospital;

b. Infirmary.

71 ... Hotels, Transient-Type

72 ... YMCA, Transient-Type

73 ... YWCA, Transient-Type

74 ... YMHA, Transient-Type

75 ... Private Residential Clubs

76 ... Tourist Homes

77 ... Motel, Transient-Type

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

Those that meet the special place definition

Codes

Types

78 ... Groups of Five or More Vacation Cabins Under Single Management, Transient-Twoe

79 ... Combination Tourist-Trailer Court, Transient-Twoe

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 of 93 and 94— see below) 1/

93 ... Schools with resident students and with predominantly nonsalaried faculty such as nuns or priests 1/

94 ... Schools with resident students and operated primarily for religious training (other than those with predominantly nonsalaried faculty) such as Bible Institutes 1/

Facilities for Housing Workers

85 ... Dormitory for workers

86 ... Bunkhouse (provided that it has or is expected to have quarters for five or more farm or ranch hands)

87 ... Labor camp

88 ... Logging camp

89 ... Migratory workers' camp

Additional Other Places

00 ... Nurses' Homes

01 ... Flophouses

02 ... Missions

03 ... Recreational and Religious Camps (Adults or Family)

04 ... Recreational and Religious Camps (Children's)

05 ... Trailer Camps

06 ... Tent Camps

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

Codes

Types

07 ... Armed Forces Installations

08 ... Armed Forces Hospitals

09 ... Nontransient Hotels (when instructed to treat as a special place)

91 ... Convents and other residences for the religious (women)

92 ... Monasteries and other residences for the religious (men)

93 ... } See Facilities for Housing Students

94 ... }

APPENDIX B TO PART A

SELECTING SAMPLE UNITS FROM A REGISTER IN A SPECIAL PLACE

A. Purpose of Appendix B

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

If you cannot clearly determine how to proceed in a special place from these instructions and from instructions in Part A, Chapter 3, call your office for assistance.

B. When the Special Dwelling Worksheet is used

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

1. In NTA Segments and "large" special places

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

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

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

(2) type of register and its location.

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

2. In B Segments

Part F, Chapter 4, contains instructions on the Special Dwelling Worksheet for special 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 B54 and Section II is labeled B58, and you are interviewing for B58, use Section II to select the B58 units.

Section D on page A-3-34 contains instructions on use of the worksheet.

C. Kinds of special place units

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

I. Special places containing "staff" and "nonstaff" units

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

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

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

a. "Nonstaff" units "Nonstaff" units are defined as:
defined

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

OR

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

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

- b. "Staff" units,
defined

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

- c. Special case:
Units in nurses'
homes

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

2. Special places containing only one kind of unit—"unclassified" units

In all other types of special 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 place except in Armed Forces installations, adult recreational and religious camps, and transient-type places such as hotels — see Part C, Table D, column 5 on pages C-73 and C-74 for kinds of unclassified units to be included in these.

D. Units to be selected

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

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

Excerpt From Special Dwelling Worksheet

Red line →

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

E. Points to be noted in sampling from register

1. Be sure register is current and identify units selected
2. Use of register for "staff" units
3. What to do if only one building of a special place is to be sampled

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

In sampling from a register, note the following points:

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

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.

If the special place units in only one building of a special place are to be sampled, use either a register for the specific building or a register which indicates the particular building in which each unit is located. In the latter case, count only the units in the particular building in selecting the sample.

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

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

The circled sample numbers above the red line in column 2 of the appropriate section of the worksheet represent the units that would be selected for interview if the total number of units entered in item e were correct. When you visit the special place, you may find that the number of special place units is actually different from the number entered for the current sample in item e. Note that more than one sample may be designated in the heading of the worksheet; for example, the first column in the heading may be for B54 and the second column for B58. Be sure to refer to the column for the proper sample.

1. If actual number is larger

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

Example: Suppose in the following example the number entered in item e of the Special Dwelling Worksheet is 9, but you find 11 special place units. The unit corresponding to the sample number 10 would therefore be selected.

Excerpt from Special Dwelling Worksheet

Red line →

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

2. If actual number is smaller

You may find fewer units than the number entered in item e. In such a case, some of the circled sample numbers above the red line in column 2 may not have units corresponding to them in the register. If so, enter "None" in column 3 of the worksheet opposite those circled sample numbers above the red line for which there are no corresponding special place units. For example, if there were four sample numbers—2, 4, 6 and 8 above the red line on the worksheet and you find only seven units in the special place, your entry in column 3 of the worksheet on line 4 opposite sample number 8 would be "None."

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

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

4. When to count a bed as a separate unit

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

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

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

6. Use of register of persons

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

If the worksheet indicates that a register of persons is to be used, family groups who are living in the special place should be sampled rather than individuals within the family. For example, assume that in a summer hotel, there are no permanent guests and that it would be very difficult to make a complete listing of the rooms occupied by employees but that there is a list of employees' names from which you are to sample as follows:

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

John Brown, baker

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

Josephine de Ritz, hostess

Guy Orlando, orchestra leader

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

7. Units added below red line on worksheet

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

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

H. Use of partially filled questionnaires

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

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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."

SECRET

CONFIDENTIAL

CONFIDENTIAL

CHAPTER DL. INTRODUCTION

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

DL.A Description of Materials

1 HIS-1 Questionnaire

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

- 3) Condition page - There are seven Condition pages. These pages consist of questions designed to gather detailed information about illnesses and injuries reported in response to the probe questions.
 - 4) Doctor Visits page - There is one Doctor Visits page. These questions are asked about visits or calls to a doctor within the past two weeks.
 - 5) Hospital page - There is one Hospital page. This page contains questions about hospitalizations reported during the interview.
 - 6) Person page - The Person page contains questions about education, veteran status, work status, occupation and industry, and income.
 - 7) Format
 - a) The Probe pages (2-15) and the Person pages (34-35) are arranged in a seven column format. The questions to be asked the respondent appear on the left side of the page; the answers are entered in the six numbered columns which appear to the right of the questions--a separate column for each person. The answers for each person are to be recorded in his column on each of these pages.
 - b) Each Condition page consists of two facing pages containing questions to obtain information about one condition.
 - c) The Doctor Visits and Hospital pages are arranged in columnar format. The questions to be asked appear on the left side of the page and the answer space is provided to the right of the questions. There are five columns for doctor visits and four columns for hospitalizations.
- 2 Flashcard Booklet - The Flashcard Booklet is made up of a group of cards. Some of the cards are shown to the respondent while others are used only by you, the interviewer.

- a The inside front cover contains the conditions listed in question 36.
 - b Card C is a list of illness conditions for which questions 3a-e on the Condition page need not be asked.
 - c Card H is shown to the respondent when asking the hearing questions (39).
 - d Card I is a list of income groups shown to the respondent when asking the income question (46).
 - e Card M is used when asking item M, the mobility questions (17-21).
 - f Card MS is shown to the respondent when asking the Mobility Supplement.
 - g The card labelled "Q. 36 Condition (Spanish)" is for use in Spanish speaking households.
 - h Card Y is used when filling the Condition page for accidents involving a motor vehicle.
 - i Card Z is used when filling the Condition page for accidents not involving a motor vehicle.
 - j There are yearly calendars for 1970, and 1971, and a card giving the dates of various holidays in 1970 and 1971.
 - k The inside of the back cover contains a list of items to be filled for each type of noninterview. On the outside of the back cover is a brief explanation of the survey.
- 3 Calendar Card - A separate Calendar Card is furnished with each week's assignment. The card is handed to the respondent and is referred to at different times throughout the interview to remind the respondent of a particular two-week period. Before starting each interviewing assignment, prepare two or three calendar cards by outlining the dates of the two-week reference period in red. The beginning and ending dates should correspond with the two-week dates stamped in questionnaire item C2 by your regional office.

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

An example of a calendar card showing the two-week reference period for Week 03 of Sample B-56 is given on the following page.

DL.A3



UNITED STATES
HEALTH INTERVIEW SURVEY

1970 - 1971

Red line
(the past two
weeks)

Week 03 - B-56
(interview
week)

	Sun	Mon	Tue	Wed	Thu	Fr.	Sat
1970 DECEMBER			1	2	3	4	5
	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30	31		
1971 JANUARY						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							

DL.A4

- 4 HIS-2 Hearing Supplement - A single sheet questionnaire for persons with severe hearing problems which began before age 21, to obtain information on special schools or classes attended and identification information.
- 5 HIS-3 Mobility Supplement - A supplement completed for persons reporting activity or mobility limitations, and for a sample of nonlimited persons.

DL.B Use of Materials and Interviewing Sequence

- 1 The materials needed to conduct an interview are: HIS-1 Questionnaire, HIS-2 Hearing Supplement, HIS-3 Mobility Supplement, Flashcard Booklet, Segment Folder, Calendar Card, and "Thank You" letter.
- 2 Following is a summary of the sequence of using these materials.
 - a Step 1 - After receiving your assignment, check the address of the current sample unit on the listing sheet in the Segment Folder to make sure that this address appears in item 8 of the questionnaire.
 - b Step 2 - When you reach the sample household, verify the address with the respondent, ask "year built" if required, and questions 10 through 15.
 - c Step 3 - Complete probe questions 1-41, hand the Calendar Card to the respondent before asking question 5, and use Card H in the Flashcard Booklet with question 39.
 - d Step 4 - Complete a separate Condition page for each condition listed in item C2. Use Cards Y and Z to code "kind of accident" in question 22.
 - e Step 5 - Complete a column of the Doctor Visits page for each doctor visit indicated in item C1.
 - f Step 6 - Complete a column of the Hospital page for each hospitalization indicated in item C1.
 - g Step 7 - Complete the Person page, using Card I for question 46, Family Income.
 - h Step 8 - Complete the Household page, items 16-20 and review the questionnaire for completeness.

D1.B2

- i Step 9 - Complete any Hearing Supplements required.
- j Step 10 - Complete any Mobility Supplements required.
- k Step 11 - Thank the respondent and leave the "Thank You" letter from the Surgeon General.

D1.C General Interviewing Instructions

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

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

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

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

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

Can -- see well enough to tell if a light is on?

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

Does anyone in the family (that is you, your --, etc.) stay IN BED all or most of the time because of health?

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

Did any other condition cause him to { stay in bed
miss work
miss school
cut down } during that period?

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

31.4 Y	S N (NP)
L	

A3	<input type="checkbox"/> No: an eye cond. (NC) <input type="checkbox"/> First eye condition (under 6) (29)	<input type="checkbox"/> First eye cond. (6+ yrs.) (22) <input type="checkbox"/> Not first eye cond. (NC)
----	---------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------

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

ABOUT how long has it been since -- LAST went to a dentist?

c) Use of Pronouns

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

2 How to Make Entries

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

17a. 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	bruised

If accident happened more than 3 months ago, ask:

b. What part of the body is affected now?
How is his -- affected? Is he affected in any other way?

Part(s) of body	Present effects

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

16a. Did the accident happen during the past 2 years or before that time?

During the past 2 years (16b) Before 2 years (17a)

b. When did the accident happen?

<input type="checkbox"/> Last week	} What time of day was it? _____	<input type="checkbox"/> 3-12 months
<input type="checkbox"/> Week before		<input type="checkbox"/> 1-2 years
<input checked="" type="checkbox"/> 2 weeks-3 months		

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

20a. Was a car, truck, bus, or other motor vehicle involved in the accident in any way? Y N (22)

b. Was more than one vehicle involved? Y N

c. Was it (either one) moving at the time? Y N

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

21a. (Besides --) Does anyone have trouble getting around freely by himself? Y N (22)

b. Who is this? _____

c. Does anyone else have trouble getting around freely by himself? Y (Reask b and c) N

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

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

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

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

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

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

How old was -- when he began to have trouble hearing?	<input type="checkbox"/> At birth <input type="checkbox"/> Less than 1 year _____ Years old <input checked="" type="checkbox"/> DK <input type="checkbox"/> No trouble
-------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

If 17 years old or over, ask: 42a. What is the highest grade or year -- attended in school? b. Did -- finish the -- grade (year)?	<input type="checkbox"/> Und. 17 (NP) <input checked="" type="checkbox"/> 17-24 (23) Elem: 1-2 3 4 5 6 7 8 High: 9 10 11 12 College: 1 2 3 4 5+ b. 1 Y DK 2 N
-----------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

g Interval, Range

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

<input type="checkbox"/> 2-week dental visit	(NP)
<input type="checkbox"/> Past 2 weeks not reported (Q.'s 8 and 9)	
<input type="checkbox"/> 2 weeks - 6 mos.	
<input type="checkbox"/> Over 6 - 12 mos.	
<input type="checkbox"/> 1 year	
<input type="checkbox"/> 2 - 4 years	
<input type="checkbox"/> 5+ years	
<input type="checkbox"/> Never	

<input type="checkbox"/> 2-week doctor visit
<input type="checkbox"/> Past 2 weeks not reported (Q.'s 12 and 13)
<input type="checkbox"/> 2 weeks - 6 months
<input type="checkbox"/> Over 6 - 12 months
<input type="checkbox"/> 1 year
<input type="checkbox"/> 2 - 4 years
<input type="checkbox"/> 5+ years
<input type="checkbox"/> Never

2. When did -- last see or talk to a doctor about his ... ?

<input type="checkbox"/> In interview week (Reask 2)	<input type="checkbox"/> Past 2 wks. (Item C)	<input type="checkbox"/> 2-4 yrs.
<input type="checkbox"/> 2 wks. - 6 mos.	<input type="checkbox"/> Over 6-12 mos.	<input type="checkbox"/> 5+ yrs.
<input type="checkbox"/> 1 yr.	<input type="checkbox"/> Never	

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

10-12 Days None

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

1. Record the number of Doctor Visits and Hospitalizations.	DOCTOR	HOSP.
	— (NP)	— (NP)

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

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

Tonsillitis
~~*Appendicitis*~~

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

Yes No

- 3) Line out an incorrect numerical entry and enter the correct number, ~~8~~ 4
- 4) Line out an incorrectly circled entry and circle the correct answer, Y N X

3 More Than One Questionnaire

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

4 Footnotes and Comments

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

- b When you footnote an explanation or comment, indicate to which entry that explanation or comment applies. Do this by writing the number of the footnote, for example, "1/" both at the source of the footnote and next to the footnote itself.

For each dental visit, ask:

9a. What did -- have done (the last time, the time before, etc.)? (Mark all that apply for each visit)

b. Anything else?

1 Person #1. Visit #4 - exam.

9a.	1	2	3	
h.				Cleaning test.
			X	Exam. (X-ray) ✓
	X			Fillings
		X		Extractions or other surgery
				Straightening (Orthodontia)
				Treatment for gums
				Denture work
				Other (Describe)

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

CHAPTER D2. HOUSEHOLD PAGE

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

1 - 6

Items 1 through 6, Identification

1 - 6

1. PSU	2a. Segment number	2b. Segment type	3. Serial number	4. Sample	5. R.O. number	6. I.D. code
		NTA TA B P LSDP		B -		

- 1 These items are filled in advance by the Regional Office. Items 1, 2, 4, and 6 are copied from the tab of the Segment Folder.
- 2 Extra Units - Fill items 1, 2, 4, 5, and 6. Item 3, serial number, must be filled in the Regional Office.
- 3 Two or More Questionnaires for One Household - Fill items 1, 2, 3, and 7.

Item 7, Book ___ of ___ Books

7

7

7.

Book ___ of ___ Books

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

8

Item 8, Street Address

8

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

- 1 The Regional Office fills item 8 from the Segment List. If the sheet and line numbers are entered, you will find a more complete description of the unit in the Segment Folder.
- 2 Verify the address before beginning the interview.
- 3 Make minor corrections or add the ZIP code.
- 4 Do not enter a street address in this item if there is only a description in the Segment Folder, but put the address in item 10.

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

- 1 The Regional Office fills one check box. If "Ask" is marked, ask the question as worded. If there is no one home or the unit is a noninterview, try to get the information from an apartment manager or a long-term resident of the neighborhood.
 - a Determination of "Year Built" - The HIS sample is kept up-to-date by adding a sample of units built since the 1960 Census. This sample of units is selected from records of building permits issued. Once this is done, it is important to delete newly constructed units found in certain Area Segments since they would have a chance to be selected for interview more than once. The "year built" question identifies the units to be deleted.
 - b Definition of "Year Built" - The date the original construction was completed, not later remodeling, additions, or conversions, nor the date houses were moved to a particular site. If a house has been moved, "year built" refers to the date its construction was completed on its original site.
- 2 If the answer is not specific, ask additional questions to determine whether the structure was built before or after April 1, 1960.
- 3 If you are unable to obtain the information from anyone, as a last resort estimate "year built" and enter "Est." beside the answer box.
- 4 If you mark the box "After 4-1-60," ask item 13c, if required, and mark Type C noninterview reason "Built after April 1, 1960."

- 5 Exceptions - Do not ask "Year built" with the "Ask" box marked, but enter the reason for not asking in a footnote for the following:
- a New construction, if the entire structure is under construction.
 - b Special places.
 - c Federal housing for military personnel and their families.
 - d Factories, schools, public buildings, stores, churches, and other predominately nonhousing unit structures, in which more than 50% of the floor space is nonresidential.
 - e Living quarters not located in structures, such as trailers, tents, or boats.
- 6 "Extra" Units - Ask for "extra" units in Permit Area Segments, stamped "(PA)" in Part IV-C of the Segment Folder. Do not ask for "extra" units in B Segments or Nonpermit Area Segments, stamped "(NPA)" in Part IV-C of the Segment Folder.

Question 10, Mailing Address

10. What is your mailing address and ZIP code? Same as 8

City	State	ZIP code
------	-------	----------

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

11

Item 11, Special Dwelling Place
(Same as Special Place)

11

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

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

a Special Place - Formerly called Special Dwelling Place. 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.

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

Item 12, Type of Living Quarters

12

12

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

1 Mark the box for "Housing unit" or "Other unit" according to the rules in Part A, Chapter 2.

a Housing Unit - A group of rooms or a single room occupied as separate living quarters; that is:
(1) The occupants do not live and eat with any other persons in the structure, AND (2) there is either--
(a) direct access from the outside or through a common hall (as defined below), OR (b) a kitchen or cooking equipment for the exclusive use of the occupants.

1) Direct Access - (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.

b Other Unit - A unit in a boarding house, nurses home or quarters, or unoccupied tent or trailer site. Also, units which do not meet the housing unit definition in: Armed Forces installation; combination boarding and rooming house; convent, monastery, or other residence for religious; facility for housing students or workers; flophouse or mission; general hospital; recreational or religious camp; residential club or tourist home; specified institution; or transient hotel.

2 Mark item 12 for Type A and Type B noninterviews as well as for interviewed units. Leave item 12 blank for Type C noninterviews.

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

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

a. Extra Units -

- 1) In TA Segments: Any unit ("housing" unit or "other" unit) not previously listed which is within the segment boundaries discovered while interviewing a sample unit or in updating lists at time of interview.
 - 2) In NTA Segments: A unit ("housing" unit or "other" unit) which is discovered while interviewing a sample unit on the same property or in the same structure as the sample unit AND not listed previously although it is within the segment boundaries.
 - 3) In B Segments: 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.
2. Your office will indicate which of questions 13a-c you are to ask by marking the appropriate box(es) of item 13. Do not ask those items for which the "Ask" box is left blank.

- 3 Your office will mark the "None" box in item 13d, if you are to omit item 13 entirely. In this case, leave item 13 blank and go directly to item L.
- 4 If you find that a sample unit is vacant, ask item 13a, b, or c of a janitor, apartment manager, neighbor, etc. Modify the question to refer to the vacant unit. For example, in asking 13a of a neighbor, you should say, "Are there living quarters for more than one group of people in that vacant house next door?" If the answer to item 13a, 13b, or 13c is "No," go to item L.
- 5 If the answer to item 13a, 13b, or 13c is "Yes," fill Table X on the back of the questionnaire. See Chapter D8.

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

Item L, Questions 14 and 15,

Tenure and Land Use

L

14

15

L

14

15

ITEM L	2 <input type="checkbox"/> Rural (14)	1 <input type="checkbox"/> All other (Q1)
14. Do you own or rent this place?	<input type="checkbox"/> Own	<input type="checkbox"/> Rent <input type="checkbox"/> Rent free
15a. How many acres of land are included?	1 <input type="checkbox"/> 10 or more acres (b)	2 <input type="checkbox"/> Less than 10 acres (c)
b. During the past 12 months did sales of crops, livestock, and other farm products from the place amount to \$50 or more?	2 Y (Q1)	4 N (Q1)
c. During the past 12 months did sales of crops, livestock, and other farm products from the place amount to \$250 or more?	3 Y	5 N

1 Item L is marked by the Regional Office from the Identification code. Codes 81-88 are rural. For "extra" units, mark item L the same as the original unit.

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

a Own - Mark "Own" if the owner or co-owner is living at the sample unit, even though he is not the head of the household or he is absent, such as a family member in the Armed Forces or temporarily working away from home.

- 1) Mark the "Own" box even if the place is mortgaged or not fully paid for.
- 2) A cooperative apartment is owned only if the owner lives in it.
- 3) In the case of a trailer which is owned by the occupant but which is parked on rented ground, the land is considered to be the unit for the land usage question. Mark the box for "Rent" in such a case.

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

c Rent Free - Mark "Rent free" for places occupied rent free by persons in exchange for services rendered, such as caretaker, a farm worker, or janitor who receives the use of a house or apartment as part of his wages. A tenant farmer who does not pay money rent should be reported as occupying the unit "Rent free."

L

14

15

Tenure and Land Use (Continued)

L

14

15

3 Question 15, Sale of Farm Products From This Place

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

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

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

- 1) "Sales From This Place" - By "sales of crops, livestock and other farm products" is meant the gross amount received for the sale of crops, vegetables, fruits, nuts, livestock and livestock products (milk, wool, etc.) poultry and eggs, nursery and forest products produced on this "place."
- 2) "Place" - The "place" is the same as that referred to in question 15a.
- 3) More Than One Unit - If there is more than one sample unit on a "place" (remembering how "place" is defined differently for owners and renters), the answer for each unit must be the same. For instance, the owner lives in one unit on a "place" of 15 acres. His total sales amounted to \$700. His hired hand lives rent free in a separate unit on the "place." Each of the two units would have "10 or more acres" in question 15a and "Y" in question 15b.
- 4) Special Situation - If the respondent has recently moved to the "place" and he has not sold any farm products, explain that this question refers to sales made from the "place" during the past 12 months, either by him or by someone else. If he is unable or unwilling to make an estimate, enter "DK" (don't know).

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

L

14

15

Tenure and Land Use (Continued)

L

14

15

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

- 2) If the "place" is obviously a private home on a lot or an apartment, circle "N" in question 15c without asking the question.

- 4 The "ZIP" under question 15 is a reminder to you that the remaining questions on the Household page are completed after the interview.

16

Question 16, Telephone Number

16

16. What is the telephone number here?

2 None

1 Ask question 16 and enter the telephone number in the space provided. If the household has a telephone but the number is not obtained, enter the reason. Mark the "None" box only in those cases where there is no telephone in the household.

a If questions are raised, say the number will save the expense and time of a personal callback in case you have overlooked some needed information.

Items 17 and 18,

Interview Observed,

(17) (18) (N) Interviewer's Name and Code, (17) (18) (N)
and Item N, Hearing Supplements

17. Was this interview observed?	
1 Y	2 N
18. Interviewer's name	Code
ITEM N	Number of Hearing Supplements required _____

- 1 Item 17, Observed Households - Fill item 17 for interviewed households to indicate whether the interview was or was not observed.
- 2 Item 18, Name and Code of Interviewer - Sign your name in the space provided after you have completed the entire interview for a household or are turning in the questionnaire as a final noninterview. Also enter the code which has been assigned to you by your office.
- 3 Item N, Hearing Supplements - Record in item N the number of Hearing Supplements required for each household. Complete this item only for interviewed households. In households containing unrelated persons or groups complete item N on the questionnaire prepared for them. If no supplements are required, enter a dash. Chapter 9 covers the Hearing Supplements.

Item 19, Noninterviews

19. Noninterview reason

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

- 1 Item 19 is used to record any instance in which you are not able to obtain complete interviews for part or all of a household.
- 2 In a case where an interview is not completed, mark the appropriate noninterview reason. Noninterviews are classified into three general groups.

a Type A Noninterview - A unit occupied by persons eligible for interview for which no interview was obtained.

1) Refusal - A respondent refused to be interviewed. In a footnote, explain the pertinent details regarding the respondent's reason for refusing to grant the interview.

2) No One At Home - After making repeated calls, you have not found an eligible respondent at home during the interview week even though there are people living there.

3) Temporarily Absent - The usual residents of a household are temporarily out of town and will not return until after the end of the interview week.

4) Other, Type A Noninterview - Occupied units on impassable roads, quarantined households and any other Type A cases not listed. In the "Specify" space, state the reason briefly, e.g., impassable roads.

b Type B Noninterview - A unit not currently occupied by persons eligible for interview.

- 1) Vacant - Seasonal - Vacant unit intended for only seasonal occupancy. These may be in summer or winter resort areas, used only during the hunting season, etc., (except units for migratory workers).
- 2) Vacant - Nonseasonal - Vacant unit intended for year-round occupancy, regardless of where it is located. However, do not count as vacant a unit whose occupants are only temporarily absent, that is, would be defined as usual residents of the unit even though they are out of town now. Such units should be classified Type A "Temporarily absent."
- 3) Usual Residence Elsewhere - A unit occupied solely by persons who have usual residence elsewhere.
 - a) In resort areas, 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."
 - b) Note, however, that the sample unit must be actually occupied at the time of interview to be classified here. Usually, this means that you will need to contact a household member to learn that a unit is to be classified properly as "Usual residence elsewhere." Sample units being held for persons with usual residence elsewhere who are not actually living there at the time of interview, should be classified as vacant, even if fully furnished and not for sale or rent.
- 4) Armed Forces - A unit occupied solely by members of the Armed Forces on regular active duty.
- 5) Other, Type B Noninterview - Construction not started, under construction, converted to temporary business or storage, vacant migratory workers, vacant trailer space.

- a) Construction Not Started - A sample unit in a Permit Segment for which construction has not been started.
- b) Under Construction - Construction has not proceeded to the point where all exterior windows and doors have been installed and final usable floors are in place.
- c) Vacant - Migratory Workers - A unit vacant at the time of interview, and used only for the temporary accommodation of migratory workers.
- d) Vacant Trailer Space - A designated trailer space with no trailer in it.
- e) Converted to Temporary Business or Storage - Units temporarily used for business or storage purposes but expected to revert to residential use.

c Type C Noninterview - A unit not eligible for interview.

- 1) Demolished - Totally or partially torn down. If merely vacant pending demolition, classify as vacant.
- 2) In Sample By Mistake - A unit that should not have been listed originally. The unit may be outside segment boundaries, never intended for residential use, etc. Describe the situation fully.
- 3) Eliminated in Subsample - A unit eliminated in subsampling.
- 4) Built After April 1, 1960 - A sample unit in an area segment in a permit area in a structure which was built after April 1, 1960.
- 5) Other, Type C Noninterview
 - a) Nonexistent - A unit which you are not able to find. Describe the situation fully.
 - b) Unfit for Human Habitation - An unoccupied unit which has become unfit for human habitation and is beyond repair so that it is no longer considered living quarters.

- c) Converted to Permanent Business or Storage -
A unit that has been permanently converted to
business or storage use.
- d) Merger - Two or more units on the Segment List
are combined to make one housing unit and the
sample unit is not the first listed.

- 3 If an interview has been obtained for one or more members of a household but not for all members, it is considered only a partial interview. Enter the person number of the noninterviewed persons in the footnote space on the front of the questionnaire and give the noninterview reason, in full, for each such person or group.

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

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

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

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

Example 1

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

20. Record of calls														
	1	Com.	2	Com.	3	Com.	4	Com.	5	Com.	6	Com.	7	Com.
Date	Jan 6		Jan 7											
Beginning time	11:30 a.m.		7:45 p.m.											
Ending time			8:30 p.m.	X										

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

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

20

Item 20, Record of Calls (Continued)

20

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

Example 2

Column 1

20. Record of calls														
	1	Com.	2	Com.	3	Com.	4	Com.	5	Com.	6	Com.	7	Com.
Date	Jan 20													
Beginning time	6:30 p.m.													
Ending time	6:55 p.m.	X												

Column 2

19. Noninterview reason

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

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

Column 3

20. Record of calls														
	1	Com.	2	Com.	3	Com.	4	Com.	5	Com.	6	Com.	7	Com.
Date	Jan 20		Jan 21											
Beginning time	6:55 p.m.		7:00 p.m.											
Ending time			7:27 p.m.	X										

CHAPTER D3. PROBE PAGES

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

D3.A Eligible Respondent for Questions 1 and 2 - Questions 1 and 2 (name and relationship of all household members) may be asked of any "responsible" adult member of the household whether or not he is related to the head of the household. "Responsible" means not mentally incompetent or not too ill to be able to think clearly about the questions being asked. "Adult" means a person 19 years old or older or any person who has been married. "Related" means related by blood, marriage or adoption.

D3.B Eligible Respondent for Remaining Part of Questionnaire - The "eligible" respondent may answer the remaining questions for all persons related to him in the household, both adults and children. However, the other related adults listed should be interviewed for themselves if available.

1 17 or 18 Year-Olds - Single persons 17 or 18 years old may not respond for other family members but may respond for themselves in certain cases. The reason for this restriction is that, while 17 and 18 year-old persons should know about themselves, they are unlikely to have sufficient knowledge about the rest of the family to be able to furnish accurate information. Accept 17 or 18 year-old persons as self-respondents under the following circumstances:

- a If there is no related person in the household who is 19 years old or over; for example, if the household consists of two unrelated 17 or 18 year-old boys living in a school dormitory room, each may respond for himself.
- b If they are present during the interview with an older respondent, 17 or 18 year-old persons may respond entirely or partly for themselves.

D3.C Children - Information about a child is normally obtained from one of the parents or other related adults in the household. If an unrelated person is usually responsible for the child's care, that person may report for the child. Thus, if the respondent has a foster child or ward living in his home, he should answer the questions about the child.

D3.D

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

D3.E Exceptions to Eligible Respondent Rule - In the following two cases, a person who is not a related member of the sample household can be considered an acceptable respondent.

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

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

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

1

Question 1, Household Membership

1

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

1 Ask question 1a on page 2 and record the name in column 1.

a Household - The entire group of persons who live in one housing unit or one "other" unit. It may be several persons living together or one person living alone. It includes the household head and all his relatives occupying the housing unit or "other" unit. The household may also include roomers, servants, or other persons not related to the head who live there.

b Head of Household - The person who is regarded as the head by the members of the household. It may be the chief breadwinner of the family, the parent of the chief earner, or the only adult member of the household, or a member of the Armed Forces living at home about whom we want no health information.

2 Continue with question 1b and record the names in the appropriate columns in the order indicated in paragraph 10.

3 Ask questions 1c and 1d as reminders about persons who may be overlooked by the respondent. List each person named by the respondent in answer to questions 1a-d who is a household member. There is an asterisk above the "Yes" box for questions 1c-e. The asterisk refers to the instruction: "Apply household membership rules."

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

1

Household Membership (Continued)

1

- 5 Generally, two categories of persons in a household are considered as members of the household.
- a Persons, whether present or temporarily absent, whose usual place of residence at the time of the interview is this household.
 - b Persons staying in the household who have no usual place of residence elsewhere.

Further details are given in Part A, Chapter 2.

- 6 Members of the Armed Forces - For the purpose of question 1f, "adult" means any 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 included in this survey. Ask question 1f if any of the males in the household could be an adult.
- a Although exact ages have not been determined at this point in the interview, it should be possible, in most cases, to have a general idea of the age of household members. For example, the apparent age of a female respondent who is head of the household should indicate whether her son living at home could be 17 years old or over. When in doubt, always ask question 1f.
 - b If the answer to question 1f is "Yes," enter the person number(s) on the line provided.
 - c Although question 1f is primarily for males, if in asking the question it is discovered that a listed female household member is in the Armed Forces, enter her person number in question 1f.
 - d Armed Forces - "Active duty in the Armed Forces" means full-time active duty in the U.S. Army, Navy, Air Force, Marine Corps, or Coast Guard, and any National Guard unit presently activated as part of the regular Armed Forces. Included in "active duty" is the six month period a young man may serve in connection with the provisions of the Reserve Forces Act of 1955.
 - e Do not count as members of the Armed Forces, persons working in civilian positions for the Armed Forces, persons serving in the Merchant Marine; persons in a National Guard unit not activated as part of the regular Armed Forces or civilians who train only part time as reservists.

1 Household Membership (Continued)

1

f Armed Forces Reserve - Persons who are in any reserve component of the Armed Forces but who only attend weekly reserve meetings, summer camp or the like are not on "full-time active duty" and so are to be counted as members of the household.

7 Household Members - Apply rules given in Part A, Chapter 2 for determining which persons are to be considered members of a household. Always ask any additional questions needed in order to properly determine who are household members. Examples of such questions are as follows:

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

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

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

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

8. Delete the Name if Not Household Member.

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

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

① Household Membership (Continued)

①

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

1a. What is the... b. What are... c. I have li... d. Have I... e. Do any... f. Are... Apply household membership rules. Col(s) <u>1</u> (Delete)	Yes No <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	1a. First name ① John Last name Jones RACE 1 W 2 N 3 OT SEX 1 M 2 F AGE	First name ② Karen Last name — RACE 1 W 2 N 3 OT SEX 1 M 2 F AGE	1a. First name ③ Kathy Last name — RACE 1 W 2 N 3 OT SEX 1 M 2 F AGE	
	2. How... 3. How...	2. Relationship 1 HEAD 2 3	Relationship wife AGE	Relationship 2 3	Relationship 2 3
DOCTOR HOSP. DOCTOR HOSP. DOCTOR HOSP. (NP) (NP) (NP) (NP)		DOCTOR HOSP. DOCTOR HOSP. DOCTOR HOSP. (NP) (NP) (NP) (NP)		DOCTOR HOSP. DOCTOR HOSP. DOCTOR HOSP. (NP) (NP) (NP) (NP)	
number(s) where it was reported.		Q. no. Condition Q. no. Condition Q. no. Condition		Q. no. Condition Q. no. Condition Q. no. Condition	

9 All members of the household regardless of whether they are related to the head, are to be listed on one questionnaire (or one set of questionnaires if there are more than six persons in a household).

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

1a. First name ⑦ James Last name Jones RACE 1 W 2 N 3 OT SEX 1 M 2 F AGE	First name ⑧ Kate Last name — RACE 1 W 2 N 3 OT SEX 1 M 2 F AGE
2. Relationship 1 Son AGE	Relationship daughter AGE

1

Household Membership (Continued)

1

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

- a Head of household
- b Wife of the head
- c Unmarried children of the head, or of the wife, in order of their ages, beginning with the oldest
- d Married sons and daughters (in order of age) and their families listed in this order; husband, wife, children
- e Other persons related to the head
- f Roomers and other persons not related to the head.
- g If, among the persons not related to the head, there are married couples or persons otherwise related among themselves, list them in the order indicated for the families of married children (group d).

11 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.

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

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

2 How is -- related to -- head of household?	
----------------------------------------------	--

1 Question 2, Relationship - Enter the relationship of each person to the head of the household. If the respondent has previously given you this information, you need not ask this question, simply record the relationship.

a Head of Household - There must be one and only one head of the household. In some households you will find two or more unrelated persons sharing a housing unit. Since there can be only one head, designate one as the "Head" and call each of the others "Partner."

b Armed Forces Members Living at Home - Household members about whom we want no health information. However, if one is reported to be the household head, enter this for him and make the family relationships accordingly. If an Armed Forces member is not living at home, designate the wife or other family group head as the household head.

c If "Head" Deleted - If the person originally designated as the head of the household is deleted for any reason, other than Armed Forces member living at home, designate another person as "Head" and change the relationship entries of the other household members if necessary.

2 Example of Relationship Entries - Some typical examples of relationship entries are: Wife, son, daughter, stepson, stepdaughter, father, mother, grandson, daughter-in-law, aunt, cousin, nephew, roomer, servant, hired hand, partner, and maid.

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

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

3

Age Last Birthday, Race and Sex (Continued)

3

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

(C)

Item C and Reference Dates

(C)

C	1. Record the number of Doctor Visits and Hospitalizations.	NO. OF ____ (NP) _____ VP.																					
	2. Record each condition in the person's column, with the question number(s) where it was reported.	<table border="1"> <thead> <tr> <th>Q. No.</th> <th>Condition</th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table>	Q. No.	Condition																			
Q. No.	Condition																						
	Reference dates																						
	2-week period _____, _____.																						
	Dentist and Doctor visit probe _____																						
	Hospital probe _____																						

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

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

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

1) Conditions to be Entered in Item C2 - Enter in item C2 any conditions reported in answer to those probe questions that are specifically designed to pick up conditions. These would be health problems or accidents resulting in restricted activity; a doctor visit during the past 2 weeks; nights in the hospital in the past 2 weeks; limitation of activity or mobility or is listed or reported in question 36 condition list and was present last Sunday night.

2) Source of Condition

a) If a condition is reported during the asking of the probe questions, record in item C2 the number of the question, or if in question 36, the letter, at the time the condition is reported. If a condition is reported in some other part of the interview, record, instead, the type of page, abbreviating as follows:

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

(C) Item C and Reference Dates (Continued) (C)

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

C	1. Record the number of Doctor Visits and Hospitalizations.	DOCTOR	HOSP.
	_____ (NP) _____ (V)	1	1
2. Record each condition in the person's column, with the question number(s) where it was reported.	Reference dates	Q. no.	Condition
	2-week period _____, _____,	677	Arthritis
Dentist and Doctor visit probe _____	HOSP	1 month	Pain
Hospital probe _____	✓		

2 Reference Dates

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

C

Item C and Reference Dates (Continued)

C

- d Two-Week Reference Period - The "past two weeks" refers to the two weeks (14 days) just prior to the week in which the interview is conducted. The two-week period starts with Monday and ends with (and includes) last Sunday night. No days of the interview week are to be included. For example, if the interview is conducted on Tuesday, January 5, 1971, "the past two weeks" would refer to the period beginning on Monday, December 21, 1970, through Sunday night, January 3, 1971. No illness, hospitalization or health-related event starting after January 3 (last Sunday night) would be included, no matter how serious it might be. This principle applies to all succeeding questions.
- 1) If you record something of this kind and afterwards learn that it should not have been recorded, delete or correct the entry, as appropriate, and explain the deletion in a footnote.
 - 2) This rule does not apply to household membership or personal characteristics such as age, marital status or membership in the Armed Forces, all of which apply as of the time of interview.
- e Dentist and Doctor Visit Probe - This date is "last Sunday's" date a year ago, and is the closing date of the two-week reference period. For example, if you interview Wed., Jan. 13, 1971, the reference date would be Jan. 10, 1970.
- f Hospital Probe - This date is 13 or 14 months before interview, to pick up hospitalizations which started before the 12 month reference period but which may have extended into it. It is the first of the month which preceded the month in which Monday of interview week fell. For example, if you're interviewing Tuesday, June 1, 1971, the Monday of interview week was in May, therefore the hospital probe reference date is April 1, 1970.

a Ask all appropriate parts of question 5 and question 6 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.

3 Question 5a, Bed Disability Past Two Weeks - When asking question 5a, insert the name of the person you are talking about or his relationship to the respondent. If you are interviewing the wife about Person 1, you would say: "During those two weeks, did your husband stay in bed because of any illness or injury?" If the answer to question 5a is "Yes," ask question 5b. If the response to 5a is "No," ask 5c if the person is 17+. Ask 5d if the person is 6-16; ask 5f if the person is under 6 years of age. These instructions appear in the answer space in 5a and b of the questionnaire.

4 Question 5b, How Many Days in Bed - If the answer to 5a is "Yes," ask 5b and record the number of days that the person stayed in bed all or most of the day. Then ask 5c, d, or f for that person according to his age.

a. Day in Bed - Any day on which the person was kept in bed either all or most of the day because of illness or injury. All or most of the day is defined as more than half of the daylight hours (or of the hours that the person is usually awake, if he works a night shift). Taking a nap on "General principles" should not be counted as a day in bed. Also, count all days as a patient in a hospital, sanitarium, or nursing home as bed days whether or not the patient was actually lying in bed at the hospital, sanitarium or nursing home.

b Bed - Anything used for sleeping, including sofa, cot or mattress.

5 Question 5c, Days Lost From Work - Ask this question to find out if the person you are asking about lost time from work (during those two weeks) because of illness or injury. Ask it for each individual in the 17+ age group. Record the response in the appropriate space in that person's column. Use the alternate version of the question for females 17+.

5

Two-Week Activity Limitation (Continued)

5

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

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

- b Work Loss Day - Any scheduled work day when more than half of the day was lost due to an illness or injury. If the person works only part of a day and he loses more than half of that time, it should be counted as a day lost.
- c Disregard School Days - If a person 17 years of age or over goes to school instead of, or in addition to, working, record only the days lost from work (disregarding any days lost from school).
- 6 Question 5d, Days Lost from School - Ask this question if the person is aged 6-16.

- a School Loss Day - Any scheduled school day when more than half of the day was lost from school due to an illness or injury.

For example, a day when the person did not go to school until after lunch would count as a day lost from school. If the person's regular school day is less than a whole day and that amount of time was lost from school on account of illness or injury, it would also be counted as a whole day lost from school.

- b If the person lost days from school, enter the number in the appropriate person column and go to question 5e or f.
- c If the respondent indicates that no days were lost from school or that the person was on vacation during this two-week period, mark the "None" box for question 5d and skip to question 5f. Also, mark "None" if the child is aged 6-16 but does not attend school.
- d School Vacation - Since school vacation periods are not all the same, ask this question even during periods of the year which might normally be considered school vacation periods.
- e Disregard Work Days - If a person 6 through 16 years of age works instead of going to school, or works and also goes to school, record only the days lost from school (disregarding any days lost from work).

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

a Usual Activities - For school children and most adults, this would be going to school, working, keeping house, etc. For children under school age, usual activities depend upon whatever the usual pattern is for the child.

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

10 Question 5g, Number of Cut-down Days - Question 5g is asked to determine the number of cut-down days if the "Y" is circled in question 5f. There is a parenthetical statement from which you select the appropriate words to use if any days were reported in 5a-d. The procedure is the same as that outlined for question 5f. The parenthetical phrases in 5g are used only if bed, work-loss, or school-loss days were reported previously.

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

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

- b 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 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.

- c 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 weekends as on regular days. If necessary, this should be brought to the attention of the respondent. For example:

A man who planned a fishing trip for Saturday and Sunday had to stay home from work Friday and was too ill to go fishing both on Saturday and Sunday because of a flare-up of his back trouble. Assuming that this was the only time during the past two weeks in which he was bothered by back trouble, the correct entry for question 5g would be "2" (Then one work-loss day should have been already reported in 5c).

6

Question 6, Condition Causing Two-Week Limitation

6

If 1 or more days in Q. 5, ask to otherwise go to next person.		
6a. What condition caused -- to $\left\{ \begin{array}{l} \text{stay in bed} \\ \text{miss work} \\ \text{miss school} \\ \text{cut down} \end{array} \right\}$ during the past 2 weeks?	6a.	Enter condition in item C Ask 5b

b. Did any other condition cause him to $\left\{ \begin{array}{l} \text{stay in bed} \\ \text{miss work} \\ \text{miss school} \\ \text{cut down} \end{array} \right\}$ during that period?	b.	Y (6c) N (NP)

c. What condition?	c.	Enter conditions in item C Reask 5b

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

6

Condition Causing Two-Week Activity Limitation (Cont.)

6

3 Caution Regarding Pregnancy, Delivery, and Birth -

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

7

Question 7, Two-Week Accidents or Injuries

7

7a. During the past 2 weeks did anyone in the family that is you, your --, etc. have any (other) accidents or injuries?	Y (7b and c) N (8)	
b. Who was this? - Mark "Accident or injury" box in person's column.		7b. <input type="checkbox"/> Accident or injury Injury
c. What was the injury?		c.
d. Did anyone have any other accidents or injuries during that period? For each person with "Accident or injury," ask:	Y (7b and c) N	
e. As a result of the accident, did -- see a doctor or did he cut down on the things he usually does?		e. Y (Enter injury in item C) N

1 Question 7a. How to Ask - This is the first time we ask a "family" style question (once for a family). Insert the names or relationships of all family members when asking the question. If any accident or injury condition has been previously reported, insert the parenthetical "other." For example, "During the past two weeks, did anyone in the family, that is, you, your husband, or your son have any other accidents or injuries?" If the response is "No," circle "N" and go to question 8.

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

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

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

2 Question 7b. How to Record - If "Yes" is reported in 7a, circle "Y" and ask 7b. Mark the "Accident or injury" box in each person's column for whom a two-week accident or injury was reported.

7

Two-Week Accidents or Injuries (Continued)

7

- 3 Question 7c, What Was the Injury - Ask question 7c for each person with "Accident or injury" marked in 7b. If the respondent reports an injury, record the injury (cut hand, bruised leg, etc.) in the answer space for 7c. If there was an accident but no injury, enter the word "Accident" in the answer space for 7c. An example of this might be a person in a car accident who received no injury.
- 4 Question 7d, Any Other Accidents or Injuries - Ask question 7d as a reminder to the respondent to report persons who had any other accidents or injuries during the past two weeks. Reask 7b and c and enter the response in 7c until a final "No" is received. Then go to 7e.
- 5 Question 7e, See a Doctor or Cut Down - Ask question 7e for each person with the "Accident or Injury" box marked. If the person did not see a doctor or cut down on the things he usually does, circle "N" in his column and go to the next person reporting an accident or injury or to the next question as appropriate. If the response to 7e is "Yes," circle "Y" in that person's column and enter the question 7c entry in item C2. If a person had more than one accident or injury during the past two weeks, each one which resulted in a doctor visit or cut down activity must be entered separately in item C2.
 - a. Doctor - Contact between a person and a doctor for the purpose of obtaining medical advice, treatment, or examination. Include telephone calls to or from a doctor, visits to a doctor's office, a clinic, a medical center, or the outpatient department of a hospital where a person goes for treatment or examination ordered by a doctor but where he may not actually see or talk to a doctor. If you learn that a person saw a dentist for this accident or injury, consider this as "Yes."

Question 8, Two-Week Dental Visits

8a. During the past 2 weeks, did anyone in the family, (that is you, your --, etc.) go to a dentist?	Y (R8 and c)	N (10)	
b. Who was this? - Mark "Dental visit," box in person's column.			8b. <input type="checkbox"/> Dental visit
c. During the past 2 weeks, did anyone else in the family go to a dentist?	Y (Reask 8b and c)	N	
If "Dental visit," ask: d. During the past 2 weeks, how many times did -- go to a dentist?			8d. _____ No. of dental visits (NP)

- 1 Ask question 8a once for a family. Insert the names or relationships of all family members when asking the question. If the answer is "No," go to question 10 and leave the remaining parts of question 8 and question 9 blank.
 - a Dentist - A person who has been trained in the prevention, diagnosis, and treatment of diseases of the teeth and adjacent tissues. Some examples are: Oral surgeon, orthodontist, periodontist, dental hygienist.
 - b Exclude visits for dental services given on a mass basis, such as examinations given a group of children at school. If you are in doubt, include the visit and explain the circumstances in a footnote.
- 2 If "Yes" is received to question 8a, ask question 8b to find out which persons in the family went to the dentist during the two-week reference period. Mark the "Dental visit" box in the appropriate column for each person who went to a dentist during the past two weeks.
- 3 Ask question 8c as a reminder to the respondent to report any other persons who visited a dentist during the past two weeks.
- 4 If the answer to 8c is "Yes," reask 8b and c until you get a final "No" answer to 8c. Then circle "N" and go to question 8d.
- 5 Question 8d is asked only for those persons who reported a two-week dental visit. It is asked to obtain the number of times the person went to a dentist during that period.

Question 9, Purpose of Dental Visits

For each dental visit, ask:

9a. What did -- have done when he went to the dentist (the last time, the time before, etc.)?
(Mark all that apply for each visit)

b. Anything else?

9a. & b.	1	2	3	
				Cleaning teeth
				Exam. (X-ray)
				Fillings
				Extractions
				Other surgery
				Straightening (Orthodontia)
				Treatment for gums
				Denture work
				Other (Describe)

- 1 Ask question 9 about each two-week dental visit in question 8d.
 - 2 Question 9 obtains information about the types of services received during each dental visit reported in question 8. More than one type of service may be performed during a single visit. Mark as many boxes as apply for each visit. Specify the service if it is not covered in the listed categories.
 - 3 If only one visit is reported, ask "What did - - have done when he went to the dentist?" and mark as many boxes as apply. If more than one visit is reported, add the parenthetical phrase "the last time" for the most recent visit and "the time before" for each preceding visit.
 - 4 Ask "Anything else?" after the response for each visit until "No" is received; then go to the next person reporting dental visits or to question 10.
 - 5 Space is provided for three separate visits. Fill the answer column labeled "1" first (the last time), then "2," (the time before) etc. If there were more than three visits for a person, indicate this in the question area of question 9 by an entry such as "Visit #4 - person #2 - cleaning teeth."
- a Most of the classes of dental services listed for this question are self-explanatory. However, two classes of service need some definition.

Purpose of Dental Visits (Continued)

- 1) "Examination" means a general inspection of most of the teeth in the person's mouth to determine if any treatment is required. This is usually done on the first of a series of dental visits and X-rays may or may not be included in the examination.
 - 2) "Denture work" means any work connected with false teeth--the installation of a single false tooth, bridge work, and work on partial or complete sets of dentures.
- b If you are in doubt as to which box to mark, or if the service does not fit into any of the listed categories, mark "Other" and describe the type of service rendered. An example of "Other" would be "Fluoride treatment," "capping," "crowning," "root canal," and "abscess drained" or "lanced."

Do not ask for children 1 yr. old and under.	
10a. During the past 12 months, (that is, since <u> </u> a year ago,) about how many visits did -- make to a dentist? (Include the -- visits you already told me about.)	10a.
b. ABOUT how long has it been since -- LAST went to a dentist?	Number of visits
	1 <input type="checkbox"/> 2-week dental visit
	2 <input type="checkbox"/> Past 2 weeks not reported (Q.'s Item 9)
	3 <input type="checkbox"/> 2 weeks - 6 mos.
	4 <input type="checkbox"/> Over 6 - 12 mos.
	5 <input type="checkbox"/> 1 year
	6 <input type="checkbox"/> 2 - 4 years
	7 <input type="checkbox"/> 5+ years
8 <input type="checkbox"/> Never	

1 Ask question 10 as a block for each person, after completing question 9 for all family members.

2 Question 10a. Twelve-Month Dental Visits - Ask question 10a inserting the date entered in "Reference dates" for "Dentist and Doctor visit probe" the first time the question is asked and at any other time you feel it necessary. If any 2 week dental visits have been reported for this person, add the parenthetical statement inserting the number of visits previously reported for the dashes.

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

b Enter the number of visits reported on the line provided, or enter a dash.

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

- 3 Question 10b, Interval Since Last Saw Dentist - Mark the "2 week dental visit" box in question 10b, without asking the question, for persons who have reported a two-week dental visit. Mark the "Never" box, without asking the question, for children age one or under even if dental visits have been reported for them. Ask 10b for all other persons and mark the appropriate answer box in each person's column as follows:

Past 2 weeks not reported--Mark this box if at this point the respondent reports a visit during the two-week reference period. Also mark the "Dental visit" box in 8b and ask questions 8d and 9 for that person. Record the new responses in the answer spaces for these questions for this person. It is not necessary to change the entries in 8a and 8c. Verify or correct the entry in 10a.

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

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

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

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

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

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

Question 11, Lost All Teeth

11a. Is there anyone in the family who has lost ALL of his teeth?	Y	N (12)		
b. Who is this? Anyone else?			11b.	<input type="checkbox"/> No teeth
For each person with "No teeth," ask:				
c. Does -- have false teeth?			c.	Y N (NP)
d. Does -- have an upper plate, a lower plate, or both?			d.	<input type="checkbox"/> Upper <input type="checkbox"/> Both <input type="checkbox"/> Lower
e. Does -- usually wear $\left\{ \begin{array}{l} \text{the upper} \\ \text{the lower} \\ \text{both} \end{array} \right\}$ plate(s) while eating?			e.	Y N
f. Does -- usually wear $\left\{ \begin{array}{l} \text{the upper} \\ \text{the lower} \\ \text{both} \end{array} \right\}$ plate(s) when not eating?			f.	Y N
g. Does -- need new false teeth?			g.	Y (NP) N
h. Do the ones he has need refitting?			h.	Y N

- 1 Ask question 11 after completing question 10 for all family members, to obtain a count of persons who have lost all their natural teeth. These persons may or may not have dentures (false teeth).
- 2 Questions 11a and 11b. Lost All Teeth - Ask question 11a once for a family. If the answer is "No," go to question 12 and leave the remaining parts of question 11 blank. If the answer is "Yes," ask 11b to determine which persons in the family have lost all their teeth. Mark the "No teeth" box in each person's column reporting the absence of all his teeth.
- 3 Question 11c. False Teeth - Ask question 11c for each person with "No teeth" marked in question 11b and circle "Y" or "N" in that person's column. If the response is "Yes" ask questions 11d-h as a block for that person. If the response is "No" go to the next person reporting "No teeth" in question 11b.
- 4 Question 11d. Upper or Lower Plate, or Both - Ask question 11d for each person with "Y" circled in question 11c. Mark "Upper," "Lower," or "Both" as appropriate.

- 5 Questions 11e-f, Use of False Teeth - These questions determine to what degree the person uses his false teeth. In asking questions 11e and f select the appropriate phrase from within the brackets according to the response given to 11d. For example, if the response to 11d is "Upper" ask 11e "Does - - usually wear the upper plate while eating?" If the response to 11d is "Both," ask 11f "Does - - usually wear both plates when not eating?"
- 6 Questions 11g and h, Adequacy of False Teeth - Questions 11g and h determine the adequateness of the person's false teeth. If the response to 11g is "Yes," circle "Y" and go to the next person reporting no teeth. Ask 11h if the response to 11g is "No." Then go to the next person reporting no teeth or to question 12.

Question 12, Two-Week Doctor Visits

12. During the past 2 weeks (the 2 weeks outlined in red on that calendar) how many times did -- see a medical doctor?	12.	<input type="checkbox"/> None } (NP) _____ Number of visits }
------------------------------------------------------------------------------------------------------------------------	-----	------------------------------------------------------------------

1 Question 12, Two-Week Doctor Visits - Ask question 12 for each person, using the parenthetical phrase "the two weeks outlined in red on that calendar," as often as necessary. The respondent must be kept aware of the two-week period and should be referred to the calendar at convenient points in the interview, especially in a large household. Mark the "None" box or enter the number of visits reported on the line provided.

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

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

b Doctor "Visit" - A single contact between a person and a doctor for the purpose of obtaining medical advice, treatment or examination.

1) Include telephone calls to or from a doctor (except requests for appointments or inquiries about a bill), visits to a doctor's office, a clinic, a medical center and the outpatient department of a hospital where a person goes for treatment or examination ordered by a doctor but where he may not actually see or talk to a doctor. Also, to be included as visits are calls to the doctor concerning the obtaining or renewal of a prescription. (All these types of "visits" may be reported in question 12 but some of them are the kind people generally tend to forget; so questions 13 and 14 were designed specifically to remind the respondent about them.)

12

Two-Week Doctor Visits (Continued)

12

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

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

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

Question 13. Two-Week Shots, X-rays,
Tests, and Examinations

(Besides those visits) During that 2-week period did anyone in the family go to a doctor's office or clinic for shots, X-rays, tests, or examinations?	Y (13b and c) N (14)		
Who was this? - Mark "Doctor visit" box in person's column.		13a.	<input type="checkbox"/> Doctor visit
Anyone else?	Y (13b and c) N		
If "Doctor visit," ask: How many times did -- visit the doctor during that period?		d.	____ Number of visits (NP)

- 1 The wording of question 13a depends on the answer to question 12. If one or more visits have been reported in question 12, ask question 13a 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 12 for the head, ask question 13a as follows: "Besides your husband's three visits during that two-week period, did either of you go to a doctor's office or clinic for shots, X-rays, tests, or examinations?"
- 2 If no visits have been reported in question 12, ask question 13a without including the parenthetical phrase.
- 3 If the answer to 13a is "Yes," continue to ask question 13b and c until you get a "No" answer to 13c. Then ask 13d for each person with the "Doctor visit" box marked in 13b.
 - a Starting with the first person listed for whom the "Doctor visit" box has been marked in question 13b, ask question 13d and record the number of doctor visits that are reported. Remember, any visits recorded in question 12 should not be recorded in question 13.

14

Question 14, Two-Week Medical Advice By Phone

14

14a. During that period, did anyone in the family get any medical advice from a doctor over the telephone?	Y (14b and c) N (15)		
b. Who was the phone call about? - Mark "Phone call" box in person's column.		14b.	<input type="checkbox"/> Phone call
c. Any calls about anyone else?	Y (14b and c) N		
If "Phone call," ask:			
d. How many telephone calls were made to get medical advice about -- ?		d.	_____ Number of calls (1:P)

- 1 Ask question 14a regardless of the answers to questions 12 and 13.
- 2 For this question, include telephone calls to or from the doctor or doctor's office which are related to treatment or advice given by the doctor directly or transmitted through the nurse. Do not count telephone calls solely for making an appointment, discussing a bill, or calls confined to some topic not directly related to the person's health.
- 3 If telephone calls have already been reported in the earlier "visit" questions, do not record them again in question 14.
- 4 The procedure for asking questions 14a-d is the same as that for questions 13a-d.

Question 15, Condition Causing Two-Week Medical Advice

Fill item C, (DOCTOR), from Q.'s 12-14 for all persons. Ask Q. 15a for each person with visits in DOCTOR box.		<input type="checkbox"/> Condition (Item C TIEN 15 f)
15a. For what condition did -- see or talk to a doctor during the past 2 weeks?	15a.	<input type="checkbox"/> Pregnancy (15e) <input type="checkbox"/> No condition
b. Did -- see or talk to a doctor about any specific condition?	b.	Y N (NP)
c. What condition?	c.	Enter condition in item C and ask 15d
d. During that period, did -- see or talk to a doctor about any other condition?	d.	Y (15c) N (NP)
e. During the past 2 weeks was -- sick because of her pregnancy?	e.	Y N (NP)
f. What was the matter? - Anything else?	f.	Enter condition in item C (NP)

1. Make Entry in "DOCTOR" Box in C1 - Review the entries in questions 12-14 for each person and enter the total number of doctor visits reported in the "DOCTOR" box in C1 in each person's column before going to question 15.

a. The following illustration will give an example of how to record the visits reported in questions 12-14 in item C1.

C 1. Record the number of Doctor Visits

DOCTOR	HOSP.	DOCTOR	HOSP.
3 (NP)	— (NP)	— (NP)	— (NP)

12. During the past 2 weeks times did -- see a med (Besides these visits)

13a. During that 2-week per clinic for shots, X-ray

b. Who was this? - Mar

c. Anyone else? If "Doctor visit,"

d. How many times

14a. During that perio a doctor over the

b. Who was the ph

c. Any calls ab If "Phone c

d. How many

12.	<input type="checkbox"/> None } (NP) 2 Number of visits } (NP)	<input checked="" type="checkbox"/> None } (NP) — Number of visits } (NP)
13b.	<input type="checkbox"/> Doctor visit	<input type="checkbox"/> Doctor visit
d.	— Number of visits (NP)	— Number of visits (NP)
14b.	<input checked="" type="checkbox"/> Phone call	<input type="checkbox"/> Phone call
d.	1 Number of calls (NP)	— Number of calls (NP)

- 2 Question 15 - Ask question 15 for each person with doctor visits reported in questions 12-14 to find out the specific conditions causing the visit.
- a Question 15a, For What Condition - Ask question 15a and record in item C2 each condition for that person after marking the "Condition" box. Then go to 15d. If in answer to question 15a, 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 15e. If the reason for the doctor visit(s) was for an examination or preventive care only, mark the "No condition" box in question 15a, and ask 15b for that person.
- b Questions 15b and c, Any Specific Condition - Ask question 15b only if the "No condition" box is marked in question 15a. It is asked as an additional probe to determine if the person saw the doctor about any specific condition, and if so, what that condition was. If "Yes" is received in 15b, record the condition reported in answer to 15c in item C2 in the appropriate person's column; then ask question 15d. If "No" is received to 15b, circle "N," go to the next person and ask question 15a, if it is required.
- c Question 15d, Any Other Condition - Ask question 15d as a reminder to the respondent about any other condition for which treatment or advice was received during the doctor visit(s). If "Yes" is received in 15d, circle "Y" and reask 15c and 15d until you get a "No" response to question 15d. Record all conditions reported in answer to 15c in item C2. Once you get a "No" response to question 15d, circle "N" and go to the next person and ask question 15a, if it is required.
- d Questions 15e and f, Pregnancy - Ask questions 15e and f only if the "Pregnancy" box is marked in question 15a.

- 1) Question 15e, Sick Because of Pregnancy - The purpose of 15e is to find out if there was any sickness during the past two weeks because of the pregnancy. Pregnancy is not considered an illness condition and should not be recorded in item C2 unless there were some complications or illness conditions associated with it during the past two weeks. "Sick" means whatever the respondent thinks it means; make no attempt to define it to her. If the response is "No," go to 15a for the next person.

- 2) Question 15f, Condition of Pregnancy - If the respondent reports some sickness during the past two weeks because of the pregnancy ("Yes" in 15e), ask question 15f and record the condition in item C2 for that person; then ask, "Anything else?" If any other condition is mentioned, record it in item C2 also, then go to the next person and ask 15a, if required.

Question 16, Twelve-Month Doctor Visits

<p>16a. During the past 12 months, (that is since _____ a year ago), about how many times did -- see or talk to a medical doctor? (Do not count doctors seen while a patient in a hospital.) (Include the -- visits you already told me about.)</p>	<p>16a. <input type="checkbox"/> Only when in hospital</p>
<p>b. ABOUT how long has it been since -- LAST saw or talked to a medical doctor?</p>	<p>Number of visits</p> <p>b. 1 <input type="checkbox"/> 2-week doctor visit</p> <p>2 <input type="checkbox"/> Past 2 weeks not reported (Q's 12 and 15)</p> <p>3 <input type="checkbox"/> 2 weeks - 6 months</p> <p>4 <input type="checkbox"/> Over 6 - 12 months</p> <p>5 <input type="checkbox"/> 1 year</p> <p>6 <input type="checkbox"/> 2 - 4 years</p> <p>7 <input type="checkbox"/> 5+ years</p> <p>8 <input type="checkbox"/> Never</p>

- 1 Ask both parts of question 16 as a block for each person after completing question 15 for all family members.
- 2 Question 16a, Twelve-Month Doctor Visits - Ask question 16a inserting the date entered in "Reference dates" for "Dentist and Doctor visit probe" the first time the question is asked and at any other time you feel it necessary. If any two-week doctor visits have been reported for this person, include the parenthetical statement inserting for the dashes the number of doctor visits previously reported.
 - a. If "checkup" is mentioned, rephrase the question by asking "Including any visits for a checkup, how many separate visits did you make to a doctor since - - a year ago?" Here, as in the dental visit question, we want to count each visit.
 - b. Enter the number of visits reported on the line provided or enter a dash.
 - c. If you learn that any of the visits reported in question 12 or 13 occurred while the person was a patient in the hospital, correct the answer(s) to exclude the inpatient visits. If all of the person's visits during the 2-week period were while in the hospital, mark the "Only when in hospital" box.
- 3 Question 16b, Interval Since Last Saw Doctor - Seeing a doctor while a hospital inpatient is included in 16b, but not in 16a.

Mark the "2 week doctor visit" box in 16b, without asking the question, for persons who have reported a two-week doctor visit. Ask 16b for all other persons and mark the appropriate answer box in each person's column as follows:

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

This might happen occasionally when the respondent misunderstands questions 12-14 or forgets to report a visit that should have been reported earlier. For these cases, mark this box and reask questions 12 and 15 for that person. Make the necessary corrections in question 12 and enter the number of doctor visits in the answer space. Correct the entry in the "DOCTOR" box in item C1 for that person. Reask 15 and record in item C2 any new condition reported and verify or correct 16a.

Make corrections to the 2 week doctor visit probe questions only when asking this question. Do not change the entries in questions 12-14, because of any information given later in the interview but do correct C1.

NOTE: If the person was hospitalized during the past two weeks, and has had no other doctor visits, mark no box in 16b but footnote the the situation.

Do not include dental visits in question 16. If you learn these are dental visits, rephrase the questions to "Exclude the dental visit you told me about," and "... last saw or talked to a medical doctor, not counting the dentist?"

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

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

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

16

Twelve-Month Doctor Visits (Continued)

16

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

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

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



Item M, Mobility Limitation



<p>AA</p> <p>Please look at this card (Hand respondent Card M)</p> <p>Which one of these statements fits -- best in terms of health (Circle appropriate number)</p> <p>-----</p> <p>If respondent does not understand or is unable to read the card, ask questions 17-21 for each person.</p>	M.	<table> <tr><td>1</td><td rowspan="5">}</td><td rowspan="5">C10</td></tr> <tr><td>2</td></tr> <tr><td>3</td></tr> <tr><td>4</td></tr> <tr><td>5</td></tr> <tr><td>6 (NA)</td><td></td><td></td></tr> </table>	1	}	C10	2	3	4	5	6 (NA)		
1	}	C10										
2												
3												
4												
5												
6 (NA)												

- 1 Complete item M for each person. Read the introductory statement and hand the respondent Card M. Then read the remainder of item M, circle the appropriate number in that person's column and follow the appropriate skip instruction. If a question is raised, the limitation must be in terms of health.

17

21

Questions 17-21, Mobility Limitation

17

21

17. In terms of health must -- stay IN BED all or most of the time?	17.	1 Y (22a)	N
18. In terms of health must -- stay IN THE HOUSE all or most of the time?	18.	2 Y (22b)	N
19. Does -- need the help of ANOTHER PERSON in getting around inside or outside the house?	19.	3 Y (22c)	N
20. Does -- need the help of some SPECIAL AID, such as a cane or wheelchair in getting around inside or outside the house?	20.	4 Y (22d)	N
21. Although -- does not need the help of another person or a special aid, does he have trouble getting around freely?	21.	5 Y (22e)	6 N (22f)

- 1 Ask questions 17-21 for each person if the respondent appears not to understand or is unable to read Card M. When a "Yes" answer is received to any of questions 17-21, skip the remaining questions for that person and go to question 22a.

If all "No," skip question 22 and go to the next person or to the next question.

Ask for each person with a limitation reported in questions 17-21.		
22a. About how long has {	(1) had to stay in bed because of health? (2) had to stay in the house because of health? (3-4) needed help getting around inside or outside the house? (5) had trouble getting around freely?	22a. 1 ___ Mos. 2 ___ Yrs. 000 <input type="checkbox"/> Less than 1 month
b. What (other) condition causes this? If "old age" only, ask: Is this caused by any specific condition?		b. Enter condition in item C and ask c <input type="checkbox"/> Old age only (NP)
c. Is this caused by any other condition? Mark box or ask:		c. Y (Reask b and c) N <input type="checkbox"/> Only 1 condition
d. Which of these conditions would you say is the MAIN cause of his limitation?		d. _____ Enter main condition

- 1 Ask question 22 about all persons who reported some kind of mobility limitation in item M or questions 17-21, to determine how long the person had this limitation and what condition causes it.
- 2 If no limitations are reported, ("6" in item M or all "No's" to questions 17-21) leave this question blank.
- 3 Question 22a. How Long Had This Limitation - When asking question 22a, insert for the dashes the name or relationship of the person with the limitation. Then select the phrase within the brackets that fits the number of the type of mobility limitation reported. For example, if the person has to stay in the house all day, "Yes" in question 18, question 22a would be asked as follows: "About how long has your husband had to stay in the house because of health?"
- 4 Questions 22b-d. Condition Causing Limitation - Ask questions 22b-d to determine what condition(s) cause a person's mobility limitation and, if more than one condition is reported, which one is the main cause of the limitation.

- a How to Ask - Ask question 22b and enter the condition in that person's column in item C2. Then ask question 22c to give the respondent an opportunity to report any other condition which may also be causing this limitation. Any additional conditions reported should also be recorded in item C2. Continue asking question 22b using the parenthetical "(other)" and question 22c until you get a "No" answer to question 22c. Then circle "N" in that person's column and go to question 22d.
- b Old Age Is Reported - Occasionally, the answer given to question 22b will be "Old age." Do not enter "Old age" in item C2, instead ask: "Is this caused by any specific condition?" If the response is "Yes," find out what specific condition causes this limitation by reasking question 22b and record the condition in item C2. Continue asking questions 22b and c, recording in item C2, all additional conditions causing the limitation. If the limitation can be attributed to no condition other than "Old age," mark that box and go to the next person.
- c Limitations Due to Pregnancy or Recent Injuries - If the only condition(s) reported in answer to question 22 is
 pregnancy
 or
 an injury which occurred three months ago or less that did not result in obvious permanent disability, such as the loss of a limb--
 enter the name of the condition in 22b or in a footnote. Reask the question which picked up the limitation using an introductory statement, for example, "Except for your broken leg, would you have trouble getting around freely by yourself?" and correct the original entry. Continue to ask any other appropriate limitation questions for this person. Do not make entries in item C to indicate that pregnancy or recent injuries, as specified above, was reported in answer to question 22.

d Main Condition - Question 22d determines which condition is the main cause of a person's mobility limitation when two or more conditions have been reported in question 22b and c.

- 1) If only one condition has been reported in questions 22b and c, mark the "Only 1 condition" box in that person's column, and omit question 22d.
- 2) After asking question 22d, enter the condition that the respondent says is the main cause of the mobility limitation in the answer space for that person; then go to the next person. If in response to question 22d, the respondent mentions a condition not previously reported, enter that condition in 22d and also in item C2.
- 3) If the respondent is unable to determine the main cause from several, indicate this by an entry of "unable to select main cause," "all the same" or "both" or something similar.

23

24

Questions 23 and 24, Major Activity

23

24

Ages 17+	23a. What was -- doing most of the past 12 months - (For males): working or doing something else? If "something else," ask: b. What was -- doing? (For females): keeping house, working, or doing something else? If 45+ years and was not "working," "keeping house," or "going to school," ask: c. Is -- retired? d. If "Retired," ask: Did he retire because of his health?	23. & 24. 1 <input type="checkbox"/> Working (23a) 2 <input type="checkbox"/> Keeping house (23b) 3 <input type="checkbox"/> Retired, health (27) 4 <input type="checkbox"/> Retired, other (27) 5 <input type="checkbox"/> Going to school (20) 6 <input type="checkbox"/> 17+ something else (27) 7 <input type="checkbox"/> 6-16 something else (29)
Ages 6 - 16	24a. What was -- doing most of the past 12 months - going to school or doing something else? If "something else," ask: b. What was -- doing?	
Ages under 6		8 <input type="checkbox"/> 1-5 yrs. (25) 9 <input type="checkbox"/> Under 1 (26)

- 1 Ask questions 23-32 as a block for each person. The instructions in the left margin indicate which question to ask first, or item to mark, depending on the person's age.
- 2 Ask all persons 17 years or older question 23a first; all persons 6-16 years of age question 24a first. For children under six, mark either the "1-5 yrs." box or the "Under 1" box.
- 3 As a guide to the proper order of asking questions 23-32, instructions have been printed to the right of each answer space indicating where to go next when you are to skip to another question.
- 4 Questions 23 and 24, Main Activity During Past 12 Months -
 Questions 23 and 24 ask what the person was doing most of the past 12 months. Emphasize the phrase "most of the past 12 months" to remind the respondent you are referring to the entire year, not to the present time.
 - a If a person says that he has had more than one kind of activity, mark the activity at which the person spent the most time during the past 12 months. Thus, if a woman has kept house and also worked, mark the box which describes the activity that took up most of her time during the past 12 months. If the person spent equal time at two types of activities, select the one which the person considers more important.

5 How to Ask Questions 23a-d, Persons Aged 17 Years and Over -

When asking these questions for males, ask question 23a as follows: "What was - - doing most of the past 12 months (pause and continue) working or doing something else?" Ask the two parts of the question in succession without waiting for a reply to the first part. Ask the question similarly for females, but use the alternate wording. Do not ask men if they were keeping house, but if the respondent says a man was keeping house most of the past 12 months, mark the box "Keeping house."

a If the response to 23a fits any of the appropriate boxes, "Working," "Keeping house," or "Going to school," mark that box.

b If the response is "Something else," ask question 23b. If this response corresponds to one of the check boxes, mark the appropriate one. If the response is "Retired," ask 23d. If the person is aged 17-44 and the response to 23b does not correspond to one of the first five check boxes, mark the "17+ something else" box.

c If the person is 45 years old or over and the response to question 23b does not correspond to one of the first four check boxes, ask question 23c. If the response to question 23c is "Yes," ask 23d. If the response to 23c is "No," mark the "17+ something else" box.

d If the response to any part of 23a-c is "Retired," ask 23d. If this is "Yes," mark the "Retired, health" box. If any other reason for retirement is given, or if the response is "No," mark the "Retired, other" box.

e Consider persons in the Armed Forces most of the past 12 months and now separated from the service, as "17+ something else."

6 Questions 24a and b, Persons 6-16 Years of Age - Ask question 24a about all persons aged 6-16 years. If the response is "Going to school," "Working" or "Keeping house," mark the appropriate box and follow the instructions in the parentheses. If "Something else" is the response, ask question 24b. If the response to 24b cannot be assigned to one of the check boxes, mark the "6-16 something else" box.

25

**Question 25, Limitation of Major Activity for
Children 1-5 Years of Age**

25

25a. Is -- able to take part at all in ordinary play with other children?	25a.	Y	N (32)
b. Is he limited in the kind of play he can do because of his health?	b.	2 Y (32)	N
c. Is he limited in the amount of play because of his health?	c.	2 Y (32)	N (31)

1. Question 25a, Able to Take Part in Ordinary Play - Ask question 25a to determine if the child can take part at all in ordinary play.
2. Question 25b. Limited in Kind of Play - Ask question 25b if "Yes" in 25a to determine if the child is limited in the kind of play he can do because of his health. If, for example, a child is unable to play strenuous games or is unable to run or jump or climb because of his health, he would be limited in the "kind of play he can do because of his health."
3. Question 25c, Limited in Amount of Play - Ask question 25c if "No" in 25b to determine if the child is limited in the amount of play he can do because of his health. If a child needs special rest periods or is unable to play for long periods at a time because of his health, consider him as "limited in the amount of play."

26

Question 26, Limitation of Activity for Children
Under One Year of Age

26

26a. Is -- limited in any way because of his health?	.26a.	Y	S N (NP)
b. In what way is he limited?	b.		(32)

- 1 Question 26a, Limited in Any Way - For all children under one year of age, ask question 26a.
- 2 Question 26b, Limited in What Way - If "Y" is circled in question 26a, ask question 26b. Record the respondent's answer verbatim. Then ask question 32.
 - a A limitation of a child under one year of age might include extra long rest periods, limited play activity, and so forth.

27a. Does -- health now keep him from working?	27a.	1 Y (32)	N
b. Is he limited in the kind of work he could do because of his health?	b.	2 Y (32)	N
c. Is he limited in the amount of work he could do because of his health?	c.	2 Y (32)	N
d. Is he limited in the kind or amount of other activities because of his health?	d.	3 Y (32)	N (31)

- 1 Question 27a, Health Keeps From Working - If the person's major activity was reported as "Retired, health," "Retired, other" or "17+ something else," ask question 27a to find out if the person's health presently keeps him from working. Many times a person who has retired from one job because of health, is able to do some other kind of work, for example, the bricklayer who retired because of a bad back is now the manager of a retail liquor store.
- 2 Question 27b. Limited in Kind of Work - Ask question 27b only if "N" is circled in question 27a to determine if the person's health would limit the kind of work he could do if he were to work. Since the person, in most cases, will not presently be working, the word "could" in 27b and c is used to convey the idea that if the person was presently working, would he be limited by his health.
- 3 Question 27c. Limited in Amount of Work - Ask question 27c only if "N" is circled in 27b to determine if the person's health would limit the amount of work he could do if he were to work.
- 4 Question 27d. Limitation in Kind or Amount of Other Activities - Ask question 27d only if "N" is circled in 27c to determine if the person's health limits the kind or amount of other activities. The person's other activities include anything other than work.

**Question 28, Limited in Kind or Amount
of Work or Housework**

28a. Does -- NOW have a job?	28a.	Y (28c)	N
b. In terms of health, is -- NOW able to (work - keep house) at all?	b.	Y	1 N (32)
c. Is he limited in the kind of (work - housework) he can do because of his health?	c.	2 Y (32)	N
d. Is he limited in the amount of (work - housework) he can do because of his health?	d.	2 Y (32)	N
e. Is he limited in the kind or amount of other activities because of his health?	e.	2 Y (32)	N (31)

1. Question 28a, Now Have a Job - Ask question 28a of all persons who reported "Working" in question 23 or 24 to determine if they presently have a job.
2. Question 28b, Now Able to Work or Keep House At All - Ask question 28b of all persons whose usual activity was working, but who do not have a job now, and of persons whose usual activity was keeping house. When asking 28b-d, select the appropriate word within the parentheses.

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

3. Question 28c, Limited in Kind of Work or Housework - Ask question 28c if "Y" is circled in 28b.
 - a. Limitation in the kind of work a person can do because of his health might be illustrated as follows:

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

28

Limited in Kind or Amount of Work or Housework (Continued)

28

4 Question 28d, Limited in Amount of Work or Housework - Ask question 28d of all persons who report "No" in 28c.

a Limited in the amount of work or housework a person can do because of his health can be illustrated as follows:
A person is unable to work full time or must have periodic rest periods because of his health.

5 Question 28e, Limited in Other Activities - Ask question 28e if "N" is circled in question 28d to determine if the person, although not limited in his main activity, is limited in other types of activities.

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

Question 29 and 30, "6-16 Something Else,"
and "Going to School"

29. In terms of health would -- be able to go to school?	29.	Y	N (32)
30a. Does (would) -- have to go to a certain type of school because of his health?	30a.	2 Y (32)	N
b. Is he (would he be) limited in school attendance because of his health?	b.	2 Y (32)	N
c. Is he limited in the kind or amount of other activities because of his health?	c.	3 Y (32)	N (32)

1 Question 29, Able to go to School - Ask question 29 only if the "6-16 something else" box is marked in questions 23 and 24. It is asked to determine if the person is able to go to school, although his major activity during the past 12 months was something else.

2 Question 30, Limited to Certain Types of Schools or Kind of School Activity - Ask question 30 about those persons reported in questions 23 and 24 as "Going to school" or "6-16 something else" but able to go to school ("Y" circled in 29).

a Questions 30a and b, Limited to Certain Types of Schools or in School Attendance - When "Y" has been circled in 29, ask 30a and b using the parenthetical phrase (would) (would he be).

1) The concept of limited to certain types of school or in school attendance is similar to the concepts already covered. Examples of this type of limitation are as follows:

Need special schools or special teaching

or

can attend school for only part of the day.

b Question 30c, Limited in Kind or Amount of Other Activities - Ask question 30c to determine if a person, although not limited in school attendance, is limited in other types of activities. For purposes of this question, other activities might include participation in various recreation or sporting activities.

31

Question 31, Limited in ANY WAY

31

31a. Is -- limited in ANY WAY because of a disability or health?	31a-4 Y S N (NP)
b. In what way is he limited? Record limitation, not condition.	b.

1 Ask question 31 about all person 1+ years of age who did not report any activity limitation in questions 25, 27, 28, or 30.

a Question 31 serves as a catchall question to remind the respondent of limitations that were not reported in answer to earlier questions. "Disability" is included in question 31, because some people do not think of missing limbs and things of that nature as health problems.

b If a condition is given in response to question 31a or b, reask 31b to determine how the person is limited. Enter the condition if no other information is given.

32a. About how long has he been limited in -- been unable to -- had to go to a certain type of school?	32a. <input type="checkbox"/> Less than 1 month 1 ___ Mos. 2 ___ Yrs.
b. What (other) condition causes this limitation? If "old age" only, ask: Is this limitation caused by any specific condition?	b. Enter condition in item C and ask c <input type="checkbox"/> Old age only (NP)
c. Is this limitation caused by any other condition? Mark box or ask:	c. Y (Reask b and c) N <input type="checkbox"/> Only 1 condition
d. Which of these conditions would you say is the MAIN cause of his limitation?	d. Enter main condition _____

1 Ask question 32 of all persons who reported some kind of activity limitation in questions 25-31 to determine how long the person had this limitation and what condition causes it. If no limitations are reported, leave this question blank.

2 How Long Had This Limitation - In question 32a, we want to know the length of time the person has been limited by this health problem, not how long the person has had the condition causing the limitation.

a In asking question 32a choose the appropriate phrase within the brackets and add to it the italicized portion of the question where the limitation was reported. For example, if the response to 27b was "Yes," question 32a should be asked: "About how long has he been limited in the kind of work he could do?"

b In question 27a the word "Work" to be inserted when asking question 32 is not italicized.

c When a limitation is reported in question 26 or 31, insert the respondent's description of the limitation when asking 32, for example, "About how long has he been unable to drive a car?" If the final answer to question 31 is a condition, ask question 32, "About how long has he been limited by his ...?"

- 3 Questions 32b-d. Condition Causing Limitation - Ask questions 32b-d to determine what condition causes a person's activity limitation and if more than one is reported, which one is the main cause of the limitation.
- a How to Ask - Ask question 32b and enter the condition in that person's column in item C2. Then ask question 32c to give the respondent an opportunity to report any other condition which may also be causing the limitation. Any additional conditions reported should also be recorded in that person's column in item C2. Continue to reask 32b using the parenthetical "(other)" and 32c until a "No" is obtained; then circle "N" in that person's column in 32c and go to question 32d.
- 1) If you have received a condition in response to questions 26 or 31, skip 32b and ask 32c. Record the condition in item C2 using 32 as the source.
- b "Old Age" is Reported - Occasionally the answer given to question 32b will be "Old age." Do not enter "Old age" in item C2. Instead, ask the alternate question below question 32b. If the response to this question is "Yes," find out what specific condition causes this limitation by reasking question 32b. Then record the condition in item C2. Continue to ask questions 32b and c recording all additional conditions causing the limitation in item C2. If the limitation can be attributed to no other condition, mark the "Old age only" box, leave 32c and d blank and go to the next person.
- c Limitations Due to Pregnancy or Recent Injuries - If the only condition(s) reported in answer to question 32 is--
- pregnancy
- or
- an injury which occurred less than three months ago that did not result in obvious permanent disability, such as the loss of a limb--

enter the name of the condition in a footnote. Reask the question which picked up the limitation using an introductory statement, such as, "Except for your broken leg, would you be limited in the kind of work you could do because of your health?" and correct the original entry. Continue to ask any other appropriate limitation questions for this person. Do not make entries in item C to indicate that pregnancy or recent injuries, as specified above, was reported in answer to question 32.

d Main Condition - Question 32d determines which condition is the main cause of a person's activity limitation when two or more conditions have been reported in questions 32b and c.

- 1) If only one condition has been reported in questions 32b and c, mark the "Only one condition" box in that person's column, and omit question 32d.
- 2) After asking question 32d, enter the condition that the respondent says is the main cause of the activity limitation in the answer space for that person; then go to the next person. If in response to question 32d, the respondent mentions a condition not previously reported, enter that condition in 32d and also in item C2.
- 3) If the respondent is unable to determine the main cause from several, indicate this by an entry of "unable to select main cause," "all the same," "both" or something similar.

33

Question 33, Hospitalizations Since Specified Date

33

33a. Was -- a patient in a hospital at any time since (date) a year ago?	33a.	Y N (Item C)
b. How many times was -- in a hospital since (date) a year ago?	b.	____ Times (Item C)

- 1 Although the survey is primarily concerned with hospitalizations which occurred during the past 12 months, for statistical purposes, we also need to know about hospitalizations which occurred just before the past 12 months. Also, people tend to forget hospitalizations which started before the "past 12 months" but which actually extended into the 12-month period. For these reasons the hospitalization question is asked for a period of 13 to 14 months.
- 2 Ask question 33a separately for each household member, inserting the "Reference date" entered in C2 for the "Hospital probe" when asking these questions. If no hospitalizations are reported, circle "N" in 33a and enter a dash (—) in the "HOSP." box in item C1. Then go to the next person.
- 3 Ask 33b for each person for whom the answer to question 33a is "Yes." Enter the number of times in the column for that person and in the "HOSP." box of item C1.

34a. Was anyone in the family in a nursing home, convalescent home or similar place since (last) a year ago?	Y N (35)	
b. Who was this? - Circle "Y" in person's column. For each "Y" circled, ask:		34b. Y
c. During that period, how many times was -- in a nursing home or similar place?		c. ___ Times (Item C)

1 Question 34 asks about stays in nursing homes, convalescent homes, rest homes and the like. For the purpose of this survey, a "stay" in any one of these kind of places is counted the same as a hospital "stay."

a "Nursing home, convalescent home or similar place," means any type of home, sanitarium or other such type of place which provides medical or personal care to persons because of health reasons, advanced age or the like. Unlike patients in general hospitals, patients in these places are apt to remain for long periods of time. Some examples of places of the kind referred to in question 34 are: Nursing homes, mental institutions, TB sanitariums, convalescent homes, homes for the aged and so forth.

b The length of time a person may have been a patient in a place of this type does not affect its inclusion as a "stay" to be recorded in question 34, as long as the person is a household member at the time of interview.

2 Question 34 is a family style question. If the answer is "No," circle "N" in 34a and go to question 35. If the answer is "Yes," ask question 34b. Circle "Y" for the person(s) for whom the "stay" was reported in the appropriate column(s).

3 If one or more nursing home "stays" are reported, record the number in 34c, then go to the "HOSP." box in item C1. Correct the previous entry for this person and enter the total number of hospital and nursing home "stays" reported in 33 and 34.

For each child 1 year old or under, ask:		Month	Day	Year
35a. When was -- born? If on or after the hospital reference date, ask 33b.	35a.			
b. Was -- born in a hospital? If "Yes" and no hospitalizations entered in his and/or mother's column, enter "1" in 33b and item C. If "Yes" and a hospitalization is entered for the mother and/or baby, ask 35c for each.	b.	Y		N (NP),
c. Is this hospitalization included in the number you gave me for -- ? If "No," correct entries in Q. 33 and item C for mother and/or baby.	c.	Y		N

- 1 Question 35 is a check on question 33 to insure that hospitalizations for deliveries or births are not forgotten. If no baby aged one or under is listed, make no entries in question 35 but go to question 36.
 - a Question 35a - If a child under 2 years old is listed on the questionnaire, ask question 35a. Enter the month, day, and year the baby was born in the answer space of the column in which the baby is listed. If the birthdate is on or after the reference date used in question 33, ask question 35b. If the baby's birthdate is before the reference date, no further questions or entries for question 35 are required.
 - b Question 35b - If the baby was born within the reference period (on or after the date entered in C2 and before last Sunday (midnight)), ask question 35b. If the answer to this question is "Yes," check question 33b 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 33b 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 33b for the baby and ask question 35c for the mother (or vice versa). If a hospitalization has been reported in question 33b for both the baby and the mother, then ask 35c for both the baby and the mother.

- c Question 35c - Ask and mark question 35c for the baby and the mother if any hospitalizations were reported in question 33b for either, and you have determined in answer to questions 35a and 35b that the baby was born in a hospital within the reference period. If the answer to 35c is "No," change the entry in 33b to reflect this "missed" hospital stay.
- d Examples of Question 35 - Here are two examples which illustrate the procedure:
- 1) You are interviewing in January 1971. You find an 18 month old child listed on the questionnaire as a one-year-old, so according to the instruction, you ask question 35a, "When was - - born?" You find in response to this question that the baby was born on July 7, 1969, (the reference date for the hospital probe is December 1). Since the baby was not born within the time reference period, you only need to enter the baby's birthdate in question 35a, leaving 35b and 35c blank.
 - 2) Or, for example, there is a baby listed as "Und. 1," so you ask question 35a. The baby's birthdate is found to be within the reference period so you ask question 35b, "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 33b for the baby, but two hospitalizations have been recorded in question 33b for the mother. The instruction to 35b tells you to enter "1" in 33b for the baby and ask question 35c for the mother to determine if the two hospitalizations already entered in 33b for her include her hospitalization for the baby's delivery. You find that it does not, so change the "2" hospitalizations already recorded in question 33b for the mother to "3."
- e In filling this question, remember that questions 35a and 35b refer only to the baby and the entries should appear only in his column of the questionnaire. For question 35c, 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 33b.

<p>36a. Does anyone in the family (you, your --, etc.) NOW have - If "Yes," ask b and c</p> <p>b. Who is this? - Enter name of condition and letter of line where reported in appropriate person's column(s) in item C.</p> <p>c. Does anyone else have . . . ?</p>				A. Deafness in one or both ears?		Y	N	
				B. Any other trouble hearing with one or both ears?		Y	N	
				C. Tinnitus or ringing in the ears?		Y	N	
				D. Blindness in one or both eyes?		Y	N	
				E. Cataracts?		Y	N	
				F. Glaucoma?		Y	N	
				G. Color blindness?	Y	N	M. A missing finger, hand, or arm, toe, foot, or leg?	Y
H. A detached retina or any other condition of the retina?	Y	N	N. A missing (breast), kidney, or lung?	Y	N	T. A clubfoot?	Y	N
I. Any other trouble seeing with one or both eyes even when wearing glasses?	Y	N	O. Palsy or cerebral palsy?	Y	N	U. Permanent stiffness or any deformity of the back, foot, or leg?	Y	N
J. A cleft palate or harelip?	Y	N	P. Paralysis of any kind?	Y	N	V. Permanent stiffness or any deformity of the fingers, hand, or arm?	Y	N
K. Stammering or stuttering?	Y	N	Q. Curvature of the spine?	Y	N	W. Mental retardation?	Y	N
L. Any other speech defect?	Y	N	R. REPEATED trouble with back or spine?	Y	N	X. Any condition caused by an old accident or injury? If "Yes," ask: What is the condition?	Y	N

1 Question 36 consists of reading a list of selected conditions that usually cause some kind of disability. Ask question 36 once for a family after completing question 35 for all required household members.

a Ask question 36, "Does anyone in the family (you, your --, etc.) NOW have . . .?" and read the first listed condition. Insert the names or relationships of all family members in the parentheses.

b "Now" refers to the present time. Record all reported conditions if they were present as of "last Sunday night."

- c After reading each condition, wait for a "Yes" or "No" reply before going to the next condition. This procedure is necessary in order to be certain the respondent has had time to think about each condition. If two respondents are present, wait for each to reply to a condition before going on to the next one.
- d When you receive a "Yes" response, circle the "Y" and ask question 36b, "Who was this?" Record the condition and letter in item C2 in the appropriate person's column.

Then ask 36c for the condition. For example, "Does anyone else have glaucoma?" When you receive a final "No" answer to that item, circle "N." Therefore, for each condition listed, you should have either the "N" circled, or both "Y" and "N" but never the "Y" alone. Continue asking about the remaining conditions by reasking the main question, for example, "Does anyone in the family now have color blindness?" This is to remind the respondent that the remaining items refer to the entire family.

- e If one of the conditions on the list is reported in 36a in a one-person household, circle "N" for that condition without asking 36b or c.
- f When a "Yes" response is given to two or more conditions listed together, for example, missing finger, hand or arm, toe, foot or leg, ask an additional probe at this time to determine the specific condition or part of body and enter this in C2.
- g When a condition in question 36 has already been reported, enter the letter beside the condition in C2 and rephrase the question, for example, "Does anyone in the family, besides your husband, now have a clubfoot?" If the same condition is reported more than once in question 36, you need only enter the letter for the item where it was first reported. Thus, you will have only one letter per condition in item C2. Do not circle "Y" for conditions previously reported unless the same condition is reported at this point for another person.
- h If the person has had any of these conditions but they have been corrected by surgery or some other means and are not present now do not circle "Y" and do not make any entry in C2. For example, a cataract that was removed six months ago, or temporary paralysis caused by a stroke with no present effects now, would not be circled "Y" or recorded in C2. However, include conditions that are helped or eliminated by the use of a special aid, such as a back brace or hearing aid.

- 2 Record all conditions reported in question 36. In some cases respondents report conditions other than those you are asking about or conditions difficult to classify so that you may not know whether this response is really a "Yes" or "No" to your question. In such cases do not circle "Y," but enter the reported condition and letter in C2 and reask the question. For example:

In reply to "Palsy or cerebral palsy?" the respondent says, "I have Parkinson's Disease." Enter "Parkinson's Disease" in item C2 and ask "Does anyone in the family now have palsy or cerebral palsy?"

In reply to "Permanent stiffness or any deformity of the back, foot, or leg?" the respondent says, "Yes, I have rheumatism." Enter "Rheumatism" in C2. Then ask "Does anyone in the family now have permanent stiffness or any deformity of the back, foot, or leg?"

- a If the response to your additional question is "No," circle "N" in question 36.
- b The survey definition of "permanent stiffness" is complete rigidity of one or more joints. If there is a question, ask if the person has any joints that are completely stiff or that will not move at all. If so, enter "permanent stiffness" (not just stiffness) and the part of body in C2.
- 3 Conditions Given Out of Turn - If the respondent gives a listed condition before you have asked it, record it with the letter at which it is reported, for example, you ask, "Cataract?" and the reply is, "No, but I have glaucoma." Circle the "N" for cataracts in question 36 and record "E Glaucoma" in item C2. When you come to glaucoma, ask, "Besides yourself, does anyone else in the family now have glaucoma?" If no one else has glaucoma, do not circle "Y" and do not enter "F" in that person's column.

Question 37, Special Aids

37a. Does anyone in the family use - If "Yes," ask b and c	1. Contact lenses? ... Y N 1 2 3 4 5 6 7 8 9 10
b. Who is this? Circle person's number	2. Eyeglasses? Y N 1 2 3 4 5 6 7 8 9 10
c. Anyone else?	3. A hearing aid? ... Y N 1 2 3 4 5 6 7 8 9 10

For "hearing aid," with no hearing problem reported, ask:
For what condition does he need this?
Enter condition in item C

1. Question 37 consists of reading a list of three special aids. If the answer to any part of 37a is "Yes," circle "Y" and ask questions 37b and c to determine which persons use this kind of particular aid. Circle the person number in question 37. Continue to ask questions 37b and c until a final "No" is received to c.
2. If the respondent answers "Yes" to "Hearing aid," circle the appropriate person number and enter "37" in item C2 next to the hearing problem. If there is no hearing problem already entered in C2 ask "For what condition does he need this?" Enter the condition and "37" in that person's column in item C2. For contact lenses or eyeglasses do not ask this question and do not make an entry in C2.

Item R1, Respondent

R1

R1

<p>R1 Q.'s 5-37</p>	<p>For persons 19 years old or over, show who responded for (or was present during the asking of) Q.'s 5-37. If persons responded for self, show whether entirely or partly. For persons under 19 show who responded for them.</p>	<p>1 <input type="checkbox"/> Responded for self-entirely 2 <input type="checkbox"/> Responded for self-partly Person _____ was respondent</p>
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- 1 Item R1, Who Responded - Item R1 is used to identify the respondent for probe questions 5-37. Mark item R1 as follows:
 - a Adult - If the person responded to questions 5-37 entirely for himself, mark the box "Responded for self-entirely." Consider a person to have responded entirely for himself if he was present (in the same room or within hearing distance) during the asking of all of questions 5-37, even if he did not answer any questions directly.
 - 1) If he responded partly for himself, mark the box "Responded for self-partly" and enter the column number of the person who partly responded for him. Consider a person to have "Responded for self-partly" if he was present (in the same room or within hearing distance) during the asking of at least one, but not all of questions 5-37.
 - 2) For adults not present, enter the column number of the person or persons who responded for them.
 - b Children - For unmarried persons under 17, enter in item R1 the column number of the person or persons who responded for them.
 - c Interpreter - When an interpreter is involved, consider persons(s) providing the information to the interpreter as the respondent.

For each person with an entry of "A," "B," or "37" in C2, ask Q.'s 38-41.			
38. Has -- ever used a hearing aid?	38.	Y	N

- 1 Ask the required parts of questions 38-41 for each person with an entry of "A," "B," or "37" in item C2. These questions may lead to the completion of a Hearing Supplement.
- 2 Circle "Y" in question 38 if the person has ever used a hearing aid even though he does not use it now. If a hearing aid was reported for this person in question 37, circle "Y" without asking the question.

39

Question 39, Hearing Ability

39

Please look at this card - (Show Card H)		Good	Little trouble	Lot of trouble	Deal
39a. Which statement best describes -- 's hearing in his LEFT ear (without a hearing aid)?	39a.	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>
b. Which statement best describes -- 's hearing in his RIGHT ear (without a hearing aid)?	b.	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>

- 1 Read the introductory statement above question 39, show Card H to the respondent, and then ask question 39a.
- 2 Ask question 39a about the person's left ear and mark the appropriate box. Then ask question 39b about the person's right ear. Be sure to include the parenthetical phrase "Without a hearing aid" if the respondent has answered "Yes" to question 38, even if he no longer uses the hearing aid.

If under 3, go to 41a				
40a.	(Without a hearing aid) Can -- usually HEAR AND UNDERSTAND what a person says without seeing his face if that person WHISPERS to him from across a quiet room?	40a.	Y (41a)	N
b.	(Without a hearing aid) Can -- usually HEAR AND UNDERSTAND what a person says without seeing his face if that person TALKS IN A NORMAL VOICE to him from across a quiet room?	b.	Y (41a)	N
c.	(Without a hearing aid) Can -- usually HEAR AND UNDERSTAND what a person says without seeing his face if that person SHOUTS to him from across a quiet room?	c.	Y (41b)	N
d.	(Without a hearing aid) Can -- usually HEAR AND UNDERSTAND a person if that person SPEAKS LOUDLY into his better ear?	d.	Y (41b)	N
e.	(Without a hearing aid) Can -- usually tell the sound of speech from other sounds and noises?	e.	Y (41b)	N
f.	(Without a hearing aid) Can -- usually tell one kind of noise from another?	f.	Y (41b)	N
g.	(Without a hearing aid) Can -- hear loud noises?	g.	Y (41b)	N (41b)

1. Question 40 consists of a series of questions designed to determine the severity of the person's hearing trouble or deafness. Again, include the parenthetical phrase "Without a hearing aid" if "Y" is circled in question 38 for this person. When a "Yes" answer is received to any of questions 40a-g, circle "Y" and go to question 41. Otherwise, ask each part of question 40 before going to question 41.

- a. Do not ask question 40 for persons under three years of age. Instead go to question 41.
- b. If "DK," enter DK and go to the next question in the series.

Question 41, Age Deafness Began

41a. How old was -- when he began to have trouble hearing?	41a. & b.	<input type="checkbox"/> At birth <input type="checkbox"/> Less than 1 year _____ Years old
b. How old was -- when he began to have serious trouble hearing or became deaf?		<input type="checkbox"/> DK <input type="checkbox"/> No trouble
Complete Q. 41c from entry in 41a and b or age. If "DK" in Q.'s 41a and b AND 21 or older, ask:		<input type="checkbox"/> Before 21 <input type="checkbox"/> After 21 (R2)
c. Was it before or after -- 's twenty-first birthday?	c.	

- 1 Ask question 41a if "Y" is circled in question 40a or b. Ask question 41b if "Y" is circled in 40c-f or after asking question 40g.
- 2 Mark "At birth," "Less than 1 year," "DK" or enter the age on the "Years old" line. If the person reports he has no trouble hearing, mark that box.
- 3 Complete question 41c from the entry in question 41a and b or the person's age. If the respondent does not know how old the person was when the hearing trouble began, ask question 41c if the person is 21 or over. If the person is under 21, mark "Before 21" without asking the question.

Check Items

R2

Interviewer Check Item, Item R2, and
Hearing Supplement Check Item

R2

Check Items

INTERVIEWER CHECK ITEM	A. "S" in BOTH ears in Q 39? B. "N" in Q. 40b? If "Y" in A or B fill Hearing Supplement after the interview.	A. <input type="checkbox"/> Y <input type="checkbox"/> N B. <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Hearing Supplement
R2 Q.'s 38-41	For persons 19 years old or over, show who responded for (or was present during the asking of) Q.'s 38-41. If persons responded for self, show whether entirely or partly. For persons under 19 show who responded for them.	1 <input type="checkbox"/> Responded for self-entirely 2 <input type="checkbox"/> Responded for self-partly Person _____ was respondent
HEARING SUPPLEMENT CHECK ITEM	Number of supplements _____ Enter number here and in Item N on Household page.	

- 1 Interviewer Check Item - Complete the Interviewer Check Item if "Before 21" is marked in 41c. If "S" is marked in questions 39a and b, circle "Y" in "A," (skipping B) mark the "Hearing Supplement" box and go to R2. Otherwise, circle "N" and go to "B." If "N" is circled in 40b, circle "Y" in "B" and mark the "Hearing Supplement" box; otherwise, circle "N" in "B." Then go to R2.
- 2 Item R2 - Show who responded for or which persons were present during the asking of questions 38-41 for each person for whom these questions were asked.
- 3 Hearing Supplement Check Item - Enter the number of supplements required on the line provided and also in item N on the Household page. A separate Hearing Supplement is required for each person with the "Hearing Supplement" box marked in the Interviewer Check Item. Leave this item blank if questions 38-41 were not asked.

CHAPTER D4. CONDITION PAGE

D4.A General Procedure - Ask the questions on the Condition page separately for each condition recorded in item C2. If no Condition pages are required, leave these pages blank.

- 1 Each condition which requires a Condition page is entered in item C2.
- 2 If a condition requiring a Condition page is first reported late in the interview (after the probe pages have been completed), enter it in item C2 at the time it is reported. Fill a Condition page for this new condition after you have completed the entire page on which it was reported (for example, after completing all required columns for hospitalizations) unless it is reported on a Condition page. In this case, fill a Condition page for it before completing Condition pages for the next person.

D4.B Order of Filling Condition Pages - Fill the first Condition page for the first condition listed for Person 1. Continue consecutively, condition by condition, until each condition recorded in item C2 for Person 1 has been carried through a separate Condition page. Continue by carrying all of Person 2's conditions listed through separate Condition pages, then Person 3, etc., in the order the persons are listed.

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

D4.C Extra Questionnaires Needed for More Than Seven Conditions - If there are more than seven conditions reported, use extra questionnaires and number the Condition pages consecutively. Thus, for more than seven conditions, the number of the first Condition page in the second questionnaire must be changed to eight.

D4.D

D4.D Types of Reporting Problems - The following paragraphs list some conditions that may cause problems:

- 1 Dental Conditions - If teeth were pulled or other dental surgery performed, record in question 3 the name of the disease or condition that necessitated the pulling of the teeth or surgery.
- 2 Pregnancy and Childbirth
 - a Normal Pregnancy is not considered as illness but if there are complications which caused restricted activity or medical attention in the past two weeks, the complication(s) (morning sickness, swollen ankles, etc.) should be recorded in question 3.
 - b Delivery or Childbirth, even when normal, should be reported for the mother on the Condition page if it occurred "during the past two weeks" since this condition involves bed days and usually hospitalization.
 - 1) In recording a delivery, either state that it was normal or that there were complications. If there were complications, enter "delivery" and also a description of the complications in question 3a through 3e on the Condition page. Do not record "pregnancy" if you mean "normal delivery" or "childbirth."
 - 2) Do not report birth during the past two weeks on a Condition page for the baby unless there were birth complications for the baby or the baby had some other illness. For such cases, enter the specific condition, not just "birth."
- 3 Menstruation and Menopause
 - a Normal menstruation is not illness. However, if the respondent reports that menstruation has caused restricted activity or she saw a doctor for this condition during the past two weeks, it should be recorded, for example, excessive or slight "flow," delayed or painful menstruation, or frequent or irregular menstruation.
 - b Any menopausal symptoms causing restricted activity, or a 2-week doctor visit should also be recorded.

- 4 Illness Resulting From Vaccination or Immunization - Vaccination and immunization in themselves are not illnesses. However, they may cause temporary illness with such symptoms as fever, headaches, etc. Illness involving restricted activity or doctor visits in the past two weeks, resulting from vaccination or immunization, should be included as in the following example: "Fever and headache" in question 3a; "Smallpox vaccination" in question 3b. The questions on the Condition page would apply to "Fever and headache."
- 5 Mental Illness - If mental illness is reported by the respondent, try to get the medical name and record that in question 3a. If the medical name is not known, enter a description of how it affects the person.
- 6 Operations - If the only description the respondent gives of an illness is the name of an operation, ask what the condition was that made the operation necessary and record that condition in question 3a along with the operation. Also, record any present ill-effects.
- 7 Reaction to Drugs - If the respondent reports a reaction to drugs taken causing illness with restricted activity or medical attention in the past two weeks, three things should be recorded in 3a: The reaction, the drug, and the reason for taking the drug. For example, "skin rash - penicillin - virus."
- 8 Caution About Deciding Two Conditions Are the Same - Do not attempt to "diagnose" conditions which appear to be the same or to make decisions that the two conditions are the same because they seem to be alike, for example, "deformed foot" and "club foot."
 - a Do not probe to determine whether two conditions are the same. It is only when the respondent indicates they are the same by his answers to the questions or when the names of conditions are exactly identical, that you are to consider the two conditions as the same. Otherwise, record them separately in item C2 and carry each condition through a separate Condition page.
 - b If the respondent actually says that one condition is the same as another for which you have already completed a Condition page, follow this procedure:

- 1) Leave, on the Condition pages, the separate entries for each condition reported, but enter a footnote on the two Condition pages that the conditions are the same. Refer to the conditions by number, for example, "Conditions 1 and 2 are the same."
- 2) Since you will already have taken the first condition through all questions of a Condition page, you will usually not need to ask the remaining questions for any other condition which has been reported as being the same as the first one.

However, if one of the conditions is listed or reported in question 36, certain information may be required for this condition that is not required for others involved in the combination. If the rules do not require that these additional questions be asked on the first page of the combination, they must be asked on the other pages as required before footnoting "Same as cond. ____." However, if all the information is obtained on the first page of the combination, it is not necessary to reask the questions on the following pages. For example, if you have in item C2:

Question number 22 - Arthritis ①

Question number 36 - Permanent stiffness ②

When filling the Condition page for "Permanent stiffness" the respondent says the two conditions are the same. You must complete question 3e, item AA and questions 10-15 on this page before footnoting "Same as cond. 1." The reason for this is that these questions are not required for "Arthritis" but are required for "Permanent stiffness" because it is a question 36 condition.

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

D4.E Questions 3a-e. Condition Details

- 1 For purposes of analysis, all illnesses and injuries reported must be translated into medical codes. Since the coding system used provides for over 1,500 different conditions, it is desirable that the descriptions of the conditions be as complete and detailed as possible. Questions 3a-e are designed to obtain this needed information.

D4.E2

- 2 The best description of a condition is its exact medical title. Sometimes the statements of respondents do not always give a complete description of the condition. When the respondent does not know the exact medical title of the illness, one or more of three different kinds of information generally need to be obtained in order to assign the most exact medical code:
 - a the respondent's statement of the cause,
 - b a specific description of the kind of trouble,
 - c the part of the body affected.
- 3 If any needed entries for 3b-3e have been recorded previously in question 3, it is not necessary to reask the question or reenter the answer.

D4.F (If) More Than One Condition (Is Given) in Questions 1 and 3 - Occasionally, questions 1 and 3 will contain more than one condition, one being a medical name and the other a description of a condition; or two medical names; or one being the cause of the other. In cases of this kind, a determination must be made as to which of these is the condition to which questions 3e (if required) and 4-15 apply. In the following paragraphs, the condition to be referred to in questions 3e-15 is marked by an asterisk.

- 1 In most cases, the condition to which these questions apply is either the medical name or description given in question 3a or the originally reported condition in item 1 if question 3 is not required. For example:

question 6 and item 1 - heart trouble

question 3a - Angina Pectoris *

question 3b - Hypertension

- 2 However, if one of the conditions is listed or reported in question 36, that is the condition carried through questions 4-15. For example:

question 36 and item 1 - Curvature of spine *

question 3a - Rheumatoid Arthritis

question 3b - DK

- 3 If there is more than one condition from question 36 on one Condition page, each requires a separate Condition page unless the respondent volunteers these conditions are the same or that one is no longer present. For example:

question 36 and item 1 - Trouble seeing *

question 3a - Growth on eye

question 3b - Paralyzed eye muscle *

- a Carry the first condition through the remainder of the Condition page. Enter the second condition in item C2 only if the second condition is now present (that is, as of "last Sunday night.") If this second condition is to be entered in item C2, do so at the time it is reported so that a Condition page will be filled for it before starting the Condition pages for the next person. If the second condition was not present as of "last Sunday night" (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 - Permanent stiff back

question 3b - Born with extra vertebra 1

Footnote entry - 1/ Vertebra removed 2 years ago.

D4.F4

- 4 Ask questions 3b, 3c, and 3d about the entries in question 3. Question 3e is also asked about the entries in question 3 unless the condition in Item 1 is listed or was reported in question 36. In this case, ask question 3e about the Item 1 entry.

In either case, question 3e is required only if the condition is in the list above question 3e or is one of the impairments listed on page D4-21 of the manual.

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

- 1 Refer the respondent to the Calendar Card for questions 4-8 as often as necessary, since these questions refer to the past two weeks.
- 2 For injuries occurring less than three months ago, questions 4-8 refer to the injury itself and/or any ill-effects which were present during "the past 2 weeks." For injuries occurring more than three months ago, questions 4-8 refer to the present effects.

3 In Bed or in a Hospital? - If a person is sick in bed or in the hospital (because of the condition you are asking about), always count him as cutting down on the things he usually does. This includes a chronic invalid who might spend all of his time in bed because of the condition you are asking about.

- 4 Check for Number of Days Reported in Questions 7 and 8 - Since hardly anyone works seven days a week or goes to school seven days a week, follow up replies of "the whole two weeks" or "all last week," etc. Do not enter "14" or "7" automatically but reask the question in order to find out the actual number of days lost from work or school. If a person actually lost 14 days from work or school during "the past two weeks," enter "14" but explain in a footnote that these days were actually lost.

- 5 Check Between Questions 5, 6, 7, and 8 - The number of days entered in question 5 (cut-down days) must be equal to or greater than the number of days entered in any one of questions 6, 7, or 8, since days in bed or days lost from school or work represent "cutting down on usual activities." If there are inconsistencies of this kind, ask additional questions to ascertain the correct numbers to be recorded.

- 6 Differences Between Restricted Activity Days in Probe Question 5 and on the Condition Page - It is possible that the total number of days reported for all conditions will be greater than the number of days reported in probe question 5 on pages 2 and 3, since the person on any given day can cut down or be in bed for more than one condition. Such entries may or may not be consistent. Therefore, do not compare the entries in probe question 5 on pages 2 and 3 and the entries in questions 4-8 on the Condition page. Accept what the respondent reports.

D4.H Questions 16-22, Accidents and Injuries - Questions 16-22 obtain information about ALL accidents or injuries which are recorded on a Condition page.

- 1 Multiple injuries, reported in question 17a, resulting from a single accident, should be reported together in the same set of accident questions on a single Condition page.
- 2 Each separate accident requires a separate Condition page unless the same condition was caused by more than one accident, all of which occurred three months or more ago. In this case fill the accident questions for the most recent accident and give the date(s) (month and year) of the other accident(s) in a footnote.
- 3 If a condition is caused by an accident that happened more than three months ago, and a later accident (less than three months ago) aggravated this condition, an additional Condition page is required. One Condition page will pertain to the three months plus accident and the other to the one that happened less than three months ago. Enter the other injury in item C2 so that there are entries in C2 to correspond to the two Condition pages.
- 4 If two or more present effects reported in 17b are the results of the same accident, each requires a separate Condition page. In these cases, you may enter "Same accident as cond. —." in questions 16-22. Fill a Condition page for each present effect in the same order as they are listed in question 17b.
- 5 When such additional conditions requiring Condition pages are reported, enter them in item C2 at the time they are reported.

1

Item 1, Person Number and Name of Condition

1

1. Person number	Name of condition
------------------	-------------------

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

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

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

a Doctor Seen or Talked to -

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

b Type of Doctor -

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

2

When Last Saw or Talked to Doctor (Continued)

2

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

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

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

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

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

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

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

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

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

Write in "DK" if the respondent cannot give an estimate as to when a doctor was seen or doesn't know if a doctor was ever seen for this condition. Give the meaning of "DK," for example, "DK if doctor seen" or "DK when doctor seen."

A1

Interviewer Check Item A1

A1

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

1. Fill interviewer check item A1 immediately after recording the answer to question 2. Examine the "Name of condition" entry in item 1, then mark one of the four boxes.
 - a. "Color Blindness" - If the "Name of the condition" entry in item 1 is color blindness, mark this box and go to the next condition. No further information is needed for this condition.
 - b. "Accident or Injury" - If the "Name of condition" entry in item 1 indicates that an accident or injury was involved, mark this box and go to question 4.
 - 1) Accidents and Injuries - Accidents may occur with or without a resulting injury. For purposes of this survey, we are not interested in accidents in which there was no injury involved, unless reported in probe question 7.
 - a) Difference Between "Accidents" and "Injuries" - The terms "accident" and "injury" may be used interchangeably. There are cases, however, when an injury may occur when an accident is not involved, for example, a war injury, a shooting, a stabbing, etc.
 - b) Injuries - There are many kinds of injuries, such as, cuts, bruises, burns, sprains, fractures, etc. "Insectstings," "animal bites," "sunburn," "sun poisoning," "heat or sun strokes," "blisters," "frostbite," "frozen feet," etc., are also considered as injuries.

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

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

2) Caution Regarding Accidents and Injuries -

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

A1

Interviewer Check Item, A1 (Continued)

A1

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

Question 3a, Name of Condition

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

- 1 Ask question 3a, when a doctor has been talked to about an illness, even if the only time a doctor was seen was during interview week and the "Never" box is marked in question 2. Also, ask question 3a if question 2 is marked "Never" but the person reported seeing a non-medical doctor, such as, a chiropractor.
 - a If a doctor was not talked to about an illness condition, do not ask 3a but instead transcribe to question 3a the item 1 entry "Name of condition."

- 2 Enter whatever the respondent tells you the doctor said, using the respondent's own words. If the medical name given by the respondent is one which is unfamiliar to you, ask him to spell it for you. If the exact spelling is not known, record it phonetically but also ask the respondent to describe how it affects him and record a description of the condition. In all cases, remember that the entry in question 3a should be exact and as complete as possible. Therefore, if the respondent does not know the "medical name" or if his answer is vague, for example, "It's my liver," "I've got a bad heart," "Something I ate," "Some kind of ailment," do not accept it. Instead, ask the person to describe the condition further, for example, "What's wrong with your liver?"; "In what way is your heart bad?"; "How does this food affect you?"; "What kind of ailment do you have?"
 - a It is permissible to copy the "Name of condition" entry to question 3a if that entry is clearer and more complete than the respondent's final answer to question 3a or he says he does not know what the doctor said it was.
 - b Question 3a should never be left blank or have an entry of "DK" when the "Neither" box has been marked in question 2.

3a

Name of Condition (Continued)

3a

- c If in answer to question 3a (or a later part of question 3) a Card C condition is reported, complete the remaining parts of question 3 according to the instructions for each part.

Question 3b, Cause of Condition

3b

3b

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

- 1 Ask question 3b for all conditions except cancer. Enter the respondent's answer verbatim.

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

3c

Question 3c, Kind of Trouble

3c

If the entry in 3a or 3b includes the words:

Ailment	Cyst	Growth	Tumor	} Ask c
Asthma	Defect	Measles	Ulcer	
Attack	Disease	Rupture		
Condition	Disorder	Trouble		

c. What kind of . . . is it?

1 Ask question 3c if any of the terms listed above this question appear in 3a or b and the required information has not been given previously.

a If the respondent's first answer indicates that he does not understand what information is desired, reask question 3c, emphasizing the word "kind." If the respondent does not know the specific kind, record what he does say about it or enter "DK."

2 With respect to the medical coding requirements for certain illness conditions, the entries in question 3a or 3b do not always show the exact kind of condition the person has. For example, "heart trouble," "kidney trouble" and "stomach disorder" are all general terms which give a specific part or organ of the body but not a specific kind of illness or trouble. Thus, heart trouble might be of several different kinds--angina, coronary, rheumatic heart, heart leakage, etc.; kidney trouble could mean kidney stones, nephritis, bladder infection, etc.; stomach trouble could refer to any number of digestive disturbances, such as, stomach ulcers, appendicitis, intestinal flu, etc. In question 3c, we want to give the respondent an opportunity to provide more specific information if he knows it.

3c

Kind of Trouble (Continued)

3c

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

Regular measlesGerman measles

Rubeola

Rubella

"8 day" measles

"3 day" measles

"Old fashioned" measles

"Black" measles

"Hard" measles

"Bad" measles

"Red" measles

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

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

3d

Question 3d, How Allergy or Stroke Affects Person

3d

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

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

"How does the allergy affect him?"

or

"How does the stroke affect him?"

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

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

For an impairment or any of the following entries:		
Abscess	Damage	Paralysis
Ache (except headache)	Growth	Rupture
Bleeding	Hemorrhage	Sore
Blood clot	Infection	Soreness
Boil	Inflammation	Tumor
Cancer	Neuralgia	Ulcer
Cramps (except menstrual)	Neuritis	Varicose veins
Cyst	Pain	Weak
	Palsy	Weakness

a. What part of the body is affected?

Show the following detail:

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

- 1 Ask question 3e for the conditions listed in the instructions above this question and the impairments listed in paragraph 2 below, unless one of the entries in question 3a, 3b, 3c, or 3d already contains the required description of the part of the body which is affected. If the entry in item 1 is listed or was reported in question 3b, and it is a condition or impairment which requires 3e, ask 3e about the item 1 condition. Phrase the question to obtain the needed information, for example, "Does your deafness affect one or both ears?" or "What part of the back is affected?"

- 2 Impairments for which question 3e must be asked:

Deafness, trouble hearing, or any other ear condition

Blindness, trouble seeing, or any other eye condition

Missing hand or arm - all or part of, foot or leg - all or part of

Trouble, stiffness or any deformity of foot, leg, fingers, arm or back.

3e

Part of Body Affected (Continued)

3e

3 For the impairments and conditions listed which affect the "eye," "head," "back," "spine," "vertebra," "arm," or "leg," question 3 must show the specific detail that is required as given below question 3e.

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

Question 4, Restricted Activity, Past Two Weeks

4

4

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

1 Y

2 N (9)

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

- a Things He Usually Does - The things a person usually does are the person's "usual activities." For school children and most adults, "usual 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) The following examples illustrate cases of persons cutting down on the things they usually do because of illness or injury; a person in school was kept away from school; a person who worked away from home was kept away from work; a farmer or a housewife was kept from caring for the farm or the home either completely or had to cut out all but the essential chores; an elderly person who normally takes a daily walk in the park was kept from doing so.

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

5. During that period, how many days did he cut down for as much as a day? Days None (9)

1 Ask question 5 if a "Yes" answer was given to question 4. Enter the total number of different days during last week or the week before on which the condition caused the person to cut down on the things he usually does for as much as a day. The days need not be consecutive.

a Cut Down as Much as a Day - A day of restricted activity (cut down) is a day when a person cuts down on his usual activities for the whole of that day on account of an illness or injury. "Usual activities" for any day mean the things that the person would usually do on that day.

- 1) Restricted activity does not imply complete inactivity but it does imply the minimum of the things a person usually does. A special nap for an hour after lunch does not constitute cutting down on usual activities for as much as a day, nor does the elimination of a heavy chore, such as, cleaning ashes out of the furnace or hanging out the wash. All or most of a person's usual activities for the day must have been restricted for the person to have a cut down day.
- 2) 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.

5

Days Cut Down in Past Two Weeks (Continued)

5

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

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

Question 6, Bed Days in Past Two Weeks

6. During that 2-week period, how many days did his . . . keep him in bed all or most of the day? Days or None

1 Do not leave this question blank if "Days" have been entered in question 5.

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

7

Question 7, Days Lost From Work for Persons
17 Years of Age or Older

7

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

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

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

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

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

c Disregard School Days - If a person 17 years of age or over goes to school instead of, or in addition to, working, record only the days lost from work (disregarding any days lost from school).

Question 8, Days Lost From School
for Persons 6-16 Years

Ask if 6 - 16 years:

8. How many days did his . . . keep him from school during that 2-week period?

— Days None

- 1 Ask question 8 if you have "Days" entered in question 5 and the person is 6-16 years old. Mark the "None" box if no days were lost from school or if the person does not go to school (and is between the ages of 6-16 inclusive). Once you have learned that the person would not have been going to school during that period whether he had been sick or well, mark the "None" box without asking the question for any other conditions for which question 8 requires an entry.

a School-Loss Day - Any scheduled school day in which the person stayed home from school all or most of the day because of the condition being asked about. All or most of the day is defined as more than half of the hours which the school is usually in session. For example, if the youngster did not go to school until after lunch, this would count as a day lost from school. However, if he had missed only an hour or two, this would not count as a day lost from school.

If the youngster's regular school day is only a half day and that amount of time or most of it was lost from school on account of illness, it should be counted as a day lost from school.

b School Vacation - Ask this question even during the periods of the year which might normally be considered vacation periods, since school vacation periods are not all the same.

c Disregard Work Days - If a youngster 6 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).

9

Question 9, Onset of Condition

9

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

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

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

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

9

Onset of Condition (Continued)

9

2 Reference Period -

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

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

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

AA

Item AA, When to Complete Questions 10-15

AA

A A	Continue for conditions listed or reported in Probe question 36 except missing organs or extremities. Otherwise, go to A2.
	<input type="checkbox"/> Doctor seen (10) <input type="checkbox"/> Doctor not seen (13)

- 1 If the condition being carried through the Condition page is listed or was reported in probe question 36, continue with questions 10-15. Otherwise, leave these questions blank. Also leave these questions blank if the condition is a missing extremity or organ of the body. Missing finger, hand, arm, toe, foot or leg are all considered as missing extremities. Missing breast, kidney, lung, etc., are considered as missing organs of the body.
- 2 To determine whether to ask question 10 or 13 next, refer to question 2, last time seen or talked to doctor. Mark the appropriate box in item AA.
- 3 If the entry in question 2 is "Never" or "DK if doctor seen," mark "Doctor not seen." Also mark this box if the only time a doctor was seen was during interview week.
- 4 If the condition is the present effect of an accident or injury that occurred more than three months ago, questions 10-15 refer to the present effect, not to the accident itself. If the accident or injury occurred during the past three months, questions 10-15 refer to the accident or injury.

10

Question 10, Ever Had Surgery for Condition

10

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

- 1 Ask question 10 to determine whether the person ever had surgery for this condition. For example, if the reported condition was "cataract" and a question arises about which "cataract" ask the question, "Have you ever had surgery for this cataract?" We are interested in this particular cataract not any the respondent may have had in the past.

11

Question 11, Ever Hospitalized for Condition

11

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

- 1 In question 11, the definition for "this condition" is the same as in question 10. For example, if the reported condition was paralysis and a question arises, ask question 11 in the following way, "Were you ever hospitalized for this paralysis?" The question only pertains to this paralysis, not to any the person might have had in the past.

12

Question 12, Number of Doctor Visits
During the Past 12 Months

12

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

(Do not count visits while a patient in a hospital.)

___ Times (14) 000 None (14)

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

13

Question 13, Professional Person or Practitioner

13

13a. Has -- ever seen any professional person or practitioner for his . . . ?

Y _____ N (14)

b. What kind of professional person?

1. Ask question 13 for those conditions for which no doctor was seen. The purpose of this question is to determine the type of health care person, who told the respondent he had this condition or has treated him for this condition. For example, naturopath or optometrist. If multiple answers are given, enter them all. Do not make any corrections to question 2 because of the answer(s) to question 13.

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

___ Days ooo None

- 1 In this question record the total number of days during the past 12 months which were spent in bed because of this particular condition. The word "About" means an approximation of the number of bed days is sufficient. Days in the hospital for this condition should be included as bed days during the past 12 months.
- 2 Help the Respondent to Estimate - Sometimes you may have to assist a respondent in making an estimate of the number of days. For example, you might ask, "How many days during a month did your ... usually keep you in bed; how many months was this the pattern?" or the same type of question might be asked in terms of weeks.
- 3 Check Entry - The number of days in bed in question 6, should also be included in question 14, since "the past two weeks" is part of the "past 12 months."

Question 15, Condition Bothers

15a. How often does his . . . bother him - all of the time, often, once in a while, or never?			
1 <input type="checkbox"/> All the time	2 <input type="checkbox"/> Often	3 <input type="checkbox"/> Once in a while	
0 <input type="checkbox"/> Never (A2)	4 <input type="checkbox"/> Other (Specify) _____		

b. When it does bother him, is he bothered a great deal, some, or very little?			
1 <input type="checkbox"/> Great deal	2 <input type="checkbox"/> Some		
3 <input type="checkbox"/> Very little	4 <input type="checkbox"/> Other (Specify) _____		

1. In this question we are interested in the respondent's evaluation of the extent to which a condition troubles him. Therefore, there is no definition for the term "bother," but is to be defined by the respondent.
 - a. Question 15a, Bothers How Often - If the respondent says that the condition bothers him either "All of the time," "Often," "Once in a while," or "Never," mark whichever box applies. If the answer given is not the same as one of the categories included in the question, reask the question, and if the answer still is not the same as one of the listed categories, mark the "Other" box and record the respondent's answer verbatim. The only exception to this rule is if the answer given indicates that the person is not bothered at all by the condition, you may mark the "Never" box.
 - b. Question 15b, Bothered to What Extent - If the respondent indicates in 15a that the condition does bother him, ask question 15b to determine to what extent he is bothered. Follow the same procedures as given for question 15a.

A2

Interviewer Check Item A2

A2

A2	<input type="checkbox"/> Accident or injury	<input type="checkbox"/> Other (A3)
----	---------------------------------------------	-------------------------------------

1 Complete item A2 for each condition. Carry all injuries through the accident questions whether or not they were associated with an accident.

16

Question 16, When Did the Accident (or Injury) Occur

16

16a. Did the accident happen during the past 2 years or before that time?				
<input type="checkbox"/>	During the past 2 years (16b)	<input type="checkbox"/>	Before 2 years (17a)	
b. When did the accident happen?				
<input type="checkbox"/>	Last week	} What time of day was it? _____	<input type="checkbox"/>	Over 3-12 months
<input type="checkbox"/>	Week before		<input type="checkbox"/>	1-2 years
<input type="checkbox"/>	2 weeks-3 months			

- 1 Ask question 16a to determine whether the accident (or injury) occurred "During the past 2 years" or "Before 2 years."
- 2 Ask question 16b only if the accident or injury occurred during the past two years.
 - a If the response does not provide enough information to mark the right box, ask additional questions. For example, if the respondent says that the accident happened "Three months ago," find out whether it was less than three months or more than three months ago, then mark the appropriate box, that is, "2 weeks - 3 months" or "Over 3 - 12 months." This applies to any answer the respondent gives which falls on the borderline, such as, "two weeks ago," "three months ago," "one year ago."
 - b If the accident was exactly three months ago (three months prior to last Sunday's date), mark the "2 weeks - 3 months" box. If the accident occurred exactly 12 months ago, mark the "Over 3 - 12 months" box.
 - c If the accident happened during the past two weeks ("last week" or "week before" box marked) ask "What time of day was it?". Enter the time and indicate A.M. or P.M. If "12:00" enter "Noon" or "Midnight."

17a. 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

If accident happened more than 3 months ago, ask:
b. What part of the body is affected now?
How is his -- affected? Is he effected in any other way?

Part(s) of body	Present effects

1. Ask the first part of question 17a and record in the space provided the "part(s) of body" which the respondent mentions. Next ask, "What kind of injury was it?" and record in the answer space the kind of injury for each part of body. Ask "Anything else?" and record any other "part(s) of body" and "kind of injury" for any other injuries mentioned.

- a. General, vague answers such as "hit," "blood clot," "bumped," "mashed," etc., are not acceptable entries for the kind of injury since they do not provide sufficient information on the nature of the injury. The specific part of body which was injured should be recorded in the same detail as shown below question 3e. Following are some examples of adequate and inadequate entries for question 17a:

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

- 2 For accidents or injuries which happened more than three months ago, we need to know how the injury affects the person now. This information is obtained by asking question 17b.
- a Record the part of body in the same detail and in the same manner as for question 17a. Record only the part of body which presently manifests any ill-effects of the old injury.
- 1) If the present effects have been reported earlier in question 3, question 17b need not be asked again but the entries must be transcribed to 17b 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 17b as follows: "One hand" in the part of body space and "missing" in the space for present effects. These entries can be made without actually asking the first part of question 17b. However, you must ask, "Is he affected in any other way?"
 - 2) When the answer to 17b is vague or expressed only in terms of some limitation, enter the limitation but also transcribe the entry from question 3, if that represents a more adequate description of the present effects. For example, in question 3 a person has been reported as having a stiff elbow caused by an accident. In answer to 17b the respondent says, "He can't bend his arm." In this case enter "can't bend arm" on the first line and the question 3 entry, that is, "stiff elbow" on the second line. In cases where the question 3 answer does not clarify the entry, reask question 17b to determine how the person is affected.
 - 3) It is not necessary that the person be suffering from ill-effects this instant to report them in 17b. If the person is subject to periodic recurring attacks of a condition caused by an old accident or injury, record these effects.
 - 4) If a person reports ill-effects of an old injury, record them even 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.

- 5) For an injury which happened earlier but has not yet healed, enter the original injury in question 17b as the "Present effects." For example, in the case of a fractured hip occurring four months before the interview, the entry "fractured hip" is appropriate in question 17b if the fracture has not yet healed. For these cases, indicate that the injury has not yet healed.

<p>18. Where did the accident happen?</p> <p>1 <input type="checkbox"/> At home (inside house)</p> <p>2 <input type="checkbox"/> At home (adjacent premises)</p> <p>3 <input type="checkbox"/> Street and highway (includes roadway and public sidewalk)</p> <p>4 <input type="checkbox"/> Farm</p> <p>5 <input type="checkbox"/> Industrial place (includes premises)</p> <p>6 <input type="checkbox"/> School (includes premises)</p> <p>7 <input type="checkbox"/> Place of recreation and sports, except at school</p> <p>8 <input type="checkbox"/> Other (Specify) <u>7</u></p>

1. Ask and mark question 18 for each accident or injury. Use the following definitions as a guide:

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

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

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

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

19

Question 19, At Work When Accident Happened

19

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

1 Y

3 While in Armed Services

2 N

4 Under 17 at time of accident

1. Ask or mark question 19 for all accident or injuries. Use the following as a guide:
 - a. Consider an injury as occurring "at work" if the person was on duty at the time of the accident. Thus, a salesman traveling from town to town would be "at work" if an injury occurred en route between towns, but a person on his way to an office job who had an accident en route would not be considered as having been injured "at work."
 - b. Mark "While in Armed Services" for any injury or poisoning which occurred while the person was in the Armed Service (excluding the Reserves), regardless of whether he was on duty at the time it occurred. For example, mark the box "While in Armed Services" for a sailor who was away from his ship when he slipped, fell on the ice and broke his leg on a downtown street.
 - c. Mark "Under 17 at time of accident" if the person was under 17 years of age at the time of the accident or injury.

20a. Was a car, truck, bus, or other motor vehicle involved in the accident in any way?	1 Y	2 N (22)
b. Was more than one vehicle involved?	Y	N
c. Was it (either one) moving at the time?	1 Y	2 N

1 Ask question 20a to determine if any motor vehicles were involved in the accident.

a Motor Vehicle - A power operated vehicle, not on rails, for transporting persons or property, intended for use on a land highway, either public or private; or a self-propelled nonhighway vehicle, such as construction equipment, tractor, farm machinery, or tank when operating on a highway. Attached objects such as a sled, coaster, or trailer are considered as part of the motor vehicle.

1) Recreation vehicles, such as mini-bikes, go-carts, or snowmobiles are not usually included in the definition of motor vehicles. The only time they are classified as motor vehicles is when they are in operation on a land highway.

b Some respondents may think of certain nonmotor vehicles, such as trains, streetcars, or bicycles as motor vehicles and report accidents involving those vehicles as "Yes" answers to question 20a. Record such accidents as "No" in question 20a.

1) Circle "Y" for each accident involving a motor vehicle in any way at all, regardless of whether the person was in the vehicle and regardless of whether the vehicle was moving at the time of the accident. For example, a pedestrian hit by a car; a person on a bicycle hurt by running into a parked car; a person hurt while repairing a car. Report these as accidents involving a motor vehicle as well as the case of a person hurt in a collision or some other type of accident while riding in a motor vehicle.

2 Ask question 20b if the answer to question 20a is "Yes." Again, be careful that only motor vehicles are included. Exclude nonmotor vehicles.

3 Ask question 20c if the answer to question 20a is "Yes," regardless of the answer to question 20b.

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

- 1) If only one motor vehicle was involved ("No" in question 20b), ask question 20c without the parenthetical phrase.
- 2) If a motor vehicle and a nonmotor vehicle were involved, for example, a bus and train collision, substitute "motor vehicle" or "bus" for "it" to be sure the respondent understands that question 20c refers to the motor vehicle and not to the other vehicle.

Question 21, Motor Vehicle Accidents

21a. Was — outside the vehicle, getting in or out of it, a passenger or was — the driver?					
1 <input type="checkbox"/> Outside (b)	3 <input type="checkbox"/> Passenger (c)				
2 <input type="checkbox"/> Getting in or out (c)	4 <input type="checkbox"/> Driver (c)				

b. What kind(s) of motor vehicle was involved?					
1 <input type="checkbox"/> Car (22)	2 <input type="checkbox"/> Taxi (22)	3 <input type="checkbox"/> Bus (22)			
4 <input type="checkbox"/> Truck (22)	5 <input type="checkbox"/> Motorcycle (22)	6 <input type="checkbox"/> Other (Specify) _____ (22)			

c. What kind of motor vehicle was — in (getting in or out of)?					
1 <input type="checkbox"/> Car	2 <input type="checkbox"/> Taxi	3 <input type="checkbox"/> Bus			
4 <input type="checkbox"/> Truck	5 <input type="checkbox"/> Motorcycle	6 <input type="checkbox"/> Other (Specify) _____			

- 1 Do not include the word "driver" for persons under 14 years of age when asking question 21.
- a If two or more vehicles are involved, the word "vehicle" refers to any of the motor vehicles, for example, a person could have been "inside" a streetcar but "outside" of the car involved, so "Outside" should be marked in this case, since a streetcar is not a motor vehicle
 - 1) Motor Vehicle, Inside - A passenger or driver of a motor vehicle. Include persons who fell or were thrown out of a motor vehicle, persons with part of the body protruding from the vehicle and part inside, a person riding in the bed of a truck or on an open vehicle, such as, a motorcycle or tractor.
 - 2) Motor Vehicle, Outside - Include hanging on to some outside part of a motor vehicle with the person's body outside, for example, a person riding on the fender of a car or hanging on to the tailgate of a truck; riding in a nonmotor vehicle, for example, railroad train, bicycle, streetcar or horse-drawn vehicle; riding in or on a "pedestrian conveyance," such as, coaster wagon, baby carriage or while on roller skates.
 - 3) Motor Vehicle, Getting In or Out - Boarding or leaving a bus, getting off a truck, jumping or getting off a motorcycle, motor scooter, etc., or entering or leaving a stationary motor vehicle struck by a moving motor vehicle.

21

Motor Vehicle Accidents (Continued)

21

- 2 If the person was "Outside" the vehicle, ask question 21b and mark as many boxes as apply.
- 3 If the person was a "Passenger," the "Driver," or was "Getting in or out" of the vehicle, ask question 21c and mark the box which describes the kind of motor vehicle involved in the accident.
- 4 If none of the boxes describe the kind of vehicle(s) involved, mark "Other" and specify the kind.

Question 22, How the Accident Happened

22. How did the accident happen?

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

If "Outside" -

1 2 3* (Specify) _____

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

4 5 6 7* (Specify object) _____

8 Accident on roadway } (Specify how) _____
 Accident not on roadway }

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

11 12 13 14* 15 16 17 18* 19 20 21 22

23 24 25 26 27 28* _____
 *(Specify)

- 1 If a motor vehicle was involved in the accident, refer to Card Y to classify the response, then circle the appropriate number 1-8. Classify the answer to question 22 by circling 1, 2, or 3, if "Outside" is marked in 21a.
- a Circle "1" if the accident happened between a motor vehicle and person riding on bicycle, in streetcar, on railroad train, on horse-drawn vehicle. If an accident occurs between a motor vehicle and a person who is riding in a nonmotor vehicle not specified in class "1," do not circle "1." Such accidents should be classified as "Other," (3).
- b Circle number 2, "Accident between motor vehicle and person who was walking, running, or standing" whenever there is (1) direct contact between the motor vehicle and the injured person or (2) a case in which an object is set in motion by, falls from or protrudes from a motor vehicle and the object strikes the injured person. Accidents between a motor vehicle and an injured person who was not walking, running, or standing should be classified as "Other" (3).

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

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

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

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

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

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

4 Classes of Injuriesa Number 11, Uncontrolled Fire, Explosion

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

or

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

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

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

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

c Number 13, Nonmotor Vehicle Involved - Circle 13 only if one of the nonmotor vehicles listed in the parenthetical part of 13 was involved. Exclude injuries involving other nonmotor vehicles.d Number 14, Machinery, Motor or Belt-Driven - An injury classified in 14 must be one caused by machinery in operation. "Motor or belt-driven machinery" is defined as covering not only factory or farm machinery but also household appliances, such as, electric washing machines, vacuum cleaners, power lawn mowers, etc. Exclude electric hand irons, toasters, or heaters without fans, since these do not have motors. In making this classification, also specify the kind of machinery causing the accident, for example, "power saw."

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

- j Number 20, Other Falls - "Other falls" are all falls which do not qualify as falls from a height. "Falls on the same level," include falling off a sled, a scooter, skis (except on a ski jump), tricycle, or coaster wagon; falling while skating; or falling back to a surface from which the person has jumped (for example, jumping for the ball in a basketball game).
- k Number 21, Bumps - This class includes bumping into either objects or person, including striking, punching, kicking, etc.
- l Number 22, Struck by Moving Object - This class includes injuries resulting from moving objects only. The moving objects may be those held in the hands of person, those thrown or those falling accidentally.
- m Number 23, Sharp or Rough Objects - Include here wounds from splinters, broken glass, etc. Also include blisters on the hands or feet since these are usually the result of handling or stepping on rough objects.
- n Number 24, Caught, Pinched or Crushed - This class includes injuries resulting from a part of the body being caught in, pinched, or crushed between either two moving objects or one moving object and one stationary one. Include injuries from strings; ropes, etc., which are wrapped too tightly around the body (or part of the body).
- o Number 25, Hot Object - This class includes injuries resulting from coming into contact with hot objects (including electric or gas appliances) or hot substances or open flame. Exclude contact with electric current, for example, shock from electric current.
- p Number 26, Lifting or Other Exertion - This class includes injuries resulting from onetime lifting or exertion. For example, lifting a heavy object or strain from pushing a heavy object across the floor. Also include a person who strains a muscle or ligament as a result of jumping, throwing, or running.
- q Number 27, Twisting, or Stumbling - This class includes injuries resulting from twisting or stumbling when no special exertion was involved. Some examples are, "turning an ankle" or "stubbing" or "stumping" your toe without bumping into an object.

- r Number 28. Other - Circle 28 only when the specific classes listed do not adequately describe the type of accident, or you are not sure how it should be classified, and specify how the accident happened. In your description be sure to include the agent, instrument, or other means which actually caused the injury as well as how the accident happened.

30
1971

A3

Interviewer Check Item A3

A3

A3	<input type="checkbox"/> Not an eye cond. (NC)	<input type="checkbox"/> First eye cond. (6+ yrs.) (23)
	<input type="checkbox"/> First eye condition (under 6) (29)	<input type="checkbox"/> Not first eye cond. (NC)

1. There must be an entry in one of the four boxes in item A3 for each Condition page being completed. An eye condition is any condition concerning the eyes or vision such as watery or weak eyes, (except as effects of allergy) conjunctivitis, cataracts, glaucoma, etc. Ask the respondent if the condition is an eye condition if you do not know or are not sure. Ignore "Color blindness," when determining which box to mark.
- a. "Not an eye cond."--Mark this box for each condition which is not an eye condition. Then go to the next condition.
- b. "First eye condition (under 6)"--Mark this box if the person is under six years old and this is the first or only eye condition or vision problem he has. Then go to question 29.
- c. "First eye condition (6+ yrs.)"--Mark this box if this is the first or only eye condition or vision problem the person has and he is 6 years old or over. Then ask question 23.
- d. "Not first eye cond."--Mark this box on Condition pages for other eye conditions for this person. Then go to the next condition.

23

29

Vision Questions (Continued)

23

- 29

- 2 Question 23, Ability to Read Newspaper Print - Ask question 23 separately for each eye. When asking question 23 for a person, first use the parenthetical "left" and circle "Y" or "N" according to his response. Then reask question 23 using "right" and circle the appropriate letter.
 - a If the person cannot read (is illiterate), record question 23 on the basis of whether he can see with either eye well enough to read if he knew how.
- 3 Questions 24-27 - Ask questions 24-27 for each person 6+ yrs. reporting an eye condition or vision problem, regardless of the answer to any preceding question. Circle the appropriate response to each question. However, if you learn that the person is totally blind in both eyes you may circle "N," as appropriate, without asking questions 24-27.
- 4 Question 28 - Ask question 28 if the person has answered "No" to all of questions 23-27. Circle the appropriate response and go to the next condition.
- 5 Question 29 - Ask question 29 if the person has answered "Yes" to any of questions 23-27 or if the person who has the eye condition is under 6 years of age. If the answer given is not the same as one of the categories asked for, reask the question. If the answer still is not the same as one of the categories asked for, record the response verbatim.
- 6 After completing question 29, if required, or interviewer check item A3, go to the next Condition page. If this is the last condition recorded in item C2 for the family go to the Doctor Visits page.

D5.A General Instructions

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

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

D5-15

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

Or

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

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

Item 1, Person Number

1

1

DOCTOR VISIT (1)

1. Person number _____

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

Question 2, Date of Visit

Earlier, you told me that -- had seen or talked to a doctor during the past 2 weeks.		
2a. On what (other) dates during that 2-week period did -- visit or talk to a doctor?	2a.	OR { 7777 <input type="checkbox"/> Last week 8888 <input type="checkbox"/> Week before Month Day
b. Were there any other doctor visits for him during that period?	b.	Y (Reask 2a and b) N (Ask 3-5 for each visit)

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

2

Date of Visit (Continued)

2

- a If any additional two-week visits are reported, reask question 2a, using the word "other" and record the date(s) for the additional visit(s) in question 2a of the next column(s).

- b Note that question 2b must always have a "No" entry in a person's last doctor visit column since a "Yes" entry in question 2b requires the filling of another column which in turn requires the reasking of question 2b. If the answer to that question is "Yes," still another doctor visit column must be filled. If the answer is "No," that is the last column for the person.

3

Question 3, Place of Visit

3

<p>3. Where did he see the doctor on the <u>date</u> at a clinic, hospital, doctor's office, or some other place?</p> <p>If Hospital: Was it the out-patient clinic, or the emergency room?</p> <p>If Clinic: Was it a hospital out-patient clinic, a company clinic, or some other kind of clinic?</p>	<p>3. <input type="checkbox"/> x0 While inpatient in hospital (STOP)</p> <p><input type="checkbox"/> 01 Doctor's office (group practice or doctor's clinic)</p> <p><input type="checkbox"/> 10 Telephone</p> <p><input type="checkbox"/> 20 Hospital Out-Patient Clinic</p> <p><input type="checkbox"/> 30 Home</p> <p><input type="checkbox"/> 40 Hospital Emergency Room</p> <p><input type="checkbox"/> 50 Company or Industry Clinic</p> <p><input type="checkbox"/> 60 Other (Specify) <u>7</u></p>
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

1. Ask question 3, inserting the date of visit. If the response to this question is "Hospital" or "Clinic," ask the appropriate probe question to determine if this was the outpatient clinic, emergency room, company clinic, etc. Mark the box which indicates the kind of place (not the name of the place) in accordance with the following definitions:

- a While Inpatient in Hospital - Any doctor's visit which occurred while the person was in a hospital overnight or longer. Mark this box and do not ask questions 4 and 5 but go on to the next doctor's visit or to the hospital page.
- b Doctor's Clinic - Offices of a group of doctors.
- c Doctor's Office - The office of a doctor in private practice. This may be an office in the doctor's home, an individual office in an office building or a suite of an office occupied by several doctors.
- d Telephone - A telephone call made to, or from a doctor or doctor's office which relates to treatment or advice given by a doctor directly or transmitted through a nurse.
- e Outpatient Clinic - A unit of a hospital where persons may go for medical care without being admitted as an inpatient.

3

Place of Visit (Continued)

3

- f Home - Any place the person was staying at the time of the doctor's visit. It may be his own home, the home of a friend, a hotel room, etc.
- g Emergency Room - A unit of a hospital where persons may receive medical care without being admitted as an inpatient.
- h Company or Industry Clinic - A company or plant doctor's office or clinic which is operated solely for the employees of that company or industry.
- i Other (Dispensaries, Community Health Centers, Etc.) - In the space provided, specify or give the best description of the place which you can obtain. Fill this space only if the "Other" box is marked.

Question 4, Kind of Doctor

4

4

<p>4. Is the doctor a general practitioner or a specialist?</p>	<p>4. 01 <input type="checkbox"/> General practitioner <input type="checkbox"/> Specialist - What kind of specialist is he? <u>7</u></p>
-----------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------

1 If the respondent says that the doctor is a specialist, mark the "Specialist" box and ask the follow-up question. Record the kind of specialist named by the respondent. If the respondent does not know the term for the specialist, but only knows what he specializes in, enter that information in the space provided, for example, heart ailments, X-ray doctor, etc.

a A specialist is a medical doctor who limits his practice to certain groups of people (children, women, etc.), certain conditions (diabetes, arthritis, etc.), certain parts of the body (eyes, ears, nose and throat, etc.) or special procedures (anesthesia, radiology, etc.).

b Do not make double entries, for example, GP and internist, without some further explanation of the entry. If the respondent cannot specifically say whether the doctor is a GP or an internist, your entry should reflect this fact by an entry such as "GP or internist--DK which."

2 If you learn that the doctor is not a medical doctor at all, it is particularly important that this fact be noted. In this case, enter "Not an MD" and also describe what he does, for example, chiropractor, oral surgeon, dentist. Do not delete these kinds of doctor visits from the Doctor Visits page even though they do not fit the definition of a medical doctor described earlier.

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

1. Ask question 5a, inserting the date the visit was made. Then write in the response verbatim and mark one or more of the boxes provided which best describes the answer given.

a. Diagnosis or Treatment - (1) An examination or test to diagnose an illness, regardless of whether the examination or tests resulted in a diagnosis, or, (2) treatment or advice given by the doctor or under the doctor's supervision. Include X-rays either for diagnostic purposes or treatment in this class.

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

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

5

Purpose of Visit (Continued)

5

- c Pre or Postnatal Care - Consultation concerning the care of the mother, not the baby. Include visits by the mother to the doctor for checkups during the pregnancy and also during the period just after delivery. Exclude consultation for illnesses not related to pregnancy or delivery.
 - d Eye Examination - An examination of the eyes for the purpose of establishing a need for eyeglasses or for a change in the type of eyeglasses being worn. Any other eye examination or treatment of an eye condition is classified to "Diagnosis or treatment."
 - e Immunization or Vaccination - Shots or injections to prevent particular diseases.
 - f Other - Is used to record medical services received other than those listed or those which you do not know how to classify. Record the type of service as reported by the respondent. If necessary, use the footnote space for continuing the description of the medical service received.
- 2 Sometimes more than one service is provided during the same visit; if this is discovered, record all services received during one visit. However, do not probe for any additional services but enter them only if they are voluntarily reported together, for example, the respondent says, "I had a prenatal checkup, the doctor also gave me a polio shot for protection." In this case, mark both "Pre or Postnatal care" and "Immunization." If multiple reasons are given for the same doctor visit, follow the skip instruction for the category appearing first in the list.
- 3 Ask question 5b only if the "General checkup" box is marked in 5a. If a condition is given, circle "Y" and enter the condition in 5a. Then correct the box in 5a to "Diag. or treatment." If no condition is given, circle "N" and go to the next doctor visit column.
- a If it is volunteered that a condition was discovered during a routine physical examination, do not enter this condition as the reason for the doctor visit unless there were symptoms which led to the examination. If there were symptoms of this condition, make the necessary corrections. If there were no symptoms, leave the original entries.

5

Purpose of Visit (Continued)

5

- 4 Ask or mark 5c only if the "Diag. or treatment" box is marked in 5a.
 - a If you already have a condition in the write-in box in 5a, mark "Condition reported in 5a" in the answer space in 5c without asking the question.
 - b If you ask 5c, record all conditions (or reasons for seeing the doctor) mentioned for that person in the answer space.
- 5 After completing the Doctor Visits pages for all reported doctor visits, continue the interview with the Hospital page.

CHAPTER D6. HOSPITAL PAGE

D6.A General Procedure - The Hospital page consists of two facing pages containing columns for four hospitalizations. The "HOSP." box in item C1 in each person's column will indicate which persons were in hospitals or nursing homes, rest homes and similar places during the specified time period, and the number of times. If no hospitalizations are reported, leave these pages blank. If there are more than four hospitalizations reported for a family, use additional questionnaires.

D6.B Use of the Hospital Page - Begin with the hospitalization(s) for the first person listed who has one or more hospitalizations recorded in item C1. Fill the first column, starting with the most recent stay and continuing until all stays for that person have been recorded. Then go to the next person reporting hospitalizations and continue until all hospital stays have been recorded.

- 1 Each column represents information about a particular hospital stay, and all the questions apply to that stay.
- 2 If a person was moved (transferred) from one hospital to another, for example, from an emergency hospital to a general hospital or from a general hospital to an extended care facility, record each as a separate stay.
- 3 When a hospitalization is for childbirth, fill one column for the mother and a separate column for the baby.
- 4 Since a separate column is filled for each stay (time) in a hospital, the number of columns filled for a person must equal the total number of hospitalizations in that person's column of item C1. If not, correct the figure in item C1 and explain the reason for the correction in a footnote.
- 5 Make a check mark to the right of the number in item C1 as you complete each column. If the person had a total of three hospital stays recorded in item C1, there should be three check marks, "3 ✓."

D6.C Use the Appropriate Word When Asking the Question - Because the Hospital page is filled for stays in regular hospitals and also for stays in nursing homes, convalescent homes, rest homes and similar places, refer to the appropriate type of place in each question. The questions contain the words "nursing home" in parentheses. The instructions in later paragraphs use the word "hospital." However, the instructions given for a hospital stay also apply to stays in nursing homes, rest homes and similar places.

D6.D

D6.D Check With Question 14 of the Appropriate Condition Page -
If the hospitalization(s) is for a condition which has been carried beyond item AA of a Condition page, ask if the nights reported in question 5a of the hospital column(s) have been included in the number of days reported in question 14 of the appropriate Condition page. If they have not, correct the figure in question 14. This check may be made after the hospital column(s) for the person has been completed.

D6.E Special Note on Frequent Hospitalizations for the Same Person -
Sometimes a person has been in and out of the hospital several times during the reference period. If the respondent cannot remember or does not know the details of each different stay, ask him to estimate the necessary information using the calendar when necessary. Enter all available information in a separate column for each estimated stay.

Item 1, Person Number

1

1

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

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

2

Question 2, Date Entered Hospital

2

You said that -- was in the hospital (nursing home) during the past year.

2. When did -- enter the hospital (nursing home) (the last time)?

USE YOUR CALENDAR

Make sure the YEAR is correct

2.	Month	Day	Year
			19__

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

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

Can you recall the approximate date?

Do you know which week of the month it was?

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

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

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

2

Date Entered Hospital (Continued)

2

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

3

Question 3, Name and Address of Hospital

3

3. What is the name and address of this hospital (nursing home)?	1.	Name
		Street
		City (or county)
		State

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

3

Name and Address of Hospital (Continued)

3

- 4 If you are interviewing in the general area in which the hospital is located and have ready access to a local telephone directory, check it for doubtful hospital names. Also, if the respondent does not know the name of the street on which the hospital is located, check the telephone directory for that, when possible.

4

Question 4, Number of Nights in Hospital

4

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

4

Nights

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

5

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

5

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

1 Question 5 is divided into three parts, and each part can usually be answered based on the information obtained earlier in questions 2 and 4. In such cases, do not ask the questions, but be sure to make the appropriate entries.

a Question 5a. Number of Nights in Past 12 Months -
"The past 12 months" is defined as from "last Sunday's" date a year ago (entered in dentist and doctor visit reference date in C2) through last Sunday night, and includes both the beginning and ending dates.

- 1) If the answer to question 5a is not clear from earlier information, ask the question again, using the appropriate yearly calendar to assist the respondent in recalling dates.
- 2) If all the nights in question 4 were in the past 12 months, copy the question 4 figure to question 5a.
- 3) If none of the nights in question 4 were in the past 12 months, enter a dash (for none) in question 5a. Do not delete the column in such a case. Complete the remaining entries in the column.

5

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

5

- b Question 5b. Nights in Hospital During Last Two Weeks -
If the date in question 2 and the number of nights in
question 4 show that none of the nights in the hospital
could possibly have been last week or the week before,
enter a dash in question 5b. If there is any chance at
all that any part of the hospitalization was in the two-week
reference period, and the answer is not clear from earlier
information, ask the question and record the number of
nights or enter a dash as the case may be.
- c Question 5c, Still There Last Sunday Night - Circle "Y"
or "N" for this hospital stay in question 5c. If the date
in question 2 and the number of nights in question 4 show
that this stay could not possibly have included last Sunday
night, circle "N" without asking the question. If there is
any doubt, ask the question.
- 1) Note that even if the person was in the hospital
last Sunday night for his most recent hospital stay,
"N" would be circled in question 5c for any previous
hospital stays reported for him.

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

1. The entry in question 6 should fully describe the condition for which the person entered the hospital. If the medical name is not known, enter the best description of the condition which the respondent can give. All the rules for the entry of "cause," "kind," or "part of body" for the Condition page apply to entries in question 6. If this information is required in question 6 but is not known by the respondent, enter "DK" on the line. If the present effects of stroke or allergy are needed, enter these effects on the "Kind" line. If the condition is on Card C, no further entries are required.

a. For persons going to the hospital for tests or diagnosis, enter the results of the tests or the final diagnosis if known; otherwise, enter the trouble or condition that made the tests seem necessary.

b. If the respondent reports that a person entered the hospital to have an operation, enter in question 6 the condition which made the operation necessary. For example, if the respondent states "Amputation of one leg above knee," ask for the condition which made the operation necessary--it may be diabetes, leg cut in accident, etc. If the condition for which the operation was done is unknown, enter this fact together with the name or description of the operation, for example, "Hysterectomy; DK reason."

c. If more than one condition was diagnosed or treated during a particular hospital stay, enter all such conditions.

6

Condition Causing Hospitalization (Continued)

6

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

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

7

Question 7, Operations Performed

7

7a. Were any operations performed on -- during this stay at the hospital (nursing home)?	7a.	Y o N (S)
b. What was the name of the operation? If name of operation is not known, describe what was done.	b.	
c. Any other operations during this stay?	c.	Y (Describe) → N

1 Ask question 7a for hospital stays as well as for stays in nursing homes, rest homes, etc., since some of the procedures, which by our definition are operations, may be performed in these places.

a If any operations were performed on the person during this stay in the hospital, circle "Y" and ask 7b. Enter the name of the operation in the write-in space. If the name of the operation is not known, ask the respondent to describe what was done and enter this description; then ask 7c. If "Yes," circle "Y" and describe the operation. Be sure to record each operation, if more than one was performed during this stay. Continue to ask 7c until you receive a "No" answer and then circle "N."

1) Operation - Any cutting of the skin, including stitching of cuts or wounds. Include cutting of other tissue, scraping of internal parts of the body, for example, curettage of the uterus, and setting of fractures and dislocations. Also, include the insertion of instruments in body openings for internal examination and treatment, such as, bronchoscopy, proctoscopy, cystoscopy, and the introduction of tubes for drainage. Include anything ending in "--ectomy," for example, appendectomy (removal of appendix), tonsillectomy (removal of tonsils), etc. Exclude injections, transfusions and routine blood tests, pumping out or washing out of the stomach or bowels. Also, exclude routine circumcision for a newborn baby.

7

Operations Performed (Continued)

7

- 2 In some cases, respondents may not think of the setting of fractures and dislocations or the stitching of cuts or wounds as operations. If the person entered the hospital for such an injury and the respondent says no operation was performed, ask if the bone or joint was set or if stitches were taken in the cut or wound. If the answer is "Yes," enter the action taken as the name of the operation, for example, "Broken wrist" in question 6; "Wrist set" in question 7. If the respondent reports that the bone was not set, etc., explain the circumstances in 7b.
- 3 If more than one operation is performed, or if the operation was not performed for the condition recorded in question 6, ask for the name of the condition and record it in question 7 in addition to the name of the operation.

a An acceptable entry would be:

question 6 - Tonsillitis

question 7 - Tonsillectomy

or

question 6 - Goiter

question 7 - Removal of Thyroid gland

b An unacceptable entry would be:

question 6 - Gallstones

question 7 - Removed gallbladder and hysterectomy

or

question 6 - Kidney trouble

question 7 - Cystoscope and removal of tumor

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

Interviewer Check Item 8

8

8

8. NOTE: If the condition in Q. 6 or 7 is in Q. 36 and is NOW present or there is "1" or more nights in Q. 5b, a Condition page is required. If there is no Condition page, fill one after completing columns for all required hospitalizations.

- 1 Item 8 gives instructions on how to handle conditions first reported on the Hospital page.
 - a A condition first reported in question 6 or 7 should have a completed Condition page only if some part of the hospitalization was during the past two weeks OR if the condition is listed in question 36.
 - b If the hospital stay is for delivery and some part of the stay was during the past two weeks, a Condition page is required for the mother but not for the newborn baby if he was normal at birth. If he was not normal at birth, a Condition page is also required for the baby.
- 2 When a Condition page is required; enter this condition in item C2 after completing this hospital column. Then carry the condition(s) through the Condition page after completing columns for all required hospitalizations.

CHAPTER D7. PERSON PAGES

D7.A General Procedure - Person pages 34 and 35 obtain information about education, veteran status, work status during the past two weeks, occupation and industry of those in the labor force, and income.

- 1 Ask questions 42 through 45 as a block, or mark the "Und. 17" box in 42a, beginning with the first person listed.
- 2 Leave questions 42b-45d blank for persons under 17.

<p>If 17 years old or over, ask: 42a. What is the highest grade or year -- attended in school?</p>	<p style="text-align: center;">①</p> <p><input type="checkbox"/> Uad. 17 (NP)</p> <p><input type="checkbox"/> None (43)</p> <p>Elem: 1 2 3 4 5 6 7 8</p> <p>High: 9 10 11 12</p> <p>College: 1 2 3 4 5+</p>
<p>b. Did -- finish the -- grade (year)?</p>	<p>Y N</p>

- 1 Circle only one number to report the answer to this question. Thus, if the highest grade or year a person attended is the junior year of high school, circle the "11" opposite "High." Circle the highest grade attended regardless of "skipped" or "repeated" grades.
- 2 Regular School - Count only grades attended in a regular school where persons are given formal education in graded public or private schools, whether day or night school, and whether attendance was full time or part time. A "regular" school is one which advances a person toward an elementary or high school diploma or a college, university or professional school degree.
 - a If the respondent tells you he did graduate from high school but that "they only had 11 years of school back then," ask if he received a high school diploma. If "Yes," circle the "12" opposite "High" and circle "Y" in 42b. If "No," circle the "11" opposite "High" and circle "Y" in 42b.
 - b If a person volunteers that he completed college in less than four years and he obtained a degree (graduated), circle "4" opposite "college" and circle "Y" in 42b. If the person did not graduate or receive a college degree the entry in question 42a should be the actual number of years he attended college, and question 42b asked and marked accordingly.

- c If a person volunteers that he completed four years of college but did not get a degree because he was enrolled in a five-year program, such as, engineering, circle "4" opposite "College" in question 42a and "Y" in question 42b. If a person completed the fifth year of a five-year degree program and received a bachelor's degree, then circle "5" opposite "College" in question 42a and "Y" in 42b.
- d Also, persons may attend professional schools (law, medicine, dentistry) after less than four years of college. When the respondent answers in terms of these schools, obtain the equivalent in college years. For nurses, ask to determine the exact grade attended. If a nurse received her training in a college, determine grade attended in college. However, if training was received at a nurses' school or hospital training school and did not advance the person towards a regular college degree, determine grade attended at the last regular school.
- 3 Nonregular School - Do not count education or training received in nonregular schools, such as, vocational, trade or business schools, outside the regular school system. For example, barber colleges, beautician schools, citizenship schools, and dancing schools are not to be counted. Likewise, do not count training received "on the job," or correspondence school training unless it is given by a regular school and is credited toward a school diploma or college degree.
- 4 Junior High School - If the highest grade a person has attended is in a junior high school, determine the number of years attended and record the grade as if it had been in a school system with eight years of elementary school and four years of high school.
- 5 Postgraduate Schooling - For persons who have attended postgraduate high school but have not attended a regular college, circle the "12" opposite "High."
- For those with postgraduate college training, circle the "5+" opposite "College."
- 6 Other School Systems - If the person attended school in a foreign country, in an ungraded school, under a tutor, or under other special circumstances, give the nearest equivalent of his highest grade attended or the number of years of attendance.

- 7 No Schooling - For persons who have not attended school at all, mark the "None" box and go to question 43a.
- 8 Question 42b, Grade (Year) Finished - Ask question 42b for all persons who are shown in question 42a as having attended school. Circle "Y" if the person has completed the entire grade or academic year entered in question 42a; circle "N" if the person did not finish the grade or year. For example, a person may have completed only a half year or he may have failed to "pass" the grade.
- a Note that the entry in question 42b for a person who may be currently enrolled in the regular school system would be "N." For example, a 17 year old boy enrolled in the fourth year of high school would have "12" circled opposite "High" in question 42a, but since he would not yet have completed this grade, "N" would be circled in question 42b.
- b For a person with "5" circled opposite "College" in question 42a, circle "Y" in question 42b, if he has gone through one or more postgraduate academic college years, without asking question 42b.

Ask for all males 17 years or over.			
43a. Did -- ever serve in the Armed Forces of the United States?		43a.	2 Y 1 N (4)
b. When did he serve?			
Circle code in descending order of priority. Thus if person served in Vietnam and in Korea, circle VN.	Vietnam Era (Aug. '64 to present) . . . VN	1	VN 4 VW
	Korean War (June '50 - Jan. '53) . . . KW	2	KW 3 OS
	World War II (Sept. '40 - July '47) . . . WWII	3	WWII 6 DK
	World War I (April '17 - Nov. '18) . . . WWI		
	Other Service (All other periods) . . . OS		

1 Ask question 43 on service in the Armed Forces only of males 17 years old and over. For females go to question 43. If the answer to 43a is "No," go to question 43b.

a Armed Forces - U.S. Army, Navy, Air Force, Marine Corps or Coast Guard and any National Guard Unit which was activated as part of the regular Armed Forces.

b Armed Forces Service - "Active duty." Included in "active duty" is the six-month period a young man may serve in connection with the provisions of the Reserve Forces Act of 1955. Count persons in the reserve who have served on the six-month active duty program as having been on active duty in the Armed Forces. Persons who are in this program but only attend weekly reserve meetings, summer camp or the like and have not completed the six-month program, have not been on "active duty."

c Exclude as service in the Armed Forces, persons working in civilian positions for the Armed Forces, serving in the Merchant Marine or, serving in a National Guard Unit not activated as part of the regular Armed Forces.

2 Accept the respondent's answer to question 43b regarding the period or periods of service in the Armed Forces. However, if a question is raised as to what dates are covered by a given war, use the following:

World War I - April 1917 to November 1918

World War II - September 1940 to July 1947

Korean War - June 1950 to January 1955

Vietnam Era - August 1964 to present

43

Service in Armed Forces (Continued)

43

- a Circle one of the codes listed in 43b based on the following rules:

If the person served any time during the four major conflicts of this century, that is, the Vietnam Era, the Korean War, World War II or World War I, circle the code for the most recent wartime service, regardless of any peacetime service.

If the person served in more than one of these major wars, circle the code for the most recent war period, for example, "VN" for service in both Vietnam and the Korean War, "KW" for service in both the Korean War and World War II; or "WWII" for service in both the second and the first world wars.

For persons who served in a time period other than those noted above, circle "CS" for "Other Service (All other periods)." The "CS" code also covers service in such earlier conflicts as the Spanish-American War, the Boxer Rebellion or the Philippine Insurrection.

44a. Did -- work at any time last week or the week before -- (For females): not counting work around the house?	44a.	1 Y (45a)	2 N
b. Even though -- did not work during these 2 weeks, does he have a job or business?	b.	1 Y	2 N
c. Was he looking for work or on layoff from a job?	c.	1 Y	2 N (Over 44d)
d. Which -- looking for work or on layoff from a job?	d.	1 <input type="checkbox"/> Looking	2 <input type="checkbox"/> Both
		2 <input type="checkbox"/> Layoff	

1 Question 44a, Worked Last Week or Week Before - Ask question 44a for each person 17 years old or over. Circle "Y" in 44a for a person who worked at any time last week or the week before, even for an hour.

- a Work - Paid work as an employee for someone else for wages, salary, commission or pay "in kind" (meals, living quarters, or supplies provided in place of cash wages). Also, include work in the person's own business, professional practice or farm and work without pay in a business or farm run by a related household member.
- b Exclude work around the house, volunteer or unpaid work, such as, for church, Red Cross, or charity, and service in the Armed Forces.

2 Question 44b, With a Job or Business - Ask question 44b if "N" is circled in 44a. When questions arise, consider as having a job or business a person who was temporarily absent from his job or business all of last week and the week before because of vacation, bad weather, labor dispute, or personal reasons, such as, illness, but who expects to return when these events are ended. Also, circle "Y" for a person who says that he has a new job which he has not yet started, but enter a footnote, "New job--not yet started."

- a Job - A definite arrangement with one or more employers to work for pay (full-time or part-time).
- b On Call - A person "on call" to work only when his services are needed is not considered to have a job during weeks when he does not work. For example, a substitute teacher who did not work last week or the week before.

- c Seasonal - Seasonal employment is considered a job only during the season and not during the off-season.
- 3 Question 44c. Looking for Work or on Layoff - Ask question 44c regardless of the answer to question 44b. The reason for this is that a person who is not working but considers himself as having a job may actually be on temporary layoff or looking for a job, and we want to provide such persons an opportunity to say whether this is so. Circle "Y" if the respondent's answer indicates that the person was either looking for work or on layoff or both.
- a Looking for Work - Any effort to get a job or to establish a business or profession. A person was looking for work if he actually tried to find work during the past two weeks and also, if he made such efforts within the past 60 days, and was waiting during the past two weeks to hear the results of these earlier efforts. Some examples of looking for work are: Registering at an employment office; visiting, telephoning or writing applications to prospective employers; placing or answering advertisements for a job; and being "on call" at a personnel office or at a union hiring hall, etc.
- b Layoff - Waiting to be called back to a job from which has been temporarily laid off or furloughed. Layoffs can be due to slack work, plant retooling or remodeling, seasonal factors, and the like. If a person was not working because of a labor dispute at his own place of employment, he is not considered "on layoff" but with a job from which he is absent.
- 4 Question 44d. Which, Looking or on Layoff - If the answer to question 44c is "Yes," ask question 44d and mark the appropriate answer, that is, "Looking," "Layoff," or "Both" as indicated by the respondent's answer.

<p>Ask for all persons with a "Yes" in 44a, b, or c.</p> <p>If "Yes" in 44c only, questions 45a through 45d apply to this person's LAST full-time civilian job.</p>	45a. Who does (did) -- work for?	45a.	Employer
	b. What kind of business or industry is this?	b.	Industry
	c. What kind of work is (was) -- doing?	c.	Occupation
	<p>Fill 45d from entries in 45a - 45c; if not clear, ask:</p> <p>d. Class of worker</p>		<p>1 <input type="checkbox"/> Pvt. pd. 3 <input type="checkbox"/> Non-pd.</p> <p>2 <input type="checkbox"/> Gov. Fed. 4 <input type="checkbox"/> Nev. wkd.</p> <p>3 <input type="checkbox"/> Gov. sch.</p> <p>4 <input type="checkbox"/> Own - If not a farm, ask: Is the business incorporated? Y N</p>

- 1 Ask questions 45a through 45d for all persons with "Y" circled in any one of questions 44a, b, or c.
- 2 For persons who worked during the past two weeks ("Yes" to question 45a) and for persons with a job but not at work ("Yes" to question 44b), these questions are about the present job. If a person worked at or has more than one job, these questions refer to the job at which he spends the most time. If equal time is spent at each job, it refers to the one the respondent considers most important or has had longer.
- 3 For a person who is looking for work, on layoff from a job, or, has a new job to begin in the near future, ask question 45 about his last "full-time" job or business. In case such a person has never had a full time civilian job or business, enter "Never worked" in question 45a, skip to 45d and mark the "Never worked" box.
 - a 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.

45a 45b

Industry, Occupation, Class of Worker (Continued)

45a 45b

4 Question 45a, Name of Employer - Ask question 45a, and enter the name of the company, business, government agency, or other employer. Do not use abbreviations in question 45a unless that is all the respondent can give you for the name of the employer. For persons who work for employers without company names such as a farm, a dentist or lawyer's office, etc., write the name of the owner. Persons working for various private employers, such as, baby sitters, domestics, etc., should be reported as "private families."

a Government - For employees of a government agency, record the specific organization and state whether the organization is Federal (U.S.), State, county, etc. For example, U.S. Treasury Department, State Highway Police, City Tax Office, etc. It is not sufficient to report merely U.S. Government or Police Dpt., etc.

b Self-employed - If the person for whom you are obtaining the information is self-employed, ask if the place of business or establishment has a name (such as, Twin City Barber Shop, Capitol Construction, etc.), and write it in 45a. If there is no business name, write "self-employed," "own business," etc.

5 Question 45b, Kind of Business or Industry - Do not repeat the name of the employer in this entry. Question 45b should tell clearly and specifically what the company or business does at the location where the person works.

a In order to give a clear and exact description of the industry, the entry must state or indicate both a general and a specific function for the employer; for example, cattle ranch, copper mine, fountain pen manufacturer, wholesale grocery, retail bookstore, road construction, shoe repair service. The words ranch, mine, manufacturer, wholesale, retail, construction, and repair service show the general function. The words cattle, fountain pen, grocery, bookstore, road, and shoe indicate the specific function.

b Avoid Use of the Word "Company" - Do not use the word "company" in this entry. It does not give useful information. If the respondent reports that he works for a furniture company, ask "Do they manufacture or do they just sell it?" If they just sell it, ask "Do they sell to other stores (which would be wholesale) or to individuals (which would be retail)?" Accordingly, in such a case the possible replies would be "furniture manufacturer," "furniture wholesaler," or "furniture retailer."

- c Multiple Activity Businesses - Some firms carry on more than one kind of business or industrial activity. If the activities are carried on at the same location, describe only the major activity of the establishment. For example, employees in a retail salesroom, located at the factory of a company primarily engaged in the manufacturing of men's clothing, should be reported as working in "Men's clothing manufacturing."
- 1) If the different activities are carried on at separate locations, describe the activity where the person works. For example, a coal mine owned by a large steel manufacturer should be reported as "coal mine," the separate paint factory of a large chemical manufacturer should be reported as "paint manufacturing."
 - 2) A few specified activities, when carried on at separate locations, are exceptions to the above. The activity of the parent organization should be recorded for research laboratories, warehouses, repair shops, and storage garages, when these kinds of establishments exist primarily to serve their own parent organizations rather than the public or other organizations. For example, if a retail department store has a separate warehouse for its own use, the entry for the warehouse employees should be "retail department store" rather than "warehouse."
- d Distinguish Among Manufacturing, Wholesale, Retail and Service - It is essential to distinguish among manufacturing, wholesale, retail, and service companies. Even though a manufacturing plant sells its products in large lots to other manufactureres, wholesalers, or retailers, it should be reported as a manufacturing company. Use the following as a guide:
- 1) A wholesale establishment buys, rather than makes products in large quantities for resale to retailers, industrial users, or to other wholesalers.
 - 2) A retailer sells primarily to individual consumers or users but seldom makes products.

45b

Industry, Occupation, Class of Worker (Continued)

45b

3) Establishments which render services to individuals and to organizations, such as, hotels, laundries, cleaning and dyeing shops, advertising agencies, and automobile repair shops, are engaged in providing services. They should not be reported as retailers but should show the type of services provided, for example, TV and radio repair.

e Manufacturers' Sales Offices - A separate sales office set up by a manufacturing firm to sell to other business organizations and located away from the factory or headquarters of the firm is recorded as "(product) manufacturers' sales office." For example, a St. Louis shoe factory has a sales office in Chicago; "shoe manufacturers sales office" is the correct entry for workers in the Chicago office.

f Government Organization - Usually the name of the government agency is adequate, for example, U.S. Census Bureau, City Fire Department.

1) If the activity of the government agency is absolutely clear, the name of the agency is sufficient. In such cases, enter "Same as above" in 45b. However, sometimes the names of government agencies are not fully descriptive of their business or activity. A correct entry in 45b 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."

2) If the business or main activity of a government employer is not clear, you should ask in what part of the organization the person works and then report that activity. For example, for a City Department of Public Works, a correct entry might be one of the following: "City street repair," "city garbage collection," "city sewage disposal" or "city water supply."

- g Business in Own Homes - Some people carry on businesses in their own homes. Report these businesses as if they were carried on in regular stores or shops. For example, dressmaking shop, lending library, retail antique furniture store, insurance agency, piano teaching, boardinghouse, rest home, boarding children (for a foster home), etc.
- h Domestic and Other Private Household Workers - When the name of a single individual is given as the employer, find out whether the person works at a place of business or in a private home. The proper industry entry for a domestic worker employed in the home of another person is "private home."
- i Examples of Adequate Entries for Question 45b - Following are some examples of inadequate and adequate entries for kind of business and industry (question 45b). Study them carefully and refer to them periodically to familiarize yourself with the types of entries that are proper and adequate.

InadequateAdequate

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).

45b

Industry, Occupation, Class of Worker (Continued)

45b

InadequateAdequate

Dairy -

Dairy farm, dairy depot, dairy bar, dairy products--wholesale, dairy products--retail, dairy products--manufacturing.

Engineering company -

Engineering consulting firm, general contracting, wholesale heating equipment, construction machinery factory.

Express company -

Motor freight, railway express agency, railroad car rental (for Union Tank Car Company, etc.), armored car service.

Factory, mill or plant -

Steel rolling mill, hardware factory, aircraft factory, flour mill, hosiery mill, commercial printing plant.

Foundry -

Iron foundry, brass foundry, aluminum foundry.

Fur company -

Fur dressing plant, fur garment factory, retail fur store, fur wholesaler, fur repair shop.

Laundry -

(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).

InadequateAdequateLumber
company -Sawmill, retail lumber yard,
planing mill, logging camp,
lumber manufacturer.

Mine -

Coal mine, gold mine, bauxite
mine, iron mine, copper mine,
lead mine, marble quarry, sand
and gravel pit.

Nylon factory -

Nylon chemical factory (where
chemicals are made into fibers),
nylon textile mill (where fibers
are made into yarn or woven into
cloth), women's nylon hosiery
factory (where yarn is made into
hosiery).

Office -

Dentist's office, physician's
office, public stenographer's
office, life insurance agency.

Oil company -

Oil drilling, petroleum refinery,
retail gasoline station,
petroleum pipeline, wholesale
oil-distributor.

Packinghouse -

Meat packing plant, fruit
cannery, fruit packing shed
(wholesale packers and shippers).

Pipeline -

Natural gas pipeline, gasoline
pipeline, petroleum pipeline,
pipeline construction.Plastic
factory -Plastic materials factory (where
plastic materials are made),
plastic products plant (where
articles are actually
manufactured from plastic
materials).Public
utility -Electric light and power utility,
gas utility, telephone utility,
water supply.

45b

Industry, Occupation, Class of Worker (Continued)

45b

Inadequate

Adequate

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.

InadequateAdequate

Water company -

Water supply, irrigation system,
water filtration plant.

Well -

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

- 6 Question 45c, Kind of Work (Occupation) - The entry in question 45c, should describe the kind of work the person himself does, that is, his occupation. The job title is adequate only if it tells clearly and specifically what he does; for example: "Janitor," "salesclerk," "TV serviceman," "auto mechanic." If his job title is not an adequate description, find out what he does and enter this information in question 45c, for example, "nails heels on shoes," "operates dough-cutting machine." When more space is needed, continue the entry in a footnote.

- a Observe the following special cases:

Apprentice
versus
Trainee

An "apprentice" is under a contract during his training period but a "trainee" is not. Include both the occupation and the word "apprentice" or "trainee" in the description, for example, apprentice plumber, plumber trainee.

Contractor
versus
Skilled
Worker

A "contractor" is engaged principally in obtaining building or other contracts and supervising the work. A skilled worker who works with his own tools should be described as a carpenter, plasterer, plumber, electrician, etc., even though he hires others to work for him.

Housekeeper
(paid)
versus
Housemaid

A "paid housekeeper" employed in a private home for wages has the full responsibility for the management of the household. A "housemaid" (general housework), "hired girl," or "kitchen maid" does not.

45c

Industry, Occupation, Class of Worker (Continued)

45c

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."

b Examples of Adequate Entries for Question 45c - Following are some examples of inadequate and adequate entries for kind of work (occupation). Study them carefully and review them periodically to familiarize yourself with the types of entries that are proper and adequate.

Inadequate

Adequate

Adjuster -

Claim adjuster, brake adjuster, machine adjuster, complaint adjuster, insurance adjuster.

Agent -

Freight agent, insurance agent, sales agent, advertising agent, purchasing agent.

Caretaker or Custodian

Servant, janitor, guard, building superintendent, gardener, groundkeeper, sexton, property clerk, locker attendant, vault attendant.

Clerk -

Stock clerk, shipping clerk, sales clerk, statistical clerk, file clerk.

Custodian -

See "Caretaker" above.

Doctor -

Physician, dentist, veterinarian, osteopath, chiropractor.

Engineer -

Civil engineer, locomotive engineer, mechanical engineer, stationary engineer, aeronautical engineer.

45c

Industry, Occupation, Class of Worker (Continued)

45c

InadequateAdequate

Entertainer -

Singer, dancer, acrobat,
musician.

Factory worker -

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

Farmworker -

Farmer--for the owner, operator,
tenant or share cropper who is
self-employed. Farm manager--
for the person hired to manage
a farm for someone else.Farm foreman--for the person who
supervises a group of farm hands
or helpers.Farmhand or farm helper--for those
who do general farmwork.Fruit picker or cotton chopper
are examples of persons who do
a particular kind of farmwork,
rather than general farmwork.When the place of work is a
ranch, indicate specifically
rancher, ranch manager, ranch
foreman, and ranch hand or
helper, as shown above in the
case for similar types of
farmworkers.

Fireman -

Locomotive fireman, city
fireman (city fire department),
fire fighter, stationary
fireman, fire boss.

Foreman -

Specify the craft or activity
involved, as foreman-carpenter,
foreman-truck driver.

Laborer -

Sweeper, charwoman, porter,
janitor, stevedore, window
washer, car cleaner, section
hand, gardener, hand trucker.

45c

Industry, Occupation, Class of Worker (Continued)

45c

InadequateAdequate

Layout man -

Patternmaker, sheet-metal worker, compositor, commercial artist, structural steel worker, boilermaker, draftsman, coppersmith.

Mechanic -

Auto mechanic, dental mechanic, radio mechanic, airplane mechanic, office machine mechanic.

Nun -

Specify the type of work done, if possible, as housekeeper, art teacher, organist, cook, laundress, registered nurse.

Nurse -

Registered nurse, nursemaid, practical nurse, nurse's aide, student, professional nurse.

Office worker -

Typist, secretary, receptionist, comptometer operator, file clerk, bookkeeper, physician's attendant.

Salesman -

Advertising salesman, insurance salesman, bond salesman, canvasser, driver-salesman (routeman), fruit peddler, newsboy.

Supervisor -

Typing supervisor, chief bookkeeper, steward, kitchen supervisor, buyer, cutting and sewing forelady, sales instructor, route foreman.

Teacher -

College teachers should be recorded by subject and title, for example, "English instructor" or "history professor." For high school and elementary school teachers, grade or level is adequate; for example, "fourth grade teacher" or "junior high school teacher."

45c 45d

Industry, Occupation, Class of Worker (Continued)

45c 45d

Inadequate

Adequate

Technician -

Medical laboratory technician,
dental laboratory technician,
X-ray technician.

Tester

Cement tester, instrument
tester, engine tester, battery
tester.

Trucker -

Truck driver, trucking contractor,
electric trucker, hand trucker.

7 Question 45d, Class of Worker - For each person with entries in questions 45a-c, record the class of worker by marking one of the boxes in question 45d. The information given in answer to questions 45a-c will usually be sufficient for identifying "class of worker." If the information previously supplied is not adequate for this purpose, ask additional questions as necessary, for example, "Did he work for himself in his own business, or did he work for someone else?"

- a Private-Paid - Working for a private employer for wages, salary or commissions. This includes also, compensation by tips, piece rates, or pay in kind, if received from a nongovernmental source, regardless of whether the source is a large corporation or a single individual. Include work for wages or salary for settlement houses, churches, unions, and other nonprofit organizations, such as, Red Cross and U.S. Chamber of Commerce. Also, include work for private organizations doing contract work for State or local governments.
- b Government, Federal - Any branch of the Federal government, including government-owned bus lines, government-owned electric power utilities, etc. Includes civilian employees of the Armed Forces and persons elected to paid federal offices.
- c Government, Other - Any branch of the government other than the Federal Government, for example, State, city, county, etc. This includes employees of public schools, city or State owned bus lines, etc.

45d Industry, Occupation, Class of Worker (Continued)

45d

- 1) Include paid elective offices, international organizations, such as, the U.N., and foreign governments.
 - 2) The words, "Federal," "State," "County," "City," appear frequently in the names of private companies. Also, the names of some government agencies may appear to be private organizations. You must determine whether the employer is private or government (Federal or Other) in these cases. Also, school teachers and other professional people working for pay sometimes report themselves as self-employed. Be sure you have the correct "class-of-worker" entry for such persons. Civilian employees of the National Guard may be Federal or State employees since many of them were federalized in 1969. Ask additional questions to determine if they should be classified as "Gov. Fed." or "Gov. oth."
- d Own - Persons working for profit or fees in their OWN business, farm, shop, or office.
- 1) Include persons who have their own tools or equipment and provide services on a contract, subcontract, or job basis, such as, carpenters, plumbers, taxicab operators, or truck operators.
 - 2) Exclude handymen, odd job workers, superintendents, foremen, managers, or other executives hired to manage a business or farm, salesmen working for commission, and officers of corporations.
 - 3) Ask "Is the business incorporated?" if the business is not a farm. If in reply to your question the respondent indicates the business or profession is incorporated do not change the entry of "Own" to "Pvt. pd." Circle either "Y" or "N" according to the respondent's answer.
- e Nonpaid - Work without pay on a farm or in a business owned by a related household member. Include room and board and a cash allowance. If money is received for such work, mark "Pvt. pd."

(45d) Industry, Occupation, Class of Worker (Continued) (45d)

f Never Worked - Never had a full-time civilian job lasting 3 weeks or longer.

g Special Cases - If any of the following special cases are brought to your attention, employ the following rules:

1) Domestics, etc. - A maid, laundress, cook, cleaning woman, gardener, or baby sitter working in another person's home is classified as "Pv't. pd."

2) Farm Workers - Mark a person "Own," if he operates a farm for himself, regardless of whether he owns or rents the land.

a) Also, mark persons "Own," who have their own equipment and provide services to farmers, such as, combine operator or a cotton-picking machine operator.

b) Farm managers, foremen, farmhands, etc., who work for wages or salary or at piece-rates (for example, tomato pickers) are classified as "Pv't. pd." or "Gov. oth." or "Gov. Fed." as the case may be, but not as "Own."

3) Partnerships - Two or more persons who operate a business in partnership should each be reported as self-employed in their own business. The word "Own" is not limited to one person.

4) Clergymen - Preachers, ministers, priests, rabbis and other clergymen attached to a particular congregation or church organization are classified as "Pv't. pd."

a) Clergymen working in a civilian "Federal" or "Other" government position, for example, prison chaplain, are marked in the "Gov. Fed." or "Gov. oth." box in question 45d.

b) Clergymen not attached to any particular church organization and who conduct religious services on a fee basis are regarded as self-employed and in their "Own" business.

5) Nuns receive "pay-in-kind" and are classified as "Pv't. pd."

45d

Industry, Occupation, Class of Worker (Continued)

45d

- 6) Public Utility Employees - Public utilities are subject to governmental regulation. Transportation, communication, electric light and power, gas, water, garbage collection and sewage disposal facilities are owned by either government or private organizations. Be sure to distinguish between government operated and private organizations in recording class of worker for public utility employees.
- 8 Check for Inconsistencies - Always be sure the entries for questions 45a-d are consistent. For example, a person whose employer and industry in 45a and 45b is "Government, Federal" should not be checked "Pv't. pd." in 45d. A person whose industry in 45b is "retail jewelry store" should not have an occupation of "barber" in 45c, etc. All entries for questions 45a-d apply to the same job, business or profession.

Please look at this card - (Show Card I)

46. Which of these income groups represents your total combined family income for the past 12 months - that is yours, your --'s etc.? Include income from all sources such as wages, salaries, social security or retirement benefits, help from relatives, rent from property, and so forth.

46.	Group	03 <input type="checkbox"/> D	07 <input type="checkbox"/> H
		00 <input type="checkbox"/> A	04 <input type="checkbox"/> E
		01 <input type="checkbox"/> B	05 <input type="checkbox"/> F
		02 <input type="checkbox"/> C	06 <input type="checkbox"/> G
			08 <input type="checkbox"/> I
			09 <input type="checkbox"/> J
			10 <input type="checkbox"/> K

- 1 Ask question 46 once for a family to obtain the total combined income for all related household members during the past 12 months. Each unrelated household member or group should be asked question 46 individually at the time he is interviewed. If the respondent does not or will not answer the question for some reason, enter the reason in a footnote.
 - a Read the introductory phrase, "Please look at this card," show Card I to the respondent, and then ask question 46.
 - b Read the income question just as it appears on the questionnaire. After you ask the income question, give the respondent enough time to prepare his estimate and mark the appropriate box. Where necessary, help the respondent obtain the total by summing the income of several family members or the income from several sources.
2. Income of All Related Members - We want the net income of the household head plus that of all his relatives who are currently household members. Also include the income of a member of the Armed Forces who is living at home with his family even though we do not record health information about him. If he is not living at home, include allotments and other money received by the family from him. If the head of the household is living alone or with no other relatives, include his income only.
- 3 Income of Unrelated Persons - On the questionnaire prepared for each roomer, servant or other person not related to the household head, mark the box for his or her individual income. If two or more such persons are related to each other, for example, roomer and his wife, mark the box for their combined incomes.

4 Include as Income - Wages and salaries, net income from business or farm, pensions, dividends, interest, rent, welfare, alimony, and other money income.

a Do Not Count as Income:

- 1) Income in kind, such as, room and board, free meals in restaurants, value of crops produced by a farmer but consumed by his family, etc.
- 2) Insurance payments or lump sum inheritances.
- 3) Occasional gifts of money from persons not living in the household or any exchange of money between relatives living in the same household.
- 4) Money received from selling one's own house, car, or other personal property.
- 5) Withdrawals of savings from banks.
- 6) Tax refunds.

5 Where "Zero" Income Reported - When no one in the family had income, or when a "loss" or "broke even" was reported as the total income for the family, mark the Group "A" box. Before accepting an answer of "No income," be sure the respondent understands all of the things we count as income.

6 Get Best Estimate - In difficult cases, you may have to help the respondent. Find out who worked during the past 12 months, how much they made a week, etc.; find out who operated a business or farm; or who received any pension, dividends, etc.

7 Reasons for Obtaining Income - Income is important in statistics for separating families into groups that live differently. The way these different income groups live often affects their health. For example, income indicates:

- a Differences in ability to obtain adequate health care.
- b Differences in ability to afford food for adequate diets to prevent diseases, such as, malnutrition in children.

8 Where to Go Next - After completing the income question go to the Household page.

CHAPTER D8. TABLE X

D8.A Table X - Living Quarters Determinations at Listed Address

- 1 Table X is designed to record the existence of additional living quarters at the sample address and to help determine whether the living quarters are a part of the unit being interviewed or constitute an "extra" unit to be interviewed on a separate questionnaire.
- 2 Be sure to continue the interview with item 13 or L of the Household page.

1 2 3

Columns (1), (2), and (3)

1 2 3

Line No.	LOCATION OF UNIT	
	Where are these quarters located? <i>(Enter exact description of location, e.g., basement; 2nd floor, rear)</i> <i>(If outside Area Segment boundary, specify in notes; STOP Table X and continue with item 13 or L)</i>	If listed, enter sheet and line number and stop. If unlisted and: - B Segment, go to column 4 - Area Segment, go to column 5.
(1)	(2)	(3)
1		S ____ L ____
2		S ____ L ____
3		S ____ L ____

1. Column (1) - Use a separate line of Table X for all quarters reported; for example, if the respondent reports that there are additional living quarters in the basement and on the second floor, you would fill one line for the basement and another line for the second floor. If more lines are needed, extend those in Table X into the footnote space below Table X.
2. Column (2) - Enter a specific description of each unit you are inquiring about; for example, "2nd floor, left," "1st floor, rear," "basement," etc. For units outside Area Segment boundaries, follow the instructions in column (2).
3. Column (3) - If the unit is already listed, enter its segment list sheet and line number in column (3) and continue interviewing the original household. If the unit is not listed, follow the instructions in column (3) for unlisted units.

B SEGMENTS ONLY			
<p>INTERVIEWER: Are these quarters within the specific sample address shown in columns 2-4 of the B Segment List?</p> <p>(If "Yes," continue Table X. If "No," STOP Table X and continue with item 13 or L)</p>		<p>Are these (specify location) quarters for more than one group of people?</p> <p>(If "Yes," fill one line for each group)</p>	
(4)		(5)	
Y	N	Y	N
Y	N	Y	N
Y	N	Y	N

- Column (4) - In marking column (4) of Table X, refer to columns (2)-(4) on the line of the B Segment Address List for the original sample unit. If the "extra" unit is within the specific address of the sample unit, circle "Y" in column (4) and continue Table X. If the "extra" unit is NOT within the specific sample address, circle "N" in column (4) and continue with item 13 or L of the Household page.
- Column (5) - The purpose of column (5) is to determine whether there are living quarters for more than one group of people in the space reported as "extra"; for example, whether there are living quarters for two separate groups of people on the second floor. Circle "Y" or "N" in (5), as applicable. Use a separate line of Table X for all living quarters reported. When more than one line is filled as a result of "Yes" in column (5), fill column (5) for the first line only.

6 — 8

Columns (6), (7), and (8)

6 — 8

USE OR CHARACTERISTICS		
OCCUPIED Do the occupants of these (specify location) quarters live and eat with any other group of people?	ALL QUARTERS Do these quarters in (specify location) have:	
	Direct access from the outside or through a common hall?	A kitchen or cooking equipment for exclusive use?
(6)	(7)	(8)
Y (9) N	Y N	Y N
Y (9) N	Y N	Y N
Y (9) N	Y N	Y N

1. The questions in these columns will determine whether the unit is separate living quarters.

- a. Column (6) - If the unit recorded in column (2) is occupied, circle "Y" or "N," as appropriate. Make no entry in (6) if the space is unoccupied.
- b. Column (7) - Circle "Y" or "N," as appropriate, for both occupied and vacant spaces.
- c. Column (8) - Ask the question in column (8) for both occupied and vacant quarters. If the unit is vacant and has no direct access or cooking equipment, ask whether the last occupants had cooking equipment.

CLASSIFICATION		
N - Not a separate unit, add occupants to this questionnaire. (Complete a separate questionnaire for each unrelated person or family group.)		
HU	} Separate unit	Interview on a separate questionnaire.
Ot		
(9)		
N	HU	Ot
N	HU	Ot
N	HU	Ot

1 Use this column to classify the information recorded in columns (6)-(8) as follows:

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

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

10

11

Columns (10) and (11)

10

11

IF HU IN B SEGMENT ASK:	
In what year were these quarters (specify location) created? (If 1959 or 1960, specify "F" if first half, or "L" if last half.)	(If before July 1960) What was the name of the household head of these quarters on April 1, 1960?
(10)	(11)

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

a. Column (10) - Record the last two digits of the year in which the quarters were created. If the year it was created was 1959 or 1960, ask 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).

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

E

Item E

E

E	<i>If this questionnaire is for an "EXTRA" unit in a B or NTA segment, enter</i> →	Serial No. of original Sample Unit _____	Item No. by which found _____
---	------------------------------------------------------------------------------------	------------------------------------------	-------------------------------

<i>If in NTA segment, also enter for FIRST unit listed on property</i> →	SEGMENT LIST	
	Sheet number	Line number

- 1 If an "extra" unit is discovered in either a B or NTA Segment, complete item E above Table X.
 - a Item E requires the serial number of the original sample unit; the item number (item 13a, 13b, or 13c) by which the "extra" unit was found; and if the extra unit is in an NTA Segment, the Segment List Sheet and line number of the first unit listed on the same property as the original sample unit.

CHAPTER D9. HEARING SUPPLEMENT

D9.A General - Complete the Hearing Supplement after item 20 on the Household page. Do not include in item 20, the time required to complete the supplement. A supplement must be filled for each person for whom you have marked the "Hearing Supplement" box in the Interviewer Check Item on page 14.

- 1 The number of supplements submitted for a household must be the same as the number entered in item N on the Household page.
- 2 Use the Hearing Supplement as a personal interview form wherever possible. Sometimes, it will not be possible to communicate verbally with the person with a severe hearing problem. On such occasions use gestures and notes, and permit the respondent to read the questions to obtain the required information. Provide whatever assistance you can by pointing to questions using the skip pattern indicated by the answers. Underline the key words and phrases and point to the particular person (if more than one) in the household. Remember these procedures may be used only if the information cannot be obtained with the usual interview methods.
- 3 The respondent for the basic questionnaire may also respond for the Hearing Supplement. However, the respondent may not know the answers to the questions because he is not the person with the hearing problem. In these cases, call back to get the missing information if you will be back in the area when the person with the hearing problem will be home.

ID

Identification of Supplement

ID

O.W.S. VOL. 10, 1960-61 APPROVAL EXPIRES MARCH 31, 1972			
PSU	Segment	Serial No.	Sample
			3 -
Name			Person No.
Street address			
City	State	ZIP code	

- 1 Transcribe the PSU, Segment, Serial, and Sample numbers, the name and person number of the sample person and the mailing address (from either question 8 or 10) from the questionnaire to the supplement before asking the first question.

Question 1, School or Class for the Deaf

Your hearing loss is a matter of special interest to the U.S. Public Health Service, and I have some additional questions about it.

1a. Have you ever attended a school for the deaf?	Yes	No (1c)
1b. Did you attend a school for the deaf at any time since September 1970?	Yes (1e)	No
1c. Have you ever attended a special class for the deaf or for people with poor hearing?	Yes	No (2)
1d. Did you attend a special class for the deaf or for people with poor hearing at any time since September 1970?	Yes	No (2)
1e. What is the name of this school?	Name of school	
1f. In what city and State is it located?	City and State	

1. Read the introductory statement. This serves as a means of introducing the supplement to the respondent.
2. Ask question 1a and if "Yes," ask 1b emphasizing the reference period "since September 1970." Attendance since this date should be included regardless of the length of time involved.
3. If the answer to 1a is "No" ask 1c and if "Yes," ask 1d, emphasizing the date "since September, 1970." Enter the name of the school in 1e and the city and State in 1f.

2

Question 2, National Census of the Deaf Questionnaire

2

2a. Have you received a questionnaire in the mail from the National Census of the Deaf since January 1 of this year?	Yes	No (3)
2b. Did you or anyone else fill out the questionnaire and return it to the National Census of the Deaf?	Yes	No

- 1 The National Census of the Deaf sends questionnaires to persons listed in their records. Question 2 determines how many household respondents qualifying for Hearing Supplements received and returned these questionnaires.

3. What is your date of birth?	Month/day/year
4. What is your middle name?	Middle name
5a. Have you changed your name for any reason (including marriage) since January 1 of this year?	Yes No (6)
b. What was your full name before?	Name (First, middle, last)
6. What other names or nicknames are you known by or do you use?	

1. As a check on the completeness of the census of the deaf, it is particularly important that identifying information be obtained for these persons. Enter in question 3 the person's date of birth; in question 4 the person's middle name; in question 5 the person's name on January 1 of this year, if different, and in question 6 any nick name(s) the person has used or is known by.

7

8

Questions 7 and 8, Address of Sample Person

7

8

7a. Have you changed your mailing address since January 1 of this year?	Yes _____ No (8) _____
b. What was your mailing address on January 1 of this year?	Number and street
-----	City and State
c. When did your address change?	Month
d. Have you had any other changes of address since January 1 of this year?	Yes (Enter other changes in footnotes) _____ No _____


1 Ask question 7a and if the person's mailing address has changed since January 1 of this year, enter the address used on January 1 in 7b. Enter the month the address was changed in 7c. Then ask 7d to insure that all mailing addresses used by the sample person since January 1 of this year are included. Enter any changes in response to 7d in a footnote. Also, obtain the month this change took place. A change of mailing address could be the result of a move, street renumbering or renaming, a Post Office box change, etc.

8a. Have you been receiving mail at any other address since January 1 of this year?	Yes _____ No (9) _____
b. What is that address?	Number and street
-----	City and State

1 Enter any other address the person has used to receive mail since January 1 of this year in question 8. This could be the address of a relative, a business address, etc.

9. What is your Social Security Number?

None

Social Security No. 

--	--	--	--	--	--	--	--	--	--

1 The Social Security Number is of particular importance to the Public Health Service since this serves as the best means of identifying this group of people. Try to obtain the number while you are in the household. If a Social Security Card is not available, this number might be found on payroll slips, income tax forms or other papers. If you could not obtain this number during the interview, either call back if you are in the area for other reasons, or telephone for the information.

Name & Code

Resp

Name and Code, and Respondent

Resp

Name & Code

Name of interviewer	Code	<input type="checkbox"/> 1 Responded for self-entirely <input type="checkbox"/> 2 Responded for self-partly. Person _____ was respondent
---------------------	------	------------------------------------------------------------------------------------------------------------------------------------------------

1 Enter your name and code in the space provided and fill the respondent box. Check item N to see that you have completed all required Hearing Supplements for this household. Place the supplement(s) inside the questionnaire(s) to which they apply.

CHAPTER D10. MOBILITY SUPPLEMENT

D10.A General Procedure - Complete the Mobility Supplement after item 20 on the Household page and after any required Hearing Supplements. Do not include in item 20 the time required to complete any Hearing or Mobility Supplements.

- 1 Fill a supplement for every person with an activity or mobility limitation reported unless it is due to pregnancy or a recent injury. Also complete a supplement if "Old age only" is reported as a limitation. When a limitation is reported, enter a tally mark in item M on the Household page for each supplement required. Item M will be stamped in by the regional office in the footnote space. For example:

Footnote
ITEM M
Number of Mobility Supplements required _____

- a In cases when the regional office has failed to stamp in item M or extra questionnaires are used for unrelated persons, enter the information in the footnote section of the questionnaire(s).
- 2 Only one supplement is required per person regardless of whether he reports both activity and mobility limitation or only one limitation, either activity or mobility. The number of supplements completed for a household must be the same as the number of tallies entered in item M.
 - a In addition to those persons reporting an activity or mobility limitation, during specified weeks you will also complete a supplement for all persons 45 and over even though they do not report an activity or mobility limitation.

D10.A2

- b During these periods, the regional office will enter an additional stamp in the footnote space of the Household page.

During these weeks you will complete all three items: The number of Mobility Supplements; the number of persons under 45; and the number of persons 45 and over. For example:

No. of persons under 45 _____
No. of persons 45 or older _____
Fill Supp.

- 3 Whenever possible, the person who responded through item R 1 of the probe pages for the basic questionnaire should also respond for the Mobility Supplement..

D10.B Completing the Supplement - Transcribe the PSU, Segment, Serial, Sample and person numbers, the name, age, and sex of the sample person from the questionnaire to the supplement. The Mobility Source; cause; Activity Source; cause entries will be completed by the processing staff. Do not make any entries in these items.

1 Question 1

Ask question 1a and mark the appropriate box. Convey to the respondent that this must be because of his health or physical condition. If "No," go to question 5. If the answer to question 1a is "Yes," ask question 1b. If the response does not fit one of the categories listed, reask the question. If the response still does not fit, record the answer verbatim.

2 Question 2

If the respondent seems unsure or hesitant when you ask question 2a, use the references beside the answer boxes as probes, such as "does he get out of the house one to three days a month?" Continue to ask the remaining probes until a definite response is received. Then ask question 2b and mark "Yes" or "No." Again, this refers to health.

3 Question 3 - The phrase "up out of bed" is to distinguish between those persons who are actually confined to a bed or sofa and those who sit up in a chair. Persons who are out of bed resting on the sofa would be considered as being "in bed."

a If the answer to question 3a is "10 or more hours," skip to question 5. Otherwise, ask question 3b. The answer to question 3b includes all days the respondent was in bed more than 20 hours. If the answer to question 3b is "All," skip to question 4, otherwise, ask question 3c.

b The days reported in question 3b and/or question 3c are separate days and any days reported in one are not included in the other. The days a person was up for more than 6 hours are excluded from these questions. For example, a person may have been up out of bed on 4 days for only 3 hours or less (3b) but up out of bed between 4 and 6 hours on 10 other days (3c). The other 16 days the person was up for more than 6 hours are not recorded.

On the other hand, there may have been 7 days he was up for 3 hours or less (3b) and 2 days that he was up for 4-6 hours (3c). The other 21 days when he was up for more than 6 hours are not recorded.

4 Question 4

Ask question 4 to determine how often the person is able to get up for meals, to use toilet facilities and to sit up in bed. These questions help classify the mobility limitations of persons who are confined to the bed much of the time.

5 Question 5

Question 5 determines if the person needs help from others in looking after his personal care and if so, how often this help is needed. If the answer to question 5a is "No," skip to item A, otherwise, ask all appropriate parts of question 5. Mark "Yes" if the person needs help because of some health problem. Do not include help that is not health-related such as the husband who hooks his wife's dress because she can't reach it or the wife who ties her husband's tie because he doesn't know how.

6 Item A

In order to know which question to ask next, you must look at question 3a. If the person never gets up out of bed, that is, "None" in question 3a, skip to question 14. Otherwise, continue with question 6.

- 7 Question 6 - Mark "Yes" in question 6a for cases where someone must watch or stand behind the person as he walks up the steps to aid him or prevent him from stumbling or falling.

If the answer to question 6a is "No," include the parenthetical phrase "Other than help on stairs" when asking question 6b. Ask all parts of question 6 to determine how often the person needs the help of others in getting around. If the person is bedridden or never attempts to go up and down stairs, from one room to another or outside, mark "No" or "Never" as appropriate.

8 Question 7

Question 7 contains a list of special aids. First ask question 7a and circle "Y" or "N" for each aid. If an aid for getting around is given that is not in the list, enter it on the "Specify" line. Then ask questions 7b and 7c for each "Y," inserting the appropriate term in the space provided. If both a wheelchair and crutches are used, ask questions b and c for the wheelchair, then ask b and c for the crutches. Mark an "X" on the line for each aid under "Inside, Outside, or Both" for the answer to question 7b and mark an "X" on the same line under "All, Most, Some, or Hardly Ever" for the answer to question 7c.

9 Question 8

This question determines if the person has any trouble walking. If the answer is "Yes," ask question 8b to determine the severity of the trouble.

10 Question 9

If the respondent is unsure of or hesitant in his answer to this question, use the references as probes, such as "Can you walk more than 10 city blocks without resting?" In rural areas or places where blocks are difficult to determine, convert the respondents answer to the appropriate category. One mile equals approximately 10 city blocks.

D10.B11

11 Question 10

Ask question 10 and mark the appropriate box.

12 Question 11

This question describes the person's opinion of his ability to get around in relation to most people his own age. If the answer to question 11a is "No," ask question 11b, otherwise, skip to question 12.

13 Question 12

This question contains a series of household chores that may be affected by the person's limitation. It refers to his ability to do these things not whether he actually does them. For each "No" answer, ask "Is this because of health?" before going to the next part of the question. Repeat the introduction each time the response is "No" to any part of the question. Do not ask questions 12a-d for males.

14 Question 13

This question also asks if the person is able to do various activities and if he has any trouble doing them. In questions 13c and d, "Standing for long periods" includes not only standing in one position, but also being on one's feet and moving around. Ask all appropriate parts of question 13.

D10.B15

15 Question 14

Read the introductory statement "Please look at this card" and hand the respondent card MS in your flashcard booklet. Then read the remainder of question 14 and circle the appropriate number according to the response given.

CARD MS

1. CONFINED TO THE HOUSE ALL THE TIME, EXCEPT IN EMERGENCIES.
2. ABLE TO GO OUTSIDE, BUT NEEDS THE HELP OF ANOTHER PERSON IN GETTING AROUND OUTSIDE.
3. ABLE TO GO OUTSIDE ALONE, BUT HAS TROUBLE GETTING AROUND FREELY OUTSIDE.
4. ABLE TO GO OUTSIDE ALONE, AND DOES NOT HAVE TROUBLE GETTING AROUND FREELY OUTSIDE.

- 16 Respondent - Mark one box in each column. Column A indicates whether the same person responded for the HIS-1 and the supplement; Column B indicates whether the person was a self or proxy respondent. In cases where multiple persons have responded for the HIS-1, select the one that responded through item R 1 of the probe pages. If the person responded "Self-partly" in R 1 and entirely for himself on the supplement, mark "Same as HIS-1" and "Responded for self-entirely."

Place the supplement(s) inside the questionnaire(s) to which they apply.

CHAPTER E1. INTERVIEWING TECHNIQUES

E1.A How to Begin the Interview

1 Introduce Yourself to the Respondent

a The first step in the interview is to introduce yourself, including these five points:

- 1) Your name.
- 2) The U.S. Bureau of the Census.
- 3) Your Identification Card.
- 4) The fact that it is a health survey.
- 5) U.S. Public Health Service.

a) A suggested introduction is:

"I am _____ from the United States Bureau of the Census; here is my identification (show your identification card). We are taking a health survey for the United States Public Health Service."

- b Verify the address with the respondent, and if required, determine "Year built."
- c If you are not invited in immediately after you have introduced yourself, and you determine that the household is to be interviewed, you may add, "May I come in?"

2 Ask the First Question as Soon as Possible

- a After seating yourself, begin immediately with the first question of the interview: "What is your mailing address and ZIP code?" The sooner the respondent begins to participate in the interview, the better. To start off with the interview is much more desirable than to describe the types of questions you are planning to ask.
- b An advance letter (sometimes called the "Dear Sir" letter) is sent out from the 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.

- 1) Even though the advance letter is sent to inform the household of your visit, you should not ask whether it has been received, or voluntarily supply the respondent with a copy. Drawing attention to the letter might interfere with the introduction as specified above. However, if the respondent questions why you are there, you may use the material in the letter in making your explanation.
- c If persons who are not members of the immediate family are present, suggest to the respondent before continuing that he might prefer to talk to you in a more private place. Even though a respondent might not refuse to be interviewed under these circumstances, the presence of outsiders might cause a reluctance to talk about certain types of illnesses which could result in a loss of information.

3 Explaining the Survey

- a You will find that most respondents will accept your introduction as the reason you are taking the survey. However, there will be a few who will want more information about the survey and you should be prepared to answer their questions. There may be a few others who are reluctant to give information, or who may actually refuse to be interviewed because they don't want to be bothered or because they don't believe the survey has any real value.
- b Purpose of the Survey - If a respondent questions the purpose of the survey use the explanation on the back of your Flashcard Booklet. If it is necessary to give an additional explanation, you should base it on the material given in Part A, Chapter 1 of this Manual, using your own words to suit the level of understanding of the respondent.
- c Connection with Health Programs of Legislation - Guidance for answering questions.
 - 1) The National Health Survey (of which the Health Interview Survey is a part) was set up by an Act of Congress in 1956. The National Health Survey Act is supported by both major political parties, by the American Medical Association, and other organizations.

APPENDIX B TO PART E

DIAGNOSTIC ERROR CODES

<u>Error Code</u>	<u>Definition</u>
00	Condition reported in probe question 22, 32, or 36 not entered in item C2. Condition page not filled for condition recorded in item C2 or Condition page not filled for a condition in question 36 first reported on a filled Condition page (if more than one condition, unless indicated not present as of last Sunday night).
01	"Present effects" not given on Condition page but "old" operation entered.
02	"Condition" which was reason for "current" operation (-3 mos.), laboratory tests, surgery, observation, etc., not given on same Condition page, or "condition" which was reason for operation, laboratory tests, surgery, observation, etc., not given in same hospital column. For example, "stomach operation" but no entry of reason for operation; or the results of tests or final diagnosis not given with no entry to indicate results or final diagnosis not known. If code 02 is assigned, assign no other code.
03	Question 3a of Condition page or question 6 of Hospital page "DK" or left blank; only "part of body" is entered; or "part of body" entered with only very vague description of condition, for example, "bad back," "stomach bothers," "limps," "heart failure," etc., (with no indication as to what is wrong); or "Condition on Card C" box marked for a condition which is not on Card C. If code 03 is assigned, assign no other code.
04	"Cause" not given in question 3b, Condition page or question 6, Hospital page, for a condition other than cancer.
05	"Kind" (or "Manifestation") not given in question 3c, Condition page or question 6, Hospital page, for the conditions specified in question 3c.
06	"Effects" (or "Manifestation") not given in question 3d, Condition page for <u>allergy</u> or <u>stroke</u> . "Effects" (or "Manifestation") not given in question 6, Hospital page, for allergy.

Error CodeDefinition

- 07 "Part of body" affected inadequate or not given in question 3e, Condition page or question 6, Hospital page, for the specified conditions or impairments.
- 08 Accident questions (16-22 Condition page) not filled for an injury or for a condition due to an accident or injury. (Footnote entry, "Same accident as condition __," is acceptable.)
- 09 "Part of body" not given or inadequate in question 17a or in question 17b, Condition page or question 6, Hospital page, for an accident or injury.
- 10 Inadequate description of "Kind of injury" in 17a, Condition page for accidents or injuries which happened less than three months ago. Inadequate description of "Kind of injury" and/or "Present effects" in question 6, Hospital page.
- 11 "Present effects" inadequate or not given in 17b, Condition page, for injury which happened before three months ago.
- 12 Question 23 not asked for persons six years old or over, or question 29 not asked for persons under 6 with eye condition reported on Condition page.
- 13 Hospital page not filled for a hospital stay reported in item C1.
- 14 Impossible date or omission in question 2, Hospital page.
- 15 Omission or inconsistent entries in questions 4-5c of Hospital page.
- 16 Condition page not filled for condition reported on Hospital page only, and condition is in question 36 or, there were one or more nights in question 5b, Hospital page.
- 17 Condition page not filled for condition reported on Doctor Visits page only.

3 Information Given Out of Turn or Volunteered - Sometimes respondents will start describing the health of the family in answer to the very first question and will cover their own illnesses and those of other family members in such a way that it is difficult to keep straight which person has which condition. When this happens, you should explain your problem to the respondent, namely, that you cannot keep up with him in recording the information and, at the same time, be sure that you are recording accurately what he says. Then, ask him to permit you to ask the questions as they appear so that he won't need to give the information more than once.

a If, however, a single condition is volunteered (reported not in response to any question or not in answer to the content of the particular question asked), a Condition page is required for it if it meets the requirements of "Conditions to be entered in C2" in Chapter 3.

4 Ask Each Question as Instructed - The wording and order of each question have been tested in actual interviewing and have been carefully designed to obtain the desired information. Therefore, the uniformity and value of the final results depend on all interviewers asking the questions in the same order and with the same wording.

a Avoid Asking Questions Unnecessarily - It is bad interviewing practice to ask a question when the respondent has already provided you with the specific answer. It may confuse the respondent, or even antagonize him, and may result in loss of information for later questions in the interview.

b If you are sure of the specific answer you may make the appropriate entry without asking the question. However, if you are not sure about the earlier answer, it is good interviewing practice to verify the answer by saying something like: "I believe you told me earlier that a motor vehicle was involved in the accident, is this correct?"

5 Avoid Influencing the Respondent

- a Experience in other studies has shown that respondents tend to agree with what they think you expect them to say, even though the facts in the case may be different. Therefore, you must avoid "leading" the respondent by adding words to the questions or making slight changes in them that might indicate an answer you expect to hear.
- b Even slight changes which may seem to make no apparent difference can prove harmful and should be avoided. For example, the question, "During those two weeks did you stay in bed because of any illness or injury?" is greatly changed in meaning when changed to, "You didn't stay in bed during those two weeks because of any illness or injury, did you?" The question, "What did the doctor say it was? Did he give it a medical name?" would have a different meaning if changed to, "Did the doctor say you had glauccoma?"
- c Changes in question wording such as these suggest answers to the respondent and must be avoided. In an effort to be helpful the respondent may say, "Yes, that was it" or "That is true" or "That sounds about right," whereas, the facts may have been quite different.
- d Sometimes the respondent may not know the answers to the questions, and if this is the case, record the fact he doesn't know.

6 Listen to the respondent until he finishes his statement. Failure to do so can result in your putting down incorrect or incomplete entries. The two most common types of errors made in this regard are:

- a Failure to listen to the last half of the sentence because you are busy recording the first half.
- b Interrupting the respondent before he has finished, especially if the respondent hesitates. A respondent often hesitates when trying to recollect some fact, and you should allow sufficient time for this to be done. Also, people will sometimes answer "I don't know" at first, when actually they are merely considering a question. When you think that this may be the situation, wait for the respondent to finish the statement before repeating the question or asking an additional question.

- 7 Repeat the Question - The respondent may not always understand the question when it is first asked, and sometimes you can tell from the answer that the question has not been understood. In this case, repeat the question using the same phrasing as you used originally. This should not prove to be embarrassing since what you said the first time was not heard or understood. Frequently the respondent is capable of understanding the question but has missed a word or two. If you think it is helpful, you can preface the repetition of the question by a phrase, such as, "I see," "Oh, yes," and the like, and then repeat the actual question.

- 8 Repeat the Answer - Sometimes it is helpful to repeat the respondent's answer and then pause expectantly. Often this will bring out additional information on the subject. It is also useful as a check on your understanding of what has been said, especially if the statements or comments given have not been entirely clear. For example, "Including your doctor visit last week, that makes 3 times during the past 2 weeks?"

- 9 Do Not "Practice Medicine"
 - a Do not try to decide yourself whether or not any member of the household is ill. If a person mentions some condition but makes light of it or expresses doubt that he was "ill," enter the condition on the questionnaire anyway and ask the appropriate questions about it.
 - b Do not attempt to diagnose a respondent's illness from his symptoms, or to substitute names of diseases for the respondent's own description of the trouble. If a respondent's answer to a question is not specific or detailed enough, ask additional questions in accordance with instructions in paragraph E below. However, the final entry must always represent what the respondent said, in his or her own words.

- 10 Facing the Interview
 - a Try to avoid hurrying the interview even under trying circumstances. If the respondent senses that you are in a rush to complete the questions and get out of the house she will probably cooperate by omitting important health information which she might feel would take too much time to explain and record.

El.C10

- b Maintaining a calm, unhurried manner and asking the questions in an objective and deliberate way will do much to promote an attitude of relaxed attention on the part of the respondent.

- 11 The Flashcard Booklet must be used for various parts of the interview. To keep the interview moving smoothly, learn how to handle the booklet. Also, have a second Flashcard Booklet for the respondent's use so that the necessity of passing the Flashcard Booklet back and forth can be reduced to a minimum.

El.D Asking Additional Questions (Probing)

1 When to Ask Additional Questions

- a Sometimes a person will give you an answer which does not furnish the kind of information you need or one which is not complete. Ask additional questions in such cases, being careful to encourage the respondent to do the explaining without suggesting what the explanations might be. Ask as many questions as necessary to satisfy yourself that you have obtained complete and accurate information insofar as the respondent is able to give it to you.
- b Be sure to keep asking additional questions until you have a complete picture and all the pertinent details.
- c However, do not "over-probe." If the respondent says she does not know the answer to a question, do not try to insist that she give some answer. This might irritate the respondent, and also make her wonder about our interest in accurate responses.

2 How to ask Additional Questions

- a Ask in such a way that you obtain the information required without suggesting specific answers to the respondent. For example, "Please explain that a little more," "Please describe what you mean," or "What was the operation for?" Fit the questions to the information which has already been given.

- b In some instances you may need to suggest specific alternatives to the respondent when general phrases have not been successful in obtaining the information. This is also an acceptable method for asking additional questions, provided the respondent is never given a single choice. Any items specifically suggested to the respondent must always consist of two or more choices. The examples below illustrate both acceptable and unacceptable methods for asking additional questions.

Acceptable

Not acceptable

- | | |
|---------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|
| <p>1) Can you tell me the approximate number of days?</p> | <p>Would you say it was six days?</p> |
| <p>2) You said you first noticed the condition about a year ago. Was it more than 12 months ago or less than 12 months ago?</p> | <p>Was it more than a year ago?</p> |
| <p>3) Do you all live and eat together?</p> | <p>Are you all one household?</p> |
| <p>4) Does she live the greater part of the year here or at her sister's home?</p> | <p>Is she a member of this household?</p> |
| <p>5) What kind of asthma is it?</p> | <p>Is it bronchial asthma?</p> |

- c The "Not acceptable" questions in examples (3) and (4) show an interviewer who is unable to apply Census rules for determining the composition of a household, and expects the respondent (who doesn't know the Census rules) to make the decision.
- d The "Not acceptable" questions in examples (1) and (5) illustrate an invitation to the respondent to just say "Yes" without giving any thought to the question.
- e The "Acceptable" question in example (2) illustrates a proper way to give the respondent an opportunity to tie an event to a particular period of time. The "Not acceptable" question is again an invitation to the respondent to say "Yes."

El.E

El.E Recording information correctly is just as important a part of the interview as asking the questions correctly. This involves writing clearly and plainly, recognizing in advance the amount of space allotted for descriptive entries and adjusting the size of your writing to fit into the space provided. If additional description is required, make free use of the footnote space. Be careful not to leave blank spaces where they should be filled in.

- 1 Use a black lead pencil or ball point pen.
- 2 Use "DK" for "don't know" only to indicate that the respondent does not know the answer to a particular question. Do not use it to fill answers for questions that you may have overlooked at the time of interview.
- 3 If, after an interview, you discover blanks on the questionnaire for questions which should have been asked, leave the items blank.

El.F Review of Work

1. At Close of Interview - Look over the questionnaire while you are in the house and with the respondent so that you can ask any additional questions that are needed. Check to be sure:

- a A Condition page has been completed for each condition listed in item C2.
- b A Doctor Visits column has been completed for each doctor visit or call recorded in item C1.
- c A Hospital column has been completed for each hospital/nursing home stay indicated in item C1.
- d All "person" information has been recorded on the Person pages for each household member.
- e A Hearing Supplement has been completed if required.

2 Prior to Transmittal

- a Review the Household pages for completeness, particularly additional questionnaires used for a household and for "extra" units.

E1.F2

- b When you review your questionnaires, do not enter any information which should have been furnished by the respondent and recorded during the interview.

E1.G "Thank You" letters (Form HIS-601) signed by the Surgeon General of the U.S. Public Health Service.

- 1 Leave one of these at each household after the interview has been completed. The letter thanks the respondent briefly for his cooperation and can be shown by the person interviewed to other members of the household who were not at home at the time of your call.
- 2 In leaving the letter say something such as: "Here is a letter of appreciation from the U.S. Public Health Service," or "Here is a letter from the Public Health Service thanking you for your cooperation in this survey."

E1.H Use of Telephone - Use a local telephone wherever practicable. Telephone only:

- 1 To make appointments.
- 2 To obtain one or two items of information for which the respondent has specifically invited you to telephone later.
- 3 Consult your Administrative Handbook on use of long distance calls.

CHAPTER E2. ADMINISTRATIVE

E2.A Transmittal of Materials

- 1 Transmit all "materials" for a segment to the regional office together, in the same package. These include all questionnaires (completed interviews and final noninterviews), and the Segment Folder.
- 2 Mail the materials on the day you make your last call, i.e., complete your last interview, in the (each) segment, without exception.
- 3 If you have picked up an "extra" unit(s), enter "Extra" in the serial number column of the "Record of Transmittal" on the Segment Folder, following the serial numbers for questionnaires received from your office.
- 4 Enter the date you are mailing the "materials" for the segment on the Segment Folder in the "Date of Shipment" column opposite serial number "01."
- 5 If, in unusual circumstances, you are permitted to complete any questionnaires after interview week, enter the following notation in the lower left hand corner of the mailing envelope: "Late transmittal for Week. . ." (enter the appropriate interview week number, e.g., 01, 02, etc.).

APPENDIX A TO PART E

CONFIDENTIAL NATURE OF INFORMATION COLLECTED
IN NATIONAL HEALTH SURVEYS

- 1 General - National Health Surveys are conducted for the U.S. Public Health Service by the Bureau of the Census.
- 2 Nondisclosure of Information - The Health Interview Survey involves obtaining on a continuing basis details of the personal health records of a large number of individuals throughout the Nation. The Public Health Service has given assurance to the public that information identifying the individual will be held strictly confidential, will be used solely by persons engaged in and only for, the purposes of the survey, and will not be disclosed or released to other persons or for any other purpose. Bureau of the Census employees will observe this assurance of confidentiality and are subject to the Public Health Service as well as Department of Commerce and Bureau of the Census laws against unauthorized disclosure.
- 3 Subpoena of Records - In the event of a record collected in the Health Interview Survey being subpoenaed, any Bureau employee upon whom such subpoena is served will communicate with the Director of the Census through your regional office. Action to satisfy such subpoena will be taken only as authorized by Public Health Service Regulation, Section 1.108 of Title 42, Code of Federal Regulations.
- 4 Penalties for Unauthorized Disclosure or Falsification - Unauthorized disclosure of individual information collected in the National Health Surveys is punishable by a fine of up to \$1,000, or imprisonment up to one year, or both (18 U.S.C. 1905). Deliberate falsification by an employee of any information in the Survey is punishable by a fine of up to \$10,000, or imprisonment up to five years, or both (18 U.S.C. 10001).

APPENDIX B TO PART E

DIAGNOSTIC ERROR CODES

<u>Error Code</u>	<u>Definition</u>
00	Condition reported in probe question 22, 32, or 36 not entered in item C2. Condition page not filled for condition recorded in item C2 or Condition page not filled for a condition in question 36 first reported on a filled Condition page (if more than one condition, unless indicated not present as of last Sunday night).
01	"Present effects" not given on Condition page but "old" operation entered.
02	"Condition" which was reason for "current" operation (-3 mos.), laboratory tests, surgery, observation, etc., not given on same Condition page, or "condition" which was reason for operation, laboratory tests, surgery, observation, etc., not given in same hospital column. For example, "stomach operation" but no entry of reason for operation; or the results of tests or final diagnosis not given with no entry to indicate results or final diagnosis not known. If code 02 is assigned, assign no other code.
03	Question 3a of Condition page or question 6 of Hospital page "DK" or left blank; only "part of body" is entered; or "part of body" entered with only very vague description of condition, for example, "bad back," "stomach bothers," "limps," "heart failure," etc., (with no indication as to what is wrong); or "Condition on Card C" box marked for a condition which is not on Card C. If code 03 is assigned, assign no other code.
04	"Cause" not given in question 3b, Condition page or question 6, Hospital page, for a condition not on Card C and not due to an accident or injury, or cancer.
05	"Kind" (or "Manifestation") not given in question 3c, Condition page or question 6, Hospital page, for the conditions specified in question 3c.
06	"Effects" (or "Manifestation") not given in question 3d, Condition page for <u>allergy</u> or <u>stroke</u> . "Effects" (or "Manifestation") not given in question 6, Hospital page, for allergy.

Error CodeDefinition

- 07 "Part of body" affected inadequate or not given in question 3e, Condition page or question 6, Hospital page, for the specified conditions or impairments.
- 08 Accident questions (16-22 Condition page) not filled for an injury or for a condition due to an accident or injury. (Footnote entry, "Same accident as condition __," is acceptable.)
- 09 "Part of body" not given or inadequate in question 17a or in question 17b, Condition page or question 6, Hospital page, for an accident or injury.
- 10 Inadequate description of "Kind of injury" in 17a, Condition page for accidents or injuries which happened less than three months ago. Inadequate description of "Kind of injury" and/or "Present effects" in question 6, Hospital page.
- 11 "Present effects" inadequate or not given in 17b, Condition page, for injury which happened before three months ago.
- 12 Question 23 not asked for persons six years old or over, or question 29 not asked for persons under 6 with eye condition reported on Condition page.
- 13 Hospital page not filled for a hospital stay reported in item C1.
- 14 Impossible date or omission in question 2, Hospital page.
- 15 Omission or inconsistent entries in questions 4-5c of Hospital page.
- 16 Condition page not filled for condition reported on Hospital page only, and condition is in question 36 or, there were one or more nights in question 5b, Hospital page.
- 17 Condition page not filled for condition reported on Doctor Visits page only.

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