Form NHS-HIS-100
FY 1964

NATIONAL HEALTH SURVEY

INTERVIEWER'S MANUAL

U.S. DEPARTMENT OF COMMERCE
BUREAU OF THE CENSUS
Acting as Collecting Agent for
U.S. Public Health Service

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PART F

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NHS-HIS-100
FY 1964

PART A
DESCRIPTION OF THE SURVEY
AND
PERSONS TO BE INTERVIEWED

CHAPTER 1.

DESCRIPTION OF THE SURVEY

A. Purpose of the National Health Survey

1. General

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

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

> We have gone from depression to prosperity and through two wars.
>
> The "wonder drugs" such as penicillin have been discovered and put into use.
>
> Public and private health programs have been enlarged.
>
> Hospitalization and other health insurance plans broadened their coverage and now protect many more people.
>
> Increased research programs on all major illnesses, such as heart disease, cancer, tuberculosis, muscular dystrophy and polio are leading to their cure, control or prevention through the development of products like the Salk Polio Vaccine.

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

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

2. Examples of uses of the data

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

a. Help give direction to health expenditures

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

b. Occurrence and severity of illness and disability

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

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

c. Control of accidents

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

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

d. Health of the aged

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

e. Health education and research

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

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

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

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

g. Factors related to various diseases

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

3. Who uses the data

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

B. Sponsorship of the Survey

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

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

1. The Health Interview Survey (NHS-HIS)

This is the survey covered in this manual and is the one which you will be working on most of the time. (It is often referred to simply as "NHS" or the "National Health Survey" except where it is necessary to distinguish it specifically from the Health Examination Survey and the Health Records Survey described below.)

2. The Health Examination Survey (NHS-HES)

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

3. The Health Records Survey (NHS-HRS)

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

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

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

The sample for the survey was designed as follows:

1. Selection of sample PSU's

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

a. Forming combinations of one or more counties or parts of counties from all of the counties in the United States.

b. Then grouping together those county combinations that had similar characteristics such as geographic region, size and rate of growth of population, percent of nonwhite population, principal industry and type of agriculture.

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

2. Selection of sample segments and households

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

3. The quarterly sample

The entire group of households assigned for interviewing in any one quarter of the year is called a sample, since it represents a complete sample of the population. Each sample is identified by the letter "B" plus a number; for example, B26, B27, etc. A segment will never be assigned for interviewing more than once in a sample.

D. Scope of the Survey

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

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

E. Information accorded confidential treatment

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

CHAPTER 2.

THE SAMPLE UNITS TO BE INCLUDED IN THE SURVEY

A. General

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

B segments

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

Area segments

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

B. Area segments

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

1. Listing materials

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

C. Procedure in determining units to be interviewed

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

1. Determine week of interview

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

2. Determine general location of segment

Determine the general location of the segment from the tab of the Segment Folder and from the approximate location on the grid map, if one is furnished for the segment, which may be a county map or a city street or block map.

a. PSU number and name

You will find the code of the PSU in which the segment is located on the extreme left of the tab of the Segment Folder. On the new Segment Folders, Form NHS-202 (4-24-62), the area included in the PSU will be entered in the "PSU Name" box on the Segment folder tab. In other cases, your supervisor will inform you of the area included in the PSU.

b. Grid reference

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

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

c. Place

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

d. Type of segment

The type of segment (TA, NTA or B) will be entered in the "Type" box on the tab of the Segment Folder. This will also be entered in Item 8(b) on questionnaires prepared by your office.

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

e. Sample

A sample designation for the three-month period ("sample") in which the interview week falls is entered here. The period April-June 1963 is designated B25, July-September 1963 is designated B26, and the designation progresses indefinitely in this fashion. The designation that applies at any given time is the one entered in the box furthest to the right. Thus, in the following illustration,

Sample

B22	B26					

since B26 is the last entry to the right, the current interview week is within the period July-September 1963.

f. Section IV, Special instructions and notes

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

g. Other entries on the folder

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

3. Segment Map

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

4. Use of Segment List

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

a. Heading items

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

b. Segment boundaries or direction of travel

For an urban segment, the section headed "Urban segments--boundaries" will have been filled to indicate the north, east, south and west segment boundaries.

For a rural segment, there will be a separate Segment List for each road or road section in the segment. The lister assigned consecutive letters beginning with A to the roads or road sections in the order traveled (Road A, Road B, etc.). He identified the roads by letter on the segment map and used this road designation on the Segment List. The section headed "Rural segments--direction of travel" will have been filled to identify the road or road section by entries after "Proceeding from," "To" and direction of travel on the lettered road entered in column (2) of the Segment List.

c. Column 2 street name or road designation

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

d. Column 3 house number or side of road

The house number, if any, will have been entered in this column. In a rural segment L or R (for Left or Right) will be encircled to indicate the side of the road, based on the direction of travel given at the top of the sheet.

e. Column 4 description or location

There will be entries in this column to help you locate households where more description is needed than a street name and house number. Where there is no house number, the appearance of the house and nearby landscape features will be described, or the mileage from the nearest intersection will be entered. If there is a mailbox or sign with the family name on it, the name will be entered on the last line for the description. If at the time of listing it was determined that there is more than one unit in a structure, the location of each unit within the structure will be indicated.

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

f. Column 5 sample designation — An entry of the current sample designation (for the current three-month period) in this column indicates a unit that has been selected for the current sample. Units for which the current sample designation has been crossed off are eliminated from the survey.

g. Column 6 serial number — A serial number entered here corresponds to the serial number entered in Item 9 of the questionnaire.

h. Column 7 additions and deletions — You will make entries in this column when you add or delete a sample unit, in accordance with instructions in Paragraph G below.

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

5. Disregard List of Structures With No Living Quarters — The List of Structures With No Living Quarters was completed by the lister. You need not concern yourself with this list during the interviewing phase.

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

D. <u>Types of area segments</u> — There are two types of area segments in the National Health Survey: Take All (TA) and Non-Take All (NTA). In a TA (Take All) segment you "take all" (interview all) households in the segment; in an NTA (Non-Take All) segment you interview only households at designated addresses. Type of segment is identified on the Segment List and on the Segment Folder tab.

1. TA segments — In TA segments, you will conduct an interview at each of the units listed on the Segment List and at any other units you find in the segment. Note that there is an entry of the current sample designation in Column 5 of the Segment List for <u>each</u> of the units listed.

Occasionally you may be assigned a "large" TA segment in which you will interview only a sample of the units. See Paragraph J below.

2. NTA segments

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

E. Procedure in locating sample units

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

1. Use of maps to locate the segment

a. Use of grid map

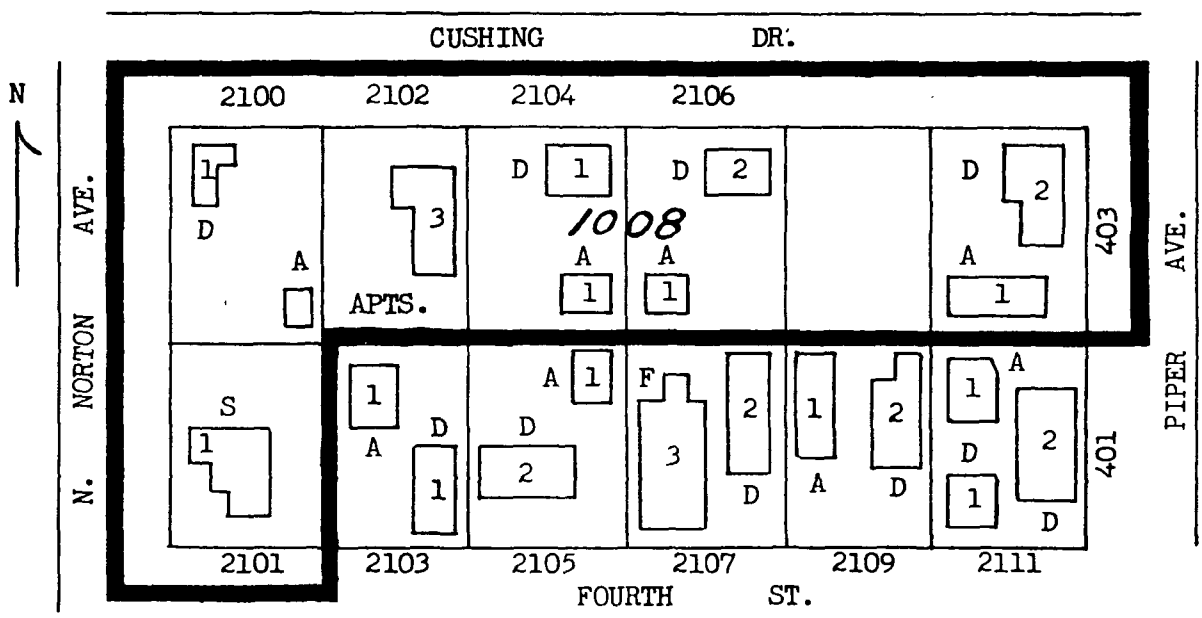
Use the grid map furnished with your assignment to find the general location of a segment. The grid map will cover a large enough area so that you can spot the general location of a segment in relation to major landmarks of the city or county.

b. Use of segment map

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

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

SANBORN DETAIL MAP

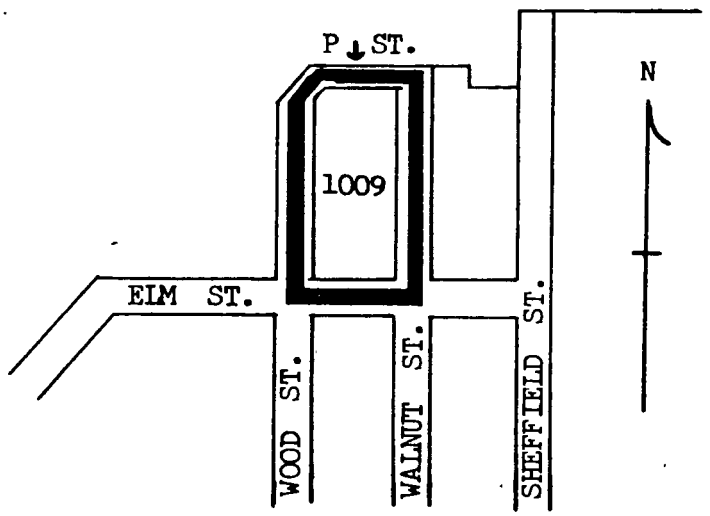


(The letter "D" indicates dwelling; "F" flat; "S" store; "Apts." apartments; and "A" garage. The numbers inside indicate the number of floors in the structure and the numbers along the margin are street numbers.)

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

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

B L O C K M A P



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

F. Procedure within the segment

1. Procedure for checking listing in TA Segments

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

After completing the listing check and making any necessary additions or deletions, enter your initials and the month and year (e.g. 7-63) in the spaces provided on the inside of the Segment Folder, to show that the listing of the TA segment has been brought up to date at the time of interview.

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

a. Determine precise boundaries of segment from Segment Map

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

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

b. Specific procedure in rural TA segments

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

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

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

c. Specific procedure in urban segments

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

d. Structures which cross segment boundaries

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

2. Procedure in NTA segments

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

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

G. Procedures for handling extra, merged or converted units

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

1. Identification of housing unit

You are to fill out a questionnaire for each housing unit and unit in a special dwelling place that you find in a TA segment (except in subsampled TA segments) and for each sample unit and each "extra" unit that you find in an NTA segment. You are to fill only the front of the questionnaire for any merged, demolished, or nonexistent unit assigned to you for interviewing. At each sample unit, you will need to apply the definition of a housing unit to identify each household to be interviewed separately. (For the definition of a "housing unit" see Part A, Chapter 3.)

a. Usually only one housing unit

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

b. More than one housing unit

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

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

c. Mergers

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

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

2. "Extra" units

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

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

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

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

a. If unit is in a TA segment

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

(1) List the "extra" unit on the next unused line of the Segment List. In Column 7, on the line on which you have listed the extra unit, write "Extra," the reason you have added it, and the date (month and year). A typical entry might be: "Extra, new construction, 9-63." If the "extra" unit is discovered in asking questionnaire Items 13, 14 or 15, enter in Column 7 "Extra" and the item number which led to its discovery. For example, "Extra, Item 14."

(2) Interview the household in the "extra" unit. See Part D, Chapter 1 for instructions on filling identification items on the questionnaire.

(3) If the "extra" unit is occupied, enter the last name of the household head in Item 9 of the questionnaire for the "extra" unit. If the "extra" unit is vacant, enter "Vacant" in Item 9. Be sure to enter the complete mailing address (including the post office, zone--if any--, and state) in Item 2(a) for vacant, as well as occupied, units.

b. If unit is in an NTA segment

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

(1) Make <u>no</u> entries on the Segment List.

(2) Interview the household in the "extra" unit only if it is <u>on the same property as the original unit</u>. This "property" is defined as the land (with its buildings) on which is located the address or description in Item 2(a) of the questionnaire for the original unit at which the extra unit was found. This "property" could range from a single-family house and lot to a 200-acre farm.

(3) If the "extra" unit is occupied, enter the last name of the household head in Item 9 of the questionnaire for the "extra" unit. If the "extra" unit is vacant, enter "Vacant" in Item 9. Be sure to enter the complete mailing address (including the post office, zone (if any), and state) in Item 2(a) for vacant, as well as occupied, units.

(4) Enter in Item E on the front of the questionnaire for the "extra" sample unit the serial number of the <u>original</u> sample unit, and the Segment List sheet and line number of the <u>first unit listed on the same property as the original sample unit</u>, if it is in an NTA segment. Also enter the questionnaire item number (Item 13, 14, or 15) by which the "extra" unit was discovered.

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

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

(1) Farm buildings

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

(2) Does not include structures intended as living quarters

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

3. Merged units

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

a. Interviewing merged units

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

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

b. When unit built after April 1, 1960 is involved in merger in Permit Area

If in a TA or NTA Segment in a Permit Area (PA), a current sample unit merges with a unit which was built after April 1, 1960, report the current sample unit as Type C noninterview--"Other-merged with unit built after April 1, 1960."

4. Converted units

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

5. Units no longer in existence or listed in error

For sample units which have been listed in error, found to be outside the segment boundaries, demolished or converted permanently to commercial use, cross the unit off the Segment List and enter in column (7) the reason and date deleted, e.g. "Demolished 7/63."

H. Special Dwelling Places

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

1. Special Dwelling Listing Sheet

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

2. Sample units selected from a complete listing

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

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

3. Sample units selected from a register

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

4. New or missed special dwelling place

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

5. Verify address, name and type of special dwelling place

For each special dwelling place in your assignment in TA, NTA, and B segments, at the time of interviewing you are to check to see if the address, name and type are correct. If the address is incorrect, if the name has changed, or if both the name and type have changed, correct both the Special Dwelling Listing Sheet or Worksheet and the questionnaires. Report the changes on an INTERCOMM. (Refer to Appendix A to Part A for type and type code.)

An example of a change in type of special dwelling place would be a tourist home, code 76 that had been converted to a nursing, convalescent or rest home, code 40.

6. Housing unit changed to entire special dwelling place

If you find at the time of interviewing in TA and NTA segments that a housing unit on the Segment List is an entire special dwelling place, prepare a Special Dwelling Listing Sheet for the place, listing all staff or unclassified units. Prepare new questionnaires for and interview all units listed. Enter in column 7 of the Segment List "entire special dwelling place." If in a TA Segment, cross the housing unit off the list; if in an NTA Segment, do <u>not</u> cross it off the list. Return the original questionnaire as Type C noninterview. Report the change on an INTERCOMM.

An example of such changes would be: a large single-family house has been converted to a sorority house.

7. More than one unit on Segment List found to be in Special Dwelling Place

If you find at the time of interview in a TA or NTA Segment, that units listed on separate lines of the Segment List are <u>units</u> in a special dwelling place, do not relist the units on a Special Dwelling Worksheet or Special Dwelling Listing Sheet but report the situation on an INTERCOMM showing:

a. The name, address and type of place.
b. The number of all units in the place, for example, "rooms 1-14 non-staff," "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 the current sample units and report the situation on an INTERCOMM.

8. Special Dwelling Place discovered in answer to questionnaire Items 13-15

If a special dwelling place is discovered in answer to questionnaire Items 13-15 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.

9. Further instructions on Special Dwelling Places

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

I. <u>Office assistance in difficult cases</u>

If you cannot clearly determine how to proceed in a special dwelling place 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. (Interviewers not yet trained in listing should call their office for assistance in any case involving listing in a special dwelling place.)

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

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

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

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

1. How to subsample

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

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

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

2. Example of subsampling

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

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

3. Which units to interview after subsampling

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

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

4. Report subsampled segments on Segment Folder

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

CHAPTER 3.

THE HOUSING UNIT AND WHOM TO INCLUDE IN THE SURVEY

A. The Housing Unit

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

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

1. Many kinds of living quarters

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

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

2. Examples of housing units and "other units"

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

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

3. Household defined

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

4. Definition of a housing unit

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

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

AND

b. When there is either:

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

OR

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

5. Direct access defined

Living quarters have direct access if there is either:

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

OR

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

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

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

6. Kitchen or cooking equipment defined

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

a. Kitchen

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

b. Cooking equipment

A unit has cooking equipment when it has either:

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

OR

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

7. "Other unit" defined

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

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

B. Rules for Handling Unusual Situations

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

1. Trailers, boats, tents and railroad cars

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

2. Guests and servants quarters

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

a. Guest quarters

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

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

b. Servants' quarters

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

3. Boarding house	A boarding house is an establishment with 5 or more rooms for rent to boarders and which serves regular meals to the residents who pay a combined rate for their room and meals on a weekly or monthly basis. None of the living space in a boarding house constitutes a housing unit; classify each living arrangement, including the quarters for the proprietor or resident manager, as an "Other unit." If there are four or fewer rooms for rent to boarders, combine these rooms with the landlord's quarters (or with each other if the landlord does not live in the structure). In this situation, interview all of the occupants on one questionnaire (or one set of questionnaires). Consider the entire living space as one housing unit.
4. Rooming house	A rooming house is an establishment with 5 or more rooms, or suites of rooms, for rent to roomers who usually pay for their rooms on a weekly or monthly basis. No regular meals are served, but linens and maid service may be provided. In establishments such as these, consider each separate living arrangement which meets the housing unit definition as a housing unit. Living arrangements which do not meet the housing unit definition are to be classified as "Other units." If the sample unit at which you are interviewing contains four or fewer rooms for rent to roomers, consider each room or suite of rooms, which meets the housing unit definition as a separate housing unit. The rooms which do not meet the housing unit definition should be combined with the landlord's quarters, if the landlord lives in the structure. If the landlord does not live in the structure consider each room, which does not meet the housing unit definition, as part of the housing unit through which access to the room is gained.
5. Combination rooming and boarding house	A combination rooming and boarding house is an establishment with 5 or more rooms for rent that serves meals to some resident persons but only rents rooms to others.

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

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

6. Hotels

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

a. Non-transient hotel

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

b. Transient hotel

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

7. YMCA's and YWCA's

YMCA's and YWCA's are establishments which offer, at moderate cost, lodging for both transient and non-transient guests. The rules given above for hotels apply to the living quarters in these places, except that all units in the place are listed or sampled, whether the place is transient or non-transient.

8. Motels, tourist camps or courts, etc.

Motels, tourist camps or courts, etc., are essentially the same as hotels, except that guests can drive to or close to their quarters. The rules given above for hotels apply to motels, tourist camps or courts, etc. except that all units in the place are listed or sampled whether the place is transient or non-transient.

9. Vacation cabins

For vacation cabins in resort areas, apply the following rules:

a. Five or more cabins under a single management

A group of five or more vacation cabins operated under a single management is to be treated like a motel, tourist camp or court, etc. A vacation cabin is "one of a group of five or more cabins under a single management" if the cabins are located next to each other and belong to the same owner but are rented or intended for rental to others, and the group is identified by a sign on the property on which they are located.

b. Cabin not in group of five under single management

A vacation cabin not in a group of five as defined above is classified as a housing unit. However, a vacation cabin used as overflow sleeping quarters for the main house is considered as part of the main house.

C. Rules for classifying living quarters in special dwelling places

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

1. Armed Forces installations (excluding Armed Forces hospitals)	In Armed Forces installations (excluding Armed Forces hospitals) classify as an "Other unit" each unit for civilians (including families of military personnel), if: (1) the unit is in transient quarters such as a guest house, (2) it is in a barracks or bachelor-officers quarters, or (3) it is in quarters other than those described above <u>and</u> does <u>not</u> meet the housing unit definition.
2. Convents, Monasteries, and Sisters', Brothers' or Priests' residences	The procedure for classifying the living quarters in convents, monasteries, and Sisters', Brothers' or Priests' residences depends upon the number of units in the place.
a. Five or more rooms for Sisters, Brothers or Priests	If there are five or more rooms for Sisters, Brothers or Priests, classify as "other unit" each unit for Sisters, Brothers or Priests, and each unit for resident lay employees which does <u>not</u> meet the housing unit definition.
b. Four or fewer rooms for Sisters, Brothers or Priests	If there are four or fewer rooms for Sisters, Brothers or Priests <u>and</u> the residence is part of a school for resident students, hospital, orphanage, or similar establishment, classify the units according to the rules for that particular place. If the convent, monastery, etc., is <u>not</u> part of an establishment, treat the entire place as one housing unit.
3. Facilities for housing students-quarters in schools for resident students, dormitories, sorority or fraternity houses	In all facilities for housing students, classify as an "other unit," each unit for students and each unit for resident employees, such as janitors, housemothers, and resident faculty or administrative personnel, which does <u>not</u> meet the housing unit definition.
4. Facilities for housing workers-bunkhouses, labor or logging camps, migratory workers camps, etc.	The procedure for classifying the living quarters in facilities for housing workers depends upon the type of structure.

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

8. Recreational and religious camps	The classification of units in recreational and religious camps depends upon whether the camp is operated for adults or for children.
a. Adults' recreational and religious camps	In adults' recreational and religious camps, classify as "other unit" each unit for permanent guests or resident employees which does not meet the housing unit definition and each unit for transient guests (if such quarters were included because the management could not distinguish between quarters for transient and permanent guests).
b. Children's recreational and religious camps	In recreational and religious camps run for children, consider as an "other unit" each unit which is for resident employees and which does not meet the housing unit definition. Quarters for children in children's camps are excluded from the survey.
9. Private residential clubs and tourist homes	A private residential club or tourist home is to be classified as a special dwelling place only if it contains 5 or more rooms or groups of rooms to be rented out. If there are fewer than 5 rooms or groups of rooms for rent, combine these rooms or groups of rooms with the landlord's quarters (or with each other if the landlord does not live in the structure). In private residential clubs and tourist homes that meet the special dwelling place definition, classify as "other unit" each unit for transient guests and each unit which is for permanent guests or resident employees and which does not meet the housing unit definition.
10. Nursing, convalescent and rest homes	In determining whether a place which offers nursing, convalescent or rest care is a special dwelling place, apply this rule: If the place is providing, or has accommodations to provide nursing care or domiciliary and personal care (as required) for 3 or more patients or paying guests, classify it as a special dwelling place, i.e., a nursing, convalescent or rest home. Examples of care provided in these places are nursing care, help in feeding, aid in getting around, tray service, etc. In special dwelling places of these types, only the "staff" quarters are included in the Health Interview Survey, that is, quarters for the operator of the home and for resident employees and their families.
11. Specified institutions listed in Appendix A to Part A	In the specified institutions listed in Appendix A to Part A, classify as "other unit" each unit for resident employees that does not meet the housing unit definition. (Note that nurses' quarters are always "other units.") Also classify as an "other unit" each unit reserved for guests of patients, visitors to inmates, etc.
12. Special Note	For the purposes of this survey, living quarters in certain types of special dwelling places are divided into two kinds of units: "staff" and "nonstaff."

a. "Staff" units

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

b. "Non-staff" units

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

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

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

1. Typical family group

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

2. Additional household members - ask about separate quarters

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

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

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

3. Five or more boarders or roomers

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

4. Vacant living quarters

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

a. Direct access

OR

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

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

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

E. <u>Office assistance in difficult cases</u>

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

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

F. Whom to include in the survey

1. General rules

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

a. Persons, whether present or temporarily absent, whose usual place of residence at the time of the interview is this household.

b. Persons staying in the household who have no usual place of residence elsewhere.

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

2. Usual place of residence—defined

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

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

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

3. Persons to be counted as household members

Count as members of the household the following:

a. Members of the household living at home at the time of the interview.

b. Members of the household temporarily absent at the time of the interview, on vacation, visiting, or on business. This includes bus drivers, railroadmen, traveling salesmen, etc., who usually do not stay long in one place, but who return home at intervals.

c. Members of the household who are in a general hospital where most patients remain for a short period of time only—regardless of how long these particular persons have been in the hospital.

d. New-born babies who have not yet left the hospital.

e. Students of any age (including student nurses) who live in the sample unit while attending school. If they are at home on summer vacation at the time of the interview, count them at their own home.

f. Domestic or other employees who live with the household and sleep in the same housing unit.

g. Boarders or roomers who regularly sleep in the housing unit.

h. Crew members of all canal or river vessels that travel on inland waterways, and crew members of vessels in coastwise, intercoastal or foreign trade (including the Great Lakes) that make trips of less than 24 hours duration, are considered household members at their homes.

i. Civilians who usually live in the unit but who are temporarily abroad on a vacation or in connection with their work.

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

4. Persons not to be counted as household members

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

a. Persons temporarily visiting with the household who have a usual place of residence elsewhere.

b. Persons of any age who are living elsewhere attending school at the time of the interview. (If they are away from the school on summer vacation, do not count them at their school home.)

c. Persons who take their meals with the household but usually lodge or sleep elsewhere.

d. Domestic employees or other persons employed by the household who do not sleep in the same housing unit. (If, however, they occupy quarters on the same property as the main house and have no cooking equipment in those quarters, count them as part of the main house.)

e. Persons who were formerly members of the household but who, at the time of interview, are inmates of correctional or penal institutions, mental institutions, homes for the aged or needy, rest homes or convalescent homes, homes or hospitals for the chronically ill or handicapped, nurses' homes, convents or monasteries, or other places in which residents may remain for long periods of time, regardless of how long they are expected to remain there.

f. Crew members of vessels in coastwise, intercoastal or foreign trade (including the Great Lakes) are considered to reside on the vessel rather than at their homes, if the ship normally makes trips of more than 24 hours duration.

g. Persons working abroad if their regular place of duty is abroad.

h. Members of the Armed Forces. We are not covering military personnel in this survey. (For definition of Armed Forces, see Part D, Chapter 2.)

G. Rules for counting special classes of persons

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

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

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

Domestic employees in separate house or cabin: If domestic employees sleep in a separate house or cabin, count them as a separate household if they have separate cooking equipment. If they do not have separate cooking equipment, count them as 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 temportarily living in the United States and are going to school here, or are employed here, or are members of the family of a person going to school or employed here.

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

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

APPENDIX A (PART A)

CODES FOR TYPES OF SPECIAL DWELLING PLACES

I. Specified Institutions

CODES

Correctional Institutions

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

Mental Institutions

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

Homes for the Aged, Infirm and Needy

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

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

CODES — Other Hospitals and Homes Providing Specialized Care

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

CODES — II. Other Special Dwelling Places

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

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

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

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

2. Infirmary

71.....Hotels, Transient-type

72.....YMCA, Transient-type
73.....YWCA, Transient-type
74.....YMHA, Transient-type
75.....Private residential clubs } Those that meet the special
76.....Tourist homes } dwelling place definition

77.....Motel, Transient-type
78.....Tourist camp or court, Transient-type
78.....Groups of 5 or more vacation cabins under single management, Transient-type
79.....Combination tourist-trailer court, Transient-type

Facilities for Housing Students

81.....School dormitory
82.....Fraternity
83.....Sorority
84.....School with resident students (other than for the needy or infirm and other than religious-operated schools)

CODES II. Other Special Dwelling Places—Con.

Facilities for Housing Workers

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

APPENDIX B (PART A)

SELECTING SAMPLE UNITS FROM A REGISTER IN A SPECIAL DWELLING PLACE

1. Purpose of Appendix B

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

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

2. When the Special Dwelling Worksheet is used

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

> CAUTION: Be sure to use that Section (I or II) of the Special Dwelling Worksheet which applies to the current sample. For example, if B22 is entered in the heading of Section I of the Worksheet and B26 in the heading of Section II, and you are interviewing for B26, you would use Section II to select the B26 units.

3. Staff and nonstaff units

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

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

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

a. Nonstaff units defined

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

b. Staff units defined

"Staff units" are defined as the housing units, rooms, suites of rooms, or beds in rooms having sleeping accommodations for 5 or more persons, occupied by resident employees and their families, if any.

c. Special case: Units in Nurses' Homes

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

d. Special dwelling places containing only one kind of unit--"Unclassified units"

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

e. How to sample staff units

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

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

4. Identification of units to be selected

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

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

Excerpt From Special Dwelling Worksheet

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

5. Points to be noted in sampling from a register

In sampling from a register, note the following points:

a. Be sure register is current and identify units selected

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

b. What to do if only one building of a special dwelling place is to be sampled

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

c. When to count a bed as a separate unit

Find out whether any of the rooms in the register contain sleeping accommodations for 5 or more persons. If so, count <u>each bed</u> in such rooms as a separate unit in selecting your sample.

d. 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.

e. Use of a register of persons

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

If the Worksheet indicates that a register of persons is to be used, family groups who are living in the special dwelling place should be sampled rather than individuals within the family. For example, assume that in a summer hotel, there are no permanent guests and that

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

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

John Brown, baker

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

Josephine de Ritz, hostess

Guy Orlando, orchestra leader

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

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

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

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

The encircled sample numbers <u>above the red line</u> in column 2 of the appropriate section of the Worksheet represent the units that would be selected for interview if the total number of units entered in item e were correct. When you visit the special dwelling place, you may find that the number of special dwelling place units is actually different from the number entered for the current sample in item e. Note that more than one sample may be designated in the heading of the Worksheet; for example, the first column in the heading may be for B22 and the second column for B26. Be sure to refer to the column for the proper sample.

a. If actual number is larger

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

Example:

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

Excerpt From Special Dwelling Worksheet

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

b. If actual number is smaller

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

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

c. Enter in Item e the actual number of units found

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

d. 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, follow the same instructions as for "extra" units — that is, enter in Item 9 the last name of the household head if the unit is occupied, or "Vacant" if it is unoccupied.

The Regional Office will assign and enter serial numbers on both the questionnaire and the Worksheet.

8. Use of partially filled questionnaires

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

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

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

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

Parts B and C

Index

This index has been prepared to help you locate the specific topics discussed in Parts B and C of this Manual. Space has been left after each letter of the alphabet so that you may add further references if you wish. All page references in this index are to pages numbered in the B or C series.

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PART B. DEFINITION OF HOUSING UNIT AND RELATED TERMS

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PART B

DEFINITION OF HOUSING UNIT AND RELATED TERMS

CHAPTER 1. INTRODUCTION

A. Use of Part B

This Part covers the definition of the housing unit and related terms. You will need to know these definitions in order to apply them at the time of listing and interviewing.

B. Need for housing unit and related definitions

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

We want to treat as a separate unit each living arrangement in all types of places. We refer to some of these living arrangements as "housing units" and to some as "other units".

Housing units are found in private homes, apartment buildings, trailers and other places where separate living arrangements exist.

Other units are found in rooming and boarding houses, institutions, dormitories, barracks, and similar places where people have living arrangements that are not sufficiently separate to meet the housing unit definition.

The specific definitions of "housing unit" and "other unit" are given in Chapter B-2. In certain situations you must also know the meaning of such terms as special dwelling place, hotel, rooming and boarding house. These terms are defined in Chapter B-3.

CHAPTER 2. DEFINITION OF "STRUCTURE", "HOUSING UNIT" AND "OTHER UNIT"

A. "Structure" defined

One of the terms used in connection with the housing unit definition is "structure". A structure is a separate building which either has open space on all four sides or is separated from other structures by dividing walls that extend from ground to roof. In double houses, row houses and houses attached to nonresidential structures, each house is a structure if the common wall between them goes from the ground to the roof. Sheds and private garages which adjoin houses are not separate structures. Appendix A on page B-12 contains illustrations of different types of structures and of housing units located in places which are not structures (trailers, tents, boats, railroad cars, etc.).

B. Housing unit defined

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

(1) When the occupants do not live and eat with any other persons in the structure

AND

(2) When there is either

(a) direct access from the outside or through a common hall, or

(b) a kitchen or cooking equipment for the exclusive use of the occupants.

Also regard as a housing unit a vacant room or group of rooms which is intended for occupancy as separate living quarters.

A housing unit may be occupied by a family or by a person living alone. It may also be occupied by two or more unrelated persons who share the living quarters.

1. Direct access defined

Living quarters have direct access if there is either:

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

OR

b. An entrance to the living quarters from a hall, lobby, or vestibule used by the occupants of more than one unit. This means that the hall, lobby, or vestibule is not part of any unit but must be clearly

B. Housing unit defined--Con.

1.--Con.

separate from all units in the structure. It may be furnished or unfurnished. Any room that serves the same purpose as a hotel lobby may be a common hall provided it is not part of any unit.

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

2. Kitchen or cooking equipment defined

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

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

b. A unit has cooking equipment when it has either --

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

OR

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

Vacant units without cooking equipment are considered as having such equipment if the last occupants had cooking equipment.

3. Exclusive use of kitchen or cooking equipment defined

A kitchen or cooking equipment is for exclusive use when it is used only by the members of one household. A household consists of those people who live and eat together in family style sharing common space and facilities. Household members need not all be related. When only one household lives in a structure, a kitchen or cooking equipment in the structure is always for exclusive use.

C. "Other Unit" defined

"Other units" are located in places such as hotels, institutions, dormitories, etc. where the residents have their own rooms, groups of rooms or beds but also have some common living arrangements such as a common dining hall, lobby or living room or common recreational facilities.

Some of the rooms, groups of rooms, etc. in these places are <u>always</u> classified as "other units" even though they have direct access or cooking equipment. Other rooms, groups of rooms, etc. are classified as "other units" only if they do <u>not</u> meet the housing unit definition.

Table A gives a list of places which contain "Other" units and specifies which units in these places are to be treated as "Other".

Table A. Types of Places in Which Specified Kinds of Units Are to be Treated as "Other"

(Reference Table to be Used at Time of Interviewing 1/ to Determine When to Classify Sample Units as "Other")

Type of Place	Units Which are to be Treated as "Other"
a. Armed Forces Installation (excluding A.F. hospital, see item h below)	Treat as "Other" each unit for civilians (including families of military personnel) if: (1) the unit is in transient quarters such as a guest house (2) it is in barracks or bachelor-officers quarters (3) it is in quarters other than those described in (1) or (2) above <u>and</u> does <u>not</u> meet Housing Unit definition.
b. Boarding houses	Treat as "Other" each unit, including quarters of resident manager or landlady.
c. Combination boarding and rooming houses	Treat as "Other" (1) each unit for boarders AND (2) each unit for the resident manager, landlady or roomers <u>provided that</u> the unit does <u>not</u> meet Housing Unit definition.
d. Convents, Monasteries, and Sisters' and Brothers' or Priests' residences (1) Five or more rooms for sisters, brothers or priests	(1) Treat as "Other" (a) each unit for sisters, brothers or priests, and (b) each unit for resident lay employees which does <u>not</u> meet Housing Unit definition.
(2) Four or fewer rooms for sisters, etc.	(2) (a) If part of a school for resident students, hospital, orphanage or similar establishment, treat units within according to rule for particular place -- see items e, h and m below. (b) If <u>not</u> part of an establishment, treat entire <u>place as a Housing Unit.</u>
e. Facilities for housing students -- quarters in schools for resident students, dormitories, sorority or fraternity houses.	Treat as "Other" (1) each unit for students and (2) each unit which is for resident employees, such as resident faculty or administrative personnel, <u>and</u> which does <u>not</u> meet the Housing Unit definition.

1/ Listing procedures for units in the places shown in Table A are given in Chapters 11 and 14 of Part C.

Table A. (cont'd)

Type of Place	Units Which are to be Treated as "Other"
f. Facilities for housing workers -- bunkhouses, labor or logging camps, migratory workers' camps, etc.	
(1) Bunkhouses and other barracks-type structures with quarters for	
(a) 5 or more workers 2/	Treat as "Other" each unit within the bunkhouse or barracks-type structure. A unit is the living space occupied by one person (or one family if migrant families are housed in the structure) such as a bed, bunk or room.
(b) 4 or fewer workers 2/	Treat as "Other" each bunkhouse or other barracks-type structure.
(2) Living quarters other than those in bunkhouses and barracks-type structures.	Treat as "Other" each unit which does not meet Housing Unit definition
g. Flophouses and missions	Treat as "Other": (1) each unit for persons except resident managerial staff and their families. (2) each unit for resident managerial staff which does not meet Housing Unit definition.
h. General hospitals including VA and armed forces hospitals, children's hospitals and maternity hospitals	Treat as "Other" each unit for: (1) resident employees if the unit does not meet Housing Unit definition. (Note that nurses' quarters are always "Other" units) (2) persons for whom care or custody is provided (that is, nonstaff persons). 3/ (3) guests of nonstaff persons.
i. Nurses' homes or quarters	Treat as "Other" each unit (room or suite of rooms) in nurses' homes. Also treat as "Other", quarters for nurses in hospitals, institutions, and similar places.
j. Recreational and religious camps	
(1) Adults	Treat as "Other": (1) each unit for permanent guests or resident employees which does not meet Housing Unit definition. AND (2) each unit for transient guests (if such quarters included because management could not distinguish between quarters for transient and permanent guests).
(2) Children's NOTE: Quarters for children in children's camps are excluded from the survey	Treat as "Other" each unit which is for resident employees and which does not meet Housing Unit definition.

2/ Living quarters occupied by a migrant family are considered as quarters for one worker regardless of the number of workers in the family.

3/ For CPS never include nonstaff in general hospitals; for NHS include nonstaff only when instructed by your supervisor.

Table A. (cont'd)

Type of Place	Units Which are to be Treated as "Other"
k. Residential clubs and tourist homes	Treat as "Other": (1) each unit for transient guests AND (2) each unit which is for permanent guests or resident employees and which does not meet Housing Unit definition.
l. Rooming houses	Treat as "Other" each unit which does not meet Housing Unit definition.
m. Specified Institutions (see list of such places in Part C).	Treat as "Other" each unit for: (1) resident employees if the unit does not meet Housing Unit definition. (Note that nurses' quarters are always "Other" units.) (2) persons for whom care or custody is provided (that is, nonstaff persons). Note that nonstaff persons are not included in the survey except at times specifically stated by your supervisor. (3) guests of nonstaff persons.
n. Trailer or tent sites (unoccupied)	Treat as "Other" each unoccupied trailer or tent site.
o. Transient-type hotels, (including summer hotels), and transient-type Y's, motels, tourist camps or courts and groups of 5 or more vacation cabins under single management.	Treat as "Other": (1) each unit for permanent guests or resident employees which does not meet Housing Unit definition. AND (2) each unit for transient guests.

D. Treatment of vacant living quarters

Vacant living quarters is a housing unit if it has

(1) Direct access

OR

(2) A kitchen or cooking equipment for exclusive use of intended occupants. (Even though there is no cooking equipment in the space at present it should be considered as having cooking equipment if the last occupants had cooking equipment.)

Vacant quarters which have neither of the above facilities should be considered as part of the housing unit through which access to the space is gained.

NOTE: Quarters indicated in Table A as "Other" should be considered as separate units regardless of whether occupied or vacant.

A. Trailers, boats, tents and railroad cars

Trailers, tents, boats, and railroad cars that are occupied or vacant and intended for occupancy as separate living quarters on the site where located are to be considered as housing units even though they are not located in structures.

B. Guest and servants' quarters

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

1. Guest quarters. Living quarters reserved for use by guests in a structure separate from the main house are (if occupied or if vacant but not for rent) considered as part of the main house. The guest house is not "separate living quarters occupied by a group of persons living or eating together" because the guests are considered as part of the group of people with whom they are staying. The main house together with the guests' quarters consitutes one housing unit.

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

C. Vacation cabins

5 or more cabins under single management

In certain areas vacation cabins are common. A group of 5 or more vacation cabins operated under a single management is to be treated like a hotel and the transiency rules applied to it -- see paragraph 4 on page B-10. A vacation cabin is "one of a group of 5 or more cabins under single management" if the cabins are located next to each other and belong to the same owner but are rented or intended for rental to others and the group is identifiable by a sign on the property on which located.

Cabin not in group of 5 under single management

A vacation cabin not in a group of 5 as defined above is classified as a housing unit. However, a vacation cabin used as overflow sleeping quarters for the main house is considered as part of the main house.

D. Boarding houses, rooming houses, hotels, "Y's" and similar type places

1. Boarding house

A boarding house is an establishment with 5 or more rooms for rent to boarders and which serves regular meals to the residents who pay a combined rate for their room and meals on a weekly or monthly basis. The proprietor may or may not eat with the boarders. None of the living space in a boarding house consitutes a housing unit; classify each living arrangement within the place as an "other unit".

2. Rooming house

A rooming house is an establishment with 5 or more rooms for rent to roomers who usually pay for their room(s) on a weekly or monthly basis. No regular meals are served, but linens and maid service may be provided. These establishments may contain housing units, "other units" or both, depending on living arrangements of the occupants and whether the rooms have direct access or cooking equipment for the exclusive use of the occupants.

3. Combination rooming and boarding house

A combination rooming and boarding house is an establishment with 5 or more rooms for rent that serves meals to some resident persons but only rents rooms to others. The quarters occupied by boarders are always "other units". The quarters occupied by roomers, the manager or other resident employees (janitor, maid, etc.) may be housing units or "other units" depending on whether the quarters meet the housing unit definition.

4. Hotels

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

a. Non-transient hotel

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

A hotel is distinguished from a rooming house by the provision of regular hotel service. The distinction between a nontransient hotel and an apartment hotel is mostly in name, although the latter usually provides less desk and bellboy service.

D. Boarding houses, rooming houses, hotels, "Y's and similar type places—Con.

4.—Con.

b. Transient hotel

A transient hotel is one in which more than 25 percent of the rooms or suites are occupied or intended for occupancy by transient guests. Transient guests usually stay less than a month and pay at daily rates. In a transient hotel, only the rooms occupied or intended for occupancy by nontransient (permanent) guests (if any) or by resident employees are ordinarily listed or sampled; these are classified as housing units. If it is necessary to list or sample all the rooms (because the manager cannot distinguish between "transient" and "permanent" quarters) those found at the time of interview to be occupied by "transients" are classified as "other" units.

c. Use of Table B

Use Table B on page B-16 to determine whether a particular hotel is nontransient or transient. (Also use this table for YMCA's and YWCA's, Motels, Tourist Camps, etc.--see paragraphs 5 and 6 below.)

5. YMCA's and YWCA's

YMCA's and YWCA's are establishments which offer, at moderate cost, educational and recreational activities and lodging for transient and nontransient guests. The rules given above for hotels apply to the living quarters in these establishments except that all units in the place are to be listed or sampled.

6. Motels, Tourist camps or courts, etc.

Motels, tourist camps or courts, etc., are essentially the same as hotels except that guests can drive to or close to their quarters. The rules given above for hotels apply to motels, tourist camps or courts, etc. except that all units in the place are to be listed or sampled.

E. Special Dwelling Place defined

A special dwelling place is a dwelling place such as a transient hotel, convent, dormitory, hospital, institution, trailer camp, etc. A list of the types of special dwelling places is given at the end of Part C.

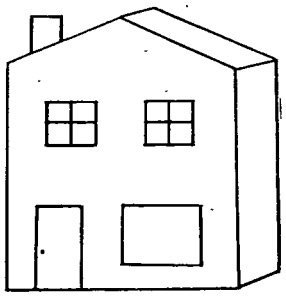
APPENDIX A

I. ILLUSTRATIONS OF STRUCTURES AND HOUSING UNITS

This appendix contains illustrations of structures and some housing units such as trailers, tents and boats that are not located in structures.

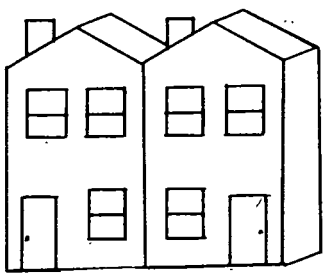
A. Illustrations of structures

The following are illustrations of structures:



a. Single-family house

This is one structure and appears to contain only one housing unit.

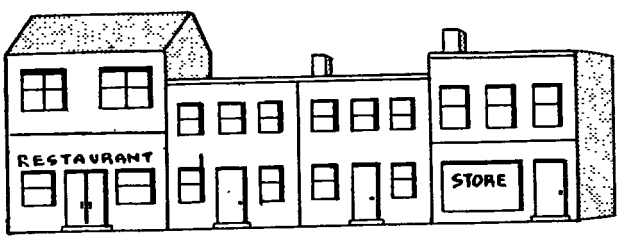


b. Double house

There are two structures in this illustration and apparently one housing unit in each.

c. Row house

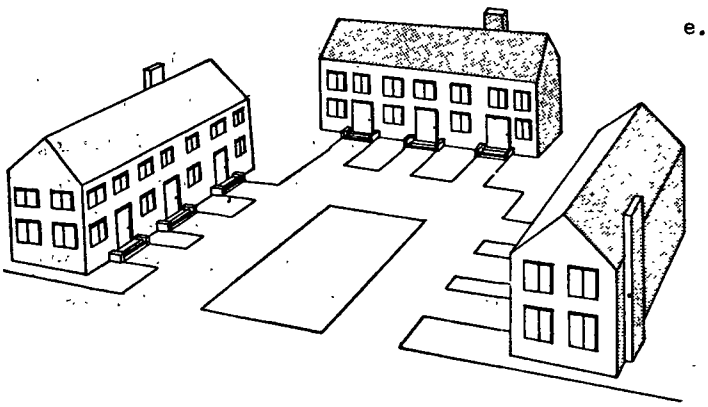
There are three structures in this row. From the outside it appears there is only one housing unit in each structure.



d. Commercial and residential structures

There are four structures in this illustration. There may or may not be housing units above the store and restaurant.

APARTMENT DEVELOPMENT

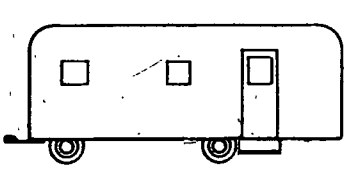


e. Apartment development

There are three structures in this development. Each structure contains a number of housing units.

B. Housing units not located in structures

The following are illustrations of housing units not located in structures -- trailers, tents, boats, etc.



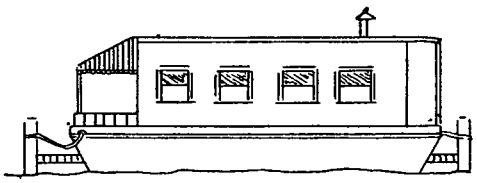
Trailer

Tent

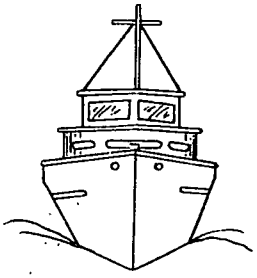
a. Trailers and tents

Each trailer or tent occupied or intended for occupancy as living quarters on the site where located is a housing unit.

(Each unoccupied site for a trailer or a tent is an "Other" unit--see page B-8, item n.)



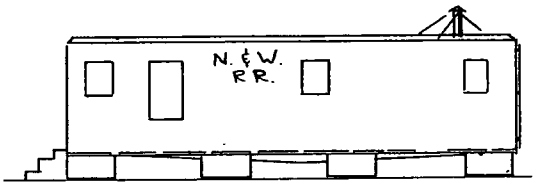
Houseboat.



Yacht

b. Houseboats and yachts

Each houseboat or yacht occupied or intended for occupancy as separate living quarters within the segment is a housing unit. Do not consider houseboats and yachts used only for vacations or for overflow sleeping quarters as housing units.



c. Converted railroad box car

Consider as a housing unit each converted railroad box car occupied or intended for occupancy as separate living quarters on the site where located.

II. APPLICATION OF TRANSIENCY RULE

The determination of whether a hotel, motel, Y, tourist camp or court or group of cabins in a combination tourist-trailer camp is "nontransient" or "transient-type" is to be made as follows:

A. Determine:

1. the total number of units (rooms, suites of rooms, cabins, etc.) in the place

and

2. the number occupied or intended for occupancy by persons whom the manager regards as permanent guests. (Permanent guests usually stay a month or more at reduced monthly or weekly rates.) If the manager is unable to tell you the number of units intended for occupancy by permanent guests, count the number of units presently occupied by permanent guests.

B. If the number occupied or intended for occupancy by permanent guests is equal to or greater than the number in column (2) of Table B, consider the place as a "non-transient" type; if smaller than the number in column (2), consider the place as a "transient-type".

C. Example:

Suppose a hotel contains a total of 64 rooms and 52 are occupied or intended for occupancy by permanent guests.

In this case, you would find 64 in column (1) and looking at column (2) to the right of "64", you would see that the hotel is considered "non-transient" if it has 48 or more rooms occupied or intended for occupancy by permanent guests. Since the actual number of guests (52) exceeds the required number in the table, the place would be classified as non-transient. If, on the other hand, the hotel had had 47 or fewer units for permanent guests, it would have been classified as "transient".

Table B (see next page)

APPENDIX A

TABLE B

Total number of units (rooms, suites of rooms, cabins, etc.) (1)	"Nontransient" type if number of units occupied or intended for occupancy by permanent guests is -- (2)	Total number of units (rooms, suites of rooms, cabins, etc.) (1)	"Nontransient" type if number of units occupied or intended for occupancy by permanent guests is -- (2)	Total number of units (rooms, suites of rooms, cabins, etc.) (1)	"Nontransient type if number of units occupied or intended for occupancy by permanent guests is -- (2)
5.....	4 or more	40.....	30 or more	73.....	55 or more
6, 7.....	5 "	41.....	31 "	74, 75...	56 "
8.....	6 "	42, 43...	32 "	76.....	57 "
9.....	7 "	44.....	33 "	77.....	58 "
10, 11.....	8 "	45.....	34 "	78, 79...	59 "
12.....	9 "				
13.....	10 or more	46, 47...	35 or more	80.....	60 or more
14, 15.....	11 "	48.....	36 "	81.....	61 "
16.....	12 "	49.....	37 "	82, 83...	62 "
17.....	13 "	50, 51...	38 "	84.....	63 "
18, 19.....	14 "	52.....	39 "	85.....	64 "
20.....	15 or more	53.....	40 or more	86, 87...	65 or more
21.....	16 "	54, 55...	41 "	88.....	66 "
22, 23.....	17 "	56.....	42 "	89.....	67 "
24.....	18 "	57.....	43 "	90, 91...	68 "
25.....	19 "	58, 59...	44 "	92.....	69 "
26, 27.....	20 or more	60.....	45 or more	93.....	70 or more
28.....	21 "	61.....	46 "	94, 95...	71 "
29.....	22 "	62, 63...	47 "	96.....	72 "
30, 31.....	23 "	64.....	48 "	97.....	73 "
32.....	24 "	65.....	49 "	98, 99...	74 "
33.....	25 or more	66, 67...	50 or more	100.....	75 or more
34, 35.....	26 "	68.....	51 "	101 or more...	1/
36.....	27 "	69.....	52 "		
37.....	28 "	70, 71...	53 "		
38, 39.....	29 "	72.....	54 "		

1/ If the place has a total of over 100 units (rooms, suites of rooms, cabins, etc.) compute column (2) by taking 3/4 of the total. For example, if the total is 140, the figure for column (2) must be 105 or more.

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PART C

HOW TO LIST

CHAPTER 1. LISTING -- ITS ROLE IN THE SURVEY

A. Listing to be done in segments

Listing is one of the most important steps in the operation of the survey. It must be done in each segment before any addresses can be selected for interviewing in these segments.

B. "Segment" defined

A "segment" is usually a small area of land with well-defined boundaries such as streets or roads, rivers, railroad tracks, etc.

C. "Listing" defined

By "listing" we mean writing down on prepared forms the addresses or other description of all places where people live or might live within the segments selected for the survey.

D. Importance of accuracy in listing

In listing you must stay within the segment boundaries exactly as designated on the maps and you must be sure to list all living quarters within the segment. In sample surveys, each unit (that is, living quarters) interviewed as a result of your listing represents many other units. If fewer units, or more units or the wrong units are interviewed as the result of an error in listing, the error is magnified many times in tabulating the results of the survey. It is important, therefore, that the listing be complete and that it be done carefully and accurately in accordance with the rules in this manual.

CHAPTER 2. USE OF MAPS TO LOCATE AND IDENTIFY SEGMENTS

A. Type of maps

In the listing operation you will be using two types of maps -- a GRID MAP and a SEGMENT MAP.

1. Grid map

The Grid Map is used to find the general location of the segment and may be a county map or a city street or block map. Letters are entered at spaced intervals on the sides of the grid map and numbers at spaced intervals at the top and bottom of the map. The map is split up into areas called grid zones; each grid zone is identified by a grid reference. On county maps and on some block and street maps the grid zones are set off by grid symbols . The area within a particular grid zone is identified by the letter opposite it on the sides of the map and by the number above and below it at the top and bottom of the map. In Fig. 1 below, the grid zone shown between the four grid symbols would be identified as B2. For the grid zone shown in the upper left corner of the map only one grid symbol is shown. It can be seen that, if shown, the other grid symbols would be located at points halfway between the letters A and B and halfway between the numbers 1 and 2 as well as in the northwest corner of the zone. This zone would be identified as A1. The identification of the grid zone will be called the <u>grid reference</u> hereafter.

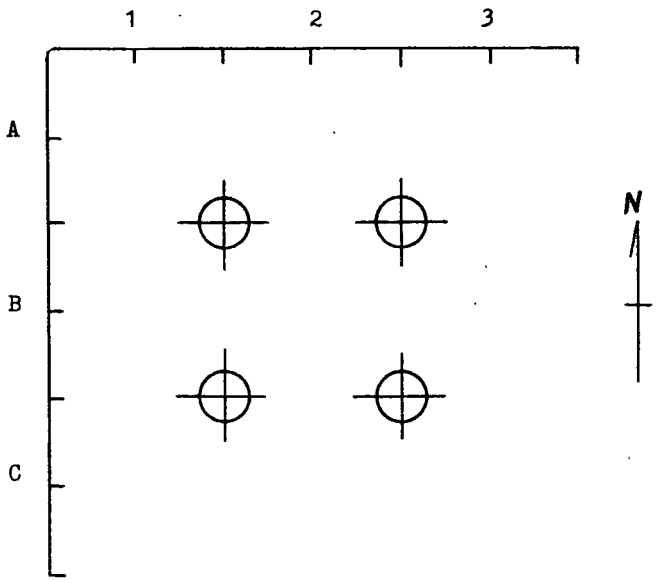


Fig. 1 EXAMPLE OF GRID ZONES IDENTIFIED BY GRID SYMBOLS

A. Type of maps--Con.

1.--Con. On maps which do not have grid symbols, the general location of segments should be determined by the grid reference in the same manner as described above.

2. Segment Map The Segment Map shows the exact boundaries of the segment and may show the exact or the general location of some structures within the segment depending on the kind of map available. In some cases no structures will be shown on the map at all. The different kinds of maps used are discussed in Section C on page C-7. The exact segment boundaries are outlined in red on the Segment Map.

In a few cases the map attached to the Segment Folder will identify the location of the segment but will not show exact boundaries. For these segments, a footnote on the map states the composition of the segment.

B. How to use maps

1. Grid Map Use the Grid Map to determine the general location of the segment and the shortest route of travel to it. The general location of the segment can be determined by using the grid map number and grid reference given in the space for "Grid Ref." (or "Key Map") on the tab of the Segment Folder for the segment.

There may be a number of Grid Maps for the PSU in which you are working. Each map will have a number the first three digits of which are the PSU code. The remaining digits identify the maps within the PSU and will be the only part of the map number shown on the tab of the Segment Folder.

For example, suppose the entry for "Grid Ref." (or "Key Map") in the tab of the Segment Folder were as follows:

GRID REF.	3 B2

You would use grid map 3 and find the grid zone identified by grid reference B2 (see Fig. 1). You would know that the segment was located in that particular grid zone.

2. Segment Map Use the Segment Map to determine the exact location and boundaries of the segment. After reaching what appears to be a segment boundary, refer to the segment map and check the boundaries shown on it against the actual features on the ground to be sure you have properly identified the segment.

B. How to use maps--Con.

Example

For example, a segment might appear as shown on the map below. Notice that the southern boundary is an unnamed street. If there are several unnamed streets on the ground, find the exact southern boundary of the segment by determining the exact distance and position of the unnamed street shown on the map in relation to named streets such as Hillcrest Ave. Use the map scale and pace off the distance from the named street as instructed on page C-12.

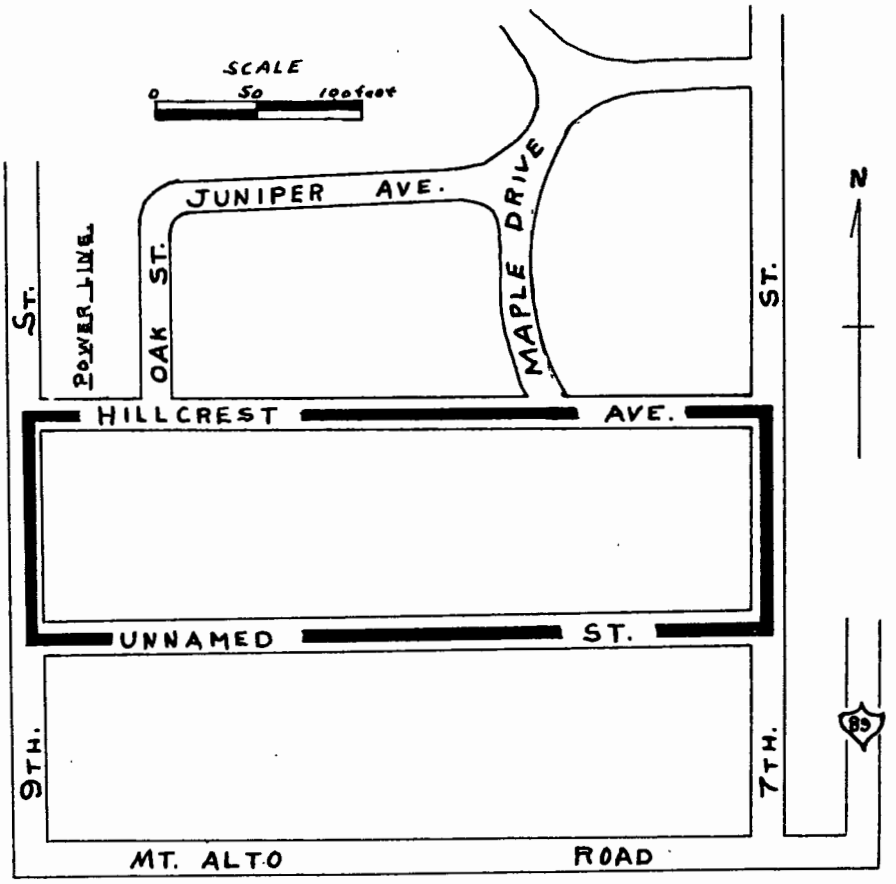


Fig. 2 ILLUSTRATION OF SEGMENT MAP

The position of the boundaries should be used exactly as shown on the map even though the corresponding features on the ground are now in a different location. For example, a road may have been rebuilt and its route changed; yet the boundary on the map coincides with the old

B. How to use maps—Con.

2.—Con.

location of the road. You must consider the old location as the boundary to be used in this case.

If your Segment Map shows structures, changes may have taken place since the map was prepared — new structures may have been built, old ones converted or demolished, etc.

List all existing living quarters within boundaries

You must list all existing living quarters within the segment boundaries even though not shown on the map. Do not list living quarters which no longer exist even though symbols of such quarters are shown on the map.

EXCEPTION: If the Segment Map does not show exact boundaries as indicated by a footnote, list only those units specified in the footnote as comprising the segment.

Exclusion of new construction areas as specified on map

You may find on a map of a segment assigned to you for listing that a certain new construction area is to be excluded. This area will be indicated by cross-hatching and the map will state "Exclude - (name of new construction development)." Exclude all units within the new construction area as cross-hatched on the map including old units built before the new construction.

C. Kinds of Segment Maps

There are four kinds of maps on which the boundaries of segments may be outlined. These are described below.

1. Sanborn detail maps

Wherever possible, segments are outlined on maps which show the location and addresses of individual structures. (See Fig. 3.) These are called Sanborn detail maps because they are made by the Sanborn Map Company. Such maps may not show construction or demolition which has taken place during the past few years. Be sure to list living quarters in all structures within the segment boundaries as the structures exist on the ground regardless of whether they are shown on the map. Use the boundaries exactly as outlined on the map even though streets or other landmarks have changed since the map was made.

C. Kinds of Segment Maps--Con.

1.--Con.

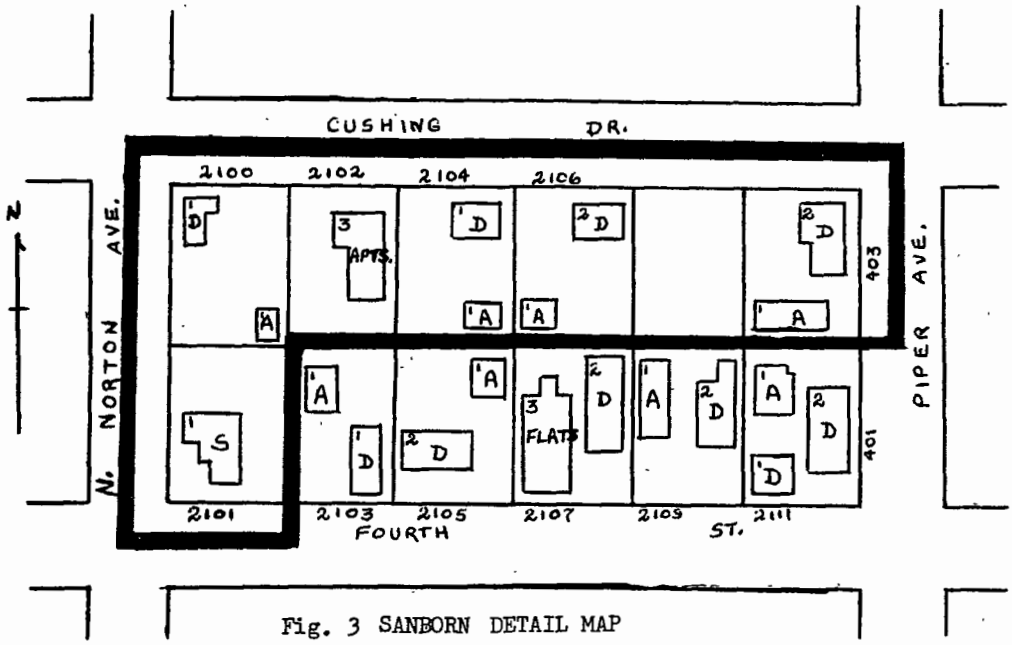


Fig. 3 SANBORN DETAIL MAP

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

Notice that in the segment in Fig. 3 the eastern boundary extends from the middle of Cushing Drive to the property line between 403 and 401 Piper Ave. The southern boundary extends from Piper Ave. along the back property lines of 2103-2111 Fourth Street, the property line between 2101 and 2103 Fourth Street, and then along Fourth Street to N. Norton Ave. The other boundaries are the middle of N. Norton Ave. and Cushing Drive.

2. Block or Street Maps

Some segments are outlined on Block or Street maps which show only the location of blocks or streets and no structure detail. (See Fig. 4.)

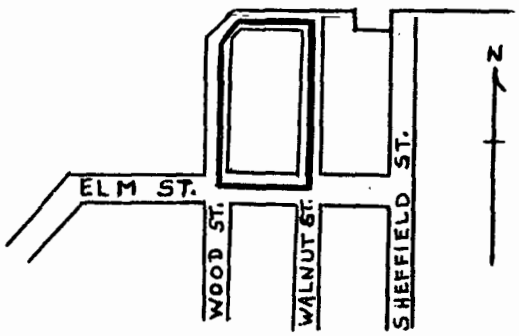


Fig. 4 BLOCK MAP

C. Kinds of Segment Maps—Con.

3. Reproductions of Subsegmenting Maps

Other segments will be outlined on reproductions of Subsegmenting Maps which were prepared in the field by Census personnel. Only the boundaries outlined in red are to be followed in determining the extent of the segment. While these Subsegmenting Maps show the general location of houses and other dwelling places, they may not show the exact location of these structures. An example of a reproduction of a Subsegmenting Map is given in Fig. 5.

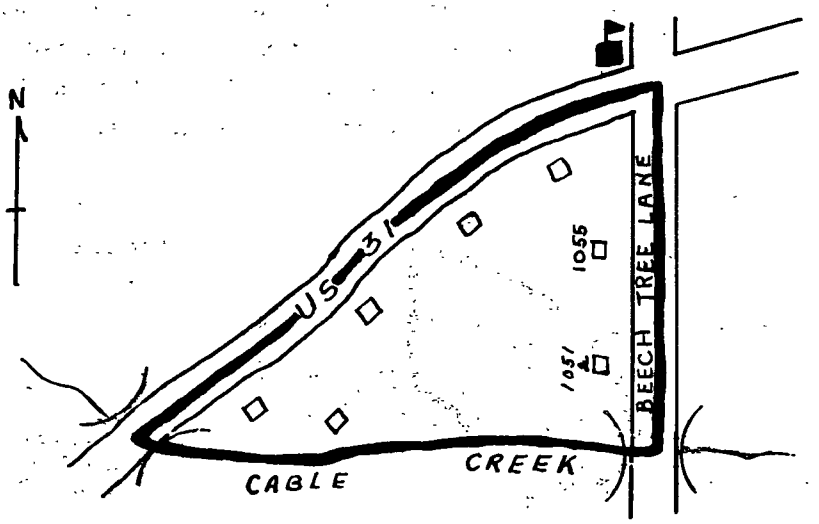


Fig. 5 REPRODUCTION OF SUBSEGMENTING MAP

The following symbols are used on reproductions of Subsegmenting Maps:

□ = one housing unit [1]

△S = special dwelling place [1]

□T = trailer or tent

2 □ = two housing units

4 □ = four housing units

[1] See Part B for definitions of "housing unit" and "special dwelling place".

C. Kinds of Segment Maps--Con.

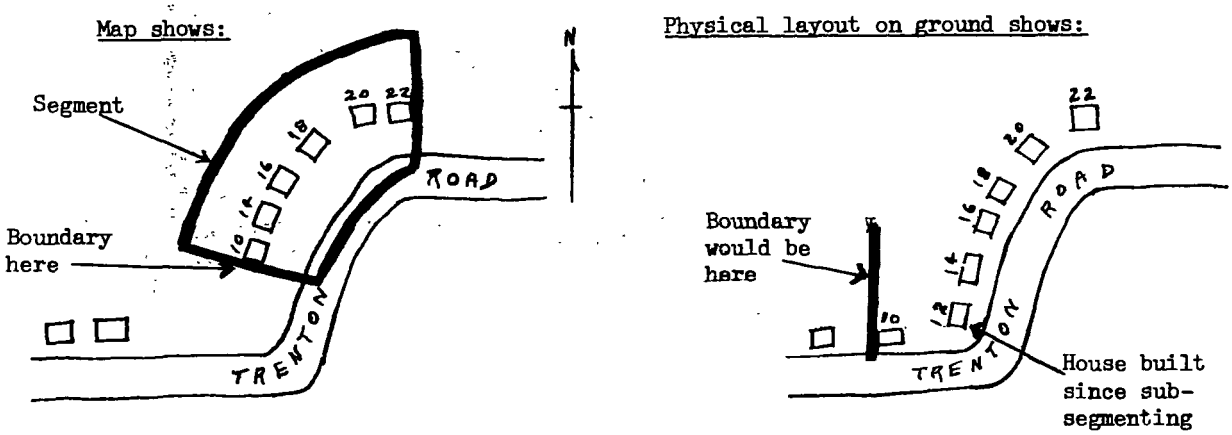
3.--Con.

Note that a square with a number (other than the house number) over it indicates that there is more than one housing unit in the structure. (See the structure located at 1051 Beech Tree Lane in Fig. 5.) The figure indicates the number of housing units the structure contained at the time the map was prepared.

Other symbols used on reproduced Subsegmenting Maps are the same as those on county highway maps. (See paragraph 4.)

Discrepancies in boundary locations

It may happen that housing unit symbols were placed in the wrong location on the map in subsegmenting and as a result the location of a segment boundary on the map may differ from the location of the boundary as it exists on the ground. For example,



In this particular case you should use the boundary as you find it on the ground; that is, you should use as the boundary the side property line of 10 Trenton Road as it is located on the ground.

CAUTION: Note that this rule (which is an exception to the general rule) is to be followed ONLY when the segment is outlined on a reproduced Subsegmenting Map and when the boundary in question is a property line beside a numbered housing unit. In all other cases, you are to use the location of the boundary as shown on the map.

C. Kinds of Segment Maps--Con.

4. County highway maps

Some segments will be outlined on a reproduction of a portion of a county highway map of the kind illustrated in Fig. 6.

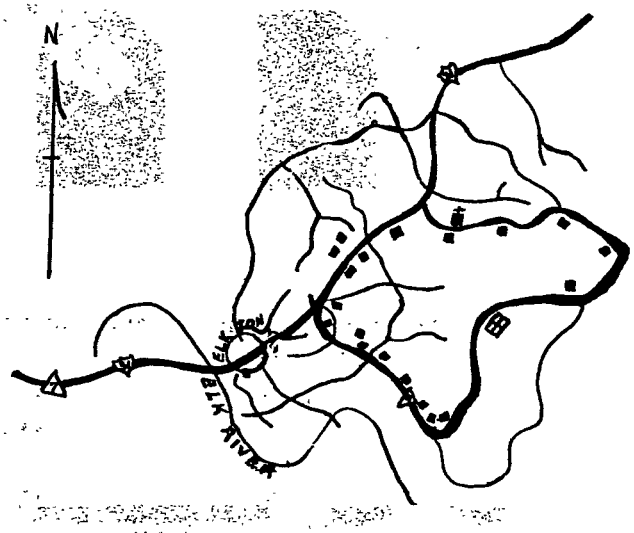


Fig. 6 ILLUSTRATION OF SEGMENT OUTLINED ON COUNTY HIGHWAY MAP

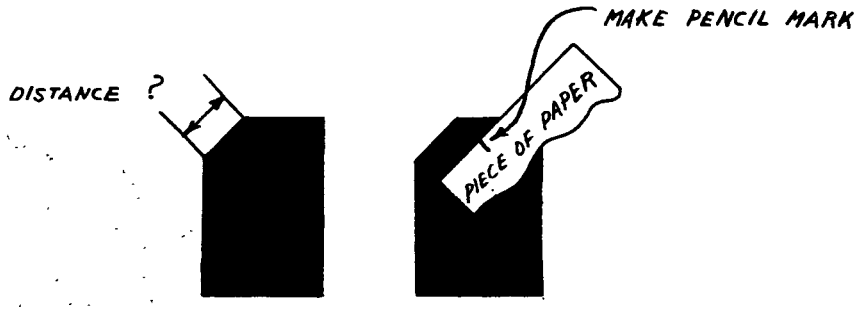
Symbols on a county highway map are explained in the Key on the map and will help you locate and identify the boundaries of the segment. The highway markers will identify the roads; for example, U.S. highway numbers are indicated by a shield (31) and State highway numbers by a triangle (7), rectangle [7] or similar symbol. Symbols for schools ■, churches ■, etc., will help identify the segment boundaries.

D. How to locate boundaries difficult to find on the ground

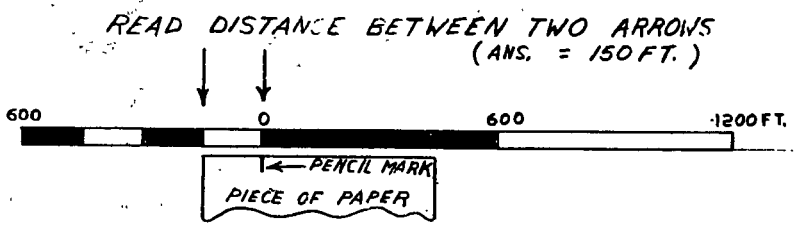
If a boundary is unnamed or is difficult to locate on the ground, use the scale at the bottom of the map to determine the extent of the boundary and its location in relation to well-defined and easily locatable boundaries or landmarks.

To find the distance between two points, where one is easily determined on the map and on the ground, and the other is questionable or cannot be located on the ground, place a piece of paper on the map so that the edge of the paper touches one point. Place a pencil mark on the paper opposite the other point as shown on the next page.

D. How to locate boundaries difficult to find on the ground--Con.



Then place the paper next to the scale and read the distance as follows:



After determining the distance according to the scale, pace off this distance in the proper direction on the ground to find the location of the undetermined point on the ground.

Determining length of pace

To determine the length of your pace, proceed as follows:

1. Using the map scale, measure the distance between two identifiable points on the map.

2. Walk between these two points on the ground, counting each step that you take between the two points.

3. Divide the number of steps into the number of feet measured by the scale. The result is your pace which should be used in determining other distances.

4. Example: In Fig. 2 the distance from the power line to Oak Street is 1/4 inch which equals 25 feet according to the scale for Fig. 2. Suppose you walked $12\frac{1}{2}$ steps from the power line to Oak Street. You would know that in pacing off other distances, you would count one step (that is one pace) as two feet.

D. How to locate boundaries difficult to find on the ground--Con.

Example

As pointed out on page C-6, the southern boundary of the segment shown in Fig. 2 is an unnamed street. To determine the exact location of the segment boundary which is shown on the map as an unnamed street use the map scale and measure on the map the distance from Hillcrest Ave. to the unnamed boundary street. Then pace this distance off on the ground. If the distance is 150 feet and your pace is 2 feet you would walk 75 paces. The street should be located at this point; if not, check your measurements and if correct inquire as to whether the street was ever cut through. Once you are sure you have determined the exact location of the southern boundary as shown on the map, use that location as the boundary on the ground.

Use of odometer

Whenever the distance can be traversed by car and can be measured accurately on the odometer (speedometer) of your car use this method of measurement. You will find the odometer (together with information from local sources if necessary) useful in locating boundaries which are township, county or other minor civil division lines that are not indicated by a road, marker or other visible evidence on the ground. If the distance is too short to be measured accurately on the odometer it should be paced off as instructed on page C-12.

E. Special problem in identifying segment boundaries

1. Boundaries consisting of streets which do not exist

Occasionally, you may find that one of the streets or other landmarks which forms part of the segment boundary does not exist. In such a case, estimate where the street (or other landmark) was or would have been located, carry out the listing using the estimated boundary, and report the situation on a Referral Sheet.

2. Street name on map different from actual street name

If the street name on the map is different from the actual street name, check to be sure that you are on the correct street. If you determine you are on the right street but the name of the street has been changed, use the current street name. Change the street name on the map and in the heading of the Segment List and explain the discrepancy on a Referral Sheet. If the name of a boundary street has changed, BE SURE that you follow the location of the boundary exactly as indicated on the map.

3. Other boundary problems

If you encounter other boundary problems which you are unable to resolve, report them on a Referral Sheet.

F. Bringing reproduced Subsegmenting Maps up to date at time of original listing

Reproduced Subsegmenting Maps are prepared from sketches on which housing units and potential boundaries are entered by the field prior to listing. New construction, conversions and demolitions may have taken place since these maps were prepared. Be sure to list every residential unit (house, apartment, flat, etc.) and fill a P-2255 for every special dwelling place in the segment even though these are not shown on the map. Do <u>not</u> list units and special dwelling places which no longer exist even though shown on the map. Show the location of new units and special dwelling places by entering the appropriate symbol (see page C-9) on the map. Draw a large X on the map through structures which no longer exist. For multi-unit structures which change in size, correct the figure on the map showing the number of units the structure contains.

CHAPTER 3. WHAT TO LIST AND GENERAL PROCEDURE FOR LISTING

A. What to list

Within each segment, you are to list separately (1) each housing unit and (2) in specified types of places each living arrangement which does not meet the housing unit definition such as a room in a boarding house.

1. Units which are housing units

Most of the units you are to list are housing units such as houses, apartments, or flats. These are to be listed in accordance with the basic rules given in Chapter C-5.

2. Units which are not housing units

Units consisting of living arrangements which do not meet the housing unit definition are located in places such as boarding and rooming houses and special dwelling places. The units in these places are to be listed according to the special rules given in Chapter C-11, Rules for Handling Unusual Situations and Chapter C-14, How to List Special Dwelling Places.

3. Structures which contain no living quarters

In addition to listing housing units (and each living arrangement in places such as boarding and rooming houses and special dwelling places) you are also to list "structures which contain no living quarters" as instructed in Chapter C-8. The purpose of listing such structures is to make sure that every place in which people live or might live is covered and thus that all living quarters in the segment are listed.

B. General procedure for listing

In general, you are to list by observation. This means that you will list separately each house, apartment, flat, trailer, etc. which appears from the outside to contain only one housing unit. If a structure or part of a structure (other than a place such as a boarding or rooming house, non-transient hotel or special dwelling place) appears to contain more than one housing unit, you are to inquire to determine the number of housing units it contains as instructed in Chapter C-4.

In places such as boarding or rooming houses, nontransient hotels and special dwelling places, you must always inquire to determine the number of units the place contains. In apartment houses and in structures containing numbered flats, you will, of course, list by observation each apartment or flat.

A. When to inquire

Except for rooming and boarding houses, nontransient hotels and special dwelling places, you are to make inquiry only when you are in doubt as to the number of living quarters a structure contains (see section B on page C-15). Always ask a responsible person in making necessary inquiries.

B. How to inquire in residential structures other than large multi-unit structures

In residential structures other than apartment houses, rooming and boarding houses, nontransient hotels and special dwelling places, use an approach similar to the following:

1. Approach to use

"I am _____ with the U.S. Bureau of the Census. (Show your identification card.) The Bureau is conducting a sample survey and in connection with this survey we are making a listing of the separate living quarters of all persons in this area. Are there living quarters--either occupied or vacant — for more than one family or for boarders or roomers in this house?"

2. Questions to ask

If there are rooms for boarders or roomers, follow the instructions in section 1 on page C-53.

If the respondent indicates that more than one family lives in the house, ask additional questions to determine whether the living quarters of each family is a housing unit.

For example, if the respondent says another family occupies the second floor of her two-story house, ask whether both families live and eat together as one group. If the answer is yes, list the house occupied by the two families on one line of the listing sheet.

If the respondent indicates that the families live separately, ask whether the upstairs family has an entrance directly from the outside of the structure or from a hall which is not a part of the downstairs living quarters. If no direct access, ask whether the upstairs family has a kitchen or cooking equipment for their exclusive use. If the upstairs family has <u>either</u> direct access or cooking equipment for exclusive use, list the two apartments on separate lines of the listing sheet. If the upstairs family has <u>neither</u> direct access nor cooking equipment for exclusive use, list the structure on one line of the listing sheet.

B. How to inquire in residential structures other than large multi-unit structures--Con.

2.--Con. Also ask whether there are any living quarters, including those which may be vacant, in other structures on the property. If there are such quarters, determine whether they meet the housing unit definition and list accordingly.

3. How to close inquiry — After you have completed your inquiry thank your respondent and tell her "A sample of households is to be selected for the survey. If yours is selected we will be back for more information".

4. How to show you have inquired — Enter a check mark in the left margin of the listing sheet opposite the description of each residential unit at which you have inquired.

C. How to inquire in apartment houses — If not satisfied by observation when listing an apartment house, identify yourself, explain the survey and ask the following questions of a responsible employee, or tenant if no employee is available.

Questions to ask

"How many apartments are in this building?"
"What are their numbers?"
"Are there any other quarters in the basement or attic used by the janitor or any other employee?"
"Are there any vacant or occupied living quarters in any other building on this property?"

D. How to inquire in boarding and rooming houses, non-transient hotels and special dwelling places — In boarding and rooming houses, nontransient hotels, and special dwelling places, you <u>must</u> <u>always</u> inquire to determine the number of units to be listed or sampled, using the procedures given in Chapters C-11 and C-14.

E. How to inquire in nonresidential structures — To determine whether there are any living quarters in nonresidential structures, ask of a responsible person connected with the building any questions you may think necessary, such as:

"Does the president or general manager of the company have a penthouse suite, or perhaps living quarters adjoining his office?"

"Are there any janitors who live in the building?"

"Are there any maintenance personnel who are on call at all hours of the day or night who therefore have living quarters in the building?"

CHAPTER 5. BASIC RULES FOR LISTING

A. Summary of basic rules

There are five basic rules which must be followed in listing.

1. Every housing unit and in certain types of places every living arrangement must be listed.
2. Every special dwelling place must be recorded on a Special Dwelling Listing Sheet.
3. Every structure with no living quarters must be listed.
4. Every part of the segment must be covered.
5. The "main entrance" rule must be applied to structures which cross segment boundaries.

B. Discussion of basic rules

The basic rules are discussed in detail below.

1. List on Segment List every housing unit and in certain types of places every living arrangement

List on a form called the Segment List (see Chapter C-6) <u>all</u> housing units (except those in special dwelling places) within the segment boundaries. In addition, list on this form all living arrangements in boarding and rooming houses regardless of whether they are housing units.
List all of these living quarters whether occupied or vacant or under construction. Watch for basement, side and rear entrances, as they may lead to separate living quarters. Look for two or more doorbells, mailboxes, electric meters, etc., which usually show that the structure contains several living quarters. Some structures have more than one address which generally indicates there is more than one residential unit in the structure. If in doubt about the number of living quarters a structure contains, be sure to ask.

Exception

<u>Exception:</u> Occasionally you may be given special instructions in the heading of the Segment List and on the Segment Folder or map to list only a certain part (or only certain addresses) of the area outlined in red. BEFORE starting your listing be sure to look for and read carefully any special instructions that may appear in the heading of the Segment List and any notations on the Segment Folder or Map.

2. Record name, type and address of each special dwelling place

Record the name, type and address of every special dwelling place in the segment in the heading of the Special Dwelling Listing Sheet. Do <u>not</u> record special dwelling places on the Segment List. (See Chapter C-6 for illustration of form and Chapter C-14 for detailed instructions on listing of special dwelling places.)

B. Discussion of basic rules--Con.

3. List every "structure with no living quarters" in the segment

List every "structure with no living quarters" either

a. by checking the proper box on the Segment List

or

b. by entering the structure on a special form called the "List of Structures With No Dwelling (Housing) Units". (See page C-24 for explanation of title of form.)

(Chapter C-8 contains detailed instructions on listing structures with no living quarters.)

4. Cover every part of the segment

Make sure that you cover every part of the segment.

a. How to insure complete coverage in built-up areas

a. To insure complete coverage in built-up areas:

(1) Start in the northwest corner of the segment and go completely around it in clockwise fashion.

(2) Then walk through all alleyways, passageways, courts, and any streets within the segment.

(3) Look for "concealed" units such as basement apartments; living quarters over or in the back of stores, in the rear of other houses, in garages, etc.

(4) For segments shown on reproduced Subsegmenting Maps, draw an X through units which no longer exist and which are located within the segment boundaries. Show the location of new units and special dwelling places by entering the appropriate symbol (see page C-9) on the map.

b. How to insure complete coverage in rural areas

b. To insure complete coverage in <u>rural areas</u>:

(1) Begin at some convenient corner and make sure to cover every road and road section within the segment. Indicate by an "X" and the notation "START HERE" the point where you enter the segment to begin listing.

(2) Begin at one end of each road and follow the road to where it intersects the segment boundary or to the other end of the road within the segment.

(3) For segments being listed for the first time, assign consecutive letters beginning with A to the roads in the order traveled (Road A, Road B, etc.) and enter these letters on the map as

B. Discussion of basic rules--Con.

4.--Con.

b.--Con.

illustrated in the example given below. If the roads in a segment have been previously assigned numbers (Road 1, Road 2, etc.) on the maps and listing sheets, do not change the numbering but continue the same numerical sequence for new roads within the segment.

(4) List all living quarters on both sides of roads within the segment.

(5) If the road forms part of the segment boundary, list only those units on the side within the segment.

(6) List each unit once and only once, from the most accessible road.

(7) Look for side paths, breaks in the trees, telephone wires, etc., which may indicate the presence of living quarters.

(8) Walk up paths and lanes to see whether these lead to living quarters.

(9) Check by inquiry to see whether there are living quarters along boundaries and in areas that cannot be traversed such as along railroad tracks.

(10) Enter successive arrows on map to show route of travel.

(11) Indicate on the map the location of each housing unit and each special dwelling place now in existence or under construction. Include occupied units and vacant units if habitable. Use the following symbols to designate location ☐ housing unit; ☐ T for trailers that are housing units; △S special dwelling place.

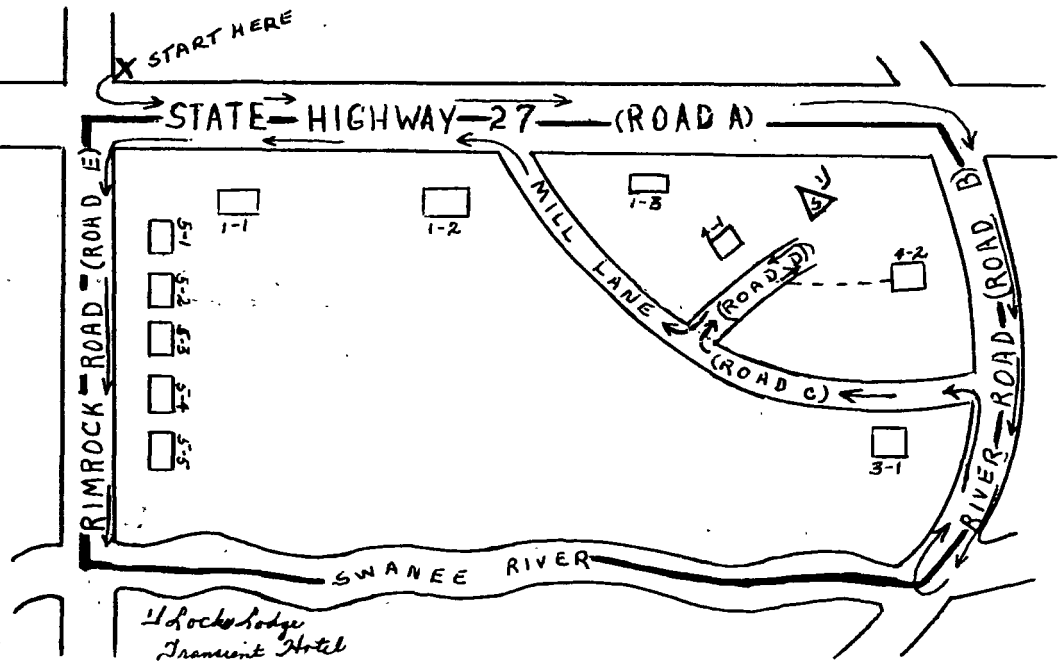
Also indicate on the map (beside the unit) the sheet and line number of the Segment List on which each housing unit is listed. Housing units located on each road or road section should be listed consecutively on the Segment List for the road or road section in the order of travel.

For special dwelling places enter the name and type in a footnote on the map.

See the following sketch which illustrates how these entries are to be made on the map.

B. Discussion of basic rules--Con.

4.--Con.



(12) For segments shown on reproduced Subsegmenting Maps, follow the procedure given on page C-19 in paragraph 4a(4).

5. Apply "Main Entrance Rule" to structures which cross segment boundaries

"Main entrance" defined

If a structure crosses a segment boundary consider it to be inside the segment if its main entrance is within the boundary outlines. By "main entrance" we mean 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.

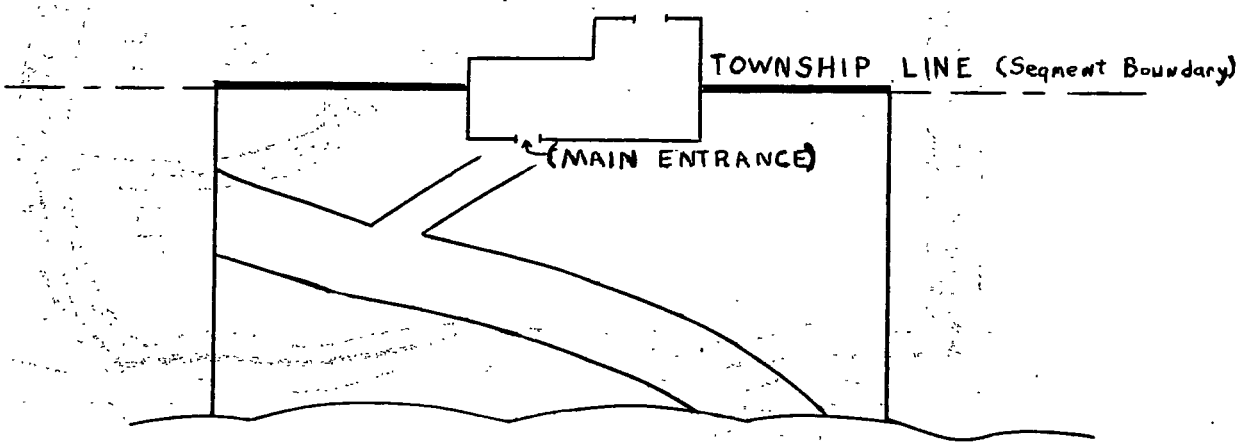
Exception to rule

NOTE: The only <u>exception</u> to this rule is in the case of segments for which you are instructed in the heading of the Segment List to list only certain addresses which may consist of part of a building. For such segments the "main entrance" rule given above does not apply; instead you are to list the specified part of the building.

B. Discussion of basic rules--Con.

5.--Con.

Example



Use of main entrance rule in special dwelling places

The use of the "main entrance" rule in buildings of special dwelling places which cross segment boundaries is given in Chapter C-14.

A. Types of listing forms

In listing you will use three types of listing forms. These are:

1. Segment List-- Used to list housing units (and in certain types of places living arrangements that are not housing units). Also used to indicate the existence of structures containing no living quarters such as garages, stores, barns, etc. which are located on the same property as the residential unit being listed. (See Fig. 7.) (Note that special dwelling places are not to be entered on this list.)

FORM 11-171 (9-29-60) (FORMERLY P-2220 & NHS-201)
U.S. DEPARTMENT OF COMMERCE BUREAU OF THE CENSUS

SEGMENT LIST

PSU CODE	SEGMENT NO.	SEGMENT TYPE	SURVEY	SHEET ___ OF ___ SHEETS
		☐ TA ☐ NTA	☐ CPS ☐ NHS ☐ _____	

POST OFFICE (City, Town or Village)

URBAN SEGMENTS -- BOUNDARIES	RURAL SEGMENTS -- DIRECTION OF TRAVEL
N.	PROCEEDING FROM:
E.	TO:
S.	TRAVELING (N, E, S, or W) _____ ON ROAD (See Column 2 below)
W.	

LINE NO. (1)	STREET NAME OR ROAD DESIG. (2)	HOUSE NO. OR SIDE OF ROAD (3)	DESCRIPTION OR LOCATION OF UNIT (4)		SAMPLE DESIG. (5)	SERIAL NUMBER (6)	REASON AND DATE ADDED OR DELETED (7)
1		L or R	NAME: AND:	☐ FARM BLDGS. ☐ STORE ☐ GAR. ☐ OTHER (Specify)			
2		L or R		☐ FARM BL ☐ STO			

Fig. 7 EXCERPT FROM SEGMENT LIST USED IN NATIONAL HEALTH SURVEY AND CURRENT POPULATION SURVEY

2. Supplemental Segment List--Green form used in bringing lists up to date in NTA Segments. In NTA Segments, housing units (and in certain type of places living arrangements that are not housing units) resulting from new construction or conversions and units omitted in error in the previous listing are to be entered on this list. (For some segments a white Segment List may have been labeled "Supplemental" and used as the Supplemental Segment List; this form should continue to be used for that segment.)

A. Types of listing forms--Con.

FORM 11-172 (11-1-60) U.S. DEPARTMENT OF COMMERCE BUREAU OF THE CENSUS **SUPPLEMENTAL SEGMENT LIST FOR NTA SEGMENTS**	PSU CODE	SEGMENT NO.	SEGMENT TYPE ☐ TA ☐ NTA	SURVEY ☐ CPS ☐ NHS ☐ _____	SHEET ___ OF ___ SHEETS
	POST OFFICE *(City, Town or Village)*				

URBAN SEGMENTS -- BOUNDARIES	RURAL SEGMENTS -- DIRECTION OF TRAVEL
N.	PROCEEDING FROM:
E.	TO:
S.	TRAVELING *(N, E, S, or W)* _____ ON ROAD *(See Column 2 below)*
W.	

LINE NO. (1)	STREET NAME OR ROAD DESIG. (2)	HOUSE NO. OR SIDE OF ROAD (3)	DESCRIPTION OR LOCATION OF UNIT (4)		SAMPLE DESIG. (5)	SERIAL NUMBER (6)	REASON AND DATE ADDED OR DELETED (7)
1		L or R	NAME:	☐ FARM BLDGS. ☐ STORE ☐ GAR. ☐ OTHER *(Specify)* AND:			
2		L or R	NAME:	☐ FARM BLDGS. ☐ STORE ☐ GAR. ☐ OTHER *(Specify)* AND:			

Fig. 8 EXCERPT FROM SUPPLEMENTAL SEGMENT LIST

3. List of Structures With No Dwelling (Housing) Units (appears on right inside page of Segment Folder) with additional separate sheets provided as needed. -- Used to list structures which contain no living quarters (such as church, store, filling station, etc.) and which are not located on the same property as structures containing residential units. (See Fig. 9.)

   This form appears on the CPS Segment Folder and on separate sheets as "List of Structures With No Dwelling Units". On the NHS Segment Folder, it may be labeled "List of Structures With No Housing Units". Use these respective forms for the purpose indicated in the preceding paragraph.

A. Types of listing forms--Con.

LIST OF STRUCTURES WITH NO DWELLING UNITS

LINE NO. (1)	STREET NAME OR ROAD NO. (2)	HOUSE NO. OR SIDE OF ROAD (3)	DESCRIPTION OR LOCATION OF STRUCTURE WITH NO DWELLING UNITS (4)	SEGMENT LIST SHEET AND LINE REFERENCE (5)	PERSON SUPPLYING INFORMATION (6)
1		L OR R	☐ STORE ☐ CHURCH ☐ SCHOOL ☐ FILLING STATION ☐ FACTORY ☐ RESTAURANT ☐ ABANDONED STRUCTURE ☐ OTHER *(Specify)*_____	ON SHEET_____ BETWEEN LINES _____AND_____	
		L OR R			

Fig. 9 EXCERPT FROM LIST OF STRUCTURES WITH NO DWELLING (HOUSING) UNITS

4. Special Dwelling Listing Sheet.--Used to record the name, type and address of each special dwelling place in the segment and also to list units within special dwelling places. (See Fig. 10.)

SHEET OF SHEETS

FORM P-2255 (2-8-56) U.S. DEPARTMENT OF COMMERCE BUREAU OF THE CENSUS

SPECIAL DWELLING LISTING SHEET

FORM APPROVED BUDGET BUREAU NO. 41-R1206.5

NOTE: For special dwelling places in TAKE ALL SEGMENTS, skip items a, b, and c and list units in Col. (2).

a. REGISTER AVAILABLE?
YES ☐ If "Yes," complete heading items b and c only.
NO ☐ If "No," skip items b and c and list units in Col. (2).

b. REGISTER IS RECORD OF:
☐ Living quarters (Rooms, Dus., etc.) ☐ Persons

SAMPLE AREA

CODE	NAME

BLOCK OR RURAL SAMPLE AREA

IDEN. CODE	NAME

SEGMENT

SEGMENT NO.	TYPE

C. DATE	NUMBER OF UNITS		
	NONSTAFF	STAFF	UNCLASSIFIED

NAME OF SPECIAL DWELLING PLACE

ADDRESS

TYPE

LINE NO. (1)	NUMBER OR LOCATION OF UNIT (2)	SAMPLE DESIG-NATION (3)	SERIAL NO. (4)	LINE NO. (1)	NUMBER OR LOCATION OF UNIT (2)	SAMPLE DESIG-NATION (3)	SERIAL NO. (4)
1				21			
				22			

Fig. 10 EXCERPT FROM SPECIAL DWELLING LISTING SHEET

B. Sheet for recording problems and questions

You will also use a Referral Sheet, on which you will record any problems encountered or questions you have concerning listing. (See Fig. 11.)

FORM 11-36
(8-26-57)

U. S. DEPARTMENT OF COMMERCE
BUREAU OF THE CENSUS

REFERRAL SHEET

(SEE INSTRUCTIONS ON REVERSE SIDE OF "FIELD OFFICE COPY.")

a. Regional Office

b. Survey (Check Which)
☐ CPS ☐ NHS
☐ CCRR ☐ _____

c. Enumerator's name and number

d. Date

IF REFERENCE TO SPECIFIC UNIT, SHOW:

e. PSU Code

f. Segment Number

g. Serial Number (CPS, NHS only)

h. Form No.

i. Sheet No.

j. Line No.

k. Other identification

Section I — STATEMENT OF PROBLEM OR QUESTION

Section II — ANSWER TO PROBLEM OR QUESTION

Fig. 11 EXCERPT FROM REFERRAL SHEET

C. Segment Folder — You will be furnished with a separate Segment Folder for each segment you are to list. This folder is used (1) to indicate your specific listing assignment and (2) to hold the maps and forms used in listing. (See Figs. 12 and 13.)

FORM NHS-202
(6-1-60)

U.S. DEPARTMENT OF COMMERCE
BUREAU OF THE CENSUS

NATIONAL HEALTH SURVEY
SEGMENT FOLDER

DATE ASSIGNED	Section I - INSTRUCTIONS TO INTERVIEWER		
	A. ☐ LISTING TO BE COMPLETED BY _____	B. ☐ INTERVIEW SAMPLE UNITS DURING WEEK OF _____	C. ☐ BRING LISTING UP TO DATE BY _____
	A. ☐ LISTING TO BE COMPLETED BY _____	B. ☐ INTERVIEW SAMPLE UNITS DURING WEEK OF _____	C. ☐ BRING LISTING UP TO DATE BY _____
	A. ☐ LISTING TO BE COMPLETED BY _____	B. ☐ INTERVIEW SAMPLE UNITS DURING WEEK OF _____	C. ☐ BRING LISTING UP TO DATE BY _____
	A. ☐ LISTING TO BE COMPLETED BY _____	B. ☐ INTERVIEW SAMPLE UNITS DURING WEEK OF _____	C. ☐ BRING LISTING UP TO DATE BY _____
	A. ☐ LISTING TO BE COMPLETED BY _____	B. ☐ INTERVIEW SAMPLE UNITS DURING WEEK OF _____	C. ☐ BRING LISTING UP TO DATE BY _____
SAMPLE B _____	SAMPLE B _____	SAMPLE B _____	SAMPLE B _____

Section II - SAMPLING INSTRUCTIONS

A. START WITH _____	A. START WITH _____	A. START WITH _____	A. START WITH _____
B. TAKE EVERY _____	B. TAKE EVERY _____	B. TAKE EVERY _____	B. TAKE EVERY _____

Section III - RECORD OF TRANSMITTAL

SERIAL NUMBER	DATE OF SHIPMENT	SERIAL NUMBER	DATE OF SHIPMENT	SERIAL NUMBER	DATE OF SHIPMENT	SERIAL NUMBER	DATE OF SHIPMENT

Section IV - SPECIAL INSTRUCTIONS AND OTHER NOTES

A. SUPERVISOR: ENTER BELOW ANY NECESSARY SPECIFIC INSTRUCTIONS FOR SPECIAL DWELLING PLACES, SEGMENT BOUNDARIES, ETC.

B. INTERVIEWER: ENTER BELOW ANY NOTES YOU MAY NEED SUCH AS DIRECTIONS TO REACH SEGMENT.

PSU CODE
GRID REF.
IDEN. CODE
PLACE
SEGMENT NO.
TYPE
SAMPLE

Fig. 12 SEGMENT FOLDER USED IN NATIONAL HEALTH SURVEY

C. Segment Folder--Con.

U. S. DEPARTMENT OF COMMERCE **SEGMENT FOLDER** BUREAU OF THE CENSUS

Form 1-210
7-1-58

INSTRUCTIONS TO ENUMERATOR

			FIRST PERIOD					SECOND PERIOD				
Part I — INSTRUCTIONS	The items X'd under column showing current month indicates action to be taken and the status of sample units.	Year										
		Month										
	A — List only - new segment (Enumeration starts next month)											
	B — Bring up to date											
	C — Enumerate units at addresses shown on control cards											
	D — Bring lists up to date and enumerate all units in this segment											
	E — Enumerate by calling the telephone numbers shown on control cards											
Part II — SAMPLE UNIT STATUS	FIRST PERIOD — First month - fill control cards (Will return next month)											
	FIRST PERIOD — Second and third months (Will return next month)											
	FIRST PERIOD — Fourth month (Will return in 8 months)											
	SECOND PERIOD — First, second, third months (Will return next month)											
	SECOND PERIOD — Fourth month (Will be dropped after this month)											

NOTE: If any "extra" units are found in this segment, use the same color control card.
Keep control cards of callbacks in this folder.
Return this folder with the last shipment from this segment.

Sampling Instructions	
Start with:	Take every:

PART III **RECORD OF TRANSMITTAL**

Serial Number	Yr. / Mo.									Serial Number	Yr. / Mo.								

NOTE: If a unit is noninterview, enter code of noninterview reason in appropriate cell:
NOH (No one home) **NAP** (No answer-phone) **TA** (Temporarily absent) **REF** (Refused)
OC-RI (Occupied-roads impassable) **OT-OC** (Other-occupied) **VS** (Vacant-seasonal) **VNS** (Vacant-nonseasonal)
URE (Usual residence elsewhere) **AFM** (Armed forces member) **UN-RI** (Unoccupied-roads impassable) **OT-UN** (Other-unoccupied)

PART IV **SPECIAL INSTRUCTIONS AND OTHER NOTES**

A. Supervisor: Enter below any necessary, specific instructions for special dwelling places, segment boundaries, etc.

B. Enumerator: Enter below notes such as directions to segment from home, best day or time to visit segment, etc.

PART V. SPECIAL DWELLING PLACE IN SEGMENT? ☐ Yes ☐ No

Name of Place (If yes) 1. _____

2. _____

PSU CODE | PSU NAME | GRID MAP | IDEN. CODE | PLACE | SEG. NO. | TYPE | EDT. NO. | SAMPLE

Fig. 13 SEGMENT FOLDER USED IN CURRENT POPULATION SURVEY

CHAPTER 7. HOW TO FILL SEGMENT LIST

A. Heading

You will receive a Segment Folder for each segment assigned to you and a supply of blank listing sheets. One sheet of the Segment List will be attached to the inside right page of the folder. (Occasionally you may receive a folder containing no Segment Lists; these folders will be discussed later.) The heading items (except, in most cases, for Post Office and boundaries of urban segments or direction of travel for rural segments) will have been filled on the Segment List in the folder. If you need more than one sheet for the segment, copy the heading information to each sheet that you use.

1. Post Office

In order to send out "Dear Friend" letters to sample households in advance of interview, your supervisor must have a Post Office address for these households. He does not have this information for households located in rural or in some built-up areas. For this reason we are asking you to find out by limited inquiry the Post Office which services the households in segments located in these areas.

Specifically you are to fill the Post Office item on the first sheet prepared for a segment in the following situations:

a. When the segment is located in "Rem. of ____ County" or "Balance of Urbanized Area" as indicated in the tab of the Segment Folder.

b. When the segment is located in a "named place" but households in the segment are serviced by a Post Office that does not bear the name indicated on the folder.

<u>Example 1</u> - A segment is located in a community that has been annexed to a city but the Post Office which services the community still retains the community name. An illustration of this situation would be a segment with "Los Angeles, city" entered in the tab of the Segment Folder but the Post Office address of households within the segment is "North Hollywood". In this case, you should enter "North Hollywood" in the space for Post Office.

<u>Example 2</u> - A segment is located in a village or unincorporated place where there is no Post Office, therefore, the households in the segment are serviced by a Post Office located elsewhere.

If some of the units in the segment receive their mail through one Post Office and some through another, enter in a footnote in the Remarks Section the line numbers of the units serviced by each Post Office.

A. Heading--Con.

1.--Con. Do not fill this item for segments where the Post Office name is the same as the "Place" name appearing on the tab of the Segment Folder.

CAUTION: Determine the Post Office servicing the units from one source -- preferably the Post Office itself or from someone with a general knowledge of the area. Do NOT inquire at every housing unit to determine its Post Office address. <u>This is essential in order to keep within the costs allocated for the listing operation</u>.

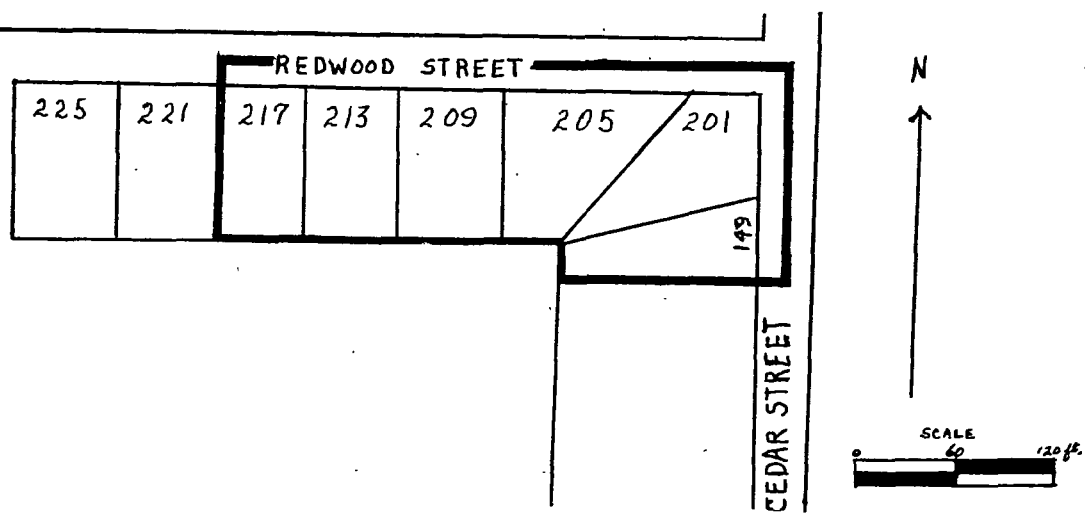
2. Urban Segments -- Boundaries If the segment consists of a block or part of a block, enter the segment boundaries in the space provided in the heading. For example:

URBAN SEGMENTS -- BOUNDARIES	
N.	Twin Oaks Drive
E.	Portage Path
S.	Blaine Ave.
W.	West Market Street

For some urban segments you may find that the description of a north, east, south or west boundary is too long to be written in the indicated space. In such a case, you may continue the description of this boundary in the space for "Rural Segments" or continue it in the Remarks space. Be sure, however, to "key" (footnote, arrow, etc.) this description to the indicated space for the boundary you are describing.

The following is a sketch of an urban segment for which the space in the heading of the Segment List is inadequate for the south boundary. On page C-31 is an illustration of how the description of the south boundary may be entered on the Segment List.

Sketch



A. Heading—Con.

2.--Con.

Illustration of description of segment boundaries

URBAN SEGMENTS -- BOUNDARIES	RURAL SEGMENTS -- DIRECTION OF TRAVEL
N. Redwood Street	~~PROCEEDING FROM:~~
E. Cedar Street	TO: Line of 149 Cedar St., south property line
S. South and west property	of 205-217 Redwood St.
W. West property line of 217 Redwood St.	TRAVELING (N, E, S, or W) _____ ON ROAD (See Column 2 below)
CURRENT HOUSE	SAMPLE

3. Rural Segments -- Direction of Travel

If the segment is located in a rural area, use a separate Segment List for each road or road section. Enter the direction and limits of travel in the space provided in the heading. For example:

RURAL SEGMENTS -- DIRECTION OF TRAVEL
PROCEEDING FROM: Road A
TO: Swanee River
TRAVELING (N, E, S, or W) S ON ROAD (See Column 2 below)

4. Special Instructions

In some cases the segment map on the left inside cover of the Segment Folder will indicate that you are to list specific addresses for the segment. Your supervisor will have entered the addresses in the space for segment boundaries on the Segment List and instructions for listing these addresses in Section IV A of the Segment Folder. Be sure to follow these instructions.

B. Rules for filling body of Segment List

Observe the following rules in filling the body of the Segment List:

1. Cols. 2-4

Fill only columns 2-4. Be sure to give a complete and detailed description of each unit in columns 2-4 as shown in the examples on pages C-34 and C-35.

2. Cols. 5-7

Make no entries in columns 5-7.

3. One line per unit

List each unit on a separate line of the Segment List. Do <u>not</u> skip any lines.

4. Indicating inquiry

When in doubt as to the number of living quarters in a structure, inquire. Enter a check mark in the left margin of the Segment List opposite each unit at which you have inquired.

5. Indicating structures with no living quarters

In column 4, specify by checking the proper box, the type of any structure such as a garage or store which is on the same property as the unit

B. Rules for filling body of Segment List—Con.

5.—Con.

being listed, but which is not at present occupied or intended for occupancy as living quarters. (This structure is to be considered at the time of interviewing as part of the unit entered on the same line of the Segment List — for NHS, see Chapter II of Part A; for CPS, see Chapter 11 of Part D.)

If there is more than one unit on the same property as a structure with no living quarters, check the appropriate box on the line for only one of the units.

6. Streets and segments with no living quarters

If in a built-up area, a street or alley contains no living quarters, enter the name of the street or alley on the back of the Segment List with the notation "No Living Quarters". If in a rural area there are no living quarters on a particular road or road section enter "No Living Quarters" on the front of the Segment List for that road or road section. If the entire segment contains no living quarters, write "No Living Quarters" on the face of the Segment List. Make the above entry even though there is a special dwelling place on the street or road or in the segment provided there are no other living quarters in the segment.

7. Order of listing in multi-unit structures

In structures containing more than one unit, use the following rules in determining the order of listing:

a. If there is a numbering or lettering system

If there is a regular numbering or lettering system:

(1) Begin with the lowest number or letter and proceed numerically or alphabetically to the highest number or letter.

(2) If basement units in a structure are not included in the numbering or lettering system (for example a basement apartment for a janitor) list the basement unit before the numbered or lettered apartments on the upper floors.

b. If <u>no</u> system

If there is no regular numbering or lettering system:

(1) Always list units on a lower floor before listing those on a higher floor. Begin with the basement, then the first floor, second floor, etc.

(2) Always proceed to the right as you list units on each floor of either a multi-story or a one-story structure. This means that you are to turn to the right from the main <u>entrance to the floor</u> and keep to the right as you list each unit in sequence.

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B. Rules for filling body of Segment List—Con.

7.—Con.

b.—Con.

(3) In structures which have living quarters in front and rear, list front before rear.

(4) In structures which have right and left units, list right before left. As you enter a structure or floor within a structure from its main entrance, you must turn to the right from that entrance, then keep to the right as you cover the hall, making sure to list all units on it.

NOTE: In some situations it may be advisable to draw a rough sketch of the structure showing the location of each unit and the sheet and line number of the Segment List on which the unit is listed. Do this only when you feel that another person would have difficulty in determining the location of a unit you have listed in a structure which has no regular numbering or lettering system.

8. Special rules for rural areas

When listing in rural areas where there are no street and house numbers:

a. Side of road

Always show on which side of the road the unit is located in relation to your direction of travel by encircling L (for left) or R (for right) in column 3.

b. Name of household head

If you can see it on a mailbox or sign, enter the name of the household head in column 4 as part of the description of each unit. Do not make any special effort to get the name if it is not readily available. Since many households in the same vicinity may have the same family name, be sure to enter in addition to the last name, the first name or initials if given on the mailbox or sign.

C. Examples of partially filled Segment Lists

Fig. 14 shows how the Segment List would be filled for an urban segment; Fig. 15 for a rural segment. Be sure to read the marginal notes which contain specific instructions.

D. Your name and the date

At the bottom of page 3 of the Segment Folder, below the List of Structures With No Dwelling (Housing) Units, enter your name and the date (month and year) the listing was completed.

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SHEET 1 OF 3 SHEETS

Total number of sheets used for listing segments.

Enter a check mark in the left margin opposite each unit at which you inquire.

Enter street name.

Enter house number.

If there is only one unit at an address enter a dash.

Draw line when all units on street have been listed.

If alley, street or road has no name, give it some designation which will aid in location.

If there are several units at address, identify each one completely. If there is no number or letter, enter location. List units in consecutive order.

Specify type of any structure which is on same property but which is not at present intended for occupancy as living quarters.

If there is no house number, identify the unit completely.

LINE NO. (1)	STREET NAME OR ROAD DESIG. (2)	HOUSE NO. OR SIDE OF ROAD (3)	DESCRIPTION OR LOCATION OF UNIT (4)	
✓ 1	Johnson Street	L or R 137	First floor front NAME: AND:	☐ FARM BLDGS. ☐ STORE ☐ GAR. ☐ OTHER (Specify)
2		L or R 137	First floor rear NAME: AND:	☐ FARM BLDGS. ☐ STORE ☐ GAR. ☐ OTHER (Specify)
3		L or R 139	— NAME: AND:	☐ FARM BLDGS ☑ STORE ☐ GAR. ☐ OTHER (Specify)
4	North-South Alley East of Johnson St.	L or R —	East side, first house near Bidwell St., separated one-story NAME: AND:	☐ FARM BLDGS. ☐ STORE ☑ GAR. ☐ OTHER (Specify)
5		L or R —	West side first house near Bidwell St., red brick, green trim, one-story NAME: AND:	☐ FARM BLDGS. ☐ STORE ☐ GAR. ☐ OTHER (Specify)
6		L or R —	Rooms above red brick garage, west side of alley NAME: AND:	☐ FARM BLDGS. ☐ STORE ☐ GAR. ☐ OTHER (Specify)

Fig. 14 EXAMPLE OF A PARTIALLY FILLED SEGMENT LIST FOR AN URBAN AREA SEGMENT

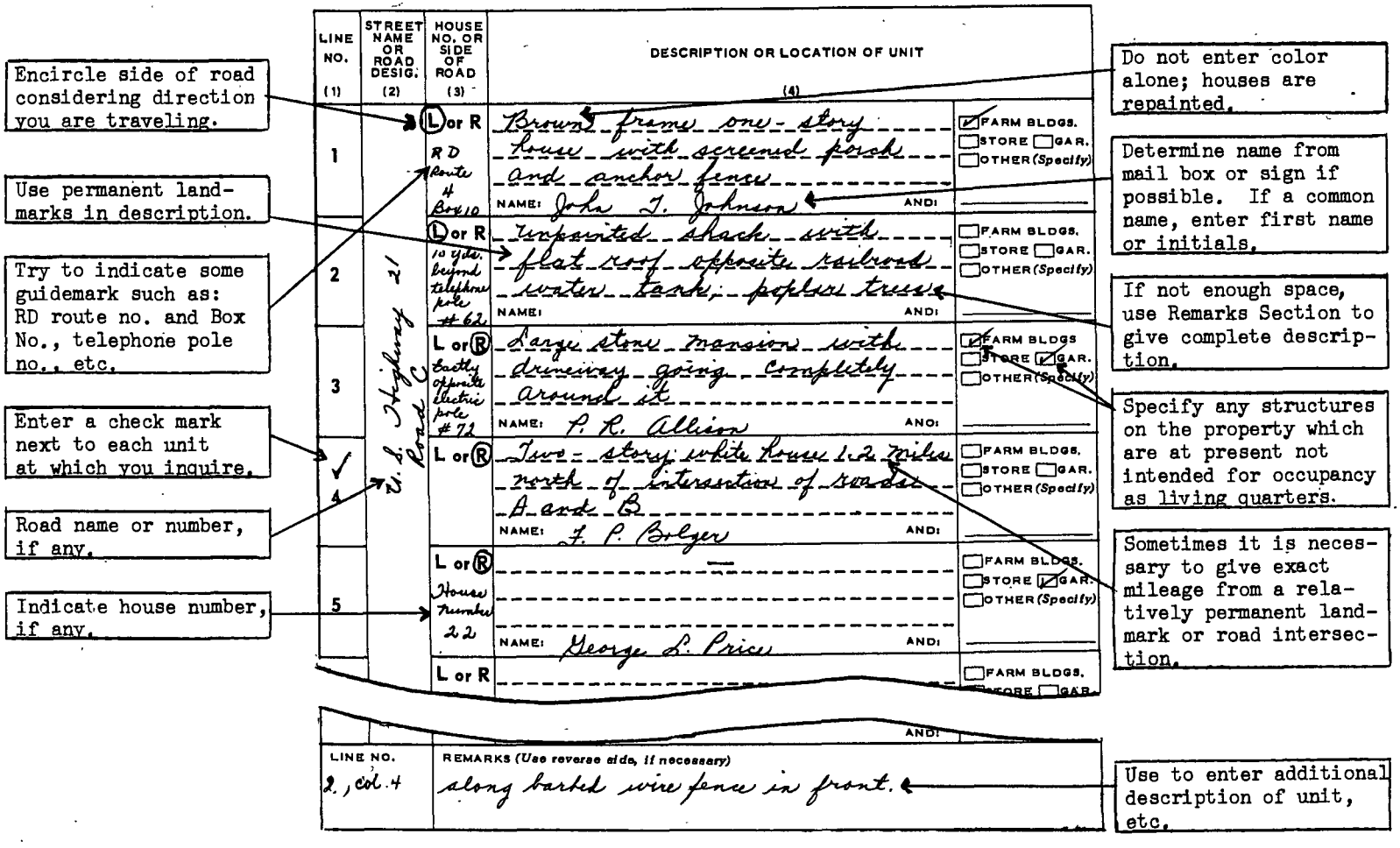


Fig. 15 EXAMPLE OF A PARTIALLY FILLED SEGMENT LIST FOR A RURAL SEGMENT

CHAPTER 8. HOW TO LIST STRUCTURES WITH NO LIVING QUARTERS

A. Where to list structures with no living quarters

To make sure that every structure in the segment is covered and all living quarters listed, each structure which contains no living quarters must be entered on either the Segment List or the List of Structures With No Dwelling (Housing) Units printed on the right inside cover of the Segment Folder. You will be furnished with a supply of separate sheets of the List of Structures With No Dwelling Units to use if more lines are needed than provided for on the Segment Folder.

1. Structures located on same property with living quarters

If a structure with no living quarters is located on property on which there are living quarters (except in special dwelling places), the structure should be listed on the Segment List. The listing is to be done by checking the appropriate box on the line for the living quarters on the same property as instructed on page C-31, paragraph B5.

2. Structures located on property with no living quarters

If the structure is located on property on which there are no living quarters, the structure should be entered on the "List of Structures With No Dwelling (Housing) Units", (or on a separate sheet of this list if more space is required).

B. Farm buildings not used as living quarters in rural areas

In rural areas farm buildings not used as living quarters are usually located on the same property as a structure containing living quarters and should be accounted for by checking the box on the Segment List on the line for the living quarters. In some cases, however, a farmer may own property on which there may be a barn or other farm building but no living quarters. In the latter case, the farm buildings with no living quarters should be entered on the List of Structures With No Dwelling (Housing) Units.

C. Rules for filling "List of Structures With No Dwelling (Housing) Units"

The rules for filling the List of Structures With No Dwelling (Housing) Units are as follows:

1. Heading

If you are filling the form which is printed on page 3 of the Segment Folder, leave the heading items blank.

If you are filling one of the separate sheets of the "List of Structures With NO Dwelling Units", enter the PSU code and Segment Number in the heading. Leave the other heading items blank.

C. Rules for filling "List of Structures With No Dwelling (Housing) Units"—Con.

2. Avoid duplicate listing	The <u>same</u> "structure with no living quarters" should not appear on both the Segment List and List of Structures With No Dwelling (Housing) Units. For example, do not check the box for "store" on the Segment List and then enter the same store on the List of Structures With No Dwelling (Housing) Units.
3. Check before listing	Before recording a structure on the "List of Structures With No Dwelling (Housing) Units" make sure that the structure contains no living quarters by either (a) asking a responsible person or (b) personal inspection. Enter in column 6 the title of the person you asked such as neighbor, janitor, etc., or your initials if by personal inspection.
4. Do <u>not</u> enter special dwelling places on the List of Structures With no Dwelling (Housing) Units	Do <u>not</u> enter on the List of Structures With No Dwelling (Housing) Units any building which is part of a special dwelling place.
5. If NO structures with no living quarters in segment	If there are no "structures with no living quarters" to be listed for the segment write "NONE" across the form on the right inside page of the Segment Folder.
6. Groups of structures with no living quarters	Use one line on the List of Structures With No Dwelling (Housing) Units to list groups of structures with no living quarters located on the same property and operated by the same company or person. Examples: (a) a research company may consist of a group of buildings; check the box for "Other" and specify, for example, "Atlas Research Company - all buildings"; (b) a plot of land without any living quarters may contain a barn and several shacks. In this case check the box for "Other" and specify "Barn and shacks".
7. Example	Fig. 16 shows how the List of Structures With No Dwelling (Housing) Units would be filled.

Describe type of structure here by checking appropriate box.

If you check the box marked "other" specify type of structure.

Enter house number or side of road or any other number which will aid in locating structure.

Give the name or other distinguishing features of the structure here.

Specify sheet and line numbers of Segment List where this structure fits in sequence of address.

Enter the title of the responsible person who supplied you with the information about this structure.

If no responsible person was available, enter your own initials.

LINE NO. (1)	STREET NAME OR ROAD NO. (2)	HOUSE NO. OR SIDE OF ROAD (3)	DESCRIPTION OR LOCATION OF STRUCTURE WITH NO DWELLING UNITS (4)	SEGMENT LIST SHEET AND LINE REFERENCE (5)	PERSON SUPPLYING INFORMATION (6)
1	Lee Blvd	L or R 6108	☑ STORE ☐ CHURCH ☐ SCHOOL ☐ FILLING STATION ☐ FACTORY ☐ RESTAURANT ☐ ABANDONED STRUCTURE ☐ OTHER (Specify) Brown's Hardware	ON SHEET 3 BETWEEN LINES 4 AND 5	Owner
2		L or R 6110	☑ STORE ☐ CHURCH ☐ SCHOOL ☐ FILLING STATION ☐ FACTORY ☐ RESTAURANT ☐ ABANDONED STRUCTURE ☐ OTHER (Specify) Boulevard Delicatessen	ON SHEET 3 BETWEEN LINES 4 AND 5	Salesman
3		L or R 6112	☐ STORE ☐ CHURCH ☐ SCHOOL ☐ FILLING STATION ☐ FACTORY ☐ RESTAURANT ☐ ABANDONED STRUCTURE ☑ OTHER (Specify) U. S. Postoffice	ON SHEET 3 BETWEEN LINES 4 AND 5	Clerk
4		L or R 6114	☐ STORE ☐ CHURCH ☐ SCHOOL ☐ FILLING STATION ☐ FACTORY ☐ RESTAURANT ☐ ABANDONED STRUCTURE ☑ OTHER (Specify) Frozen Custard Stand	ON SHEET 3 BETWEEN LINES 4 AND 5	Saleslady
5	Langley Road	L or R 501	☐ STORE ☐ CHURCH ☐ SCHOOL ☑ FILLING STATION ☐ FACTORY ☐ RESTAURANT ☐ ABANDONED STRUCTURE ☐ OTHER (Specify) Greer's Service Station	ON SHEET 4 BETWEEN LINES 6 AND 7	E. H.

Fig. 16--EXAMPLE OF A PARTIALLY FILLED LIST OF STRUCTURES WITH NO DWELLING (HOUSING) UNITS

CHAPTER 9. TYPES OF SEGMENTS TO BE LISTED

A. Types of segments

There are two types of sample segments -- called TA (TAKE ALL) and NTA (NON-TAKE ALL) segments. The type of segment is entered in the tab of the Segment Folder and in the heading of the Segment List.

B. TA Segments described

TA Segments contain a relatively small number of units. Because of good maps and available boundaries it was possible to devise a segment small enough in size to permit us to take all (interview all) units in the segment.

C. NTA Segments described

NTA Segments contain more households than should be interviewed for any one sample. The lack of available boundaries made it impossible to set up a segment of the proper size to permit all units to be interviewed and since we cannot take all units in the segment we call it a "Non-Take All" or NTA Segment.

D. Difference between TA and NTA Segments

For both TA and NTA Segments, the original listing is to be done in advance of interview. Units within special dwelling places are to be listed in TA Segments but they may or may not be listed in NTA Segments depending on the kind of records maintained by the place. Lists are to be brought up to date (see Chapter C-10) at the time of interviewing in TA Segments but not in NTA Segments.

CHAPTER 10. BRINGING LISTS UP TO DATE

A. Meaning and reason for "bringing lists up to date"

By "bringing lists up to date", we mean adding new units to the list and crossing off the lists units which no longer exist (except for mergers -- see page C-41). The reason for bringing lists up to date is to give every unit in the segment a chance to be selected for interviewing.

B. When to bring lists up to date

In TA Segments you are to update lists at the time of interviewing. Since all units in TA Segments are to be interviewed, changes in the listing are to be made as you proceed around the segment. You should visit the segment at the time of interviewing even though no units were listed for the segment originally. (For CPS you will also update the segment in the month preceding the 5th month of enumeration.)

In NTA Segments you are to bring lists up to date ONLY when specifically instructed to do so by your supervisor and <u>not</u> every month at the time of interviewing as in TA Segments.

C. Rules to follow in bringing lists up to date

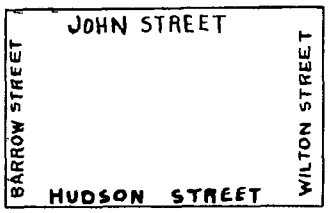
Observe the rules given below in updating lists. Be just as careful in carrying out each step as in the original listing; never assume the original listing is correct - there may be errors, omissions or changes which require modification of the listing sheets.

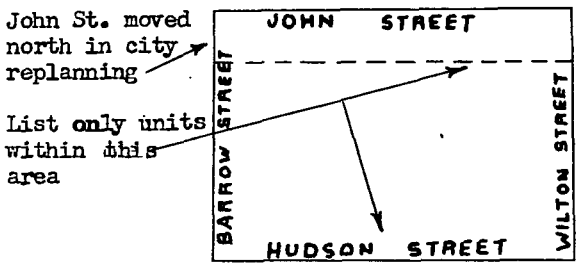
1. Materials to use

Take with you the Segment Folder containing the original Segment Lists, Special Dwelling Listing Sheets, if any, and Segment Map for the segment. Also take with you a supply of blank Segment Lists and Special Dwelling Listing Sheets. BE SURE TO USE THE SEGMENT MAP on the left inside cover of the Segment Folder to locate and identify the boundaries of the segment and to locate roads within the segment.

2. Boundaries to use

Always use the <u>original</u> segment boundaries as shown on the map, even though the boundaries are streets or roads which have been altered. See following example:





C. Rules to follow in bringing lists up to date--Con.

3. Route of travel

Begin at the place where the original listing started and follow the route of the original listing. Be sure to go in and out of all courts, alleys, and passageways and cover every street and road within the segment.

4. When to inquire

In structures which appear to contain more than one unit inquire to determine how many units there actually are in the structure.

5. Units no longer in existence or listed in error

Cross out all entries from the line number through the serial number column for units which have been listed in error, demolished, and converted to commerical use. Give the reason and date deleted in the last column of the Segment List. See following example.

6	1334 Road	L or R 1605 Rear	Frame unpainted one-story, porch on front, tarpaper roof	☐ FARM BLDGS. ☐ STORE ☐ GAR. ☐ OTHER (Specify)			Dem. 3/61
			NAME: AND:				

If the unit is shown on a reproduced Subsegmenting Map or if in a rural area and shown on another type map, draw a large X through the unit on the map like this ☒; if located in a multi-unit structure, correct the figure showing the number of units the structure contains thus: 1 ~~2~~ ☐

Do not cross off units which now appear to be uninhabitable.

6. Merged units

Where two or more units on the Segment List have been merged so that only one unit now exists, do not cross off any of the merged units listed. Instead, on the line for each except the first of the merged units listed enter in the last column the notation "Merged", the Segment List line number of the first of the merged units listed and the date the merger was discovered. Correct the description in Column 4, if necessary, for the first of the merged units listed. See line 3 in the following figure.

C. Rules to follow in bringing lists up to date--Con.

6.--Con.

LINE NO. (1)	STREET NAME OR ROAD DESIG. (2)	HOUSE NO. OR SIDE OF ROAD (3)	DESCRIPTION OR LOCATION OF UNIT (4)		SAMPLE DESIG. (5)	SERIAL NUMBER (6)	REASON AND DATE ADDED OR DELETED (7)
1	Cafe ave.	L or R 3416	1st floor AND Basement NAME: AND:	☐ FARM BLDGS. ☐ STORE ☐ GAR. ☐ OTHER (Specify)			
2		L or R 3416	2nd floor NAME: AND:	☐ FARM BLDGS. ☐ STORE ☐ GAR. ☐ OTHER (Specify)			
3		L or R 3416	Basement Apt. NAME: AND:	☐ FARM BLDGS ☐ STORE ☐ GAR. ☐ OTHER (Specify)			Merged with unit on line 1 3/61

If the structure is shown on a reproduced Subsegmenting Map or if in a rural area and shown on another type map, correct the figure which shows the number of units the structure contains.

7. Units newly constructed, converted to residential use or omitted in error

Units resulting from new construction or conversions and units omitted in error in the previous listing are to be entered on the Segment List as instructed below. For treatment of such units in special dwelling places see Chapter C-14. Be sure to look for and add any housing units located in newly constructed commercial establishments.

If the segment is outlined on a reproduced Subsegmenting Map, or if in a rural area and outlined on another type map, the location of each new unit and special dwelling place should be shown on the map by entering the appropriate symbol.

a. Change in structures with no living quarters

If a structure with no living quarters (indicated by a checked box on the Segment List) is converted into a housing unit, draw a line through the box (see example on page C-48, line 5).

b. Where to enter new units

The lists on which new units are to be entered are different for TA and NTA Segments as explained below.

(1) For TA Segments

For both urban and rural TA Segments, add new units to the end of the last Segment List for the segment, starting on the first line on which there are no entries in columns 2-4. (See Fig. 18 on page C-48.)

C. Rules to follow in bringing lists up to date--Con.

7.--Con.
b.--Con.

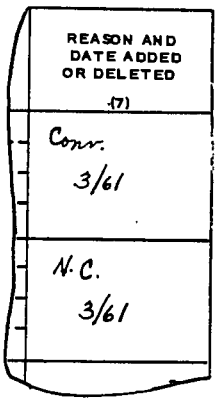
(2) For NTA Segments

For NTA Segments, enter new units on a separate sheet of the green Supplemental Segment List for NTA Segments.

If a white Segment List labeled "Supplemental" was prepared for the segment for a previous sample, add such units to that list. If no Supplemental List has previously been prepared for the segment, use a green Supplemental Segment List for your entries. If you have no green sheets, label a white Segment List "Supplemental". Use a separate Supplemental List for each segment except in rural areas where you may want to use a separate Supplemental List for each road or road section. Transcribe the appropriate heading information from the regular Segment List. Number the Supplemental List in the Roman numeral series; that is, Sheet I, II, etc.

c. Reason and date added

Enter in the last column of the Segment or Supplemental List the reason and date the unit is added. For example, a unit resulting from a conversion and a newly constructed unit discovered in bringing lists up to date in March 1961 would be reported in the last column as follows:



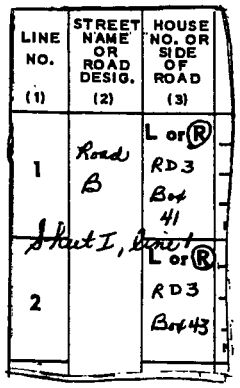
d. Order of listing

Enter between those line numbers on the Segment List where the added unit would have appeared if listed in order of travel, the sheet and line number of the Supplemental List (Segment List if in a TA Segment) on which the unit is actually listed. See following examples.

C. Rules to follow in bringing lists up to date--Con.

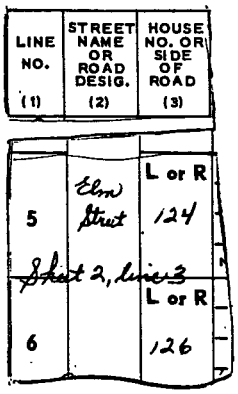
7.--Con.

d.--Con.



LINE NO. (1)	STREET NAME OR ROAD DESIG. (2)	HOUSE NO. OR SIDE OF ROAD (3)
1	Road B	L or (R) RD3 Box 41
~~Sheet I, line 1~~		
2		L or (R) RD3 Box 43

FOR NTA SEGMENT



LINE NO. (1)	STREET NAME OR ROAD DESIG. (2)	HOUSE NO. OR SIDE OF ROAD (3)
5	Elm Street	L or R 124
~~Sheet 2, line 3~~		
6		L or R 126

FOR TA SEGMENT

Do <u>not</u> change the order of any units previously listed on the Segment List.

8. New Roads

a. How to indicate

Trace in on the map the location of new roads or streets, if any, that have been constructed since original listing. If located in a rural area, assign the new road a letter (or number if roads have been assigned numbers).

b. Units more accessible from new road

Do <u>not</u> transfer previously listed units to the list for the new road even though some of these units may be more accessible from the new road. The only units to be entered on the list for the new road are those resulting from new construction or conversion and those accessible to the new road but missed in a previous listing.

9. Change in names on mail boxes

In rural areas, check the names on mail boxes against the names on the Segment List. If the name has changed, cross out the old name and enter the new name above it. If the complete name is given on the mail box but not on the Segment List, enter the complete name on the Segment List. If a name is entered on the Segment List but is not shown on a mail box, consider the name on the Segment List to be correct without inquiring about it since the previous lister apparently inquired.

10. Changes in structures previously checked on Segment List

If a box has been checked for garage, store, etc., on the Segment List and you find that such a structure now contains living quarters, <u>cross out</u> the check mark (also the entry after "Other specify", if any) and add the unit to the Supplemental List for NTA Segments or to the Segment List for TA Segments (and to the map if the segment is outlined on reproduced

C. Rules to follow in bringing lists up to date--Con.

10.--Con. Subsegmenting Map or, if in a rural area, is outlined on another type map). If you find that there is a structure with no living quarters on the property on which a residential unit has been listed but no box has been checked for the structure, enter a check mark in the proper box. If there is more than one residential unit on the same property as the structure with no living quarters, check the appropriate box on the line for only one of the units.

11. List of Structures With No Dwelling (Housing) Units — Do not update the "List of Structures With No Dwelling (Housing) Units".

12. Special Dwelling Places — See Chapter C-14 for instructions on how to handle special dwelling places in bringing lists up to date.

13. Places which must be identified as transient or nontransient — The following instructions apply only to the updating which is done prior to the time a segment is interviewed for a new sample (and, for CPS, to the updating which is done prior to the return of the segment for the second period of enumeration). They do not apply to the updating of TA Segments during interview week.

If there is listed on the Segment List which you are to update a hotel, motel, Y, or tourist camp or court, you must determine at the time of updating whether the place is still nontransient or whether it has become transient (or vice versa). Enter a footnote symbol in column 4 in front of the first of the series of listed units in the place and indicate either in the Remarks space at the bottom of the Segment List or on the back of the form the present status of the place ("T" for Transient or "NT" for Nontransient) for the new sample (and for CPS, the status for the second period of enumeration). Also enter the sheet number and the lines on which the units are listed, the designation of the sample you are updating and the date. For example, your entry on the back of a Segment List for CPS might be as follows: " 1/ T-- Sheet 1, lines 2-10, A14, 3/21/61" or for NHS " 1/ T--Sheet 1, lines 3-8, B17, 3/24/61". If, in bringing lists up to date for NTA Segments, some units in the place have been entered on the Supplemental Lists, be sure to enter a footnote on the back of each sheet on which units in the place are listed.

Retain on the Segment List all such places found to be transient. Do not transfer them to Special Dwelling Listing Sheets merely because they are no longer nontransient.

C. Rules to follow in bringing lists up to date--Con.

14. Special instructions for updating lists prepared prior to March 1960 for CPS (and July 1960 for NHS)

Some Segment Lists to be currently updated may have been originally prepared (and possibly updated for a previous sample) according to instructions which have since been revised. Listing instructions were revised in March 1960 for CPS (and July 1960 for NHS) in order to replace the dwelling unit concept used prior to these dates with the new 1960 Decennial Census housing unit concept. In updating Segment Lists prepared prior to these dates, follow the rules indicated below. You will note that most units which are not listed in accordance with instructions in this manual are located in the types of places which are discussed in Chapter C-11 on page C-53.

a. Make no changes on Segment Lists for units listed prior to March 1960 for CPS (July 1960 for NHS) and still in existence

Do not make any changes on the Segment Lists for living quarters which were listed prior to March 1960 for CPS (July 1960 for NHS) and which are still in existence even though such living quarters are not listed in accordance with instructions in this manual.

For example in a segment listed prior to March 1960 for CPS (July 1960 for NHS), you may find that rooms in a nontransient hotel have been paired and listed "two to a line". Such entries on the Segment List are in accordance with listing instructions effective at the time the Segment List was prepared and no changes are to be made at the time of updating if the rooms are still in existence at that time. (See Part D for treatment of such units at the time of interviewing.)

In updating lists prepared prior to March 1960 for CPS (July 1960 for NHS) you are, however, to add any living quarters which have not been previously listed. You are also to cross off the Segment (or Supplemental) List units which no longer exist (except mergers). Follow the instructions on page C-41 for mergers discovered at the time of updating in these segments.

b. Places listed on Segment List which are now special dwelling places

You may find some hotels, motels, tourist homes and tourist camps or courts listed on Segment Lists prepared prior to March 1960 for CPS (July 1960 for NHS) which according to instructions in this manual are special dwelling places. Units in these places were properly entered on the Segment List according to instructions in effect at the time they were listed. In updating such places, except for tourist homes, follow the instructions in paragraph 13 above. Update tourist homes originally listed on the Segment List in accordance with instructions in paragraph 14a above.

D. Your name and the date

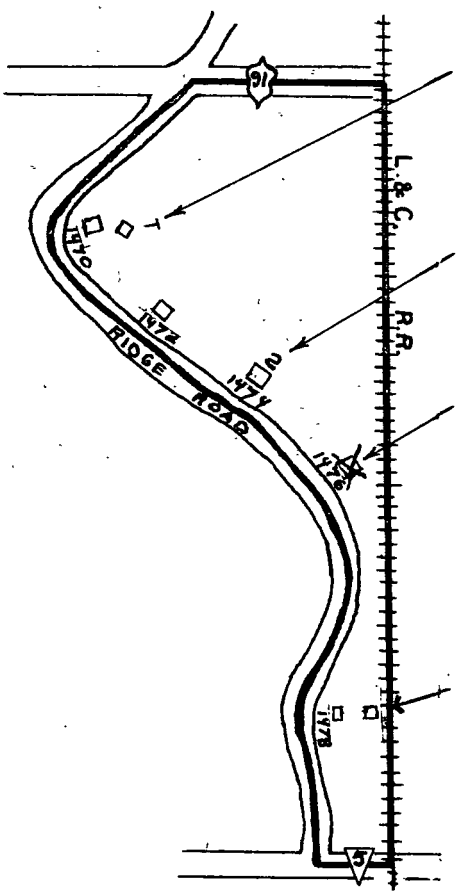
At the bottom of page 3 of the Segment Folder, below the List of Structures With No Dwelling (Housing) Units, enter your initials and the date (month and year) the list was updated.

For TA Segments, CPS enumerators should draw a vertical line through the center of each of the boxes so that there will be enough spaces to enter initials and date each time the segment is updated. See the following illustration:

BROUGHT UP TO DATE BY *(Initials)*	RC	JJ	EA	WH				
MONTH AND YEAR	12/60	1/61	2/61	3/61				

E. Examples of Segments brought up to date

Examples of TA and NTA Segments being brought up to date are given in Figs. 17 — 22.



Trailer occupied as separate living quarters has moved in since listing. Enter on map and list on line 6 of Segment List in Fig. 18.

Originally contained one housing unit. Upstairs converted to separate housing unit. Enter "2" on map and second floor unit on line 7 of Segment List. Change dash to "First floor" on line 3 of Segment List.

Burned down. Draw X through structure on map and cross out line 4 on Segment List.

Tarpaper shack previously used for storage; now used as separate living quarters. Enter on map and line 8 of Segment List. Cross out check mark and entry of "shack" on line 5 of Segment List.

Fig. 17. TA Segment being Updated at Time of Interview. (This segment is outlined on reproduced Subsegmenting Map; therefore map as well as Segment List is updated.) See Segment List in Fig. 18.

LINE NO. (1)	STREET NAME OR ROAD DESIG. (2)	HOUSE NO. OR SIDE OF ROAD (3)	DESCRIPTION OR LOCATION OF UNIT (4)		REASON AND DATE ADDED OR DELETED (7)
1	Ridge Road	L or R 1470	NAME: AND:	☐ FARM BLDGS. ☐ STORE ☑ GAR. ☐ OTHER (Specify)	
~~Sheet 1 line 6~~ 2		L or R 1472	NAME: AND:	☐ FARM BLDGS. ☐ STORE ☐ GAR. ☐ OTHER (Specify)	
3		L or R 1474	~~xxx~~ First floor NAME: AND:	☐ FARM BLDGS ☐ STORE ☐ GAR. ☐ OTHER (Specify)	
~~Sheet 1, line 7~~ 4		L or R 1476	NAME: AND:	☐ FARM BLDGS. ☐ STORE ☐ GAR. ☐ OTHER (Specify)	Elem. 3/61
5		L or R 1478	NAME: AND:	☐ FARM BLDGS. ☐ STORE ☐ GAR. ☑ OTHER (Specify) ~~Shack~~	
~~Sheet 1, line 8~~ 6		L or R 1470 Rear	Aluminum Trailer NAME: AND:	☐ FARM BLDGS. ☐ STORE ☐ GAR. ☐ OTHER (Specify)	Trailer moved in 3/61
7		L or R 1474	Second floor NAME: AND:	☐ FARM BLDGS. ☐ STORE ☐ GAR. ☐ OTHER (Specify)	Conv. 3/61
8		L or R 1478 Rear	Tarpaper shack NAME: AND:	☐ FARM BLDGS. ☐ STORE ☐ GAR. ☐ OTHER (Specify)	Conv. 3/61

Fig. 18 SEGMENT LIST FOR TA SEGMENT SHOWN IN FIG. 17 AFTER LIST IS UPDATED

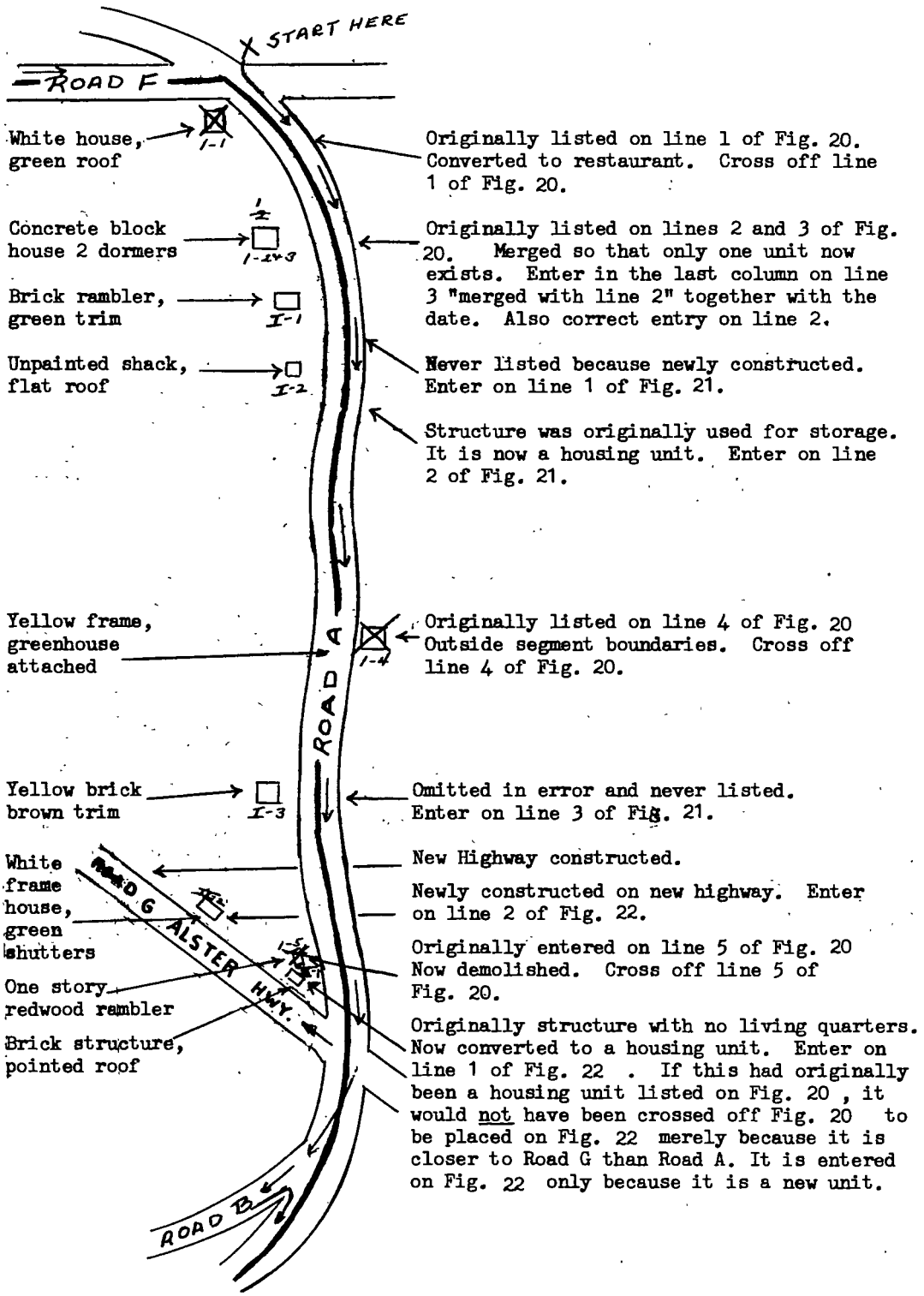


Fig. 19 PORTION OF A RURAL NTA SEGMENT BEING UPDATED

FORM 11-171 (9-29-60) (FORMERLY P-2220 & NHS-201)

U.S. DEPARTMENT OF COMMERCE BUREAU OF THE CENSUS

SEGMENT LIST

PSU CODE	SEGMENT NO.	SEGMENT TYPE	SURVEY	SHEET
999	1221	☐ TA ☑ NTA	☐ CPS ☑ NHS ☐	1 OF 1 SHEETS

POST OFFICE (City, Town or Village): Huron Village

URBAN SEGMENTS -- BOUNDARIES

N.

E.

S.

W.

RURAL SEGMENTS -- DIRECTION OF TRAVEL

PROCEEDING FROM: Intersection of Roads A and F

TO: Road B

TRAVELING (N, E, S, or W) S ON ROAD (See Column 2 below)

LINE NO. (1)	STREET NAME OR ROAD DESIG. (2)	HOUSE NO. OR SIDE OF ROAD (3)	DESCRIPTION OR LOCATION OF UNIT (4)		SAMPLE DESIG. (5)	SERIAL NUMBER (6)	REASON AND DATE ADDED OR DELETED (7)
✓ 1	Road A	L or (R) R.D3 Box 21	One story white house, green roof, glassed in porch NAME: Charles White AND:	☐ FARM BLDGS. ☐ STORE ☐ GAR. ☐ OTHER (Specify)			Conv. to restaurant 3/61
✓ 2		L or (R)	Concrete block house, two dormers, anchor fence downstairs NAME: Richard Carlson AND:	☐ FARM BLDGS. ☐ STORE ☐ GAR. ☐ OTHER (Specify)			
3		L or (R)	" upstairs NAME: George Keane AND:	☐ FARM BLDGS ☐ STORE ☐ GAR. ☐ OTHER (Specify)			Merged with unit on line 2 3/61
Sheet I, line 1 Sheet I, line 2 4 Sheet I, line 3		L or R Near telephone pole #19	Yellow frame, white trim, green house attached NAME: AND:	☐ FARM BLDGS. ☐ STORE ☐ GAR. ☐ OTHER (Specify)			outside segment boundary 3/61
5 Sheet II, line 1 Sheet II, line 2		L or (R) RD 3 Box 28	One story, redwood ranchler, green trim, inverted roof NAME: AND:	☐ FARM BLDGS. ☐ STORE ☐ GAR. ☐ OTHER (Specify)			Elem. 3/61
		L or R		☐ FARM BLDGS.			

Fig. 20

FORM 11-172 (11-1-60) U.S. DEPARTMENT OF COMMERCE BUREAU OF THE CENSUS

SUPPLEMENTAL SEGMENT LIST FOR NTA SEGMENTS

PSU CODE	SEGMENT NO.	SEGMENT TYPE	SURVEY	SHEET
999	1221	☐ TA ☑ NTA	☐ CPS ☑ NHS ☐	I OF II SHEETS

POST OFFICE (City, Town or Village)

URBAN SEGMENTS -- BOUNDARIES	RURAL SEGMENTS -- DIRECTION OF TRAVEL
N.	PROCEEDING FROM: Intersection of Roads A and F
E.	TO: Road B
S.	TRAVELING (N, E, S, or W) S ON ROAD (See Column 2 below)
W.	

LINE NO. (1)	STREET NAME OR ROAD DESIG. (2)	HOUSE NO. OR SIDE OF ROAD (3)	DESCRIPTION OR LOCATION OF UNIT (4)		SAMPLE DESIG. (5)	SERIAL NUMBER (6)	REASON AND DATE ADDED OR DELETED (7)
1	Road A	L or (R) RD 3 Box 45	Brick ranch, green trim; twin maples on front yard NAME: A. R. Husley AND:	☐ FARM BLDGS. ☐ STORE ☐ GAR. ☐ OTHER (Specify)			New Construction 3/61
2		L or (R) RD 3	Unpainted shack, flat roof; creek at left of entrance (formerly used for storage) NAME: B. B. Acorn AND:	☐ FARM BLDGS. ☐ STORE ☐ GAR. ☐ OTHER (Specify)			Conv. to L.U. 3/61
3		L or (R) RD 3 Box 26	One story yellow brick, brown trim, carport NAME: G. M. Michael AND:	☐ FARM BLDGS ☐ STORE ☐ GAR. ☐ OTHER (Specify)			Omitted in error 3/61
		L or R		☐ FARM BLDGS. ☐ STORE ☐ GAR. ☐ OTHER (Specify)			

Fig. 21

NOTE: The above is an excerpt of a Supplemental Segment List printed on green paper. It is possible that a Supplemental List may have been prepared for a segment by labeling a white Segment List "Supplemental". Both types of lists are to be treated in the same way.

FORM 11-172 (11-1-60) U.S. DEPARTMENT OF COMMERCE BUREAU OF THE CENSUS

SUPPLEMENTAL SEGMENT LIST FOR NTA SEGMENTS

PSU CODE	SEGMENT NO.	SEGMENT TYPE	SURVEY	SHEET OF SHEETS
999	1221	☐ TA ☑ NTA	☐ CPS ☑ NHS ☐	II OF II

POST OFFICE (City, Town or Village)

URBAN SEGMENTS -- BOUNDARIES	RURAL SEGMENTS -- DIRECTION OF TRAVEL
N.	PROCEEDING FROM: Road A
E.	TO: Western Segment Boundary
S.	TRAVELING (N, E, S, or W) W ON ROAD (See Column 2 below)
W.	

LINE NO. (1)	STREET NAME OR ROAD DESIG. (2)	HOUSE NO. OR SIDE OF ROAD (3)	DESCRIPTION OR LOCATION OF UNIT (4)		SAMPLE DESIG. (5)	SERIAL NUMBER (6)	REASON AND DATE ADDED OR DELETED (7)
1	Road G	L or (R)	Brick structure with painted roof (formerly used as warehouse) NAME: H. L. Furber AND:	☐ FARM BLDGS. ☐ STORE ☐ GAR. ☐ OTHER (Specify)			Conv. to res. 3/61
2		L or (R)	Two-story white frame house; side porch; green shutters; stone chimney NAME: John Houseman AND:	☐ FARM BLDGS. ☐ STORE ☐ GAR. ☐ OTHER (Specify)			new const. 3/61
3		L or R	NAME: AND:	☐ FARM BLDGS ☐ STORE ☐ GAR. ☐ OTHER (Specify)			
4		L or R	NAME: AND:	☐ FARM BLDGS. ☐ STORE ☐ GAR. ☐ OTHER (Specify)			
5		L or R	NAME: AND:	☐ FARM BLDGS. ☐ STORE ☐ GAR. ☐ OTHER (Specify)			

Fig. 22

CHAPTER 11. RULES FOR HANDLING UNUSUAL SITUATIONS IN LISTING

A. Special rules to be applied in listing

In most of your listing you will merely be recording house and apartment numbers or describing the location of houses in rural areas.

Occasionally, however, you may find unusual situations which must be handled somewhat differently according to special rules we have established. These rules are contained in this chapter. The situations covered are listed in alphabetical order.

1. Boarding houses, rooming houses and combination boarding and rooming houses

Insofar as listing is concerned, treat places which appear to be boarding houses, rooming houses and combination boarding and rooming houses alike and list according to the following procedures:

a. Determine the number of rooms occupied, or intended for occupancy, by boarders or roomers (or both).

b. If there are <u>4 or fewer rooms</u> for boarders or roomers (or a combination of both), combine these rooms with the landlord's quarters (or with each other if the landlord does not live in the structure) and list on one line of the Segment List.

c. If there are <u>5 or more rooms</u> for boarders or roomers (or a combination of both), list the landlord's quarters on a separate line and list the rooms for rent <u>one to a line</u>.

Indicate in column 3 opposite the first of the listed units the type of place (i.e., "Bd. house", "Rm. house", etc.).

The housing unit definition will be applied to the sample units in these places at the time of interview as instructed in Part D of the manual.

2. Boats

Each houseboat, yacht, cabin cruiser, etc. occupied or intended for occupancy as separate living quarters on the site where it is located, and anchored on a river, stream, etc., within a sample segment is to be listed on a separate line of the Segment List. Do <u>not</u> list boats which are used only for vacations or extra sleeping space.

3. Farm buildings

The rules for listing farm buildings depend on whether the building is intended for living quarters and by whom it is to be occupied.

A. Special rules to be applied in listing--Con.

3.--Con.

a. Farm buildings used as living quarters

List each of the following farm structures on a separate line of the Segment List:

the farmhouse

each cabin for a migratory worker's family (unless such cabins are part of a migratory workers' camp)

each tenant house

each other structure (except bunkhouses with quarters for 5 or more hired hands) occupied or intended for occupancy as living quarters.

b. Bunkhouses

Bunkhouses with quarters for 5 or more hired hands are special dwelling places. List such places as instructed in Chapter C-14. (Some bunkhouses are for migratory workers and must be considered as migratory workers' camps -- see below.)

c. Camp for migratory workers'

A camp for migratory workers is a special dwelling place. List the camp according to instructions in Chapter C-14.

4. Guest Quarters

a. Listing by observation

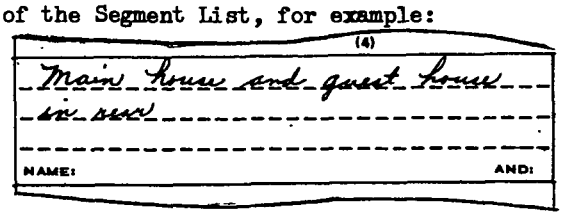
In most cases a structure for guests which is separate from the main house would probably be listed by observation as a separate housing unit. If, however, you happen to ask about such a structure at the time of listing because it appears to contain more than one housing unit, or because you are inquiring at the main house for some other reason, apply the following rule in determining whether the structure is a housing unit.

b. Rule to follow if inquiring

Quarters occupied or intended for occupancy by guests of a private home (and which if vacant are not for rent), should be combined with and considered as part of the main house. Such a combination is one housing unit. The guest house is not "separate living quarters occupied by a group of persons living or eating together" because the guests are considered a part of the group of people they are visiting.

c. How to record on Segment List

Record the main house and the guests' quarters on a single line in column 4 of the Segment List, for example:



A. Special rules to be applied in listing--Con.

5. Hotels, Motels, Y's, and Tourist Camps or Courts and groups of vacation cabins

The procedure for listing the following types of places depends on whether they are nontransient or transient type:

- Hotels
- Motels
- Y's
- Tourist camps or courts (See also paragraph 9.)
- Groups of 5 or more vacation cabins operated under a single management (that is, those which are identifiable by a sign on the property). (See also paragraph 14.)

Determine whether the place is nontransient or transient by applying the following rules:

a. If the place is one where 75 percent or more of the rooms, suites or cabins are occupied or intended for occupancy by nontransient (permanent) guests, it is nontransient.

b. If the place is one where more than 25 percent of the rooms, suites, or cabins are occupied or intended for occupancy by transient guests, it is transient.

Permanent guests usually stay a month or more at reduced monthly rates. Transient guests usually stay less than a month and pay at daily rates.

Procedure for listing

In the nontransient-type places indicated above, each room, suite of rooms or cabin is a housing unit and should be listed on a separate line of the Segment List.

Transient-type hotels, motels, etc. are special dwelling places and are to be listed in accordance with instructions in Chapter C-14.

6. Non-housing unit living quarters in structures other than boarding or rooming houses and special dwelling places

In structures other than boarding or rooming houses and special dwelling places, combine quarters which do not meet the housing unit definition with the landlord's quarters (or with each other if the landlord does not live in the structure) and list on one line of the Segment List PROVIDING there are 4 or fewer such quarters. If there are 5 or more such quarters list each of the quarters on a separate line.

For example, suppose that you are inquiring about the number of housing units in a large rambling structure which appears to contain more than one unit. The respondent tells you that she and her husband occupy the entire structure except for a studio-bedroom and private bath on the

A. Special rules to be applied in listing--Con.

6.--Con.

third floor which they have rented out. She doesn't know very much about the occupants on the third floor since they rarely stop by except to pay the rent. The studio-bedroom is reached by a stairway which is used by the respondent to get from one part of her quarters to another. There is no cooking equipment on the third floor. The quarters rented out are not a housing unit and should be combined with the landlord's quarters. (Although the occupants of the studio bedroom do not live or eat with the respondent's family their quarters are not a housing unit because they have neither direct access nor separate cooking equipment.)

7. Servants' quarters

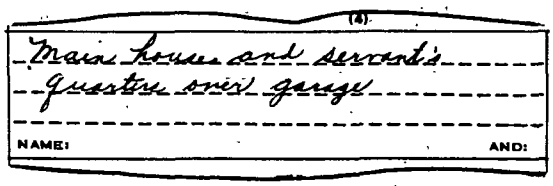
a. Listing by observation

In most cases a structure for servants which is separate from the main house would probably be listed by observation as a separate housing unit. If, however, you happen to ask about such a structure at the time of listing because it appears to contain more than one housing unit, or because you are inquiring at the main house for some other reason, apply the following rules in determining whether the structure is a housing unit. (The following rules also apply to servants' quarters located within the main house.)

b. Rules to follow if inquiring

(1) Quarters for servants

Living quarters, occupied or intended for occupancy by servants, are to be considered as a separate housing unit <u>only</u> if they have separate cooking equipment which the servants use for the regular preparation of meals. If the quarters do not have separate cooking equipment which the servants use for the regular preparation of meals, combine them with the employer's quarters and list on one line of the Segment List, for example



(2) Quarters for farm and ranch hands

Living quarters for farm or ranch hands are <u>not</u> to be considered as servants' quarters. If they have accommodations for <u>less than 5 hands</u>, the quarters are either to be listed separately or combined with the employer's quarters depending upon whether the farm or ranch hands' quarters meet the housing unit definition. If the quarters have accommodations for <u>5 or more</u> farm or ranch hands, they constitute a special dwelling place (see page C-89, paragraph 9).

A. Special rules to be applied in listing—Con.

8. Tents

In listing tents, tent sites, and tent camps, follow the procedure for listing trailers, trailer sites, and trailer camps given in paragraph 10 below.

9. Tourist cabins

The procedure for listing tourist cabins depends on whether they are in a tourist camp. The latter is defined as a group of 5 or more tourist cabins operated under a single management. Detailed instructions for listing tourist cabins and units in other permanent residential structures in tourist camps are given in Table C on page C-64.

10. Trailers

The procedure for listing trailers depends on whether the trailer is located in a trailer camp (or migratory workers' camp).

a. Trailer camp defined

A trailer camp consists of

(1) 5 or more trailer sites or

(2) a group of trailers parked on the same lot provided that

(a) there are present at the time of listing five or more trailers which are occupied or for rent as separate living quarters <u>on the site where the trailers are located</u>.

or

(b) you would expect that at <u>some time during the year</u> five or more such trailers will be present on the parking grounds.

b. Trailers for migratory workers

A group of trailers with quarters for 5 or more migratory workers is to be considered as a migratory workers' camp and treated as a special dwelling place. (Count a trailer occupied or intended for occupancy by a migrant family as one unit regardless of the number of workers in the family.)

c. How to list trailer camps

Trailers and trailer sites in trailer camps are <u>not</u> to be listed on the Segment List because these camps are special dwelling places. Prepare a Special Dwelling Listing Sheet for each trailer camp as instructed in Chapter C-14. 1/

1/ If located in a TA Segment or if in an NTA Segment and no register from which to sample, list units within camp. If in an NTA Segment and register is available prepare heading of Special Dwelling Listing Sheet but do <u>not</u> list units within camp.

A. Special rules to be applied in listing—Con.

10.—Con.

c.—Con.

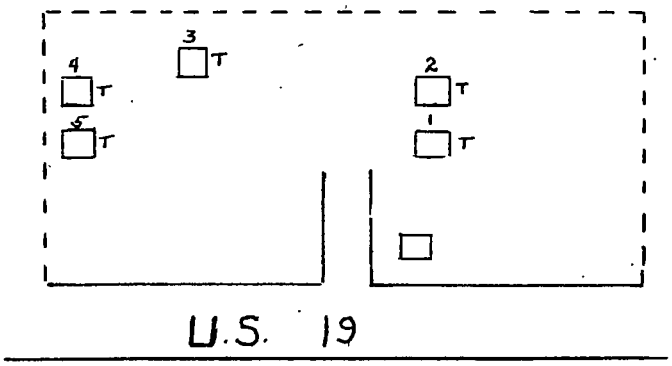
(1) List sites if possible

If the trailer camp is laid out in sites which are identified by electric meter number, parking lot number or in some other manner, list on the Special Dwelling Listing Sheet each site even though no trailer is located on it at the time. Also list sites which are under construction. If you are making a complete listing of the camp, enter the identification of the site on the listing sheet as follows:

LINE NO. (1)	NUMBER OR LOCATION OF UNIT (2)
1	Meter No. 1
2	Meter No. 2
3	Meter No. 3
4	Meter No. 4

(2) How to list if sites not identified

If sites are not identified, prepare a sketch of the camp, indicating the location of each trailer site by the symbol ☐ T. Also indicate the location of any permanent structures in the camp by the symbol ☐. Assign a number to each trailer site on the map and describe it by this number on the listing sheet. Attach the sketch to the listing sheet for the camp so that you can refer to it to locate the unit at the time of interviewing. For example, your sketch might appear as follows:



A. Special rules to be applied in listing--Con.

10.—Con.
c.—Con.

(3) Permanent residential structures (other than tourist cabins) in trailer camps

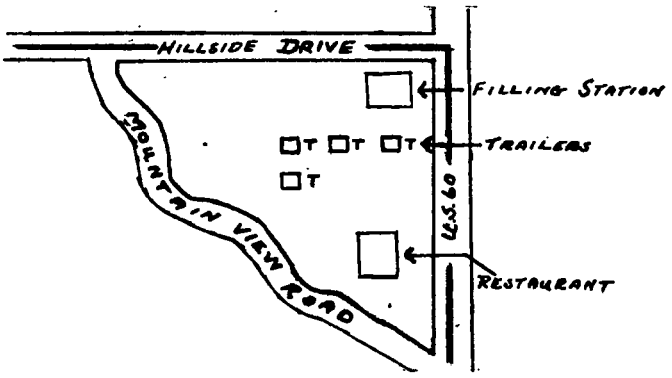
See Table C for procedures to follow for units in permanent residential structures (other than tourist cabins) in trailer camps.

(d) How to list trailers <u>not</u> in camps

If a trailer is not in a trailer camp or migratory worker's camp, list it on a separate line of the Segment List, provided that it is occupied or for rent as separate living quarters on the site where it is now located. Do <u>not</u> list trailers used by owners only for vacations or as extra sleeping space for household members.

Use of sketches

Where 3 or 4 trailers are grouped together but are not in a camp, you should draw a sketch showing the location of each trailer by the symbol ☐ T. Also assign consecutive numbers to the trailers on the map and list them by their number. (See following example.) Such a sketch should be attached to the Segment List on which you have listed the trailers.



11. Trailers and Tourist Cabins (or Motel Units) on same property

Whenever you encounter trailers or trailer sites and tourist cabins (or motel units) located on the same property, refer to Table C on page C-64 for procedures on listing.

A. Special rules to be applied in listing--Con.

12. Unfinished residential structures

List on the Segment List unfinished residential structures on which any construction work is in progress such as excavation, laying the foundation, etc. Also consider the structure under construction if the foundation is laid out and building materials are on the property.

a. Multi-unit structures under construction

In the case of multi-unit structures under construction use a line for each apartment, flat, etc. the structure will contain when completed if the number can be determined at the time of listing. If the number cannot be determined, use the best estimate obtainable. If there is no one available at the building site, try to get the necessary information from neighbors or some other local source.

b. Apartment houses

Enter the description of the location of units in apartment houses under construction as follows:

(1) When location of apartments is known

Generally, the description or location of each apartment can be determined from the architect's plan for the building. If you are able to determine what the numbering scheme will be, list the apartments in numerical (or alphabetical) order. If you cannot determine what the numbering scheme will be but know the floor plan, list apartments on the first, second, third, fourth, etc., floors in that order and then apartments in the basement.

(2) When location of apartments cannot be determined

If you cannot obtain a description of the location of the units within an apartment building and can only find out the total number or estimated number of apartments the building will contain, leave enough blank lines on the Segment List for all apartments allowing a separate line of the Segment List for each apartment. By interview week, construction may have progressed sufficiently so that any apartments selected for the sample may be identified.

13. Vacant residential units

A vacant residential unit may be a whole house or an apartment or it may be a separate living arrangement in a house containing other residential units. When you are inquiring about living quarters, ask about any quarters which are vacant. People often forget to report them.

Some units may be vacant because the structure in which they are located is being altered, to be torn down, etc. Rules to follow in listing such places are given below.

A. Special rules to be applied in listing—Con.

13.—Con.

a. Being converted or merged

If work has progressed far enough to identify the units as they will exist (or if a responsible person can indicate to you the expected living arrangements when completed), list units being converted, or merged, as they will be when alteration is completed. If work has not progressed far enough to identify the changed units and you cannot obtain information regarding the expected alterations, list the units as they were before alteration was begun.

b. Being used for nonresidential purposes

List on the Segment List units being used temporarily for commercial or business purposes. Also list on the Segment List, units being used temporarily for the storage of hay, machinery, business supplies and the like. Do not list as living quarters units permanently converted to nonresidential use EXCEPT those units being used for the storage of excess household furniture.

c. Dilapidated

List each vacant residential unit even though dilapidated if there is even a slight possibility that the unit may be occupied again. (In special dwelling places sampled from a register, count such units.)

d. Unfit for human habitation

Vacant residential structures which are unfit for human habitation and beyond repair are to be entered on the List of Structures With No Dwelling (Housing) Units (inside right cover of Segment Folder) unless they are located on property which contains habitable living quarters. In the latter case, check the box for "Other - specify" on the Segment List and enter "Unfit for human habitation". If there is more than one habitable residential unit on the property in addition to the "unfit for human habitation" unit, check the box for "Other - specify" on the line for only one of the habitable units. Units are to be considered as unfit for human habitation if most of the doors and windows are missing and floors are unsafe.

CAUTION: If windows or doors have been boarded up to keep them from being destroyed, they are not to be considered as missing. In a few rural sections of the country where doors and windows are not used, do not consider them as missing.

e. Being demolished

Do not list on the Segment List or Special Dwelling Listing Sheet units in a structure being demolished. Instead, treat such structures in the same manner as indicated above for "structures unfit for human habitation".

A. Special rules to be applied in listing--Con.

13.--Con.

f. To be demolished or condemned

List on the Segment List or Special Dwelling Listing Sheet living quarters in structures to be demolished or condemned as they exist at the time of listing unless the structures are "unfit for human habitation". In the latter event, follow the rules in paragraph 13d above.

g. Abandoned

List on the Segment List or Special Dwelling Listing Sheet living quarters in abandoned structures unless the structures are unfit for human habitation. In the latter case, follow the instructions in paragraph 13d above.

14. Vacation cabins

The procedure for listing a vacation cabin in a resort area depends on whether the cabin is one of a "group of 5 or more vacation cabins operated under a single management".

A vacation cabin is to be considered as one of a "group of 5 or more vacation cabins operated under a single management" if it is one of 5 or more such cabins located next to each other and belonging to the same owner but rented or intended for rental to others and the group of cabins is identifiable by a sign on the property on which located.

For example, if in a resort or recreational area you observe a sign advertising "Hodges Cabins" on property on which are located 5 or more cabins either rented or for rent, you would consider the cabins to be a "group of 5 or more vacation cabins operated under a single management".

Such vacation cabins are to be listed according to the rules given in paragraph 9 above for listing tourist cabins in tourist camps.

List on a separate line of the Segment List, each vacation cabin which is <u>not</u> one of a "group of 5 or more vacation cabins operated under a single management".

B. Situations not covered

In listing you may find unusual types of living quarters which are not covered by the special rules given above and which may present a listing problem. In such a case describe the quarters and their location on a Referral Sheet and send it to your Supervisor.

TABLE C

(See pages C-64 and C-65.)

TABLE C. SUMMARY OF LISTING PROCEDURES FOR TRAILERS AND TRAILER SITES, TOURIST CABINS, MOTEL UNITS, AND OTHER PERMANENT STRUCTURES LOCATED ON SAME PROPERTY

CASE NO.	KINDS AND NUMBER OF LIVING QUARTERS ON PROPERTY			PROCEDURE	CASE NO.	LIST TO USE	
	TRAILERS OR IDENTIFIABLE SITES	TOURIST CABINS 5/ AND MOTEL UNITS	PERMANENT RESIDENTIAL STRUCTURES OTHER THAN TOURIST CABINS AND MOTEL UNITS			SEGMENT LIST	SPECIAL DWELLING LISTING SHEET
1.	0 - 4	0 - 4	None or 1 or more	1. List as regular unit 1/ each trailer or identifiable site, each tourist cabin and motel unit and each unit in other permanent residential structure, if any.	1.	X	
2.	0 - 4	5 or more	None or 1 or more	2. Apply transiency 2/ rule to the group of tourist cabins and/or motel units:			
				a. if transient, consider all units (trailers or identifiable sites, tourist cabins and motel units, and units in other permanent residential structures) as one special dwelling place. If no trailers or sites, classify as "tourist camp" 3/ or "motel" whichever appropriate; if both trailers or sites and tourist cabins and motel units, classify as "combination trailer-tourist camp" or "combination motel-trailer camp".	2a		X 6/
				b. if nontransient, consider as regular units all units (trailers or identifiable sites, tourist cabins and motel units, and units in other permanent residential structures).	2b.	X 6/	
3.	5 or more	0 - 4	None or 1 or more	3. Consider all units (trailers or identifiable sites, tourist cabins and motel units and units in other permanent residential structures) as one special dwelling place. If no tourist cabins, classify as a trailer camp 4/; if both trailers or sites and tourist cabins and/or motel units, classify as "combination tourist-trailer camp" or "combination motel-trailer camp" whichever appropriate.	3.		X 6/

4.	5 or more	5 or more	None or 1 or more	4. Apply transiency rules 2/ to group of tourist cabins and/or motel units:			
				a. if transient, combine the tourist cabins and motel units with the trailers or identifiable sites and with units in permanent residential structures and consider as a combination tourist-trailer camp (or motel-trailer camp) and one special dwelling place.	4a.		X 6/
				b. if nontransient, (1) treat each tourist cabin and motel unit and unit in other permanent residential structures as a regular unit and list on Segment List;	4b(1)	X 6/	
				(2) treat trailers and identifiable trailer sites as a trailer camp and special dwelling place.	4b(2)		X

1/ A regular unit is a unit not in a special dwelling place and which is to be listed on the Segment List.

2/ See page C-55 for transiency rule.

3/ See page C-57 for definition of tourist camp

4/ See page C-57 for definition of trailer camp

5/ Treat Vacation Cabins (as defined on page C-62) like tourist cabins

6/ In places which were listed before March 1960 for CPS (July 1960 for NHS), units in permanent-type structures may have been entered on a different type list than specified in Table C. In such cases, these units should be retained on the list on which originally entered as instructed on page C-46, paragraph 14a.

CHAPTER 12. PROCEDURE FOR SEGMENTS CONTAINING MORE THAN 100 HOUSING UNITS

Segments containing more than 100 housing units are to be treated as follows:

A. Segments to be newly listed

If you are assigned a segment to be newly listed and you can see before you start your listing that there are more than 100 housing units in the segment, do not do any listing. Instead, subdivide the segment into smaller parts according to the procedure given in paragraph C below.

B. Segments to be brought up to date

If you are assigned a segment to be brought up to date, and you find that it has increased in size to over 100 housing units, do not subdivide the segment. Instead bring the lists up to date.

C. Procedure for subdividing segments to be newly listed

Proceed as follows in subdividing segments to be newly listed.

1. Obtain map or prepare sketch

Try to obtain a map of the area covered by the segment. If located in a housing development try to get a map from the contractor; otherwise consult local officials.

2. If map covers entire segment

If you can obtain a map showing the entire segment, use this map for subdividing the segment in accordance with paragraphs C4 and C5 on page G-67.

3. If no map or if map covers only part of segment

If no map is available or if you can get a map showing only part of the segment, draw a sketch of the segment using black pencil. If possible, draw the sketch on the inside of a manila folder. Indicate on the sketch all potential boundaries that might be used to subdivide the segment. Potential boundaries to be drawn on the sketch include all natural boundaries such as streets, roads, rivers, creeks, etc. In heavily built-up areas, draw in property lines. Be sure to indicate on the sketch what kind of boundaries they are. Show enough detail on your sketch to make it easily comparable to the segment map. Be sure that you have not left out any part of the segment in preparing your sketch.

If you were able to obtain a map of only part of the segment, be sure to enter on the sketch the streets bounding the part of the segment covered by the map. Enter "See Map" on the sketch in a footnote to the area covered by the map.

C. Procedure for subdividing segments to be newly listed--Con.

4. Indicate location and house number of housing unit

Indicate on the map or sketch by an open square □ the location of each housing unit in the segment. Also indicate by the symbol □T trailers occupied or intended for occupancy as separate living quarters on the site where located. If there is a house number for a structure, be sure to enter this number on the map above the square showing the location of the structure. Do not enter the house number between the parallel lines which denote the street on which the structure is located.

Structures which are close together

If you have a row of structures (containing living quarters) too close together to be shown separately, make an enlargement to show the location of each structure. Number the enlargement and cross-reference it on the sketch. For each structure which can be shown separately on the map but which contains more than one housing unit, indicate the location of the structure by an open square and enter above it and as close to it as possible, the number of housing units the structure contains; for example 4 □

If a multi-unit structure has a house number enter the house number above the figure showing the number of housing units; for example, if the house number of a 4-unit structure were 1710 you would enter 1710 . 4 □

Structures with more than 6 units

For each multi-unit structure containing more than six housing units indicate the location of the structure and the number of units it contains as instructed above.

In addition, on a separate sheet of paper list on consecutive lines each major subdivision within the structure (such as basement, first floor, etc.) and the total number of units in the particular part of the structure.

5. Indicate location of special dwelling place

Show the location of each special dwelling place by the symbol △S . Enter in a footnote on the sketch the name and type of the special dwelling place and the total number of units it contains (unclassified or staff and nonstaff). Use U to indicate unclassified, S for staff, and N for nonstaff. (See Chapter 14 for definitions of unclassified, staff and nonstaff.)

6. Where and when to mail material

Mail the materials on which you did your subsegmenting (map, sketch and enlargements) to your supervisor not later than the following day.

C. Procedure for subdividing segments to be newly listed--Con.

7. Example of sketch

Example: See Fig. 23.

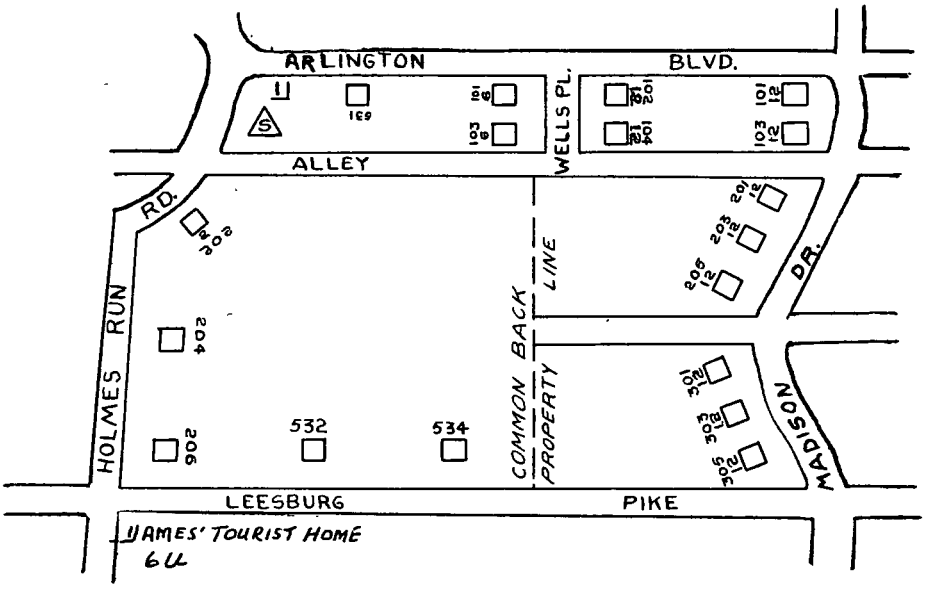


Fig. 23

A. List units according to information obtained from local sources

If a segment to be newly listed is inaccessible because of impassable roads, make every effort to determine the number of units in the segment and whether or not these units are occupied. To obtain this information, inquire at the office of the county tax assessor, county recorder of deeds, county agricultural agent, forest service, or other local official. Postal officials may also be able to help.

List (in the order in which you will canvass the segment) the units on the Segment List using the information obtained from local sources. Enter in the top margin of the Segment List the date and source of information and in the last column the notation "occ" (if occupied) or "unocc" (if unoccupied).

B. Procedure at time of interview if segment accessible

If the segment is accessible at the time the segment is assigned for interviewing, proceed as follows:

1. Verify the listing and enter in Column 4 any additional information which will help describe the unit more adequately.

2. Delete any units which are listed in error. Enter the reason for the deletion in the last column of the Segment List. For NHS, return questionnaires for the deleted units as Type C Noninterviews marked "In sample by mistake" and explain the circumstances in the space "Comments on noninterview". Fill the noninterview and OT-UNOCC ovals on the CPS yellow schedules prepared for such units and enter "listed in error" in the space provided.

3. If the segment is TA, enter at the end of the Segment List any units which should have been listed and were not. Interview all units unless for NHS there are more than 20 units or for CPS more than 30 units, in which case, you should subsample the segment. (For subsampling instructions refer to Chapter II of Part A for NHS and to Chapter 12 of Part D for CPS.)

   If the segment is NTA, enter any units which should have been listed and were not on a green Supplemental Segment List for NTA Segments. Extend the sampling pattern for the segment to the units entered on the Supplemental List. If, as a result of extending the pattern there are more than 20 units to be interviewed in the segment for NHS (or more than 30 sample units for CPS) consult your supervisor.

C. Procedure at time of interview if segment is still inaccessible

If you are still unable to gain access to the segment, mark the NHS questionnaire (or CPS yellow schedule) furnished you for each sample unit as noninterview.

If the unit is occupied check, for NHS, the "Other" box for Type A noninterview and specify "occupied - impassable road". For CPS fill the "OT-OCCUP." oval and specify "Impassable road".

If the unit is unoccupied check the box on the NHS questionnaire (or fill the oval on the CPS yellow schedule) for "Vacant non-seasonal" or "Vacant-seasonal" as appropriate. Note that since the Washington office cannot determine whether a unit is occupied or unoccupied, it is essential that you obtain this information as best you can.

If the unit is for migratory workers, return the schedule as "OT-(Occ or Unocc, whichever is appropriate) -- for Migratory Workers".

CHAPTER 14. HOW TO LIST SPECIAL DWELLING PLACES

A. Introduction

In addition to listing regular living quarters such as houses, apartments and flats, you are also to list special dwelling places such as hotels, hospitals and convents. A list of the different types of special dwelling places is given at the end of this chapter.

B. How special dwelling places are included in the survey

Special dwelling places are included in the survey in the following two ways:

1. You may be assigned a segment with boundaries outlined on a Segment Map and find a special dwelling place within the boundary outlines.

2. You may be assigned a segment consisting of a named special dwelling place which is not outlined on a Segment Map. For NHS these segments are identified by the notation "LARGE SP.D." in the space for "Type of Segment" in the tab of the Segment Folder. For CPS, your office will furnish you with a Special Dwelling Listing Sheet for the place.

   The area covered by the large special dwelling place as it existed in April 1950 is to be included in the survey unless you are instructed to exclude a specified New Construction area. New construction <u>not</u> within the specified New Construction area but in the area covered by the large special dwelling place in 1950 is to be considered as part of the large special dwelling place. New Construction <u>not</u> part of the land area covered by the special dwelling place as it existed in April 1950 should be excluded.

   If a "large" special dwelling place selected for the sample has changed to another type of special dwelling place but occupies the same land area as the original special dwelling place occupied in April 1950, the place currently occupying the area should be considered as the sample large special dwelling place.

   If other use is presently being made of land area which was occupied by a large special dwelling place in 1950, report the situation on a Referral Sheet.

C. Listing of units within special dwelling places

In some cases you may list units within a special dwelling place; in other cases you may merely record the total number of the kind of unit to be included in the survey and then at the time of interviewing select a sample of these units from records maintained by the place.

C. Listing of units within special dwelling places--Con.

1. Special dwelling place units defined

In special dwelling places the units to be listed or sampled are called "special dwelling place units". A special dwelling place unit may be a room or suite of rooms occupied or intended for occupancy as separate living quarters. These quarters may but do not have to be housing units. A special dwelling place unit may also be a bed in a room which has sleeping accommodations for 5 or more persons, a trailer or tent or site in a trailer or tent camp and in some cases it may be a person.

2. Kinds of special dwelling place units

For listing and sampling purposes, in some types of special dwelling places we must divide special dwelling place units into two kinds -- called "staff units" and "nonstaff units". In other types of special dwelling places it is not necessary to make this distinction and all units are referred to as "unclassified" units. Table D on pages C-73 and C-74 shows the kinds of special dwelling place units each type of special dwelling place contains.

a. Nonstaff units defined

"Nonstaff units" are defined as (1) the persons for whom the special dwelling place is being operated or (2) the units in which these persons live, such as rooms, suites of rooms, or beds in rooms having sleeping accommodations for 5 or more persons.

b. Staff units defined

"Staff units" are defined as the houses, apartments, rooms, suites of rooms, or beds in rooms having sleeping accommodations for 5 or more persons occupied by <u>resident</u> employees and their families, if any.

Special case: units in nurses' homes

Nurses' homes are to be treated as a special case. According to the above definitions, nurses living in hospitals are resident employees and their quarters would be listed and sampled as "staff units". On the other hand, quarters for nurses would be considered as "unclassified" units in Nurses Homes which are special dwelling places in their own right. To avoid this inconsistency, we are specifying that in <u>nurses' homes</u> all rooms, suites of rooms, etc., whether occupied by nurses or by other persons living in the home are to be regarded as "staff units".

c. Unclassified units defined

"Unclassified units" are the houses, apartments, rooms, etc., occupied or intended for occupancy by <u>all</u> persons in certain types of special dwelling places. (See Table D on pages C-73 and C-74.)

C. Listing of units within special dwelling places—Con.

3. Special rules in some types of places

There are special rules regarding the units to be included in certain types of special dwelling places. For example, in armed force installations and hospitals, only units for civilians are to be included. In transient hotels and in adult recreational and religious camps, only units for permanent guests and resident employees are to be included (unless the quarters for transient guests cannot be separated from the quarters for permanent guests). The special rules are given in column 5 of Table D.

TABLE D. Kinds of Special Dwelling Place Units in Each Type of Special Dwelling Place

(An X indicates kind of units) 1/

Type of Special Dwelling Place	Kind of Units the Special Dwelling Place Contains			Special Instructions for Certain Types of Special Dwelling Places Units are houses, apartments, rooms, etc., occupied or intended for occupancy by:
	Non-Staff1/	Staff	Unclassified	
(1)	(2)	(3)	(4)	(5)
Armed force hospitals	X	X		Civilians, including civilian patients. 1/
Armed force installations (excluding armed force hospitals)			X	Civilians, including members of families of military personnel.
Chronic and cancer hospitals	X	X		
Convents			X	
Correctional institutions	X	X		
Facilities for housing students (A trailer camp may be a facility for housing students.)			X	Students and resident employees as well as the families of each, if any.
Facilities for housing workers (A migratory workers' camp may be a trailer or tent camp.)			X	Workers and by resident employees who run the facility
Flophouses			X	
General Hospitals	X	X		
Homes for the aged, infirm or needy	X	X		
Homes for incurables	X	X		
Hospitals and homes providing specialized care	X	X		

1/ Nonstaff units are to be included in surveys only when you are instructed to do so by the Regional Office.

TABLE D (cont'd)

Type of Special Dwelling Place	Kind of Units the Special Dwelling Place Contains			Special Instructions for Certain Types of Special Dwelling Places Units are houses, apartments, rooms, etc., occupied or intended for occupancy by:
	Non-Staff 1/	Staff	Unclassified	
(1)	(2)	(3)	(4)	(5)
Mental institutions	X	X		
Missions			X	
Monasteries			X	
Motels, transient type			X	
Nurses' homes		X		All persons. This is a special case in which the units of all persons living in the place are called "Staff units".
Nursing, convalescent, and rest homes	X	X		
Private residential clubs			X	
Recreational and Religious Camps:				
Adult camps			X	Employees and by guests who have stayed or made arrangements to stay in the camp for 30 days or more
Children's camps		X		Staff personnel and resident employees only; nonstaff units are to be excluded.
Sister s', Brother s' or Priests' Residences (or Rectories) for 5 or more persons			X	
Tourist camps or courts and combination tourist-trailer camps, transient-type			X	
Tourist Homes			X	
Trailer and tent camps (In some cases, a trailer camp may be a migratory workers' camp or a facility for housing students; a tent camp may also be a migratory worker's camp.)			X	
Transient hotels (including summer hotels)			X	Permanent guests and by resident employees and their families, if any. 2/
T.B. sanatoriums	X	X		
Vacation cabins--groups of 5 or more transient-type vacation cabins operated under a single management			X	
Veterans' facilities (Mental and T.B. hospitals are "Specified Institutions"; general medical and surgical hospitals are "Other Special Dwelling Places".)	X	X		
YMCA's and YWCA's--transient type			X	

1/ See footnote on preceding page.

2/ If the management cannot distinguish between rooms for permanent guests and transient guests, the listing units in the place include the apartments, rooms, suites, etc. occupied or intended for occupancy by all guests and by resident employees. For such hotels, enter in a footnote to the Special Dwelling Listing Sheet "Includes units for transient guests".

D. Procedure for listing Special Dwelling Places

The procedure for listing special dwelling places depends on (1) the kind of segment (TA or NTA) in which the place is located (2) the kind of units in the place (staff and nonstaff or unclassified) and (3) the kind of records maintained by the place.

1. In TA Segments

When you find a special dwelling place in a TA Segment proceed as follows:

a. Determine kind of units in place

Refer to Table D on pages C-73 and C-74 to determine what kind of units the place contains.

(1) Procedure if unclassified units

If the place contains <u>unclassified</u> units:

(a) Fill the heading (except for items a, b and c) of a Special Dwelling Listing Sheet for the place.

(b) List each special dwelling place unit (house, apartment, room, trailer site, etc.) in the place on a separate line of the Special Dwelling Listing Sheet. (See example in Fig. 24.) (Do <u>not</u> list units in special dwelling places on the Segment List.)

(2) Procedure if staff and nonstaff

If the place contains staff and nonstaff units proceed as follows:

(a) Fill the heading (except items a, b, and c) of a Special Dwelling Listing Sheet for the place. Enter "STAFF" above the title of the form.

(b) List each unit occupied or intended for occupancy by staff or resident employees on a separate line in column 2 of the sheet labeled STAFF.

NOTE: When you are specifically instructed to do so by the Regional Office, also prepare a Special Dwelling Listing Sheet for nonstaff units in the place. Label this sheet NONSTAFF. In listing nonstaff units, proceed in the same manner as instructed above for staff units.

(3) Adapt terms "staff", "nonstaff" and "unclassified to type of place

In talking with the manager of the place, do not use the terms "staff", "nonstaff" and "unclassified". Instead adapt your terminology to the type of place being listed. For example, in a hospital, refer to patients instead of "nonstaff" and to resident doctors, nurses and other resident employees instead of "staff". In transient hotels, refer to rooms, suites, etc. for permanent guests and employees instead of "unclassified".

2. In NTA Segments

When you find a special dwelling place in an NTA Segment, proceed as follows:

a. Determine kind of units in place

Refer to Table D on pages C-73 and C-74 to determine what kind of units the place contains.

SHEET / OF / SHEETS

FORM P-2255 (2-8-56) U.S. DEPARTMENT OF COMMERCE BUREAU OF THE CENSUS

FORM APPROVED BUDGET BUREAU NO. 41-R1206.5

SPECIAL DWELLING LISTING SHEET

NOTE: For special dwelling places in TAKE ALL SEGMENTS, skip items a, b, and c and list units in Col. (2).

a. REGISTER AVAILABLE?
YES ☐ If "Yes," complete heading items b and c only.
NO ☐ If "No," skip items b and c and list units in Col. (2).

b. REGISTER IS RECORD OF:
☐ Living quarters (Rooms, Dus., etc.) ☐ Persons

SAMPLE AREA

CODE 999 NAME

BLOCK OR RURAL SAMPLE AREA

IDEN. CODE 84 NAME

SEGMENT

SEGMENT NO. 0474 TYPE TA

c. DATE	NUMBER OF UNITS		
	NONSTAFF	STAFF	UNCLASSIFIED

NAME OF SPECIAL DWELLING PLACE: Bliss Hall

ADDRESS: Perfection University, Halcyon Road, 2 mi. east of Utopia City

TYPE: School dormitory

LINE NO. (1)	NUMBER OR LOCATION OF UNIT (2)	SAMPLE DESIG. NATION (3)	SERIAL NO. (4)	LINE NO. (1)	NUMBER OR LOCATION OF UNIT (2)	SAMPLE DESIG. NATION (3)	SERIAL NO. (4)
1	Suite A			21			
2	B			22			
3	C			23			
4	D			24			
5	E			25			
6	F			26			
7	Room 1			27			
8	2			28			
9	3			29			
10	4			30			
11	5			31			
12	6			32			
13	7			33			
14	8			34			
15				35			
16				36			
17				37			
18				38			
19				39			
20				40			

LISTED BY	CHECKED BY	BROUGHT UP TO DATE BY
EH		
MONTH, YEAR 3/61	MONTH, YEAR	MONTH, YEAR

(Form continued on reverse)

COMM-DC 18858

Fig. 24

D. Procedure for Listing Special Dwelling Places--Con.

2.--Con.

b. Determine if "usable register" available

For places containing unclassified units, determine whether a usable register is available from which a sample of all units in the place may be selected.

For places containing staff and nonstaff units, determine whether a usable register is available from which a sample of staff units may be selected. The register of staff units must not contain any nonstaff units.

NOTE: When you are specifically instructed to do so by your supervisor, also determine whether a register is available from which a sample of nonstaff units may be selected. The register of nonstaff units must not contain any staff units.

"Usable register" defined

By "usable register" we mean an up-to-date card index, list, diagram, or sketch of houses, apartments, trailers, rooms, beds, etc., occupied or intended for occupancy by the particular kind of unit to be sampled; that is, by unclassified or by staff (or by nonstaff, when you are instructed to include nonstaff).

When to use register of persons for unclassified or staff units

If for unclassified and staff units it would be extremely difficult to make a complete listing of living quarters such as houses, apartments, rooms, etc. and there is a register of the unclassified or staff persons, consider the register of persons to be a "usable register" and proceed as instructed in paragraph d below. Keep in mind, however, that for unclassified and staff units a register of persons is to be used only as a last resort.

When to use register of persons for nonstaff units

For nonstaff units, a register of persons is as acceptable as a register of living quarters.

c. Procedure if no "usable register"

If there is no usable register for the particular kind of unit:

(1) check "no" in item a on the Special Dwelling Listing Sheet for unclassified or staff (or nonstaff when you are specifically instructed to include nonstaff) whichever is appropriate.

(2) list each unit (house, apartment, room, bed in rooms with sleeping accommodations for 5 or more persons) on a separate line of the Special Dwelling Listing Sheet. List staff units on the staff sheet (and when you are so instructed, nonstaff units on a nonstaff sheet). (See Fig. 25.)

SHEET 1 OF 1 SHEETS

FORM P-2255 (2-8-56) U.S. DEPARTMENT OF COMMERCE BUREAU OF THE CENSUS

STAFF

SPECIAL DWELLING LISTING SHEET

FORM APPROVED BUDGET BUREAU NO. 41-R1206.5

NOTE: For special dwelling places in TAKE ALL SEGMENTS, skip items a, b, and c and list units in Col. (2).

a. REGISTER AVAILABLE?
YES ☐ If "Yes," complete heading items b and c only.
NO ☑ If "No," skip items b and c and list units in Col. (2).

b. REGISTER IS RECORD OF:
☐ Living quarters (Rooms, Dus., etc.) ☐ Persons

SAMPLE AREA

CODE	NAME
999	

BLOCK OR RURAL SAMPLE AREA

IDEN. CODE	NAME
42	

SEGMENT

SEGMENT NO.	TYPE
0475	NTA

c. DATE	NUMBER OF UNITS		
	NONSTAFF	STAFF	UNCLASSIFIED

NAME OF SPECIAL DWELLING PLACE: Green Valley Home

ADDRESS: Valleyview Drive and Green River Road, Utopia City

TYPE: Home for Aged

LINE NO. (1)	NUMBER OR LOCATION OF UNIT (2)	SAMPLE DESIG-NATION (3)	SERIAL NO. (4)	LINE NO. (1)	NUMBER OR LOCATION OF UNIT (2)	SAMPLE DESIG-NATION (3)	SERIAL NO. (4)
1	North Bldg, Suite A			21			
2	Suite B			22			
3	South Bldg, Suite A			23			
4	Suite B			24			
5	Center Hall Suite A			25			
6	Cottage 1			26			
7	2			27			
8	3			28			
9				29			
10				30			
11				31			
12				32			
13				33			
14				34			
15				35			
16				36			
17				37			
18				38			
19				39			
20				40			

LISTED BY	CHECKED BY	BROUGHT UP TO DATE BY
E H		
MONTH, YEAR 3/61	MONTH, YEAR	MONTH, YEAR

(Form continued on reverse)

COMM-DC 18858

Fig. 25

SHEET OF SHEETS

FORM P-2255 (2-8-56) U.S. DEPARTMENT OF COMMERCE BUREAU OF THE CENSUS

NONSTAFF

SPECIAL DWELLING LISTING SHEET

FORM APPROVED BUDGET BUREAU NO. 41-R1206.5

NOTE: For special dwelling places in TAKE ALL SEGMENTS, skip items a, b, and c and list units in Col. (2).

a. REGISTER AVAILABLE?
YES ☑ If "Yes," complete heading items b and c only.
NO ☐ If "No," skip items b and c and list units in Col. (2).

b. REGISTER IS RECORD OF:
☑ Living quarters (Rooms, Dus., etc.) ☐ Persons

SAMPLE AREA

CODE	NAME
999	

BLOCK OR RURAL SAMPLE AREA

IDEN. CODE	NAME
42	

SEGMENT

SEGMENT NO.	TYPE
0475	NTA

C. DATE	NUMBER OF UNITS		
	NONSTAFF	STAFF	UNCLASSIFIED
3/61	165		

NAME OF SPECIAL DWELLING PLACE: Green Valley Home

ADDRESS: Valleyview Drive and Green River Road, Utopia City

TYPE: Home for Aged

LINE NO. (1)	NUMBER OR LOCATION OF UNIT (2)	SAMPLE DESIG-NATION (3)	SERIAL NO. (4)	LINE NO. (1)	NUMBER OR LOCATION OF UNIT (2)	SAMPLE DESIG-NATION (3)	SERIAL NO. (4)
1				21			
2				22			
3				23			
4				24			
5				25			
6							
7							
8							
9				29			
10				30			
11				31			
12				32			
13				33			
14				34			
15				35			
16				36			
17				37			
18				38			
19				39			
20				40			

NOTE: Nonstaff units are to be included in the survey only when you are specifically instructed to do so.

LISTED BY	CHECKED BY	BROUGHT UP TO DATE BY
EH		
MONTH, YEAR 3/61	MONTH, YEAR	MONTH, YEAR

(Form continued on reverse)

COMM-DC 18858

Fig. 26

D. Procedure for Listing Special Dwelling Places--Con.

2.--Con.

d. Procedure if "usable register" available

If there is a "usable register" for the particular kind of unit:

(1) Fill items a, b, and c in the heading of the Special Dwelling Listing Sheet as follows:

Item a check "yes"

Item b check the box for "Living Quarters" if register is a record of rooms, apartments, houses, etc.; if register is record of persons check box for "Persons".

Item c enter the date and in the appropriate column headed unclassified or staff (or nonstaff when specifically instructed to do so) the total number of the particular kind of unit in the place. This figure should be the same as the number in the register. If a register of living quarters is available, record the total number of houses, apartments, rooms, etc. for the particular kind of unit in the place. If a register of persons must be used, record the total number of the particular kind of persons in the place. (See Fig. 26.)

In places containing staff and nonstaff persons, do not ask for a count of units occupied by nonstaff (or count of nonstaff persons) unless you are specifically instructed to do so by your supervisor.

(2) Do not list any of the kind of units for which a register is available since at the time of interviewing you will select the sample units directly from the register according to sampling instructions to be furnished by your supervisor.

3. In "Large" Special Dwelling Places

In listing "large" special dwelling places, follow the procedure outlined above for special dwelling places in NTA Segments.

E. Procedure for Special Dwelling Places which cross segment boundaries

1. When special dwelling place consists of one building only

If a special dwelling place consists of one building which crosses the segment boundary, fill a Special Dwelling Listing Sheet for it only if the main entrance is within the segment boundaries.

E. Procedure for Special Dwelling Places which cross segment boundaries--Con.

2. When more than one building crosses or is outside segment boundary

If the special dwelling place consists of more than one building and some of the buildings cross or are completely outside the segment boundaries, include on the Special Dwelling Listing Sheet for the place only those buildings which have main entrances inside the segment boundaries. (In trailer camps, include only those trailers or trailer sites which are inside the segment boundaries.)

3. "Main entrance" defined

The "Main entrance" of a special dwelling place (and of each building in a special dwelling place) is the one considered as such by the management of the place.

F. How to fill Special Dwelling Listing Sheet

Fill the Special Dwelling Listing Sheet as follows:

1. Heading

a. What to copy from Segment Folder

For special dwelling places in TA or NTA Segments, copy the appropriate heading information (codes, segment number and type of segment) from the Segment Folder to the Special Dwelling Listing Sheet.

b. Enter name, address, and type of special dwelling place

Enter the name, address, and type of special dwelling place in the heading. If a special dwelling place consists of more than one building, enter the specific address (street and structure number) or other description of the location of each building of the special dwelling place in the space for address. If necessary, draw (and attach to the Special Dwelling Listing Sheet for the place) a rough sketch showing the location of each of the buildings.

c. Filling items a, b and c

Items a, b, and c. Only fill items a, b, and c for special dwelling places in NTA Segments and for "large" special dwelling places.

Item a. Check "yes" or "no" to indicate whether the place has a usable register from which to sample.

Item b. Check the box for "Living Quarters" if the register consists of a record of houses, apartments, rooms, etc.; if register is a record of persons, check the box for "Persons". If there is no usable register, leave item b blank.

Item c. Enter the date and number of units -- staff or unclassified (and nonstaff when required) on the first unused line in the space provided.

F. How to fill Special Dwelling Listing Sheet-Con.

2. Column 2

a. When to list units in column 2

Column 2 is to be used to list units within the special dwelling place. A complete listing of units must be made in column 2 when:

(1) the special dwelling place is located in a TA Segment (regardless of whether the place has a register from which to sample) or

(2) the special dwelling place is located in an NTA Segment or is a "large" special dwelling place and has no register from which to sample.

b. Rules to observe in listing units

In listing units on the Special Dwelling Listing Sheet, observe the following rules:

(1) Don't skip lines

Do <u>not</u> skip any lines.

(2) Identify units adequately

Be sure that adequate identification such as room number, bed number, etc. is entered in column 2. (See Figs. 24 and 25.)

(3) List each bed in rooms for 5 or more persons

If you are listing rooms which have sleeping accommodations for 5 or more persons, be sure to list each bed on a separate line of the Special Dwelling Listing Sheet.

(4) How to list "unclassified" units

If you are listing "unclassified" units, list <u>first</u> all units for persons for whom the place is being operated (guests of hotels, etc.). Then, without skipping any lines list units for resident employees and their families.

(5) In listing persons give name and room number

If you are listing persons, enter in column 2 <u>both</u> the name of the person <u>and</u> his room number, bed number (if in a room with sleeping accommodations for 5 or more persons), or some other identification of his quarters. For example:

LINE NO. (1)	NUMBER OR LOCATION OF UNIT (2)	S D
1	John Henry, first floor, right front	
2	Jack Jones, first floor, right rear	
3	Jim Jackson, first floor, left front	
4	Egra Green, first floor, left rear	

F. How to fill Special Dwelling Listing Sheet--Con.

2.--Con.

b.--Con.

(6) List units on consecutive lines

When the units to be listed are located in more than one building of a special dwelling place, they are to be listed on consecutive lines of the Special Dwelling Listing Sheet. Do not prepare a separate Special Dwelling Listing Sheet for each building. Be sure, however, that each building is identified in the space for address.

3. Your name and the date

At the bottom of the Special Dwelling Listing Sheet enter your name in the space for "Listed by" and the date below it.

G. How to bring Special Dwelling Places up to date

Most special dwelling places are to be brought up to date in accordance with paragraphs 1 and 2 below. For certain types of special dwelling places, however, be sure to bring lists up to date in accordance with paragraph 3.

1. Special Dwelling Places in TA Segments

For special dwelling places located in TA Segments, inquire at the time of interviewing to determine whether the place contains any new units resulting from new construction, conversions, etc. Add these units to the end of the Special Dwelling Listing Sheet. Cross out any units which no longer exist (except for mergers -- see page C-41). Indicate in a footnote the date and reason for the change.

2. Special Dwelling Places in NTA Segments and "large" special dwelling places

Special dwelling places in NTA Segments and "large" special dwelling places may have been in previous samples or surveys. If a complete listing of units has been made for any of the kinds of units in the place, you are to bring this list up to date. If a register was previously used, you should find out whether a register is still available for this kind of unit and, if so, proceed as instructed in paragraph 2b(1) below.

a. When a complete listing has been made

When units have previously been listed in column 2 of the Special Dwelling Listing Sheet, bring this listing up to date by adding new units to the end of the list and crossing out units which no longer exist. Enter the date and reason for the change using a footnote if necessary.

b. When a register was used

If a register was previously used and:

(1) is still available, enter on the first unused line in item c of the Special Dwelling Listing Sheet the date and the number of the particular kind of unit the place now contains.

(2) is no longer available or usable, make a complete listing of all of the particular kinds of units in the special dwelling place following the procedure on page C-77, paragraph 2c.

G. How to bring Special Dwelling Places up to date—Con.

3. Special instructions for bringing up to date hotels, motels, Y's, tourist camps or courts or combination tourist-trailer camps

If a hotel, motel, Y, tourist camp or court, or combination tourist-trailer camp listed on the Segment List is now a transient-type, do not transfer the place to the Special Dwelling Listing Sheet. Similarly if one of these types of places was originally transient and listed on the Special Dwelling Listing Sheet but is now a nontransient type, do not transfer the place to the Segment List. For such places originally listed on the Segment List add any new units to the end of the Supplemental List (or Segment List if in a TA Segment). If such a place was originally completely listed on a Special Dwelling Listing Sheet, add new units to the end of that list. Cross out units which no longer exist (except mergers) on the appropriate form.

If the place is now nontransient but was originally listed as transient and a register was previously used (and is still available) enter on the first unused line in item c of Special Dwelling Listing Sheet the date and the number of unclassified units the place now contains.

H. New special dwelling places

If in bringing up to date a TA or NTA Segment, you come across any special dwelling place for which you have not been given a filled Special Dwelling Listing Sheet, prepare one of your supply of blank Special Dwelling Listing Sheets for the place. If it is located in a segment shown on a reproduced Subsegmenting Map or in a rural segment shown on another type map enter the special dwelling place symbol on the map. Treat the place just as you would if it were in a segment to be newly listed.

SPECIAL NOTE: If the special dwelling place is a transient hotel, motel, Y, tourist camp or court, or combination tourist-trailer camp, check to see whether units in the place are listed on the Segment List before preparing a Special Dwelling Listing Sheet for the place. If you find the place listed on the Segment List, bring the listing up to date on that form and do not prepare a Special Dwelling Listing Sheet for it.

I. Change in status of special dwelling places

1. From special dwelling place to housing unit

If a special dwelling place has been changed into a housing unit, add the housing unit to the Supplemental List (or Segment List for TA Segments) and enter the notation "Converted to Housing Unit" together with the date on the Special Dwelling Listing Sheet.

I. Change in status of special dwelling places—Con.

2. From housing unit to special dwelling place

If a housing unit has changed into a special dwelling place, cross the housing unit off the Segment List, indicating the reason and date for the deletion, and prepare a Special Dwelling Listing Sheet for the place.

3. From one type to another

If the special dwelling place has changed from one type to another, fill a new Special Dwelling Listing Sheet for the place. Enter the notation "Converted to (type of special dwelling place)" together with the date on the original Special Dwelling Listing Sheet. Also fill a new Special Dwelling Listing Sheet for transient-type hotels, motels, Y's, tourist camps or courts listed on the Segment List which change to a different type (except as indicated below) of special dwelling place. In such a case, cross the units off the Segment List and enter in the last column "Converted to another type sp. dpl." together with the date.

Do not transfer from the Special Dwelling Listing Sheet to the Segment List (or vice versa) hotels, motels, Y's, tourist camps or courts or combination tourist-trailer camps which have changed from transient to nontransient type (or from nontransient to transient type).

LIST AND DESCRIPTION OF TYPES OF SPECIAL DWELLING PLACES

I. TYPES OF SPECIAL DWELLING PLACES

Following is a list of the different types of special dwelling places. In entering "type" on the Special Dwelling Listing Sheet, enter the exact type shown in the following list; for example, enter "children's (or adult) recreation camp" and not just "recreation camp". Enter "state penitentiary" and not "correctional institution", etc.

A. SPECIFIED INSTITUTIONS

1. Correctional Institutions

a. State or Federal penitentiary, prison, or reformatory.

b. State or Federal prison farm or camp.

c. County or city jail, workhouse, or penitentiary.

d. County or city prison farm or camp.

e. Federal Detention headquarters.

f. State or Federal Training or industrial school.

g. County or municipal training, parental, or industrial school.

h. Private school for delinquents such as "House of Good Shepherd", "Boys Town", etc.

2. Mental Institutions

a. Home or training school for mental defectives.

b. Home, training school, colony, or village for epileptics.

c. State, Federal, county, or city hospital for mental diseases.

d. Veterans' Administration mental hospital.

e. Private Hospital or sanatorium for mental diseases.

f. Hospital for the treatment of alcoholics or drug addicts.

3. Homes for the Aged, Infirm, or Needy

a. Orphan asylum.

b. Children's home.

c. County home, almshouse, poor farm, etc.

d. Soldiers' or sailors' home.

e. Veterans' Administration home (domiciliary care).

f. Fraternal or religious home for the aged.

g. Commercial boarding house for the aged.

h. Home or resident school for the blind.

i. Home or resident school for the deaf.

j. Hospital school for the crippled.

4. Nursing, Convalescent, and Rest Homes (Specify)

5. Other Hospitals and Homes Providing Specialized Care

a. Tuberculosis sanatorium.

b. Veterans' Administration tuberculosis hospital.

c. Home for incurables.

d. Chronic or cancer hospital.

e. Maternity homes for unmarried mothers.

f. Detention or receiving home.

B. OTHER SPECIAL DWELLING PLACES

1. Veterans' Administration General Medical and Surgical hospitals.

2. Nurses' Home

3. Facilities for the Treatment of the Physically Ill.

a. General or emergency hospital
b. Children's hospital
c. Maternity hospital
d. Infirmary

} Patient usually stays for a relatively short period of time

4. Convents, Monasteries, etc.

a. If the convent or monastery operates an establishment in the same segment, consider the convent or monastery and the establishment it operates together as one special dwelling place. Classify such a special dwelling place by the type of establishment operated, that is, as hospital, orphanage, school, etc.

Exception: If the establishment mentioned above is a school for nonresident students only, classify the Special Dwelling Place as a convent or monastery.

b. If the convent or monastery does not operate an establishment in the same segment, classify the Special Dwelling Place as a convent or monastery.

c. A Sisters', Brothers', or Priests' Residence or Rectory with quarters for 4 or fewer sisters, brothers, or priests should be listed on one line of the Segment List unless it is part of a special dwelling place such as a hospital, orphanage or school for resident students. If there are quarters for 5 or more sisters, brothers or priests in the residence , list it as a special dwelling place.

5. Transient-type Hotels (including summer hotels).

A transient hotel is one in which:

a. more than 25% of the rooms or suites are occupied or intended for occupancy by transient guests. (Transient guests are those who usually stay less than 30 days.)

OR

b. more than 25% of the rooms or suites are occupied or intended for occupancy by guests who pay at a daily rate.

6. Transient-type YMCA, YWCA, etc.

Apply the rules given above for transient hotels to determine whether a YMCA, YWCA, etc. is transient.

7. Private Residential Clubs and Tourist Homes

A private residential club or tourist home is to be classified as a special dwelling place only if it contains 5 or more rooms or groups of rooms to be rented out. If there are fewer than 5 rooms or groups of rooms for rent, combine these rooms or groups of rooms with the landlord's quarters (or with each other if the landlord does not live in the structure) and list on one line of the Segment List.

8. Facilities for Housing Students

a. School dormitory.

b. Fraternity or sorority.

c. Trailer camp only for students and their families. (See Section 13 below for definition of trailer camp.)

d. School with resident students (other than for the needy or infirm). Convents or monasteries operating this type of special dwelling place are to be classified as "Schools with resident students", even though nonresident students also attend the school.

9. Facilities for Housing Workers

a. Dormitory for workers.

b. Bunkhouse (provided that it has or is expected to have quarters for 5 or more farm or ranch hands).

c. Labor camp.

d. Logging camp.

e. Migratory workers' camp.

A migratory workers' camp consists of quarters, or sites for quarters, for 5 or more seasonal or temporary workers engaged in agricultural activities including related food processing. Such quarters may consist of one or more of the following:

Structures

Trailers (or trailer sites)

Tents (or tent sites)

Vehicles.

(Living quarters occupied by a migrant family is to be considered as one unit regardless of the number of workers in the family. For example, a cabin occupied by a migrant family consisting of a husband, his wife and 4 children all of whom are employed by a grower would be considered as quarters for one worker for purposes of applying the above definition.) Where definite land area is reserved for a migratory workers' camp consider such land area and all buildings located on it as comprising the camp.

A migratory workers' camp may be located on a farm or ranch or may be operated independently. A grower, rancher, association, cannery, etc., may operate several migratory workers' camps located some distance from each other--in such a case, consider each camp as a separate special dwelling place and list only those camps within the segment boundary.

Quarters on a farm or ranch which are intended for tenants or permanent hired hands such as tenant houses and bunkhouses are not part of a migratory workers camp. Also if the quarters intended for migratory workers will not provide accommodations for 5 or more workers or their families they are not to be considered as a migratory workers camp but are to be listed on the Segment List.

NOTE: Facilities for migratory workers discovered in newly listing a segment are to be treated according to the above classification. Facilities for migratory workers which were listed prior to March 1961 according to a previous classification are not to be reclassified or relisted according to the new classification given above but are to be retained on the lists on which previously entered.

10. Flophouses and Missions (Specify)

11. Recreational and Religious Camps (Specify)

    a. For Adults

    b. For Children

12. Transient-type Tourist Camp or Motel

A transient-type tourist camp or motel is one consisting of 5 or more units on the same property of which more than 25% are occupied or intended for occupancy by transient guests. Transient guests are those who usually stay less than 30 days or pay at a daily rate.

Transient-type tourist camps or motels are special dwelling places and are to be listed on the Special Dwelling Listing Sheet. Nontransient tourist camps or motels (those not meeting the above transiency rules) are not special dwelling places and each unit in the camp or motel should therefore be listed on the Segment List. Also, each of a group of four or fewer units located on a single property should be listed on the Segment List without applying the transiency rules.

If a camp contains trailers and permanent residential structures in addition to tourist cabins refer to Table C on page C-64 for instructions on how to list units in the place.

13. Transient-Type Group of 5 or More Adjacent Vacation Cabins Under Single Management

A group of 5 or more adjacent vacation cabins under a single management and identifiable by a sign on the property on which located is to be considered as a special dwelling place if more than 25% of the cabins are occupied or intended for occupancy by transient guests as defined in paragraph 12 above. Include as part of the special dwelling place, all vacation cabins in the group and each other residential unit, if any, located on the property.

If 75% or more of the cabins in such a group are occupied or intended for occupancy by non-transient guests, each cabin in the group and each other residential unit, if any, should be listed on a separate line of the Segment List.

NOTE: If there are fewer than 5 adjacent cabins under a single management and identified by a sign on the property list each cabin in the group on a single line of the Segment List. Also list on a single line of the Segment List each separate vacation cabin not part of a group under single management.

14. Trailer Camps and Tent Camps

Trailer and tent camps (with the exception of migratory workers' camps consisting of trailers or tents) are to be classified as special dwelling places only if there are 5 or more trailers or tents present at the time of listing, or if you expect that at some time during the year 5 or more trailers or tents will be present on the grounds. Otherwise, list the trailers or tents as regular housing units.

If the trailer camp contains tourist cabins or other permanent structures containing living quarters, refer to Table C on page C-64 for procedures to be followed.

15. Armed Forces Installations

Army, Air Force, Navy, Marine or Coast Guard Stations, posts or any other establishments (except any establishment consisting of a hospital only) operated by the Armed Forces.

16. Armed Force Hospital

Establishments operated by a branch of the Armed Forces and consisting of a hospital only.

USCOMM--DC

CHAPTER 15. HOW TO REFER PROBLEMS AND QUESTIONS CONCERNING THE LISTING OPERATION

A. When to use Referral Sheet during listing

During the listing operation use the Referral Sheet to (1) record problems encountered in listing and (2) record any questions which you have concerning listing.

B. Preparation of Referral Sheet

When you have occasion to use a Referral Sheet, prepare it as follows:

1. Heading

Fill heading items a - g and enter in item k any other identification that will be helpful in resolving the problem or question. For example, enter in item k the serial number and for the CPS, the rotation number concerned.

2. Section I

Enter your question or state the problem in Section I. Be sure to state all pertinent information in order that your supervisor may be able to furnish you with the correct answer.

3. Illustration

An excerpt of the Referral Sheet is shown below to illustrate how this form should be filled in reporting that the actual name of a street differs from the name appearing on the map. (See section E2 on page C-13.)

FORM 11-36 (8-1-61) U. S. DEPARTMENT OF COMMERCE BUREAU OF THE CENSUS

REFERRAL SHEET

(SEE INSTRUCTIONS ON REVERSE SIDE OF "FIELD OFFICE COPY.")

a. Regional Office: Atlanta, Ga.

b. Survey (CHECK WHICH): [x] CPS [ ] NHS [ ] SORAR [ ] CCBR [ ] SOC [ ] ____

c. Enumerator's name and number: Dorothy Brown E1

d. Date: 2/19/62

IF REFERENCE TO SPECIFIC UNIT, SHOW:

e. PSU Code: 990

f. Segment Number: 448

g. Type Segment: [ ] B [x] TA [ ] X or NTA

Sample (CPS or NHS only): A15

h. Form No.: Segment Map

i. Sheet No.:

j. Line No.:

k. Serial number or other identification: Rotation 4

Section I - STATEMENT OF PROBLEM OR QUESTION

Name of North boundary of segment changed from "Taylor Street" to "Driftwood Terrace." Change made by city in March 1961; Driftwood Terrace coincides exactly with boundary shown on map. Name corrected on map.

PREFACE TO PART D

Determination of "Year Built" in Area Segments at Time of Interviewing

A. General

Starting with Sample B-28, sample units in structures built after April 1, 1960 are to be deleted from TA and NTA segments located in permit-issuing places (permit areas) because such units have a chance to be selected in a sample of permits issued for new construction. To identify these units, "year built" must be determined at the time of listing or interviewing. This Preface to Part D of the Manual contains instructions for determination of "year built" at the time of interviewing.

B. Identification of units for which "year built" determination to be made

The sample units for which the "year built" determination is to be made at the time of interviewing will be identified by a stamp which has been put in the heading on the front page of the questionnaire for the unit by your Regional Office, as follows:

Year Built ☐ Before April 1, 1960 Interview
☐ After April 1, 1960 Do NOT interview

(These will be units in TA and NTA segments in <u>permit areas</u>. The Segment Folders for these segments will bear a stamp including the instruction "Determine year built." However, you need not concern yourself with the stamps on the Segment Folders at the time of interviewing. These were instructions for the Regional Office and the person doing the listing or updating.)

Do <u>not</u> determine "year built" if the above stamp is not on the questionnaire for the unit. Proceed to interview these sample units as usual. (These will be units in TA and NTA segments in <u>non-permit areas</u> and in B segments.)

C. Procedures for determining "year built"

Following are the procedures to be used in determining "year built" for sample units for which this information is required.

1. When and how to make the inquiry

At sample units for which the "year built" determination is to be made your first question will be, "When was this structure built?" since the answer to this question will determine whether or not the unit is to be interviewed.

If the occupant does not know, is not at home or if the unit is vacant: ask a neighbor, janitor, or apartment house manager, etc.

a. Definition of "year built"

"Year built" refers to the date the original construction was completed. It does not refer to any later remodeling, additions or conversions, or to the date houses were moved to a particular site. If a house has been moved, "year built" refers to the date its construction was completed on its original site.

b. Meaning of "year built determination"

"Year built determination" means that you are to determine whether the structure was built before or after April 1, 1960, the 1960 Census Enumeration date.

If the answer to your first question about when the structure was built is not specific enough to make the "year built" determination, you must ask additional questions to determine whether the structure was built before or after April 1, 1960.

If the person from whom you are obtaining the information is not sure, try to obtain an estimate. If you are unable to obtain the information from anyone, make the "year built" determination by observing the condition of the structure. This is to be done only as a last resort.

c. Structure built before April 1, 1960

If you make the determination (either by inquiry or observation) that the structure was built before April 1, 1960, check that box in the stamp on the questionnaire(s) and proceed to interview the sample unit(s).

If you are unable to make the "year built" determination either by inquiry or observation--that is, you are uncertain--do not check either box in the stamp but enter the reason you have not in a footnote. Proceed to interview any such units.

d. Structure built after April 1, 1960

If you determine that the structure was built after April 1, 1960, check that box in the stamp on the questionnaire(s) and return the questionnaire(s) for the unit(s) as noninterview--Type C, Other (Specify) "Built after April 1, 1960."

2. When inquiry about "year built" not to be made

In the following cases inquiry about "year built" is not to be made even though the structure is in a segment for which "year built" determination is generally required.

a. New construction

If the entire structure is under construction, check the "Built after April 1, 1960" box on the questionnaire and return the questionnaire as a Type C noninterview as instructed above. (If the structure is being remodeled or converted, inquire as instructed above.)

b. Units in special kinds of structures

Do <u>not</u> determine "year built" for living quarters located in the following structures even though these appear to have been built after April 1, 1960:

1. special dwelling places
2. public housing projects
3. factories, schools, public buildings, stores, churches, and other predominantly <u>non-housing</u> unit structures

Interview these in the usual manner.

c. Units not in structures

Do <u>not</u> determine "year built" for living quarters not located in structures, such as trailers, tents, boats, etc. Interview these as usual.

d. If "year built" not determined

If the office has put the "year built" stamp on a questionnaire for a sample unit in one of the places described above in b and c, do not check either box but instead give the reason in a footnote, e.g., "Sample unit is an apartment over a barber shop," "Sample unit is an apartment in Federal Housing Project No. 1," "Sample unit is the residence of the warden at Folsom prison," etc.

e. Units determined by lister to have been built before April 1, 1960

In some cases the lister will have determined at the time of listing that the unit was built before April 1, 1960. For these units your office will have checked the "Before April 1, 1960" box for year built on the questionnaire. Proceed to interview such units without making further inquiry about "year built."

3. "Extra" units

"Year built" is to be determined for "extra" units you discover in area segments in permit areas, as for the regular sample units.

If the "extra" unit was built before April 1, 1960 enter "Built before April 1, 1960" in the heading on the front of the questionnaire for it, and proceed with the interview.

If the "extra" unit was built after April 1, 1960, prepare a questionnaire for it and send it in as a Type C noninterview, as outlined above.

Do not determine "year built" for "extra" units in segments in which the "year built" determination is not being made for the regular sample units. Interview these as usual.

D. Coverage question Item 15 and Table X

Unlike other Type C noninterviews, coverage question Item 15 on the front of the questionnaire <u>is to be asked</u> for Type C--Other "Built after April 1, 1960" noninterviews. Also, Table X is to be filled for units discovered which are not found on the Segment Lists.

Coverage question Item 15 needs to be asked for these Type C units because there might be a unit (or units) on the same property which was built before April 1, 1960.

Follow the instructions for "extra" units for units discovered in this procedure.

NHS-HIS-100
FY 1964

PART D

THE HEALTH QUESTIONNAIRE

AND

HOW TO CONDUCT THE INTERVIEW

CHAPTER 1.

IDENTIFICATION SHEET

(Front page of the Questionnaire)

A. Purpose

The front page of the questionnaire provides space for a record of interviewing and certain information about the sample unit.

B. Front page partially filled by your office

For each prelisted sample unit in your assignment you will receive a questionnaire with the front page partially filled. Use each partially filled questionnaire as the first questionnaire for its appropriate household.

In addition to the partially filled questionnaires, you will receive a supply of blank questionnaires. Use these for "extra" households, and for cases where more than one questionnaire is needed for a household. (For a definition of "extra" units, see Part A, Chapter 2.)

C. Item 1 Number of questionnaires

If you use only one questionnaire for a household, fill this item to read, "Questionnaire 1 of 1 Questionnaires." If it is necessary to use two questionnaires, Item 1 on the first questionnaire should be filled to read "Questionnaire 1 of 2 Questionnaires," and on the second, "Questionnaire 2 of 2 Questionnaires." Corresponding entries should be made when three or more questionnaires are used.

D. Items 2-9 Location and identification of unit

All these items, except for Item 2(b), will be filled by your office for prelisted sample units. You will fill all of the Items 2-9 for "extra" units. Make these entries before you proceed with the interview.

1. Items 2(a), 2(b), and 2(c) Location of unit

These items provide the address or a description of the location of the unit to be interviewed, including the name and type code of special dwelling place, if any.

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

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

b. Item 2(b) Mailing address

Item 2(b) is to be filled after question 27 (the income question) has been completed. Verify that the entry in Item 2(a) is the correct and complete mailing address for the household. If it is not or if the entry in Item 2(a) is only a description or location, determine the correct mailing address and enter this information in 2(b). Be sure the name of the post office (city, town, village or branch) through which the household receives its mail, the postal zone (if any) and the State are entered in 2(a) or 2(b).

If the address shown in Item 2(a) is the correct and complete mailing address check the "Same as shown in 2(a)" box in Item 2(b).

c. Item 2(c) Special dwelling place

For a prelisted sample unit in a special dwelling place, or for a unit expected to be selected from a register of a special dwelling place (see Appendix B of Part A), your office will have entered in Item 2(c) the name of the special dwelling place and a two-digit code for its type (see Appendix A of Part A).

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

2. Items 3-8 Identification

Items 3-6 are used for tabulation in Washington; Items 7-8 are used for control by Washington and by your supervisor. Item 8(b), Segment type (TA, NTA or B) will serve as a ready reference for you in filling Item E and in asking Item 15 (see below). In case of an "extra" unit, fill all these items by copying the corresponding entries from any other questionnaire in the same segment.

3. Item 9 Serial number

Item 9 shows the serial number within a segment. For an "extra" unit, enter in this item the last name of the household head if the unit is occupied. If the unit is vacant, enter "Vacant" in Item 9. All serial numbers for "extra" units are to be assigned by the Regional Office.

4. "Extra" unit in NTA or B segment

If the questionnaire is for an "extra" unit in an NTA or B segment, fill Item E in accordance with instructions for "extra" units in Part A, Chapter 2.

5. Items 7-9 To be copied to additional questionnaires

Copy Items 7-9 to each additional questionnaire when more than one questionnaire is used for a household. These entries, together with an entry in Item 1, will be the only entries required for the front page of an additional questionnaire.

E. Items 10-16 When and how to fill

These items are to be filled after the health interview has been completed, and Item 2(b) has been filled. In every case, except as noted below, the question printed in the item must be asked as worded to obtain the correct entry for the item.

F. Land Usage

Since Items 10 and 11 on land usage are not filled for every household, this section of the questionnaire is set off by shaded lines.

1. Item L: To be filled by office

Item L is a check item to tell you when to proceed with Items 10 and 11. Your office will fill Item L in advance for all units assigned to you.

a. Where to proceed next

As indicated on the questionnaire, if the "Rural" box is checked in Item L, proceed with Items 10 and 11. If the "all other" box is checked, omit Items 10 and 11.

b. Filling Item L for "extra" units

In cases where you fill a new questionnaire for "extra" units found at the time of interview, make the Item L entry in the same box as for the regular assigned units in the same segment.

2. Item 10 Own, rent, or rent-free

Ask the question in Item 10 as worded and record the respondent's answer by checking the appropriate box.

In some cases, you may have to ask additional questions to get the correct information.

a. Own

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

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

The owner need not be the head of the household.

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

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

b. Rent

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

c. Rent-free

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

3. Item 11(a)-(b) Acreage

If the answer to Item 10 is "Own" or "Rent-free" ask the question in Item 11(a) "Does this place have 10 or more acres?" If "Rent" is checked in Item 10 ask 11(b) "Does the place you rent have 10 or more acres?" Check the box for "Yes" or "No" as indicated by the respondent's answers. When questions arise use the following definitions as a guide.

a. General definition of "place"

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

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.

b. Definition of place of "owners" or "rent-free"

Places which are "owned" or "rent-free" include the entire acreage considered to be part of the same "place," including any part rented out to others. Even if the owner rents out all the land but continues to live on it, the rented land should be regarded as part of the owner's place.

c. Definition of place for "renters"

For renters, the "place" would include only the house and land for which they are paying rent, and not the entire acreage or property of the owner. This is an especially important distinction and one which you should explain to the respondent, if necessary.

d. More than one unit on same place

If there is more than one sample unit on the same place (as defined above), the answer for each unit must be the same. For example, an owner lives in one sample unit on a place of 150 acres; his hired hand lives rent-free in a separate sample unit on the same place. The answer to Item 11(a) would be "Yes" for each unit. Remember again, however, that if there is a cash renter on this property, we are referring only to the land which he rents.

e. If place is definitely in built-up area

There may be certain areas coded "rural" which have been built up into apartment areas, suburban housing developments, and the like. In such cases where the place is obviously a private home on a lot or an apartment, mark "No" for Item 11(a) or (b) without asking the question. Also, check the "No" box in Item 11(d).

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

f. Problem cases

If there are any special problems involving the definition of "place" about which you are uncertain, make the best decision you can for that particular case, keeping in mind the above rules. Describe the problem on a Referral Sheet and transmit it to your office for submission to Washington.

4. Item 11(c) Sale of produce ($50 or more)

If the answer to Item 11(a) or (b) is "Yes" ask Item 11(c) as worded and record "Yes" or "No" as the case may be. It is not necessary to find out the precise amount, so long as the answer can be classified as $50 or more ("Yes") or less than $50 ("No"). Note that the question refers to gross sales during the past 12 months. If questions arise on the meaning of "sales from this place," use the following as a guide.

a. Sales from this place defined

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

Do not include the value of products consumed on the place. The products may have been sold at any time during the past 12 months.

b. Place

The "place" is the same as that referred to in Item 11(a) or (b).

c. More than one unit

If there is more than one sample unit on a place (remembering how "place" is defined differently for owners and renters), the answer for each unit must be the same. For instance, the owner lives in one unit on a place of 15 acres. His total sales amounted to $780. His hired hand lives rent free in a separate unit on the place. Each of the two units would have "Yes" in Item 11(a) and "Yes" in Item 11(c).

d. Special situation

If the respondent has recently moved to the place, and he has not sold any farm products, explain that this question refers to sales made from the place during the past 12 months, either by him or by someone else. It's possible he may know, in a general way, the amount of sales. If, however, he is unable or unwilling to make an estimate, report the item as "DK" (Don't know).

5. Item 11(d) Sale of produce ($250 or more)

If the answer to Item 11(a) or (b) is "No" ask Item 11(d). Ask the question as worded and mark "Yes" or "No" as required.

a. Follow same rules as for Item 11(c)

In completing Item 11(d) follow the same instructions as were given for Item 11(c) for sales, definition of "place," more than one unit, and special situation. The only difference is that Item 11(d) refers to sales of $250 or more. (The higher amount of sales from a place of less than 10 acres must have been made for it to be classified as a farm.)

If the place is obviously a private home on a lot or an apartment, 11(d) can be checked "No" without asking the question.

6. Noninterviews

If the unit is a Type C noninterview, do not fill Items 10 or 11. For Type B - vacant units, leave Item 10 blank, but try to obtain information for Item 11(a) and for 11(c) or 11(d) as appropriate. For other Type B and for Type A noninterviews try to obtain information on these items, asking neighbors, etc., as necessary. If you cannot obtain information on value of produce, at least try to get answers for Items 10 and 11(a) or (b). Where this is not possible, leave the items blank, but footnote the entry to say you were unable to find out.

G. Item 12 Type of unit

In Item 12, check the box for "Housing unit" or "Other unit" according to the rules in Part A, Chapter 3. Check Item 12 for Type A and Type B noninterviews, as well as for interviewed units. Leave Item 12 blank for Type C noninterviews.

H. Items 13-15 Listing check

Items 13 through 15 are to be asked to find out whether there are any unlisted units at the sample address. The information sought through Items 13, 14, and 15 is to be obtained for Type A and Type B (but not Type C) noninterviews, as well as for interviewed units. Use a neighbor, building superintendent or the like as respondent for a vacant unit and for units where the occupants themselves have not been interviewed, i.e., because they are temporarily absent, etc.

If "Yes" is reported in answer to any of the questions in Items 13-15, check the "Yes" box and review the Segment List to see if the living quarters reported is listed. If it is found, enter, for "S,"

the Segment List sheet number and, for "L," the line number on which the listing is found. If more than one quarters is reported, for example, two basement apartments, check the Segment List for each and enter the sheet and line number for each, if found.

Fill Table X for each living quarters reported which is not listed. Thus, for each "Yes" box checked, there must be an entry of sheet and line number(s) or one or more lines of Table X must be filled.

1. Wording of questions

Ask all these questions exactly as worded in units being interviewed. In inquiring about noninterview units, some rewording of the questions will be necessary. For example, you might say "Are there living quarters for more than one group of people in that vacant house next door?"

2. Item 13

Ask Item 13 in all segments if the address in Item 2(a) identifies a SINGLE-UNIT structure (including a row house).

Obtain an answer to the first part of the question before asking the second part; and to the second part before asking the third part.

a. Address identifies only part of structure

In some cases you may discover that the address in Item 2(a), which appears to be for a single-unit structure, actually identifies only part of the structure. In such a case, do not ask Item 13. (If the address identifies an entire floor of the multi-unit structure, ask Item 14.)

Footnote the Item 2(a) address and give a description of the unit. Also enter the description in the last column of the Segment List.

Example: The sample unit address in Item 2(a) and on the Segment List is 301 N. Green St. You discover that 301 N. Green Street is a downstairs apartment and the upstairs apartment in the same structure has an address of 303 N. Green St. You would not ask Item 13 for this unit, but describe in a footnote to Item 2(a) and in the last column on the Segment List, "Downstairs apartment, upstairs is 303." Since the address of the sample unit describes an entire floor in a multi-unit structure, you would ask Item 14.

3. Item 14

Ask Item 14 in all segments <u>if</u> the address in Item 2(a) identifies an entire floor or an unnumbered part of a floor, such as, "first floor," or "second floor left rear." It is not necessary to ask Item 14 in regular apartment houses where the apartments are identified by numbers or letters. Of primary concern are units which have been created by conversion of an old house, or similar situation, which are likely to have been missed in listing or Census enumeration.

In asking Item 14, be sure to make it clear that you are asking about the particular sample unit described in Item 2(a), for example, "—on this floor?" or "—in this first floor left rear apartment?"

4. Item 15

Item 15 is to be asked in TA and NTA segments only. It is <u>not</u> to be asked in B segments. Also, it is <u>not</u> to be asked in apartment houses or apartment developments. In these cases, leave Item 15 blank.

Determine that the other building(s) on the property is within the segment boundaries before checking the Segment List. If it is not, and you have checked the "Yes" box in Item 15, explain the circumstances in a footnote, e.g., "Unit referred to is outside segment."

5. "Other units"

Items 13-15 do not need to be asked for sample units selected from a special dwelling place register, nor for a sample unit which is a person, bed or cot, or unoccupied trailer site in special dwelling places, nor for a sample unit which is a room in a boardinghouse or nurses' home. Leave Items 13-15 blank when they do not need to be asked.

6. Table X

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

<u>Column 1</u>

This is the line number column from which the number of "extra" units can be determined at a glance. These line numbers provide identification for the extra units in case a reference should have to be made to any particular one. In most cases, only one line will be filled on one questionnaire.

Column 2 — Enter the questionnaire item number by which the unit was discovered, for example, 13.

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

Column 4 — Enter a description of the location of the specific space you are inquiring about; for example, "2nd floor, left"; "1st floor rear"; "basement"; etc.

Columns 5-7 — The questions in these columns will determine whether the space is a housing unit, "other" unit or not separate living quarters.

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

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

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

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

Col. 8 — If the space is neither a housing unit or "other" unit, enter a check in column (8) and if occupied, add the occupants to the questionnaire for the sample unit at which discovered.

Col. 9	If the space qualifies as a housing unit or "other" unit, check column (9a) or (9b) as appropriate and fill a separate questionnaire for the unit and interview it if occupied.
Columns 10 and 11	The questions in columns 10 and 11 apply only if the space is classified as a housing unit and is in a B Segment. (Part F of this Manual contains instructions on B segments.)
Column 12	If the space inquired about is found to be an "other" unit, describe the unit in column 12; for example, enter "room in boarding house," "staff unit in mental hospital," etc.
I. Item 16 Telephone number	Enter the telephone number in Item 16. If the household has a telephone but the number is not obtained footnote the reason. The "No phone" box is to be checked only in those cases where there is no telephone in the household at all. If the respondent asks why the telephone number is being obtained explain that in case additional information is required, it would be cheaper to call for it by telephone than to send someone out again to make a personal visit.
J. Item B and Table B	After completing Item 16, go to Item B and follow the instructions printed on the questionnaire. As indicated thereon, if any person in the household 6 years old or over has reported any eye condition or vision problem, you are to check the "Yes" box and fill one line of Table B on the back of the questionnaire for each such person. Instructions for Table B (and the Vision Supplement to be used this year) are in Part D, Chapter 8.
K. Item 17 Record of calls	This is a record of all visits made to a household to complete your interviewing, and is to include all visits made regardless of whether or not you found anyone home. Count as "visits" only actual attempts to contact the household, such as by ringing the doorbell or knocking on a door.

1. Calls for entire household

The first line of Item 17 is for a record of calls to obtain an interview from any acceptable respondent. Enter the date and time of each visit in the column for the particular visit you are making. That is, enter the date and time of the first call in the column headed "1," for the second call in the column headed "2," etc. For the date enter the month and day, e.g., "Feb. 4." Do not use numerals for the month. For time enter the time of day or night, e.g., "9:20 A.M.," "7:30 P.M.," etc. This time represents the time you make the call, not the time you complete the interview.

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

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

2. Return calls for individual respondents

The remaining lines in Item 17 are for a record of return calls to obtain information from individual respondents. Use one line for each person for whom it is necessary to make a return call, and enter the column number of the person in the space following "Col. No." Ordinarily, such calls will be required only for persons not related to the head.

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

3. Illustration of how to fill Item 17

Below is an illustration of how to fill Item 17. No one was at home on the first trip to the household. The housewife and 20-year-old son were interviewed for themselves and for other related household members on the second trip. A roomer (column 5) could not be interviewed until the fourth trip.

17. RECORD OF CALLS AT HOUSEHOLD										
Item			1	Com.	2	Com.	3	Com.	4	Com.
Entire household		Date Time	May 6 10:30 a.m.		May 6 7:45 p.m.		—		—	X
Record of return calls for individual respondents	Col.No. 5	Date Time			—		May 7 7:45 p.m.		May 8 8:10 p.m.	X
	Col.No.	Date Time			—		—		—	

L. Item 18 Noninterviews

Item 18 is for recording any instance in which you are not able to obtain complete interviews for part or all of a household.

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

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

In case you are in doubt as to whether a questionnaire should be considered to be a completed interview, or are uncertain as to what type of noninterview should be recorded, do not check Item 17 or 18. Send a problem Referral Sheet, explaining the circumstances, with the questionnaire when you return it to your Regional Office.

1. Type A noninterviews

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

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

a. Refusal — An occasional respondent may refuse to be interviewed. When this is the case, check the "Refusal" box in Item 18. Also, in the Footnotes space, write out all the pertinent details regarding the respondent's reason for refusing to grant the interview.

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

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

d. Other Type A — This category will include occupied units on impassable roads, quarantined households, and any other Type A cases not listed above. On the line under the box state the reason briefly, e.g., "impassable roads."

2. Type B noninterviews — Type B noninterviews consist of vacant units, units occupied solely by persons who are not household members by Census definition, and certain other special situations.

a. Vacant-nonseasonal — Check this box for all vacant units intended for year-round occupancy, regardless of where they are located. However, do <u>not</u> count as "vacant" a unit whose occupants are only temporarily absent, i.e., would be defined in Part A, Chapter 3 as usual residents of the unit even though they are out of town now. Such units should be classified "temporarily absent."

b. Vacant-seasonal — Check this box for vacant units intended for only seasonal occupancy. These may be in summer or winter resort areas, used only during the hunting season, etc., (<u>except</u> units for migratory workers).

c. Usual residence elsewhere

This category is for units occupied solely by persons who have usual residence elsewhere as defined in Part A, Chapter 3.

In resort areas, particularly, there will be many houses, apartments, etc., occupied by persons and families who have homes elsewhere. When an occupied summer or winter home is one of the sample addresses and the occupants have a usual residence elsewhere (as defined in Part A, Chapter 3), the household is to be classified as "usual residence elsewhere."

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

d. Armed Forces

This category is for units occupied solely by members of the Armed Forces on regular active duty, as defined in Part D, Chapter 2.

e. Other Type B

This category will include all the classes of units listed below. In each case, check the "Other" box and on the line under the box state the reason briefly, e.g., "under construction."

(1) Unit under construction

Consider a unit as "under construction" if the construction has not proceeded to the point where all exterior windows and doors have been installed and final, usable floors are in place. If the construction has proceeded to this point, the reason for noninterview should be reported as "vacant."

(2) Unit being created from conversion of former unit

Indicate here units being created from the conversion of a former unit. Use the same criteria for completion of construction as in the case of "unit under construction."

(3) Vacant--migratory workers	Indicate here units now vacant and used only for the temporary accommodation of migratory workers.
(4) Temporary business or storage	Indicate here units temporarily used for business or storage purposes, but expected to revert to residential use. If a unit has been permanently converted to business or storage use, it is to be classified as a Type C noninterview.
(5) Vacant trailer space	You may occasionally be assigned to interview the occupants of a designated trailer space in a trailer camp. If the space has no trailer in it, classify it here.
(6) Units not yet started in SOC permit segments	You may be assigned a segment with the letter "P" following the segment number and find that construction at a sample unit in the segment has not been started. Treat this unit as a Type B noninterview, "other" and specify "Permit granted, construction not started."
3. Type C noninterviews	Type C noninterviews include units which ordinarily would not be listed or sampled for this segment, and which you have eliminated as sample units in accordance with the instructions in Part A, Chapter 2.
a. Demolished	"Demolished" units have been totally or partially torn down. If merely vacant pending demolition, classify as vacant rather than here.
b. In sample by mistake	This classification refers to units that should not have been listed originally. The units may be outside segment boundaries, never intended for residential use, etc. Describe the situation fully.
c. Eliminated in subsample	Check this box when you have eliminated a unit in subsampling, in accordance with instructions in Part A, Chapter 2.
d. Other Type C	This category will include all the classes of units listed below. In each case, check the "Other" box and on the line under the box state the reason briefly, e.g., "nonexistent."
(1) Nonexistent	Classify here any unit which you have not been able to find. Describe the situation fully.

(2) Unfit for human habitation	An unoccupied unit which has become unfit for human habitation and is beyond repair so that it is no longer considered living quarters should be classified here.
(3) Permanently converted to business or storage	Classify here any unit that has been permanently converted to business or storage use.
(4) Mergers	Classify as Type C "Other-Merger" units which are noninterview because they have been merged with another unit. See the instructions in Part A, Chapter 2.
(5) Other	Classify here any other Type C noninterviews and describe them in full.
4. Type Z noninterviews	As mentioned above, a Type Z noninterview is a case where only part of a household is noninterview; an interview has been obtained for one or more members of a household, but no interview has been obtained for one or more other members. Since Type Z noninterviews have nearly the same effect on our statistics as Type A noninterviews, every effort must be made to avoid Type Z's as well as Type A's. In case of a Type Z noninterview, enter the column numbers of noninterview persons in the indicated blanks. Also enter the noninterview reason in full.
M. Items 19 and 20 Name and code of Interviewer	Sign your name in the space provided in Item 19 after you have completed the entire interview for a household or are turning in the questionnaire as a final noninterview. In Item 20, enter the interviewer's code which has been assigned to you by your office.

CHAPTER 2.

SELECTED PERSONAL CHARACTERISTICS (QUESTIONS 1-7)

A. Symbols, type face and general rules

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

1. Symbols used

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

a. Use of three dots

Where three dots "..." appear, insert the name of the illness, accident or injury which you are asking about. This aids the respondent in answering the questions, especially when several illnesses have been reported.

b. Use of two dashes

Where two dashes "--" appear, insert the name of the person, relationship or the number, whichever is appropriate.

c. Words in parentheses

Words in parentheses are alternative wordings of the question and are to be used when they fit a particular situation better.

2. Questions in heavy type

The questions to be asked the respondent appear in heavy black type (bold face). Instructions to you, as the interviewer, appear in light type. These instructions tell you when you are to ask the questions.

3. Use of pronoun, "you"

Most of the questions include the word "you" and, therefore, apply only when you are talking to the respondent about his own characteristics and health conditions. When you are asking about other members of the family, substitute for "you" either "he" or "she" or use the name or relationship of the person involved.

4. How to delete an entry

If you make the wrong entry in writing out an answer to a question, do not erase. Instead, draw a line through what you have written and write the correct entry elsewhere in the space or in a note in the footnote space. If you make an "X" in the wrong check box, draw a circle around that box and make an "X" in the correct box.

5. Use of footnotes

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

B. Questions on personal characteristics

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

C. Eligible respondent

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

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

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

(2) If they are present during the interview with an older respondent, 17 or 18 year old persons may respond entirely or partly for themselves. However, do not make any extra effort to have them participate.

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

1. For questions 3-7

Questions 3-7 may be asked of the respondent for all related persons in the household. Also, the respondent may be asked all the remaining questions on the questionnaire for related children (under 19 years of age) in the household, and for related adults, but only if they are not at home at the time of interview. (See the instructions for Item H in paragraph K of this chapter.)

a. "Related"--defined

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

b. Children

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

c. Adults not related

Adults not related to the head of the household (roomers or servants) are to answer questions 3-7 (and all other questions) for themselves. If, however, such persons have related family members in the household, any responsible adult member of that family may answer the questions for that family group.

2. Exceptions to eligible respondent rule

In the following two cases a person who is not a related member of the sample household can be considered an acceptable respondent.

a. You may interview a person who is responsible for the care of a person who is not competent to answer the questions, provided there are no related members of the household who can answer for the person. The person may or may not be a member of the household. For this type of case, enter a footnote describing the circumstances, e.g., "only household member is mentally incompetent and unable to respond for self; respondent was person who takes care of her during the day."

b. A member of the Armed Forces who lives at home with his family may be interviewed for his family even though he himself is not listed as a household member.

3. Return call may be necessary

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

4. No eligible respondent in household

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

D. Question 1 Names of household members

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

1. List every person named by respondent

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

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

a. Question 1(c)

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

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

b. Question 1(d) The three parts of question 1(d) are to be asked separately. That is, obtain an answer of "Yes" or "No" to the question "Have I missed anyone who usually lives here but is now: Temporarily in a hospital?" before asking "Away on business?". Obtain an answer of "Yes" or "No" to that question before asking "On a visit or vacation?".

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

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

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

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

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

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

a. "Armed Forces"—defined

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

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

b. Armed Forces Reserve

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

4. Who are household members

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

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

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

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

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

5. Delete the name if not a household member

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

6. Use additional questionnaires if more than 6 household members

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

7. Prescribed order of listing household

List the members of the household in the following order:

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

a. Related persons first

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

b. Unrelated persons second

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

8. How to enter names

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

In the column for the head of the household, enter the last name in the space provided at the top, and enter the first name in the space below the last name. If there should be two persons in the household with the same first and last names they must be further identified by a middle initial or name, or as 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.

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

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

E. Question 2 Relationship to head of household

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

1. Head of household

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

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

a. Head--defined

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

b. If "head" deleted

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

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

2. Relationship of other persons

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

a. Examples of relationship entries

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

b. Persons unrelated to the head

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

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

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

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

F. Questions 3-7 How to ask the questions

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

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

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

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

1. Illustration

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

Illustration A

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

G. Question 3
Age at last birthday

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

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

H. Questions 4 and 5
Race and sex

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

1. Nonwhite races

Report Mexicans as white, unless they are definitely Indian or other nonwhite race. Report Negroes and persons of mixed Negro and other parentage as Negro. Report American Indians and all races other than white or Negro as "other."

2. Sex

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

I. Question 6
Marital status

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

1. Annulled marriages

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

2. Separated persons

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

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

3. Common-law marriages

Consider persons with common-law marriages as married.

J. Question 7 Main activity during past 12 months

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

1. How to ask question 7(a)

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

2. "Something else"—defined

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

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

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

a. Working—defined

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

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

b. Past 12 months—defined

The past 12 months is defined as the 12 months between the Sunday immediately prior to the week of interview and the same date one year earlier. For example, if you are interviewing on Monday, July 8, 1963 the past 12 months would be the period starting July 7, 1962 through July 7, 1963 ("last Sunday night"). If the respondent appears to be thinking in terms of a calendar year, call to his attention the period you are asking about.

c. More than one activity

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

4. Question 7(b) Retirement

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

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

K. Item H Whom to interview

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

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

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

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

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

CHAPTER 3.

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

A. General procedure

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

1. Order of asking questions 8-16

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

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

Block of Questions or Single Question	Ask for:
8-11	These questions are asked as a block for the respondent first. Then, as a block, for each related household member, one member at a time.
12, 13	All related household members at one time.
14	Respondent first. Then, each related household member--one at a time.
15	Respondent first. Then, each related household member--one at a time.
16	All related household members at one time.

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

ILLUSTRATION B

Order of asking questions 8-16

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

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

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

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

Record as illness whatever the respondent reports to you as illness. Record in the column spaces the respondent's own description of the illness (using his words--not your own). Record enough of the description so that when you are ready to obtain the additional information in Table I, later in the interview, you will be able to identify the condition properly. The complete description of the condition will be recorded later in columns (d-1) through (d-4) of Table I.

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

3. Use of probes in questions 8-11

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

a. Probe question (a)

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

b. Probe question (b)

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

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

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

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

5. Question 14 Other problems with health

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

6. Questions 15, 16 Hospitalization probe questions

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

B. <u>Questions 8-10</u>

1. Time reference

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

2. Last week or the week before--defined

"Last week or the week before" refers to the 2 weeks (14 days) just prior to the week in which you are interviewing. The 2-week period starts with Monday and ends with last Sunday night. No days of the interview week are to be included. For example, if you are interviewing on Tuesday, July 23, 1963 "last week or the week before" would refer to the period from Monday, July 8, 1963 through Sunday night, July 21, 1963; no illness <u>starting</u> after July 21 would be included, no matter how serious it might be. This principle applies to all succeeding questions.

3. Question 8
Sick last week or the week before

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

4. Question 9
Medicine or treatment

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

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

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

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

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

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

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

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

C. Question 11 Injuries which still bother a person

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

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

1. What to record

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

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

D. Question 12 Conditions List Card A

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

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

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

1. Time reference

The time period referred to in this question is the past 12 months. The past 12 months is defined as the 12 months immediately prior to the week of interview. An easy way to do this is to take "last Sunday's" date and ask about the period from that date a year ago. For example, if "last Sunday's" date was July 7, 1963--then the period you are asking about is July 7, 1962, through July 7, 1963.

2. How to ask the question

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

a. Family reference

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

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

b. Ask about others

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

c. Repeating introductory question

To help the respondent remember that question 12 applies to all related household members, and also that it refers to a specific period of time, repeat the introductory question whenever it seems appropriate to do so. The question is printed in the heading of Card A as a reminder to you to repeat it as often as necessary.

3. Conditions not present at time of interview

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

4. Present conditions not causing trouble

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

5. Doubts about recording

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

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

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

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

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

7. "Arrested" conditions

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

8. Conditions volunteered

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

9. How to record the answers

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

E. Question 13 Impairments List Card B

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

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

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

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

1. Time reference

Question 14 refers to the present time, except that, as with all the health and hospitalization questions, any ailment, condition or problem with health which started after "last Sunday night" is not to be reported.

2. How to ask the question

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

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

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

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

3. Impairments and conditions on Card A

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

G. Question 15 Hospitalizations since specified date

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

A date will have been entered in question 15(a) on questionnaires prepared for each of your assignments. This date will be the first of the month preceding the month in which the first day of the interviewing week falls. Always use the date on the questionnaire in asking the question. For example, in all interviews being conducted in the week starting Monday, July 8, 1963, you would ask the question "Have you been in a hospital at any time since June first, a year ago?"

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

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

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

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

1. "Being in a hospital" -defined

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

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

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

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

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

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

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

I. Item R Who responded

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

1. Adults

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

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

2. Children

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

3. "At home" but not interviewed

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

CHAPTER 4.

TABLE I AND TABLE A
ILLNESSES, IMPAIRMENTS, AND INJURIES

A. Table I

1. General procedure

The questions in Table I are to be asked separately for each condition reported in answer to the health probe questions, 8-14.

a. Order of asking questions within Table I

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

b. One line for each condition

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

There are five lines in Table I on pages 2 and 3 of the NHS-HIS-1 questionnaire. If more lines are needed for entries in Table I, use the additional lines numbered from 6 to 13 on pages 4 and 5 of the questionnaire. If more than thirteen lines are needed, use an additional questionnaire and renumber the first line (pages 2 and 3) number 14, the second line 15, etc.

c. Follow order of questions in Table I

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

2. Column (a) Column number of person

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

Illustration C

Head	Wife	Question	Son
☒ Yes (1) Cold ☒ No	☐ Yes (2) ☒ No	8.	☐ Yes (3) ☒ No
☐ Yes ☒ No	☐ Yes ☒ No	9.	☒ Yes Diabetes ☒ No
☐ Yes ☒ No	☐ Yes ☒ No	10.	☐ Yes ☒ No
☐ Yes ☒ No	☒ Yes Stiff elbow ☒ No	11.	☐ Yes ☒ No
☒ Yes Bronchitis ☐ No	☐ Yes ☒ No	12.	☐ Yes ☒ No
☐ Yes ☒ No	☒ Yes Deafness ☐ No	13.	☐ Yes ☒ No
☐ Yes ☒ No	☐ Yes ☒ No	14.	☐ Yes ☒ No

—Column #2 was the respondent.

Table I

Line Number	Col. No. of person (a)	Question No. (b)	Did you ever AT ANY TIME talk to a doctor about . . . ? (c)	For all illnesses and present effects of "old" injuries (a) If doctor talked to, ask: What did the doctor say it was? — did he give it a medical name? (b) If doctor not talked to, record original entry and ask (d-2)-(d-4) as required. — For all injuries which happened LAST WEEK OR THE WEEK BEFORE, ask: What part of the body was hurt? What kind of injury was it? Anything else? (Also, fill Table A for all injuries) (d-1)
1	2	11	☒ Yes ☐ No	Stiff elbow
2	2	13	☒ Yes ☐ No	Deafness
3	1	8	☐ Yes ☒ No	Cold
4	1	12	☒ Yes ☐ No	Bronchitis
5	3	9	☒ Yes ☐ No	Diabetes

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

3. Column (b) Question number

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

a. Conditions not picked up by questions 8-14

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

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

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

a. "Doctor talked to"-- defined

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

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

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

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

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

b. Chronic conditions

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

c. Non-chronic conditions

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

d. Type of doctor--defined

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

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

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

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

B. Table I (Columns (d-1)-(d-4))

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

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

1. A specific description of what the trouble was, that is, the specific kind of trouble.

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

3. The part of the body affected.

When a doctor has been talked to about an illness the question in column (d-1), "What did the doctor say it was--did he give it a medical name?" is always to be asked and constitutes the first step toward getting an adequate entry. Regardless of whether or not a doctor was talked to, the respondent's first statement may not give a complete description of the illness condition. The questions in columns (d-2)-(d-4) are for the purpose of supplying the additional information needed.

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

1. Column (d-1) Asking the question

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

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

a. Recording name of condition

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

b. Vague or incomplete description

Your entry in column (d-1) and its related columns (d-2) through (d-4) should represent the most complete description of the condition the respondent can give you. Therefore, if the respondent does not know the medical name or if his answer is vague, and if a more complete description was given in answer to one of questions 8-14 than given in answer to the question in column (d-1), copy the pertinent details of the first answer to the space in column (d-1).

c. Accidents or injuries—entry in column (d-1)

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

(1) Injury happened in last two weeks

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

(2) Injury happened prior to last two weeks

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

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

d. Injuries defined

There are many kinds of injuries, such as cuts, bruises, etc. "Insect stings," "animal bites," "sunburn," "sun poisoning," "heat or sun strokes," "blisters," "frost bite," etc., are also considered as injuries.

(1) Poisonings

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

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

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

(2) Continued exposure

Except for poisonings (see above), exposure to heavy lifting, loud noise and other similar hazards are considered injuries only when they are one-time occurrences. For example, a punctured ear drum resulting from a loud explosion would be considered an injury, but continued exposure to loud noises at work resulting in partial deafness would not be considered an injury. For the latter case, do not fill a Table A, but footnote the entry in column (d-1) or (d-2) to state that the condition was caused by continued exposure to loud noises at work. Follow the same procedure if cause is continued heavy lifting, continued strain, etc.

e. Adequate reporting of nature of injury for column (d-1)

For injuries which occurred "last week or the week before," the entry in column (d-1) should specify the exact nature of the injury sustained and not how the accident itself happened. General, vague answers such as "hit," "bumped," "mashed," etc., are not acceptable since they do not provide sufficient information on the nature of the injury. (In addition to the exact nature of the injury, the specific part of body affected must also be recorded. See paragraph B-4 below.) Following are some examples of adequate and inadequate nature of injury entries:

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

If the respondent cannot supply the exact nature of the injury, as required above, record his description but also add "DK exact nature of injury."

(1) Internal injuries

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

(2) Something entering body

For something entering the body through the eye, ear, nose, etc., that caused trouble, the entry should show the object causing the trouble, where the object entered the body and where it lodged. For example, "swallowed fish bone, stuck in throat," "cinder in eye," etc.

(3) Poisonings

For all poisonings show the substance or agent, and the manner in which the person was poisoned, e.g., "swallowed overdose of aspirin," "breathed carbon monoxide," "lye burned hand."

(4) Multiple injuries

A single accident may result in one or more kinds of injuries. Only one line should be filled in Table I for injuries from a single accident, but column (d-1) should include a proper description of each specific injury, for example, "fractured ankle and dislocated shoulder," "loss of eye--6 ribs broken--fractured skull." If the space is not sufficient in (d-1) for an adequate description, continue the entry in the footnote space.

(5) "Current" injury causes impairment

If a "current" injury results in an impairment, both the injury and the impairment should be recorded in the appropriate columns (d-1)-(d-4) on the same line of Table I. For example, if a person broke his lower back "last week" and this resulted in immediate paralysis of both entire legs, you would enter in (d-1)-(d-4) "Paralysis of both entire legs caused by broken lower back." Similarly, if a person was blinded in one eye by a knife cut, you would record "Blind in one eye--eye cut." If the space is not sufficient, continue the entry in a footnote. Consider these as a single entry in asking columns (e)-(k-3) of Table I. However, since the injury involved an impairment, you would continue beyond column (aa) for the impairment, even though the injury happened during the past 2 weeks.

2. Column (d-2) Cause of condition

When the entry in column (d-1) is an impairment or a symptom or any entry from questions 11 or 13, the question "What was the cause of ....?" is to be asked unless the cause has already been recorded in column (d-1). If the question in column (d-2) is not to be asked, circle "X" on the line for that condition.

a. Impairment defined

An impairment may be the result of a disease or illness, or it may be from an injury the person has received, or it may be a defect present since birth. The cause of the impairment must be obtained so that it will be possible to distinguish between these three main sources of impairments.

As defined for this survey, an impairment consists of:

(1) Any of the conditions on Card B
(2) Loss of one or both eyes, loss of breast, loss of kidney or lung
(3) Mental deficiency or retardation

(1) Entries from questions 11 or 13

All entries in column (d-1) which come from questions 11 or 13 are to be asked column (d-2) whether or not they fall under the definition of impairments as given above. (This instruction also appears in the heading of column (d-2), as a reminder.)

b. Symptom defined

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

Card C in your booklet (NHS-HIS-501) contains a list of symptoms arranged in alphabetical order which, together with their synonyms, is to be considered a complete list for the purposes of the survey. When you are in doubt as to whether the entry in column (d-1) is a symptom, refer to this list.

(1) Synonyms of symptoms on Card C

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

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

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

cause of the impairment or symptom reported in column (d-2).

Examples:

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

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

d. Illustration D

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

3. Column (d-3) Kind of trouble

With respect to the medical coding requirements for certain illness conditions, the entries in column (d-1) or (d-2) do not always show the exact kind of condition the person has. For example, "heart trouble," "kidney trouble," and "stomach trouble" are all general terms which mention trouble with a specific part or organ of the body but they are not specific as to the kind of trouble. Thus, heart trouble might be of several different kinds--angina, coronary, rheumatic heart, heart leakage, etc.; kidney trouble could apply to kidney stones, nephritis, bladder infection, etc.; stomach trouble could refer to any number of digestive disturbances, for example, ulcers, appendicitis, intestinal flu, etc.

a. When to ask column (d-3)

There are four illness conditions printed in the heading of column (d-3) for which the question "What kind of ... is it?" is to be asked. These conditions are "asthma," "cyst," "growth," and "tumor." This question is also to be asked if column (d-1) or column (d-2) contain the words "trouble," "condition," or "disease," which are vague descriptions. (This instruction also appears in the heading of column (d-3).)

b. How to ask column (d-3) for allergies, strokes

When "allergy" or "stroke" has been reported in column (d-1) or (d-2), ask column (d-3) but use the alternate wording printed in the heading of column (d-3) namely:

"How does the allergy affect you?"
or
"How does the stroke affect you?"

Illustration D

		Question
☐ Yes (1) ☒ No	☒ Yes (2) ☒ No Nervousness	8. ☒ Yes (3) ☒ No Diarrhea
☒ Yes ☒ No Indigestion	☐ Yes ☒ No	9. ☐ Yes ☒ No
☐ Yes ☒ No	☐ Yes ☒ No	10. ☒ Yes ☒ No Hurt Knee
☒ Yes ☒ No Back trouble	☒ Yes ☒ No Eye trouble	11. ☐ Yes ☒ No
☐ Yes ☒ No	☐ Yes ☒ No	12. ☐ Yes ☒ No
☐ Yes ☒ No	☒ Yes ☐ No Withered arm	13. ☒ Yes ☐ No Squint in one eye
☒ Yes ☒ No Hepatitis	☐ Yes ☒ No	14. ☐ Yes ☒ No

Table I

Col. No. of person (a)	Question No. (b)	Did you ever AT ANY TIME talk to a doctor about . . . ? (c)	For all illnesses and present effects of "old" injuries (a) If doctor talked to, ask: What did the doctor say it was? — did he give it a medical name? (b) If doctor not talked to, record original entry and ask (d-2)-(d-4) as required. — For all injuries which happened LAST WEEK OR THE WEEK BEFORE, ask: What part of the body was hurt? What kind of injury was it? Anything else? (Also, fill Table A for all injuries) (d-1)	CAUSE: If the entry in Col. (d-1) is An IMPAIRMENT, or a SYMPTOM or came from Question 11 or 13, ask: What was the cause of . . . ? (If "Cause" is an injury, also fill Table A) (d-2)
2	8	☒ Yes ☐ No	Nervousness	Menopause x
2	11	☒ Yes ☐ No	Blind in one eye	Accident x
2	13	☒ Yes ☐ No	Atrophy of muscles in one arm	Poliomyelitis x
1	9	☐ Yes ☒ No	Indigestion	Nerves — Cause DK x
1	11	☒ Yes ☐ No	Back trouble	Spinal injury x
1	14	☒ Yes ☐ No	Hepatitis	(x)
3	8	☒ Yes ☐ No	Diarrhea	DK x
3	10	☐ Yes ☒ No	Bruised knee	(x)
3	13	☒ Yes ☐ No	Squint in one eye	DK x

(1) Descriptions for allergies and strokes

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

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

c. When to re-ask column (d-3)

When column (d-3) has been asked and the answer of "kind" consists of a symptom (which is listed on Card C) or a vague description such as "usual kind," or "chronic," record the first answer but repeat the question in column (d-3). Record the second answer if it is specific and not merely a repetition of the first answer; if the same answer is obtained in the second attempt or if the respondent doesn't know the "kind" of trouble, record "DK" as the second answer.

Note that for allergies and strokes the explanation of how a person is affected may be a symptom, such as swelling, itching, nervous tic, etc. These are adequate as manifestations and column (d-3) does not need to be re-asked.

4. Column (d-4) Part of body affected

Column (d-4) is to be asked only for certain specified types of conditions. These are listed in the heading of column (d-4) and also appear in paragraph 4-a below.

Ask column (d-4) unless one of the entries in columns (d-1), (d-2), or (d-3) contains the required description of the part of the body which is affected. Circle the "X" in column (d-4) if "part of body" is not required at all or has been entered in a previous column.

a. Conditions for which column (d-4) must be asked

The conditions for which the "part of body" must always be shown--either in column (d-4) or one of the previous columns are:

(1) All impairments
(2) "Current" injuries (those happening last week or the week before)
(3) Present effects of "old" injuries
(4) Certain conditions and symptoms, as follows:

Abscesses	Growth	Sores
Aches	Hemorrhage	Soreness
Bleeding	Infection	Tumor
Blood clot	Inflammation	Ulcers
Boils	Neuralgia	Weak
Cancer	Neuritis	Weakness
Cyst	Pains	

b. Detail needed

For certain parts of the body more detail is needed than for others. Whenever column (d-4) is required, the specific parts of the body for which more detailed specification is needed are the head, back, arm, or leg. These are listed in the heading of column (d-4) together with the type of specific detail that is required. (Exception: The "part of the head" is not required for an entry of "headache(s).")

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

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

Illustration E includes examples of some conditions properly reported in columns (d-1)-(d-4).

Illustration E

Table I

Line Number	Col. No. of person (a)	Question No. (b)	Did you ever AT ANY TIME talk to a doctor about . . . ? (c)	For all illnesses and present effects of "old" injuries (a) If doctor talked to, ask: What did the doctor say it was?—did he give it a medical name? (b) If doctor not talked to, record original entry and ask (d-2)-(d-4) as required. / For all injuries which happened LAST WEEK OR THE WEEK BEFORE, ask: What part of the body was hurt? What kind of injury was it? Anything else? (Also, fill Table A for all injuries) (d-1)	CAUSE: If the entry in Col. (d-1) is An IMPAIRMENT, or a SYMPTOM or came from Question 11 or 13, ask: What was the cause of . . . ? (If "Cause" is an injury, also fill Table A) (d-2)	KIND: For any entry in Col. (d-1) or Col. (d-2) that includes the words: Allergy* Asthma Cyst Growth Stroke* Tumor "Condition" "Disease" "Trouble" Ask: What kind of . . . is it? *For an allergy or stroke, ask: How does the allergy (stroke) affect you? (d-3)	PART OF BODY: Ask only for: IMPAIRMENTS, "CURRENT" INJURIES, and PRESENT EFFECTS OF "OLD" INJURIES. And for: Abscesses, Aches, Bleeding, Blood Clots, Boils, Cancer, Cyst, Growth, Hemorrhage, Infection, Inflammation, Neuralgia, Neuritis, Pains, Sores, Soreness, Tumor, Ulcers, Weak, Weakness. What part of the body is affected? Show detail for: Ear or eye - (One or both) Head - (Skull, scalp, face) Back - (Upper, middle, lower) Arm - (Shoulder, upper, elbow, lower, wrist, hand; one or both) Leg - (Hip, upper, knee, lower, ankle, foot; one or both) (d-4)
1	2	12	☒ Yes ☐ No	Asthma	(x)	Bronchial x	(x)
2	2	13	☒ Yes ☐ No	Back trouble	Accident x	Slipped disc x	Upper back x
3	1	8	☒ Yes ☐ No	Bleeding from nose	High blood pressure x	(x)	(x)
4	1	12	☒ Yes ☐ No	Stroke	(x)	Partial blindness x	One eye x
5	1	12	☒ Yes ☐ No	Allergy	(x)	Eyes water x	(x)
6	3	8	☒ Yes ☐ No	Heart trouble	(x)	Coronary x	L (x)
7	3	9	☒ Yes ☐ No	Pains in chest	Coronary heart x	(x)	L (x)

FOOTNOTES AND COMMENTS

L Same conditions—Line 6 carried across remainder of Table I.

5. Condition to which remaining questions refer

The most specific description of a condition is considered the "main condition" and is the one which should be asked about for the remaining questions in Table I. For example, if a symptom has been reported in column (d-1) but the entry in column (d-2) is a condition on Card A or some other chronic condition that is present now or was present at any time during the past 12 months, it is the condition to which the remaining questions should refer. If the condition in column (d-2) was not present at any time during the past 12 months, the questions in Table I should refer to the condition (symptom) in column (d-1). Explain the circumstances in column (d-2) or in a footnote in such a case. (See illustration of "sore leg" and "varicose veins").

An <u>impairment</u>, regardless of the column in which it is recorded, is the condition to which the remaining columns should refer.

Current effects from old injuries are to have the remaining columns asked about them, not the injury itself.

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

(d-1)	(d-2)	(d-3)	(d-4)
stomach trouble	X	stomach ulcer*	X
backache	loss of kidney* from accident	X	X
curvature of spine*	arthritis	X	Middle and upper
sore leg*	varicose veins/1	X	one lower leg

/1 varicose veins removed 2 years ago

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

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

C. <u>Types of reporting problems</u>

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

1. Dental conditions

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

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

2. Pregnancy and childbirth

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

Delivery or childbirth, even when normal, should be reported for the mother in Table I if it occurred last week or the week before since this condition involves bed days and usually hospitalization. In recording a delivery either state that it is normal or that there were complications. If there were complications, enter "delivery" and also a description of the complications in columns (d-1)-(d-4) of Table I. Do not record "pregnancy" if you mean "normal delivery" or "childbirth."

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

3. Menstruation and menopause

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

4. Cysts, tumors or other growths

Cysts, tumors, and other growths can be either malignant (cancerous) or benign (non-cancerous). The questions in columns (d-1) and/or column (d-3) may obtain this information and it is anticipated that they will. If they do not, however, do not ask the respondent if the growth was malignant.

5. Illness resulting from vaccination, immunization, etc.

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

6. Mental illness	All mental illnesses that are mentioned by the respondent should be recorded on the questionnaire. Try especially to get the medical term if known by the respondent.
7. Names of operations	If the only description the respondent gives of an illness is the name of an operation, ask what the condition was that made it necessary to have the operation and record it in column (d-1). Also, record the present effects, if any, that cause illness.
8. Reaction to drugs	If the respondent reports as an illness in the past 2 weeks a reaction to drugs taken, three things should be reported--the reaction, the drug, and the reason for taking the drug. For example, "skin rash-penicillin-virus."
9. Illnesses occurring in past 12 months not now present	For chronic conditions experienced during the past 12 months which the person no longer has (for example, a hernia which has been repaired or a tumor which has been removed) show what the trouble was at the time the person had the condition..
10. Illnesses, etc., starting after "last Sunday night"	For the purposes of this survey, no illness, hospitalization or other health-related event starting (or first occurring) after "last Sunday night" should be recorded on the questionnaire. If you have recorded something of this kind and afterwards learn that it should not have been recorded, delete or correct the entry as appropriate and explain the deletion in a footnote. This rule does not apply to household membership (see par. 1 on page A-37) or personal characteristics such as age, marital status or membership in the Armed Forces, all of which apply as of the time of interview.
11. Conditions first reported in Table I	A condition first reported in columns (d-2)-(d-4) of Table I which becomes the "main condition" for that line, or which is closely related to the condition in column (d-1), is not to be recorded on a separate line of Table I. For example, "loss of kidney" first reported in column (d-2) as the cause of "backache" in (d-1) would be the "main condition" on that line but would not be recorded on a separate line of Table I. If an impairment or a condition on Card A is first reported in columns (d-2)-(d-4) but is not the "main condition" on that line, it should be recorded on a separate line and carried across Table I if it is present now or was present at any time during

the past 12 months. For example, "arthritis" first reported in column (d-2) as the cause of "curvature of spine" in (d-1) would not be the "main condition" on that line but should be recorded on a separate line and carried across Table I if it is present now or was present at any time during the past 12 months. If such a condition was not present during the past 12 months, explain in a footnote why you have not recorded it separately.

12. Birth injuries

Birth injuries to either the mother or the child do not require a Table A. However, you should make sure that the injury occurred during the act of delivery, not later. Injuries occurring after birth, even if while still in the hospital, require Table A.

13. Broken eardrum

A "broken (perforated) (ruptured) eardrum" may be caused by an accidental injury or may be due to some other cause, such as a childhood disease. Always ask what caused the broken eardrum. If the cause was an accidental injury, fill Table A. If the cause was other than an accidental injury, or if the respondent does not know the cause, no Table A is needed but the circumstances should be explained in Table I or a footnote to column (d-2).

14. Uncertain injuries

If the respondent does not know whether a condition or impairment was caused by an accidental injury, or cannot recall such an occurrence when an accident is indicated, do not fill Table A. Explain the circumstances in a footnote to Table I, e.g., "Doctor says probably caused by blow on head but respondent cannot recall such an occurrence happening."

15. Conditions reported separately which may be the same

When conditions which may be the same are reported separately in answer to questions 8-14, record each one on a separate line of Table I. Follow this rule even though the conditions may be related in the respondent's mind or in yours.

a. Caution about deciding two conditions are the same

Under no circumstances are you to attempt to diagnose conditions or to make decisions that two conditions are the same because you yourself have the impression that they should be. It is only when the respondent indicates that they are the same by his answers to columns (d-1)-(d-4) that you are to consider that they are the same.

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

In asking the questions in columns (d-1) through (d-4) for two or more conditions, if the respondent says that one condition is the same as another condition, follow this procedure:

(1) Leave in Table I the separate entries in columns (d-1)-(d-4) for each condition reported but put a footnote symbol in column (d-4) on the lines affected and state in the footnote that the conditions are the same.

(2) Since you will already have taken the first condition through all columns of Table I, do not ask the remaining questions for the other condition or conditions which have been reported as being the same. See Illustration E on page D-59.

D. Table A

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

1. Injuries or poisonings occurring "last week or the week before."

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

3. Injuries or poisonings which occurred prior to "last week or the week before" which have caused impairments.

Table A is to be filled immediately after completing columns (d-1) through (d-4) and before asking the remaining columns of Table I.

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

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

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

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

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

1. Information from Table I

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

If a single "current" accident resulted in multiple injuries, all of these should have been recorded on a single line of Table I, and that line number would be recorded in Table A. If a single "old" accident has resulted in more than one "present effect" which are recorded on separate lines of Table I, enter all of these (e.g., 2, 3, and 4) as the "Line No. from Table I" for that Table A.

2. Questions 1 and 2

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

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

a. Question 1 When it happened

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

Record the month and the year if the injury or poisoning occurred in 1962, 1963 or 1964. Only the year needs to be recorded if the accident occurred prior to 1962.

b. Question 2 Nature of injury and part of body

Ask question 2 of Table A for all injuries or poisonings which occurred prior to "last week or the week before." The entries for part of body and nature of the injury require the same amount of detail as for entries in columns (d-1)-(d-4) of Table I. Follow the same instructions given in paragraphs B-1-e and B-4-b when filling this question.

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

upper leg	bruised
ankle	fractured

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

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

a. Motor vehicle defined

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

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

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

b. Involvement not restricted to collision

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

4. Question 3(b) Number of motor vehicles involved

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

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

5. Question 3(c) Was motor vehicle moving

Ask question 3(c) if the answer to question 3(a) is "Yes," regardless of the answer to question 3(b).

a. How to ask the question

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

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

b. Moving—defined

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

6. Questions 4(a) and 4(b) Where accident happened

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

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

a. Home defined

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

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

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

f. Schools

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

g. Place for recreation and sports

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

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

h. Other

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

7. Question 5 At work when accident happened

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

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

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

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

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

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

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

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

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

a. "Things you usually do"—defined

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

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

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

(1) Problem cases

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

(2) Illustrations

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

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

b. Columns (f-1) and (f-2) Cut down for as much as a day

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

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

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

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

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

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

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

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

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

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

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

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

To illustrate the concept involved in the preceding paragraph, consider the following example: a man who planned a fishing trip for Saturday and Sunday had to stay home from work Friday and was also too

ill to go fishing both on Saturday and Sunday because of a flare-up of his back trouble. Assuming that this is the only time during the past 2 weeks in which he was bothered by back trouble, the correct entry for column (g) would be "3."

As stated above, a person who is sick in bed or in the hospital (because of the condition you are asking about) is cutting down on the things he usually does, so all days in bed or in a hospital are to be included in the total in column (g).

3. Column (h) Number of days in bed

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

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

a. "Day in bed"--defined

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

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

b. Check entry

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

4. Column (i) Days lost from school

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

a. "School day"--defined

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

b. School vacation

Since school vacation periods are not all the same, this question is to be asked even during periods of the year which you might normally think of as school vacation periods.

c. Disregard work days

If a person 6 through 16 years of age works instead of or in addition to going to school, record only the days lost from school (disregarding any days lost from work).

5. Column (j) Days lost from work

This question is for the purpose of finding out if a person lost time from work because of the condition you are asking about in Table I.

As indicated in the heading, the question in column (j) is to be asked only for persons 17 years old or over.

If a person for whom column (j) is to be asked is a woman, add the phrase "not counting work around the house."

Note that for persons 17 or over who reported restricted activity for the condition which is being carried across Table I, column (j) must be asked regardless of the person's answer to question 7. (work status during the past 12 months).

Check "None" for persons who did not lose time from work. Leave column (j) blank for persons under 17 since the question is not to be asked for them.

Once you have learned that the person would not have been working during that period whether he had been sick or well, check the box "None" without asking the question, for any other conditions listed for him in Table I, and for which column (j) requires an entry.

If a person who no longer has a job or business because of health reasons raises a question about what you mean by "keeping him from work last week or the week before," ask: "Does this particular condition keep you from holding a job or business?" If the answer is "Yes," leave column (j) blank but enter in a footnote: "This condition prevents person from holding any kind of job or business." If the answer is "No," check the "None" box in column (j).

a. Work defined

"Work" is defined for column (j) the same as given in Part D, Chapter 2, paragraph J-3-a.

b. "Work day" defined

Apply the same instructions given above for "school day" to a "work day" in arriving at the number of days lost from work. (See paragraph E-4-a.)

c. Disregard school days	If a person 17 years of age or over goes to school instead of or in addition to working, record <u>only</u> the days lost from work (disregarding any days lost from school).
6. Check for number of days reported in columns (i) and (j)	Since hardly anyone works 7 days a week or goes to school 7 days a week, you should follow-up such replies as "the whole 2 weeks" or "all last week," etc. Do not enter "14" or "7" automatically but re-ask the question in order to find out the actual number of days lost from work or school. If a person actually lost 7 or 14 days from work or school during "last week or the week before," enter "7" or "14" but explain in a footnote that these days were actually lost.
7. Check between columns (g), (h), (i), and (j)	The number of days entered in column (g) must be equal to or greater than the number of days entered in any one of columns (h), (i), or (j), since days in bed or days lost from school or work all represent "cutting down on usual activities." If there are inconsistencies of this kind, additional questions must be asked to ascertain the correct numbers to be recorded in each of the appropriate columns.
8. Overlapping days of restricted activity	If the person has days of restricted activity reported (columns (g), (h), (i), or (j)) which are caused by more than one condition enter the number of days for each condition reported and ask, "Were any of these days the same?" If the answer is "Yes," specify in a footnote the number of days that were the same.

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

Illustration F

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

[1] One day was the same.

9. Columns (k-1)-(k-3) Condition first noticed during or prior to past 3 months

Ask the question appearing over columns (k-1)-(k-3) for each condition in Table I. In the case of an injury or poisoning, substitute the question "Did ... happen during the past 3 months or before that time?" for "Did you first notice ... during the past 3 months or before that time?"

If the condition was first noticed prior to the past 3 months, enter "X" in column (k-1) and leave columns (k-2) and (k-3) blank. If it started during the past 3 months, enter "X" in column (k-2) and ask the question in column (k-3).

a. "First noticed"—defined

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

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

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

b. Past 3 months—defined

The past 3 months refers to the 3 months immediately prior to the week of interview. Count the week of interview as starting with Monday of that week. Thus, for an interview being conducted on Monday, July 15th the past 3 months refer to the period from April 14th through July 14th.

c. Column (k-3) Condition started prior to or during past 2 weeks

Ask column (k-3), "Did it start (happen) during the past 2 weeks or before that time?" for each condition that was first noticed (or injury that happened) during the past 3 months.

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

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

10. Column (k-4) Condition first noticed during past 12 months or before

Column (k-4), "Did you first notice it during the past 12 months or before that time?" is to be asked if column (k-1) is checked (condition first noticed before 3 months ago). Check the "3-12 months" box if the condition started during the past 12 months. Otherwise, check the "Before 12 months" box.

11. Column (aa) Instructions to interviewer

The heading of this column tells you, the interviewer, under what conditions you are to continue with the questions for a condition. The questions are to be continued for all conditions starting prior to 3 months ago ("X" in column (k-1)) and for all conditions which are included on the Conditions List (Card A) and all impairments as defined earlier. As indicated in the heading of column (aa) the questions in columns (l)-(p) are not to be asked about a condition which started less than 3 months ago unless it is on Card A or is an impairment.

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

a. Other conditions to be carried beyond column (aa)

For conditions starting "during the past 3 months" (column (k-2) checked) you are instructed to continue the questions past column (aa) only if the condition is an impairment or is on Card A. This procedure also applies to conditions like those on Cards A or B. For example, if in answer to the reading of "heart trouble" on Card A, a person said that he had "angina pectoris" which started a month ago you would carry the condition beyond column (aa), despite the fact that it was not reported literally as "heart trouble." It would of course be impossible to provide a complete list of all the conditions which are "like those on Card A," but in general, if you have any reason to believe that a reported condition is similar to one of the Card A conditions it should be carried past column (aa).

12. Column (l) Bed days during past 12 months

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

a. "Bed day"—defined

Staying in bed means all or most of the day as defined for column (h). As indicated earlier, days spent in a hospital are to be included.

b. Help the respondent to estimate

It may be desirable to assist the respondent in making an estimate of the number of days in bed for all or most of the day during the past 12 months. For example, you might ask "How many days usually during a month did ... keep you in bed—how many months was this the pattern?". Or, the same type of question might be asked in terms of weeks.

c. Check entry

The number in column (l) cannot be less than the number in column (h) since "last week and the week before" is part of the past 12 months.

d. Overlapping bed days

Any days in bed caused by more than one condition are to be reported in column (l) in the same manner as overlapping days of restricted activity in columns (g), (h), (i), and (j). (See par. E-8 of this chapter.)

13. Column (m) Bed days during last week or the week before

This question is for the purpose of recording the number of days in bed "last week or the week before" for persons who are usually bed-ridden or who are "in and out" of bed frequently. Such persons may not consider being in bed as a departure from their usual activities and, therefore, may have reported that they had not cut down on their usual activities during the past two weeks.

As stated on the questionnaire, column (m) is to be asked only if one or more days in bed are reported in column (l) and column (h) is either blank or has the "None" box checked. Enter the number of days in bed during last week or the week before or check the box for "None."

Leave column (m) blank if it does not need to be asked. For example, if there is an entry of bed-days in column (h), column (m) is not to be asked and is to be left blank.

Do not change earlier entries made in columns (e)-(j) as a result of the answer to column (m).

If the answer in column (l) is 365, do not ask column (m) but record "14" in column (m) (if column (m) is required).

14. Column (n) Activities affected by health

Column (n) applies to each person for whom <u>one or more</u> conditions are reported which require entries beyond column (aa). The present status of the person's activities will be obtained in this question. The question is asked only once for each person and after all conditions for the person have been recorded in Table I.

a. Card to be shown

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

Card D Workers and all other persons except housewives and children—(green)
Card E Housewife—(blue)
Card F Children from 6 through 16 years—(yellow)
Card G Children under 6 years old—(salmon)

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

b. How to ask the question

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

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

c. Illustrations of some limitations

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

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

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

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

d. Where to record

Enter on the <u>line for the last condition for the person</u> the number of the statement the respondent selects, even if the condition on that line is not a condition which requires entries beyond column (aa).

(Column (n) is not to be asked, of course, if the <u>only</u> conditions reported for the person do not require entries beyond column (aa).)

15. Column (o) Due to illness conditions

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

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

16. Column (p) Which condition

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

a. "Temporary" activity limitations

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

Chapter 5.

Table II

HOSPITALIZATIONS

A. Hospitalizations and stays in nursing homes, rest homes or similar places

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

1. Item T Total number of hospitalizations

Before filling Table II, Item T at the top of pages 4 and 5 is to be filled for all members of the household. Enter in the column for each person the total number of times in a hospital or nursing home, etc., reported for the person in questions 15(b) and 16(b). If the answer to both questions 15(a) and 16(a) for the person is "No," check the "None" box in his column for Item T. Complete Item T even if the "None" box is to be checked for all household members and no Table II is needed.

2. General procedure for Table II

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

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

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

Each line of Table II represents information about a particular hospital stay and all the questions, including column (g), apply to that stay.

Since a separate line of Table II is to be filled for each stay (time) in a hospital, the number of lines filled for a person in Table II should agree

with the number in his column for Item T (plus any lines added by question 17). If it does not, correct the figure in Item T and explain the reason for the correction in a footnote, e.g., "respondent misunderstood question 15—actually only 1 time in hospital."

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

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

4. Column (b) Question number — Enter the question number that provided the information for the line of Table II you are filling.

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

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

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

"Can you recall the approximate date?"

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

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

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

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

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

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

You should always be able to make some sort of entry in column (c). For statistical purposes a date must always be assigned for each hospital entry, so it is essential that you obtain the maximum amount of information available.

a. Caution regarding correct entry for year

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

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

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

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

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

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

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

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

obtain the best estimate you can and enter that in column (d).

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

a. Not overnight, delete

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

b. Entire stay prior to reference period

If the respondent's answer to the date of hospital entry for column (c) and the number of nights for column (d) indicates that the entire stay was prior to the reference period, that is, before the date specified in questions 15(a) and 16(a), check with the respondent to verify that you have the correct date of entry and number of nights.

Do not delete this line of Table II, even if you verify that the entire stay was prior to the reference period. Explain in a footnote that you have verified the date of entry and number of nights and that the stay was prior to the reference period. Complete the remaining entries in Table II.

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

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

a. Column (e) Number of nights in past 12 months

"The past 12 months" is defined the same as for questions 7 and 12, i.e., from "last Sunday's" date a year ago through last Sunday night, and includes both the beginning and ending dates.

If the answer to column (e) is not perfectly clear from earlier information ask the question, again using your calendars to assist the respondent in recalling dates.

If all the nights in column (d) were in the past 12 months, copy the column (d) figure in column (e).

If none of the nights in column (d) was in the past 12 months, enter "None" in column (e). Do not delete the line in such a case. Complete the remaining entries in Table II.

. Column (f) Nights in hospital, nursing home, etc. during past 2 weeks

If the date in column (c) and the number of nights in column (d) show that none of the nights in a hospital, nursing home, etc. could possibly have been in the past 2 weeks, enter "None" in column (f). If there is any chance at all that any part of the hospitalization was in the past 2 weeks, and the answer is not clear from earlier information, ask the question. Enter the number of nights included in the past 2 weeks, if the hospital stay extended into the past 2 weeks.

c. Column (g) Still there last Sunday night

If the person was still in the hospital, nursing home, etc. on last Sunday night, for this hospital stay, check "Yes"; in column (g); if not there last Sunday night, check "No." If the date in column (c) and the number of nights in column (d) show that this period could not possibly have included "last Sunday night," check the box for "No" without asking the question. If there is any doubt, ask the question.

Note that even if the person was in the hospital "last Sunday night" for his most recent hospital stay, "No" would be checked in column (g) for any previous hospital stays reported for him.

8. Column (h) Condition causing hospitalization or stay in nursing home, rest home or similar place

Ask the question in column (h), "For what condition did you enter the hospital—do you know the medical name?" Enter the medical name, if known; if not known, enter the best description of the condition which the respondent can give. The entry should fully describe the condition for which the person entered the hospital. As indicated in the column heading, all the rules for entry of "cause," "kind" and "part of body" in columns (d-1)-(d-4) of Table I apply to entries in column (h) of Table II. If "cause," "kind" or "part of body" is required and this information is not known by the respondent, enter "cause DK," "kind DK" or "part of body DK"; do not enter just "DK."

The column (h) entry should represent the diagnosis given at the hospital, if it is known, which may not necessarily be the complaint for which the person went to the hospital. In the case of a person

going to the hospital for tests or diagnosis, enter the final diagnosis if known; otherwise enter the trouble or condition that made the tests seem necessary. If the respondent reports that a person entered the hospital to have an operation, determine and enter in column (h) the condition which made the operation necessary.

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

a. Check with column (1) Table I

If the hospitalization is for a condition which has been carried beyond column (aa) of Table I, verify that the nights reported in column (e) of Table II have been included in the number of days reported in column (1) of Table I. If they have not, correct the figure in column (1). If there was more than one hospital stay for this condition during the period, make sure that all nights in the hospital because of the condition are included in column (1).

9. Column (i) Operations performed

Ask the question in column (i), "Were any operations performed on you during this stay at the hospital?" for each hospital stay.

If any operations were performed on the person during the stay in the hospital, check the "Yes" box and enter in column (i) the name of each operation performed. Otherwise, check the "No" box. If an operation(s) is reported, ask "Any other operations?" until you receive the answer of "No" and check the "No" box.

a. Surgical operation—defined

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

b. How to report surgical operations

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

Amputation of one foot—diabetic gangrene

Operation for varicose ulcers on both upper legs

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

B. Columns (j)-(n), Table II

As indicated in the heading instruction, columns (j)-(n) are to be asked only for completed hospitalizations (the "No" box checked in column (g)) which show an operation or delivery in either column (h) or column (i).

1. Surgical Insurance—defined

Surgical insurance is any plan specifically designed to pay all or part of the surgical expenses of the insured individual. The plan, in order to be considered as insurance, must be a formal one with defined membership and benefits rather than an informal one. For example, an employer simply paying the surgeon's bill for an employee would not constitute a surgical insurance plan, as defined in this survey. The insurance does not have to pay for all types of surgical operations, as long as it pays for some part of the bill for the particular operation performed.

For the purpose of this survey, surgical insurance excludes the following kinds of plans: (1) insurance that pays only on the basis of the number of days missed from work; (2) public welfare care, care given to dependents of military personnel (Medicare Plan), care given children under the Crippled Children's program, etc; (3) liability insurance, in which the premiums are paid for by the person responsible for the injury that required the operation and not the person who was operated on.

a. Types of plans

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

2. Column (j) Any part of bill paid for by insurance

Ask the question in column (j) for operations or deliveries reported in columns (h) or (i), if the person was not still in the hospital "last Sunday night" for that hospital stay. For an operation ask "Was any part of the surgeon's bill paid for by any kind of insurance?" For a delivery substitute "doctor's" for "surgeon's."

Accept the respondent's answer, but if questions are raised, use the definition of insurance above as a guide. If the respondent should state at this point that the bill was covered by Armed Forces "Medicare," or "Free care" (such as public welfare), check the "No" box in column (j), since these are not insurance by survey definition. (See the inclusions and exclusions below.)

If the answer to column (j) is "Yes," check the "Yes" box, skip column (k) and ask the question in column (l). If the answer is "No," check the "No" box and ask the question in column (k).

3. Column (k) Expectations as to payment

Ask column (k) only if "No" has been checked in column (j).

Ask the question as worded—again substituting "doctor's" for "surgeon's" in case of a delivery.

Since some of the hospitalizations may have occurred recently, it is possible that the surgeon's bills will not yet have been paid or that some of the insurance claims will still be under negotiation. In these cases we are interested in the respondent's expectations as to whether or not the insurance will pay for all or part of the surgeon's bill.

If the answer is "Yes," ask column (l). If the answer is "No," skip to column (o).

If column (j) has been checked "No" because the person said he paid cash, got free care, got Medicare, etc., check "No" in column (k) without asking the question and skip to column (o).

4. Column (l) Proportion of bill paid by insurance

Ask the question in column (l) for an answer of "Yes" in either column (j) or column (k). Use the parenthetical phrase "will" if "Yes" has been checked in column (k).

If the insurance paid (or will pay) 1/2 or more (includes 1/2) of the surgeon's bill, check the "Yes" box and ask column (m). If the insurance paid less than 1/2 of the surgeon's bill, check the "No" box and go to column (n).

If the respondent says "about a half," ask "Was it 1/2 or more, or less than 1/2?"

5. Column (m) Proportion of bill paid by insurance

Ask column (m) for each "Yes" answer to column (l). Use the parenthetical phrase "will" if "Yes" is checked in column (k).

If the insurance paid (or will pay) 3/4 or more (includes 3/4) of the surgeon's bill, check the "Yes" box. If the insurance paid less than 3/4 of the surgeon's bill, check the "No" box.

Ask additional questions if the respondent says "About 3/4."

6. Column (n) Yes insurance or Not insurance

Ask column (n) if "Yes" is checked in either column (j) or column (k). Ask "What is the name of the insurance company or plan?", i.e., the one which paid for (or will pay for) any part of the surgeon's or doctor's bill for an operation or delivery during that hospital stay.

You must determine from the name of the company or plan whether or not this is insurance by survey definition. If the name does not identify the plan sufficiently to classify it as insurance or not, you must ask additional

questions such as "Do you (your husband) pay premiums for this insurance either at work or to the insurance company?"

If some part of the surgeon's bill was paid by insurance check the "Yes insurance" box. If it is discovered at this point that the bill was not paid by insurance, check one of the boxes below "Not insurance."

If you are unable to determine whether or not the bill was paid by insurance, do not check any box but give all the available information in a footnote.

a. Insurance

Some examples of plans which are to be checked as "Yes insurance" are:

1. The "Blue" plans—Blue Cross or Blue Shield.

2. Other commercial health plans such as Mutual of Omaha, Aetna, White Cross, and prepaid group health plans.

3. Accident policies held by a household member covering the persons in the household.

b. Not insurance

Some examples of "payments" for surgery which are to be checked as "Not insurance" are:

1. Armed Forces Medicare—the medical care provided for dependents of members of the Armed Forces of the United States. Check the "Armed Forces Medicare" box.

2. Free care of all kinds such as public welfare, Aid to the Blind, care given to veterans by the Veterans Administration, Aid to Dependent Children, etc. Check the "Free Care" box.

3. Liability insurance in which the premiums are paid for by the person responsible for the injury and not by person who was operated on.

If you determine at this point that the benefits which pay the surgeon's bill are "Not insurance" do not go back and change the entries to any of the previous columns (j)-(m).

7. Two or more operations or surgeons

If two or more operations (or a delivery and an operation) are reported for the same hospitalization (the same line of Table II), columns (j)-(n) apply to the total bill. The same rule applies if two or more surgeons submit separate bills for the same operation.

C. Column (o) Name and address of hospital

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

It is important to obtain the full and complete name of the hospital in order to classify each hospital by type in accordance with Public Health Service specifications. If the respondent abbreviates the name or supplies only a shortened local name, for example, "county hospital," "general hospital," etc., when he means "Baker County Hospital" or "Detroit General Hospital" etc., it will be necessary to obtain and record the full name.

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

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

1. Check local telephone directory

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

D. Question 17 Baby born in hospital

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

1. Question 17(a) Baby in household

As instructed on the questionnaire, examine the relationships and ages in questions 2 and 3 to see if a baby (or babies) one year of age or under is listed as a household member. If a baby 1 year of age or under is listed, check the "Baby" box in question 17(a) and go to question 17(b). If no baby is listed, check the "No baby" box in question 17(a) and skip to question 18.

2. Question 17(b) Births and deliveries shown in Table II

If a baby age 1 or under is listed, check Table II to see if the baby's birth and the mother's delivery are recorded. If more than one baby age 1 or under is listed, be sure to check on both (or all). If delivery and birth are recorded in Table II, check the "Yes" box in question 17(b) and skip to question 18. Otherwise, check the "No" box and ask question 17(c).

3. Question 17(c) Was baby born in the hospital

Check the "Yes" box in question 17(c) if the baby (babies) was born in the hospital and ask question 17(d). If the baby was not born in a hospital check the "No" box and skip to question 18.

4. Question 17(d) Birthdate of baby

Enter the month, day and year the baby was born. (If it is necessary to ask about more than one baby, continue the 17(d) entry in a footnote, e.g., "(name of baby) born (month) (day), (year).") If the birthdate is on or after the date shown in questions 15(a) and 16(a), fill one line of Table II for the mother and a separate line of Table II for the baby for all deliveries and births not previously recorded in Table II.

E. Conditions to be carried back to Table I

Under Table II on page 5 of the questionnaire is an interviewer instruction within a shaded box. After completing Table II for all persons, carry each condition in column (h) or column (i) back to Table I if it does not already appear there and either:

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

or

2. The stay was for a condition listed on Card A or for an impairment.

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

CHAPTER 6.

DENTAL AND MEDICAL CARE
(Questions 18-23)

A. General procedure

Questions 18-23 on dental and medical care are to be asked after completing Table II and question 17.

1. Conditions discovered in asking questions 18-23

As was the case in previous years, any new conditions volunteered or just learned about in connection with the asking of supplemental questions 18-23 are not to be carried back to Table I. This restriction also applies to any other health information picked up in questions 18-23 which might add to, or change, the entries in Table I or Table II. That is, you are not to change any of the entries in Table I or Table II as a result of information you might pick up in asking questions 18-23. Instead, enter this information in a footnote, e.g., "After I asked question 18, the respondent told me she had pyorrhea--she hadn't mentioned it earlier."

B. Questions 18 and 19 Dental care

Questions 18 and 19 are asked to obtain information about dental care.

1. Question 18 Gone to dentist last week or the week before

Question 18 asks about dental care during the past two weeks. Ask the question "family style" as worded: "LAST WEEK OR THE WEEK BEFORE did anyone in the family go to a dentist?" "Last week or the week before" is defined the same as for questions 8-10.

If the answer to question 18 is "Yes," ask 18(a), "Who was this?" and check the "Yes" box in question 18 for the person(s) reported. Then ask 18(b), "Anyone else?" and check the "Yes" box for additional persons reported. Continue to ask "Anyone else?" until the answer is "No," then check the "No" box in question 18 for each person not reported to have gone to a dentist last week or the week before.

a. Questions 18(c)-(e)

Questions 18(c)-(e) are to be asked as a block for each person with "Yes" checked in question 18.

b. Question 18(c) Number of times

Question 18(c), "How many times did you visit the dentist LAST WEEK OR THE WEEK BEFORE?" is to be asked for each person and the number of times entered on the line provided, in the column for the person.

Visits to a dentist's office for the purpose of receiving treatment or other services given by a technician or dental hygienist are to be included.

Dental services given on a mass basis, such as dental examinations given a group of children at a school, are not to be included.

c. Question 18(d) Type of dental services

After entering the "number of times" for a person, ask question 18(d), "What did you have done (the last time, the time before, etc.)?" for each separate visit to the dentist. Check all boxes that describe what the person had done when he went to the dentist. Check the box for "Other" and specify the kind of service if the boxes do not cover it. An example of "Other" kinds of service would be "Fluoridation treatment."

Most of the classes of dental services listed for this question are self-explanatory. However, two classes of service need some definition.

"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.

"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.

If you have any question about how to classify a type of service, check the "Other" box and specify the service.

Three columns of boxes have been provided for recording information about three separate visits to a dentist. If a person visited a dentist more than 3 times during the past two weeks, record the information about the additional visits in footnotes, e.g., "/1 4th Visit--Fillings."

d. Question 18(e)

Ask question 18(e), "Anything else?" after each dental service has been given for a visit to the dentist before asking about the next previous visit or about another person. Several different services may be provided during one visit, e.g., cleaning and filling, X-rays and filling, etc., and all the services provided during one visit are to be entered.

2. Question 19 Length of time since dentist seen

After completing question 18 for all persons who were reported to have visited a dentist during the past 2 weeks, ask question 19 for each household member who has not visited a dentist during the past 2 weeks—"No" checked in question 18.

Question 19 is not asked about persons who saw a dentist last week or the week before. For these persons check the box "Under 6 months."

a. How to record entries

If the length of time was less than 6 months (but not during the past 2 weeks), check the box "Under 6 months." If the time was 6 months or more but less than 12 months, check the box for "6-12 months." If it was more than 12 months ago, record the number of complete years. For example, if the person last went to a dentist 1-1/2 years ago, record "1" year.

b. Special Note Probe for "about 6 months" or "about a year"

If the respondent should answer "6 months ago" or "about 6 months ago," or "a year ago" or "about a year ago," ask the respondent if it was more or less than 6 months ago, or more or less than 12 months ago, as the case may be.

Any other kind of estimate would generally be acceptable. For example, if the respondent should say that it was "between 2 and 3 years ago," record the number of years that have passed, namely "2." However, if the respondent is not sure and should say "It was 4 or 5 years ago," record both years, that is, "4 or 5."

c. Never gone to dentist

Check the "Never" box if the person had never gone to a dentist. (This would include infants who do not have any teeth.) Also if the infant is under one year of age check the "Never" box without asking the question.

C. Questions 20-23 Medical care

Questions 20-23 are asked to obtain information about medical care obtained last week or the week before, how long it has been since persons saw a doctor, and about examinations of children, and services of specialists during the past 12 months.

"Last week or the week before" is defined the same as for questions 8-10, and "the past 12 months" is defined the same as for question 7.

1. Question 20 Doctor talked to or gone to

Ask question 20, "LAST WEEK OR THE WEEK BEFORE did anyone in the family talk to a doctor or go to a doctor's office or clinic?" and follow up with questions 20(a) and 20(b) in a manner similar to the instructions given for questions 18, 18(a), and 18(b).

a. Doctor—defined

Use the same definition for a "doctor" as given for column (c) of Table I. Thus, if a respondent volunteers that a household member talked to or went to the office of only a practitioner who is not a doctor by survey definition, the "No" box should be checked in the column for that person for question 20.

b. Doctor visits—defined

For the purpose of question 20, doctor visits are defined as all visits to or by a physician and all visits to or by persons under a doctor's supervision. For example, visits to doctor's offices which are for the purpose of having X-rays, immunizations or other treatment are included even though the services may have been given by a technician or a nurse.

Telephone consultations with a doctor, or with a nurse if the nurse was transmitting instructions from the doctor, are also to be counted as doctor visits. (Telephone calls merely for the purpose of making appointments or checking on doctor bills, etc., are not to be counted as visits.)

(1) Visits to be included

Visits which take place under the following types of situations are to be included:

Visits to a doctor's office where service was received from a doctor, or from a technician or nurse if under the doctor's supervision.

Visits by a doctor to the home.

Visits to hospital clinics as an outpatient if one or more doctors were consulted or X-ray or other treatment was given.

Visits to clinics (besides hospital clinics) if doctors were consulted, or X-ray or other treatments given, for example: Veterans Administration, City or County Health Department, Medical Research Center, etc.

Visits to a company doctor or a school doctor if it was for consultation on an individual basis, or visits to the trained nurse in the school or company emergency room, even if there is no doctor usually present and the nurse is in charge all or most of the time.

Telephone consultations with a doctor or nurse, as defined above.

(2) Visits to be excluded	The following types of situations are to be <u>excluded</u>: Visits by or to the doctor while a patient in a hospital for overnight or longer, i.e., as an inpatient. This instruction is also printed on the questionnaire. Visits to doctors for services provided on a mass basis, such as eye and hearing examinations at school, the dispensing of oral vaccine for polio on a mass basis, etc. Visits to a mobile X-ray trailer for mass chest X-rays for T.B., etc. Visits to a doctor's office or clinic only to accompany someone else, such as a child.
(3) Doctor visits for more than one person	If a doctor visits the home, count the call as "doctor talked to" for each person about whom the doctor was consulted. The same is true if more than one person goes to the doctor's office at the same time; for example, a mother might take two or more children to the doctor at the same time.
(4) Other person talked to doctor	The person who talks to the doctor may not be the person who receives the service, as for example, a mother who talks to a pediatrician about her children. The information is to be recorded in the column for the person for whom the treatment was prescribed or about whom the advice was received.
(5) Doctor family member	If a family member is a doctor, or the respondent himself is a doctor, consider it as "doctor talked to" if he gave advice or treatment for an illness or condition or followed his own advice or treatment.
c. Questions 20(c)-(f)	Questions 20(c)-(f) are to be asked as a block for each person with "Yes" checked in question 20.
d. Questions 20(c) and 20(d) Number of times doctor seen	Questions 20(c) and 20(d) are to be asked for each person with "Yes" checked in question 20. Ask "How many times did you see or talk to a doctor LAST WEEK?" and enter the number or "None" on the line for "No. of times Last Week." Then ask about the week before last and follow the same procedure for that line.

A visit to a clinic or office is to be counted as only 1 visit, even though two or more doctors were consulted.

e. Questions 20(e) and 20(f) Place and purpose of doctor consultation

Questions 20(e) and 20(f) are to be asked for each doctor visit or consultation in the past 2 weeks, as recorded for questions 20(c) and 20(d). Ask question 20(e), "Where did you talk to the doctor?" (about the last time, if more than one) and enter the abbreviation for the place in the "Place" column on the first line. Then ask question 20(f) about the purpose of that consultation, and enter the abbreviation for the purpose on the first line in the "Purpose" column.

Then ask questions 20(e) and 20(f) about the time before (if any) and follow the same procedure for line 2 of the "Place" and "Purpose" columns. Continue in this way for all doctor consultations each person had in the last 2 weeks. If the person talked to a doctor more than six times in that period, continue the information in footnotes, numbering the visits and giving the place and purpose.

(1) Place of visit—defined

The abbreviations to be used for "place" and a brief explanation of each are printed on the questionnaire. These are defined as follows:

Home=At home is defined as any place at which the person was staying at the time of the doctor's visit. It may be his own home, the home of a relative or friend, at a hotel, or any other place the person was staying temporarily (except as an overnight patient in a hospital).

Off.=At office is defined as the office of a doctor. This may be an office in the doctor's home, an individual office in an office building, or a suite of offices or doctor's clinic occupied by several doctors.

For the purposes of this survey, visits to doctors in clinics connected with pre-payment group practice plans, (e.g., United Mine Workers, Kaiser Health plan, HIP, etc.) are to be considered as visits to an office ("Off.").

Clin.=Hospital outpatient clinic is defined as an outpatient clinic in any hospital. A visit to an emergency room at a hospital where the person did not remain overnight should also be reported as "Clin."

Co.=Company or industry refers to treatment received from a doctor or under a doctor's supervision at a place of business (e.g., factory, store, office bldg.). Include emergency or first aid rooms located in such places if treatment was received there from a doctor or trained nurse.

Tel.=Over telephone is defined as any call to or from the doctor or doctor's office which included treatment or advice given by the doctor directly or transmitted through the nurse. Telephone calls to make appointments only are excluded.

Ot.=Other (Specify) is for recording consultations with doctors at places other than those defined above; for example, a doctor seen at a school or college, at an insurance office for compensation purposes, or at a Health Department clinic, etc. Record the type of place as reported by the respondent. If the space is not sufficient for recording the "place," continue in a footnote.

(2) Purpose of visit-defined

The abbreviations to be used for "purpose" and a brief explanation of each are printed on the questionnaire. These are defined as follows:

D/T=Diag. or treatment refers to (1) an examination or tests 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. X-rays either for diagnostic purposes or treatment would be included in this class. A diagnosis for one or more conditions can be made at the same time that a person had a general checkup; in that case, enter both "Gen." and "D/T" for the purpose of the visit.

Nat.=Pre/postnatal care refers to consultation concerning the care of the mother, not the baby. It includes visits by the mother to the doctor for checkups during pregnancy and also during the period right after delivery. Consultations for illnesses that had nothing to do with the pregnancy or delivery should be counted elsewhere, e.g., as "D/T."

Gen.=General check-up refers to visits to a doctor for the purpose of determining the general state of the person's health. These would include physical examinations required to obtain employment, for college entrance, to obtain insurance, etc.; periodic (yearly) check-ups; visits to the Well-baby clinic; etc.

However, visits of persons who go to a doctor for a "check-up" or examination for a specific condition which the person has, such as T.B. or a heart condition, should not be reported as "Gen." but as "D/T."

I/V=Immun./Vac. refers to visits to the doctor or the doctor's office or a clinic for the purposes of receiving immunizations and vaccinations. Exclude mass programs where immunizations are received by a group of persons at the same time, e.g., polio vaccine distributed on a mass basis at schools.

Eye=Eye Exam. (glasses) refers only to examination of the eyes for the purpose of establishing a need for glasses or for a change in the type of glasses. Any diagnosis of eye conditions or treatment for such conditions would be shown by entering "D/T" for "diagnosis or treatment" in the same way as for any type of condition that did not involve the eye.

Ot.=Other (Specify) is for recording medical services received other than those defined above. 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 or for entering those you are unable to classify.

(3) More than one "purpose," same visit

Sometimes more than one service is provided during the same visit and if this is discovered, all services received during one visit are to be entered. However, do not probe for any additional services but enter them only if they are reported together, e.g., the respondent says, "I had a prenatal check-up. The doctor also gave me a polio shot for protection." In this case both "Nat." and "I/V" are to be entered.

2. Question 21 Length of time since doctor seen

Question 21, "ABOUT how long has it been since you have seen or talked to a doctor?" is to be asked individually for each person with "No" checked in question 20. (Check "Under 6 months" for persons who have reported doctor visits in the past 2 weeks.) Ask the question as worded and follow the same instructions as for question 19 for recording the time intervals in the person's column.

a. Persons who "last saw a doctor" when hospitalized

For the purpose of this question, talking to a doctor while an inpatient in a hospital may be accepted as the "last time," since we are not concerned here with the number of times a doctor was seen or talked to.

If you have checked "No" for a person in question 20 because the only time he saw a doctor last week or the week before was while he was an inpatient in a hospital, check the "Under 6 months" box in question 21 without asking the question.

b. Persons who saw only a practitioner last week or the week before

If you have checked "No" for a person in question 20 because he saw only a practitioner, such as a chiropractor, last week or the week before, re-word question 21 as follows: "Besides the (practitioner), ABOUT how long has it been since you have seen or talked to a medical doctor?"

3. Question 22 ROUTINE physical examination

Question 22 is to be asked only for unmarried children under 17 years of age in the household. Check the "17 yrs. or over" box in the columns of all persons who are 17 years old or over. In the case of a person under 17 who is or has been married, do not check any box in question 22. Instead, enter the footnote symbol referring to the same footnote you made for this person for question 6, giving the marital status.

Ask the complete question on the questionnaire as worded, making sure the respondent understands that you are referring to a ROUTINE examination or general check-up, <u>not</u> an examination for a particular illness condition.

If the answer to question 22 is "Yes" and there is more than one child under 17 in the household, ask questions 22(a) and 22(b), then check either the "Yes" or "No" box in the column for each household member listed who is under 17 years old.

Accept the respondent's answer to the question, but if questions are raised, use the following as a guide.

a. ROUTINE physical examination--defined

A ROUTINE physical examination is an examination into the general health of the child. It would include such things as checking weight and height, hearing and seeing ability, heart, lungs, etc., depending on the age of the child. Parts of the examination, such as checking weight and height or taking X-rays, may be done by a nurse or technician, but most of the examination must be made by a physician.

Visits to the doctor only for "shots" or vaccination are not to be counted as ROUTINE physical examinations.

4. Question 23 Specialists and practitioners

Question 23 is designed to obtain information about services received from certain medical specialists and practitioners.

Ask question 23 as worded, inserting the relationships or names of all family members, for example: "DURING THE PAST 12 MONTHS has ANYONE in the family--that is, you, your husband, John or James--received any services from any of the persons listed on this card? Please check "Yes" or "No" for each one listed." (Be sure to make this request distinct, so that the respondent will hear what he is requested to do.)

Then hand the respondent a pencil and card Form NHS-HIS-1(a). (Inasmuch as the card must be returned to the Regional Office with the questionnaire, be sure to enter the identifying information at the bottom of the card. This can be done before, during, or after the interview. If there are unrelated adults in the household, you will of course have to use a separate card for the unrelated groups. In these cases return both cards, but on the back of the card show the column numbers of the persons to which each applies.

a. Check for completeness

After the respondent has checked the card and returned it to you, review it to make sure that the "Yes" or "No" box has been checked for each medical specialist and practitioner. If one or more have been missed, ask the respondent about the specific one(s) missed, "DURING THE PAST 12 MONTHS has anyone in the family received any services from a --?" and check "Yes" or "No" in accordance with the respondent's answer. In asking the question insert the type of specialist, or use or add the parenthetical description whenever it seems appropriate to do so. Enter the circumstances in a footnote on the back of the card if you had to ask about one or more of the specialists.

b. Definitions of terms

Accept whatever the respondent checks on the card without comment. If the respondent raises questions about the meaning of the terms, either while checking the card or when you are following up to complete the card, use the following as a guide:

To qualify as a medical specialist the doctor must limit his practice to the specialty involved.

Some doctors do not qualify to use the specialist name but limit their practice to the specialty involved. These should be considered as specialists for the purpose of this survey. For example, a mother might report that their family doctor takes care of the children. In that case you should ask

"Does he take care of anybody besides children?" If the answer is "No," the line for pediatrician should be checked "Yes."

A pediatrician is an MD who specializes in the treatment of children and children's illnesses.

An obstetrician is an MD who specializes in the care and treatment of women during pregnancy, labor, and delivery; and for a short time after.

A gynecologist is an MD who specializes in the treatment of diseases of women, particularly female troubles.

An ophthalmologist is an MD eye specialist who treats eye diseases in addition to making examinations and preparing prescriptions for glasses. An optometrist makes examinations for glasses only.

A psychiatrist is an MD who diagnoses and treats mental or emotional disorders.

(1) "Services"-defined — The term "services" as used in question 23 includes any kind of examination or diagnosis, as well as advice or treatment.

c. Question 23(a) Who saw the specialist — For each "Yes" box checked on the NHS-HIS-1(a) card, ask question 23(a), "Who saw the (specialist)?" and check the box for the type of specialist or practitioner in the column for the person. (Insert the type of specialist in asking the question. Most of the terms are readily recognizable and easy to say, but because of comprehension or pronunciation difficulties with "ophthalmologist," "otolaryngologist," and "podiatrist or chiropodist" use instead the parenthetical terms "physician eye specialist," "ear, nose, and throat doctor," or "foot doctor," as the case may be.)

d. Question 23(b) How many times — Then ask question 23(b), "About how many times did you see a (specialist) during the past 12 months?" Check Table II and if this person was in the hospital during the past 12 months, add "not counting any visits while you were in the hospital?"

Enter the number in the "Times" box for the specialist in the person's column. If the exact number of times is not known, ask the respondent for an estimate.

e. Questions 23(c)-(e) Other persons who saw this type of specialist — After completing the entries for the first person, ask question 23(c), "Did anyone else see a (the type of specialist asked about in questions 23(a) and (b)) during the past 12 months?" If "Yes," ask 23(d) and 23(e) and check the type of specialist and enter the number of times in that person's column. Repeat question 23(c) (and 23(d) and (e) as needed) until the answer is "No."

f. Repeat for other specialists

Repeat questions 23(a)-(e), as outlined above, for each of the other specialists or practitioners for whom the "Yes" box is checked on the card.

g. Check "None" for other members

After recording the information for each person for each specialist seen, check the "None" box in the columns of all family members who did not see any of the specialists or practitioners during the past 12 months.

h. Special situations for question 23

There are several situations which will require some adaptation of the procedures for question 23.

(1) Respondent cannot read

If the respondent cannot read, either because he is blind or illiterate, it will be necessary for you to read the NHS-HIS-1(a) card to him. In such a case, change question 23 to : "DURING THE PAST 12 MONTHS has ANYONE in the family—that is, you, your--, etc. —received any services from any of the following persons?" Use the parenthetical explanations of the terms when asking about an "ophthalmologist," "otolaryngologist," and "podiatrist or chiropodist."

(2) Two or more specialists of same type seen

The number of times a specialist was seen is for the <u>type</u> of specialist. Therefore, if two or more different specialists of the <u>same type</u> were seen, ask the number of times each was seen and enter the combined total. However, if two or more of the <u>same type</u> of specialists were seen at the same time (on the same visit) count this as only a single time, e.g., if a person went to a session with his psychiatrist and the latter invited two other psychiatrists to the session as consultants this would be counted as only one time.

(3) Obstetrician or gynecologist

Although separate boxes are provided for obstetrician and gynecologist on the card, the "or" between them means that a box for only one of them needs to be checked. If the other is blank, do not ask about it.

These are combined in one box for question 23. If both have been checked on the card, ask about both in question 23. If the same person saw both, and these were different doctors, enter the combined total for the number of times in her column.

(4) Specialist seen while in hospital

It is possible that a respondent may report that a person saw one of the specialists, but in asking question 23(b) or 23(e) you discover that the specialist was seen only while the person was in the hospital. In such a case, circle the "X" for that specialist in the person's column and footnote the deletion: "(Specialist) seen only while in hospital."

CHAPTER 7.

PERSONAL CHARACTERISTICS AND INCOME
(Questions 24-27)

A. Questions 24-27

Questions 24-27 are to be asked after completion of the dental and medical care questions for all related household members.

1. Order of asking questions 24-27

Illustration G below summarizes the order of asking questions 24-27 in a four-person household, where the wife is the respondent.

Illustration G

Questions	Head ①	Wife ②	Son (age 20) ③	Roomer ④
24	1st	Check box	2nd	For self
25	2nd	1st	3rd	For self
26	2nd	1st	3rd	For self
27	To be asked for all related members; answer to be entered in column for head only			For self

B. Question 24 Service in Armed Forces

Ask question 24(a), on service in the Armed Forces, only of males 17 years old and over. For other persons, check the box "Fem. or under 17 yrs." and skip the remaining parts of question 24.

1. "Armed Forces"—defined

If the answer to question 24(a), "Did you ever serve in the Armed Forces of the United States?" is "No," skip the remaining parts of question 24. If the answer to question 24(a) is "Yes," ask the remaining parts of question 24 that are appropriate, as indicated below.

"Armed Forces" means active duty for any time at all in the Armed Forces as defined in Part D, Chapter 2, paragraph D-3-a.

2. Questions 24(b), 24(c), and 24(d) War or peace-time service

If the answer to question 24(a) is "Yes," ask question 24(b), "Was any of your services during a war or was it peace-time only?" Check the box for "War" if the person's service was during war-time only or if it was during both war and peace. Check the box for "Peace-time only" if the person's only service was during peace-time. For those with peace-time service only, ask question 24(d).

3. Periods of service

Accept the respondent's answers to questions 24(b), 24(c), and 24(d) regarding the period or periods of service in the Armed Forces. However, if a question is raised as to what dates are covered by a given war, cite the appropriate period as follows:

World War II — September 16, 1940 to July 25, 1947
Korean War — June 27, 1950 to January 31, 1955

Check the appropriate boxes for all of the wars in which the person has served.

Check the box "Other" for service during World War I, the Spanish American War or any other war not listed on the questionnaire.

C. Question 25 Education

Ask question 25(a) highest grade of school attended only of persons 17 years old and over. If the person is under 17 years of age, check the box for "Under 17 years" without asking the question.

1. Make only one mark

Make only one mark to report the answer for this question. Thus, if the highest grade a person has attended is the junior year of high school, circle the "3" opposite "High." Enter the highest grade attended regardless of "skipped" or "repeated" grades.

2. Regular school

Count only grades attended in a regular school where persons are given formal education in graded public or private schools, whether day or night school, and whether attendance was full time or part time. A "regular" school is one which advances a person toward an elementary or high school diploma, or a college, university, or professional school degree.

3.	Nonregular schools	Do not count education or training received in nonregular schools, such as vocational, trade, or business schools outside the regular school system. For example, barber's colleges, beautician schools, citizenship schools, and dancing schools are not to be counted. Likewise do not count training received "on the job," or correspondence school training unless it is given by a regular school and is credited toward a school diploma or college degree.
4.	Junior high school	If the highest grade a person has attended is in a junior high school, record the grade as if it had been in a school system with eight years of elementary school and four years of high school.
5.	Post-graduate schooling	For persons who have attended post-graduate high school but have not attended a regular college, circle the "4" opposite "High." For those with post-graduate college training, circle the "5+" opposite "College."
6.	Other school systems	If the person attended school in a foreign country, in an ungraded school, under a tutor, or under other special circumstances, give the nearest equivalent of his highest grade attended or the number of years of attendance.
7.	No schooling	For persons who have not attended school at all check the box "None."
8.	Question 25(b) Year finished	Ask question 25(b) for all persons who are shown in question 25(a) as having attended school. Check the "Yes" box if the person has completed the entire grade or academic year entered in question 25(a). Check the "No" box if the person did not finish the grade or year. For example, a person may have completed only a half year, or he may have failed to "pass" the grade. Note that the entry in question 25(b) for a person who may be currently enrolled in the regular school system would be "No." For example, a 17-year-old boy enrolled in the fourth year of high school would have "High-4" circled in question 25(a), but since he would not yet have completed this grade the "No" box would be checked in question 25(b).

For a person marked as "college 5+" in question 25(a) check "Yes" in question 25(b) if he has gone through one or more post-graduate academic years. Otherwise check the "No" box.

If the answer to question 25(a) indicates that the person completed more than one post-graduate academic college year, check the "Yes" box without asking question 25(b).

D. Question 26 Employment status in past 2 weeks

Question 26(a) is to be asked for each person 17 years old or over. (Note that the answer to question 7 regarding a person's major activity during the past 12 months does not determine when to ask question 26.)

For persons under 17, check the box "Under 17 years."

Ask the question as worded and accept the respondent's reply of "Yes" or "No." However, if questions arise as to the meaning of "work", use as a guide the definition contained in Part D, Chapter 2, paragraph J-3-a.

A person who worked at any time last week or the week before, even for an hour, is to be checked "Yes" for question 26(a).

1. Where to proceed next

If "Yes" is checked in question 26(a) omit questions 26(b) and 26(c) and ask question 27.

If "No" is checked in question 26(a) both questions 26(b) and 26(c) must be asked.

2. Question 26(b) With a job or business

Ask question 26(b) as worded and check "Yes" or "No" in accordance with the respondent's answer. When questions arise, consider as having a job or business a person who was temporarily absent from his job or business all of last week and the week before because of vacation, bad weather, labor dispute or personal reasons such as illness; and expects to return when these events are ended. Also check "Yes" for a person who says that he has a new job which he has not yet started but enter a footnote, "New Job - not yet started."

a. Job - defined

A person has a job when he has a definite arrangement with one or more employers to work for pay (full-time or part-time).

(1) Seasonal job

Seasonal employment is considered a job only during the season and not during the off-season.

(2) Persons "on call"

A person "on call" to work only when his services are needed is not considered to have a job during weeks when he does not work. For example, a substitute teacher who was not called to work last week or the week before would be checked "No" for question 26(b).

b. Business - defined

A person has his own business (including a farm operation or professional practice) if he does one of the following:

(1) Maintains an office, store, or other place of business.

(2) Uses machinery or equipment in which he has invested money for profit.

(3) Advertises his business or profession.

Casual workers who work for themselves such as itinerant handymen or other odd job workers are not considered to have a business during weeks when they do not work.

3. Question 26(c) Looking for work or on layoff

Question 26(c) is to be asked regardless of the answer to question 26(b). The reason for asking the question of persons who have answered "Yes" to 26(b) is that a person who is not working but considers himself as with a job may actually be on temporary layoff or looking for a job and we want to provide such persons an opportunity to say whether this is so.

a. How to record the answer

Check the "Yes" box if the respondent's answer indicates that the person was either looking for work or on layoff or both.

b. Looking for work-defined

Looking for work refers to any effort to get a job or to establish a business or profession. A person was looking for work if he actually tried to find work during the past two weeks and also if he made such efforts previously (i.e., within the past 60 days) and was waiting during the past two weeks to hear the results of these earlier efforts.

Some examples of looking for work are: registering at an employment office; visiting, telephoning or writing applications to prospective employers; placing or answering advertisements for a job; and being "on call" at a personnel office or at a union hiring hall, etc.

c. Layoff - defined

A person is said to be on layoff if he is waiting to be called back to a job from which he has been temporarily laid off or furloughed. Layoffs are generally due to slack work at the person's place of employment. However, they may also be due to plant re-tooling or re-modeling, seasonal factors and the like. If a person was not working because of a labor dispute at his own place of employment he is not to be considered "on layoff" but with a job from which he is absent.

E. Question 27 Family income

Question 27 is asked in order to obtain the total income for the entire family during the past 12 months.

Read all parts of the question so that the respondent will know which persons are included in the family and what types of income are to be included.

Show the income card (Card H of Form NHS-HIS-501) to the respondent as you ask the question.

1. Income of all related members

This question covers the income of the head of the household and all other household members who are related to the head. Thus, it may cover the income of two married couples who are related to each other and living together. Record the code designation (A, B, C, etc.) for the income of this entire group of related persons in the column for the head of the household and leave the question blank for all household members related to the head.

Income to be reported is gross cash income (excluding pay in kind) except for reporting income for a family with their own farm or business; in that case, net income should be reported.

If the question is raised, this should be income before taxes are deducted.

Also include in the family income figure, the income of a member of the Armed Forces who is living at home with his family even though he is not to be recorded as a family member. Include

allotments and other money received by the family from a member of the Armed Forces not living at home.

2. Income of unrelated persons

In the column for each roomer, servant, or other person not related to the head, enter the code for his or her individual income, with one exception—if two or more such persons are related to each other (e.g., roomer and roomer's wife), enter the code for their combined incomes in the column for the member of the group who is listed first on the questionnaire.

The following illustrates the proper entries in question 27 for a five-member household consisting of a man (head) and his family and a roomer and his wife.

Col. ①	Col. ②	Col. ③	Col. ④	Col. ⑤
Poe Howard	——— Emily	——— Sam	Roach John	——— Mary
Head	Wife	Son	Roomer	Roomer's wife
G			F	

3. Problem cases

Nearly all respondents will answer the income question without hesitation. An occasional respondent may refuse to answer the question, however, even though you explain that the information will be kept strictly confidential. In that case, enter the word "Refused" in the column for the head. If the respondent does not answer the question for some other reason, enter this reason in the column for the head.

4. Reasons for obtaining income

The income is very important in the statistics for separating the families we interview into groups that live differently. The way these different income groups live affects their health in many ways. For example, people with different incomes have different kinds of occupations, and their occupations affect their health. All of the income information, just like the rest of the information, is completely confidential.

CHAPTER 8.

ITEM B, TABLE B AND VISION SUPPLEMENT

A. General

In fiscal year 1964, the Public Health Service is interested in obtaining additional information about persons (6 years old or over) reported to have eye conditions or vision problems in the regular health interview. This will be accomplished by filling Table B on the back of the NHS-HIS-1 (FY 1964) questionnaire and, if indicated, by completing a Vision Supplement, Form NHS-HIS-1(b) (FY 1964).

B. Item B

As instructed in Part D, Chapter 1, after completing Item 16 on the front of the questionnaire, go to Item B and follow the instructions there.

C. Table B

A line of Table B is to be completed for each person for whom an eye condition (or conditions) has been reported in Table I.

1. Column (a) Column number of person

Enter in column (a) the column number of the person reported to have an eye condition(s) about whom you are asking.

2. Column (b) Statement

As instructed on the questionnaire, read the statement in column (b) to the respondent. (If you are asking the same respondent about two or more persons, the statement need be read only for the first person about whom the questions in Table B are asked.)

3. Column (c) Read Newspaper print with glasses

The first question to be asked is column (c), "Can you see well enough to read ordinary newspaper print with glasses?"

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

Check the box for "Yes" or "No" depending on the respondent's answer.

Check "Yes" if the person does not wear glasses but says he can read ordinary newspaper print.

If the person cannot read (is illiterate), column (c) is to be checked on the basis of whether he can see well enough to read if he knew how.

4. Remaining questions in Table B

The remaining questions in Table B are self-explanatory, for the most part. No reference is made to "glasses" in these questions but, if the person uses glasses, the answers are to be obtained in terms of how well the person can see when he is using his glasses.

5. How to proceed

Column (f) of Table B contains instructions on how to proceed depending on the answers to columns (c), (d) and (e).

Column (i) of Table B contains instructions on how to proceed depending on the answers to columns (g) and (h). (If these are both "Yes," no Vision Supplement is needed.)

Column (j) contains instructions to fill Section A of the Vision Supplement if "Great deal" or "Some" is checked. (If the "Hardly any or none" box is checked, no Vision Supplement is needed.)

D. Vision Supplement Form NHS-HIS-1(b) (FY 1964)

As outlined above, the entries in Table B determine whether a Vision Supplement is to be filled and if so, whether Section A or Section B is to be filled.

1. Front (cover) page of Vision Supplement

The instructions as to whether Section A or Section B is to be completed are repeated on the front page of the supplement.

Enter the identifying information: full name of the person, age, PSU, Segment, Serial No., and column number of the person on the basic questionnaire.

a. Respondent

Respondent rules for the Vision Supplement are stated on the cover page.

Either check the box for "Responded for self" or enter the column number of the respondent.

b. Record of return calls

As indicated in the respondent rules, adults are to be interviewed for themselves for the Vision Supplement, with certain exceptions.

Fill the "Record of Return Calls for Vision Supplement" as follows: if the Vision Supplement is completed at the time of the original interview, so that no return call is necessary, check (X) the box for "None." If return calls are made, enter the date and time, and "X" in the "Com." column, as on the basic questionnaire.

c. Interviewer's signature and code — Sign your name and enter your code number.

d. Return with basic questionnaire — The Vision Supplement(s) is to be forwarded to your Regional Office inside its basic questionnaire, NHS-HIS-1. The identification information is needed both in case it should become separated from its NHS-HIS-1 and for later processing.

2. Questions and instructions — The questions in the supplement are self-explanatory, for the most part. Since you will need to fill a Vision Supplement only occasionally in your interviewing assignments, all instructions—including a guide for special points—are on the supplement itself. If you are not sure about the correct entry, describe the situation, or give the respondent's answer, in the footnote space provided at the bottom of each page.

3. Conditions, hospitalizations and other health information reported while asking the Vision Supplement — If during the course of an interview for a Vision Supplement the respondent should report conditions or hospitalizations not reported earlier, or give information which is inconsistent with other health information reported earlier, do <u>not</u> make any changes on the basic NHS-HIS-1 questionnaire but instead just enter such information in the footnote space on the page of the Vision Supplement containing the question which elicited the information. For example, if the person should volunteer more specific details about his eye condition, record these on the Vision Supplement, but <u>do not under any circumstances</u> make any changes on the basic questionnaire.

CHAPTER 9.

X-RAY SUPPLEMENT

A. General

During the last quarter of fiscal year 1964, Sample B-29, information is to be obtained about X-rays and fluoroscopes. This will be accomplished by completing an X-ray Supplement to the basic questionnaire.

1. X-ray Supplement for every questionnaire

At least one X-ray Supplement form is to be returned with the basic questionnaire for every unit in your assignment, including noninterviews.

2. Order of completing X-ray Supplement

The X-ray Supplement is to be completed as the final step in the interview. If a Vision Supplement is needed and the person is available at the time of the original interview, complete the Vision Supplement before completing the X-ray Supplement. If a return call is necessary to complete the Vision Supplement, complete the X-ray Supplement after completing the basic questionnaire in the original interview.

3. Preparation of X-ray Supplement

Before starting your interviewing assignment, prepare an X-ray Supplement for each of your sample units by transcribing the entries for Items A-C from the basic questionnaire. Also, compute and enter the dates of the 3-month reference period in Item E. (In the rare cases in which the interview is delayed until the following week, be sure to change the dates for Item E.)

Before asking the X-ray questions, transcribe to the X-ray Supplement from the basic questionnaire the names and relationships of all household members. Items D, F, and G and the remaining identification items in the person columns can be transcribed from the basic questionnaire after the interview has been completed, so as not to interrupt the interview any more than necessary. Be sure these are transcribed before the X-ray

Supplement is transmitted. (For noninterviews it is not necessary to transcribe Items F and G.)

If it should happen that, after you have completed the basic questionnaire, a respondent refuses to answer the X-ray questions, check "Interview" in Item D and transcribe the entries for Items F and G and all the identification items in the person columns. Write "Refusal" across the face of the X-ray Supplement and explain the circumstances in a footnote.

Transcribe these items as follows:

a. Items A-C — Enter the PSU, Segment and Serial numbers of the sample unit in Items A-C.

b. Item D — In Item D, check the box for interview or non-interview.

If noninterview, also check the box for type--A, B, or C.

c. Item E — Enter the starting and ending dates of the 3-month reference period in Item E. The 3-month reference period (during the past 3 months) is defined the same as the past 3 months for columns (k-1)-(k-2) of Table I, that is, from last Sunday's date 3 months ago through last Sunday. For example, if you are interviewing on Monday, March 30, the 3-month reference period would be from December 29, 1963 to March 29, 1964; if you are interviewing on Tuesday, April 7, the 3-month reference period would be from January 5, 1964 through April 5, 1964.

d. Item F — Enter in Item F the complete address, including the city and State, from Item 2(a) or 2(b) on the basic questionnaire.

e. Item G — Enter the telephone number or check the box for no telephone in Item G.

f. Person columns

Enter the names of household members on the X-ray Supplement exactly as they are listed for question 1 on the basic questionnaire (except for persons who were deleted). That is, follow the same procedure for entering the names as on the basic questionnaire.

The column number of the person on the X-ray Supplement must be the same as that on the basic questionnaire. If a person was deleted from the basic questionnaire, enter "Deleted" for the name in that column on the X-ray Supplement and draw a large "X" in the column down through question 6.

In addition to entering the names, for adults 17 years of age or over, circle the title, e.g., Mrs.

After entering the name of the person, enter the relationship and age, check the proper race box, and circle "M" or "F" for sex.

g. Additional X-ray Supplement forms

If there are more than six persons in the household, use additional X-ray Supplement forms, renumbering the person columns as you do on the basic questionnaire. Also, enter the PSU, Segment and Serial numbers in Items A-C. It is not necessary to fill Items D-G on the second sheet.

Similarly, if X-rays for more than eight parts of body should be reported, use an additional form and fill Items A-C to identify it.

h. Sheet number

Enter the sheet number (1 of 1, 1 of 2, 2 of 2, etc.) on each X-ray Supplement form, in the spaces provided above Items A-C.

B. X-ray questions 1-6

As stated above, questions 1-6 are to be asked for related household members after completing the basic questionnaire (and in some cases Vision Supplements) for them. Questions 1-6 are to be asked for unrelated members at the end of their separate interviews.

Questions 1-4 on X-rays are to be asked individually as a block for each person.

Question 5 is a "family-style" question about X-rays for treatment of a condition.

Question 6 asks the height and weight of each household member.

1. Definitions of X-rays and fluoroscopes

The following definitions should be used in determining whether a procedure should be included as an X-ray or fluoroscope.

a. X-ray of teeth--defined

An X-ray of teeth is usually taken in the dentist's office for the primary purpose of studying the condition or formation of the teeth. Such X-rays are usually preparatory to doing correction work. If an X-ray of the teeth or jaw is taken in a hospital or clinic primarily for dental purposes it should be included.

b. Medical X-ray and fluoroscope --defined

A diagnostic X-ray (other than dental) is a procedure in which a portion of a patient's body is placed against a rectangular frame and a source of X-rays on the other side of the patient is directed against the screen to produce a photographic plate. The latter is subsequently inspected for diagnostic purposes.

X-rays are also used for the purpose of treating or curing certain conditions. In this process no picture is made, but the patient is positioned so that the stream of X-rays can be directed against a specific part of the body.

A fluoroscope is an apparatus which is used in a darkened room. The patient is placed before a glass screen attached to this apparatus so that the physician can visually examine the patient's bones or internal organs without having to make a photographic plate.

c. Exclusions

For the purposes of this survey, the following procedures are not to be included as constituting exposure to X-rays:

(1) Physical therapy treatment such as diathermy, muscle stimulation, and ultra-violet tests or treatment.

(2) Procedures such as electrocardiograms, and short wave or microwave tests of the nerves and muscles.

(3) Ophthalmological tests of vision.

(4) Treatment with radioisotopes such as gold, iodine, phosphorous, cobalt or cesium.

2. Question 1 X-rays of teeth

When asking question 1 the first time for a family, read to the respondent the introductory statement printed on the supplement: "(Exposure to all kinds of X-rays is a matter of particular interest to the Public Health Service, and I have a few final questions about X-rays and fluoroscopes.)" (The introductory statement is to be read only once for a family. Do not repeat it for other family members.)

Then ask question 1: "Did you have your teeth X-rayed during the past 3 months?" Add the parenthetical statement: "(that is, from through last Sunday)?" the first time the question is asked and again whenever it seems appropriate. In reading the statement, insert the starting date of the 3-month reference period.

Check the "Yes" or "No" box in the person's column. If "Yes," also enter "Teeth."

All X-rays or fluoroscopes reported in answer to question 1 are to be recorded here. For example, if the respondent should say in answer to question 1 that the person had his teeth X-rayed and also had another part of the body X-rayed (or fluoroscoped), check the "Yes" box for the person in question 1, enter "Teeth" and also enter the other part(s) of body X-rayed. If the respondent should say that the person did not have his teeth X-rayed but had an X-ray of another part of body, check the "Yes" box and enter the other part(s) of body.

If a fluoroscope is reported, enter the part of body involved and enter in a footnote "Fluoroscope."

3. Question 2
Chest X-rays

After completing question 1 for the person, ask question 2: "During the past 3 months did you have a chest X-ray?"

Check the "Yes" box in the person's column and also enter "Chest" if a chest X-ray is reported. Check the "No" box if no X-ray or fluoroscope is reported.

As for question 1, all X-rays reported in answer to question 2 are to be recorded here. For example, if the respondent should say in answer to question 2 that the person had a chest X-ray and also had another part of body X-rayed (or fluoroscoped), check the "Yes" box for the person in question 2, enter "Chest" and also enter the other part(s) of body X-rayed. If the respondent should say that the person did not have a chest X-ray but had an X-ray of another part of body, check the "Yes" box and enter the other part(s) of body.

If a fluoroscope is reported, enter the part of body involved and enter in a footnote "Fluoroscope."

(If it should happen that a chest X-ray was reported and recorded in question 1, do not ask question 2. Put a footnote symbol in the person's column for question 2 and enter in the footnote "Reported in question 1.")

4. Question 3
Other X-rays

Ask question 3(a): "Did you have any (other) kind of X-ray at all during the past 3 months?"; include the word "other" if one or more X-rays have been reported in question 1 or 2. Check the "Yes" box in the person's column if one or more X-rays (or fluroscopes) are reported; check the "No" box if none is reported.

a. Question 3(b)
Part of body

If "Yes" to question 3(a), ask question 3(b): "What part of the body was X-rayed?" (if not already volunteered). Record in the person's column each part of the body reported. If the respondent has mentioned a fluoroscope instead of an X-ray, use the word "fluoroscoped" instead of "X-rayed" in asking question 3(b).

If a fluoroscope is reported, enter the part of body involved and enter in a footnote "Fluoroscope."

b. Detail required for part of body

The answers to question 3(b) should be as specific as possible. The name of the specific part of the body (bone or internal organ) is preferred. An entry of "skin" alone would not be considered specific. If the respondent is unable to name the specific part of the body, accept the name of the procedure or the general region of the body. Some examples of preferred entries are listed below:

(1) Preferred types of entries--specific part of body

heart	hand	kidney
chest	foot	lungs
hip	knee	stomach
head	elbow	gallbladder
neck	liver	pelvis

(2) Acceptable types of entries but second in preference--name of procedure

GI Series	Angiogram
Barium swallow	Cystogram
Barium enema	Pyelogram

(3) Acceptable types of entries but third in preference--general region of body

upper back	leg	abdomen
lower back	arm	ribs

c. Probe question

The probe question "Anything else?" does not appear in the X-ray questions. However, for question 3, we want to give the respondent an opportunity to report any additional X-rays that may have been taken. Therefore, after completing question 3(b), re-ask question 3(a) as follows: "Did you have any other kind of X-ray during the past 3 months?," omitting the phrase "at all." Continue to re-ask question 3(a) in this way until the answer is "No."

5. Question 4 Fluoroscopes

Question 4 asks specifically about fluoroscopes, which may not have been reported earlier because they are not always thought of as X-rays by the respondent.

a. Question 4(a) Fluoroscopes during past 3 months

Ask question 4(a): "Did you have a fluoroscope during the past 3 months?" and check the "Yes" or "No" box in the person's column.

If a fluoroscope was reported in answer to questions 1-3, change the wording of question 4(a) to "Did you have any other fluoroscope during the past 3 months?"

b. Question 4(b) Part of body

If "Yes," ask question 4(b): "What part of the body was it for?" (if not already volunteered). Record in the person's column each part of body reported to have been fluoroscoped.

The general instructions given for part of body entries for question 3(b) apply for question 4(b).

c. Question 4(c) Reported earlier

If fluoroscopes for one or more parts of body have been reported in question 4 and X-rays have been reported in question 2 or 3 (or other than "Teeth" in question 1), ask question 4(c): "Was this included in the X-rays you told me about before?"

If the fluoroscope was reported earlier as an X-ray, check the "Yes" box in question 4(c) but do not change any entries in questions 1, 2, 3, or 4.

If the fluoroscope was not reported earlier, check the "No" box in question 4(c).

(1) Both X-ray and fluoroscope

If the respondent says the person had both an X-ray and a fluoroscope of the same part of body, enter a footnote symbol, instead of checking "Yes" or "No," in question 4(c). Explain the situation in the footnote, e.g., "Had both stomach X-ray and stomach fluoroscope."

(2) Special situations for "No"	Check the "No" box in question 4(c) if two or more fluoroscopes (X-rays) are involved and one or more had been reported earlier but the other(s) had not. Check the "No" box in question 4(c) without asking the question if it is obvious that the fluoroscope reported in question 4 is in a region of the body which is completely different from the X-ray(s) reported earlier, e.g., "hand" in question 3 and "stomach" in question 4.
d. Where to proceed	After completing question 4 for the person, ask questions 1-4 for the next person.
6. Question 5 X-rays for treatment	Question 5, about X-rays for treatment of conditions, is to be asked after questions 1-4 have been completed for all related household members.
a. Question 5(a) Treatment X-rays during past 3 months	Question 5(a) is a "family-style" question: "Did anyone in the family, that is, you, your--, etc., have any X-rays for the TREATMENT of a condition during the 3-month period from through last Sunday night?" In asking the question, insert the names or relationships of all family members, and the starting date of the 3-month reference period. If the answer to question 5(a) is "No," check the "No" box for question 5(a) in the columns of all related household members.
b. Question 5(b) Person(s) involved	If the answer to question 5(a) is "Yes," ask question 5(b): "Who was this?" (if not already volunteered). Check the "Yes" box in the column(s) of the person(s) reported to have had X-rays for the treatment of a condition. Check the "No" box in the columns of the other related household members.
c. Question 5(c) Part of body	For each person reported to have had X-rays for treatment of a condition, ask question 5(c): "What part of the body was treated?" (if not already volunteered).

The general instructions given for part of body entries for question 3(b) apply for question 5(c).

d. Question 5(d) Reported earlier

If an X-ray for treatment has been reported and the person had X-rays reported in answer to questions 2-4 (or other than "teeth" in question 1), ask question 5(d): "Was this included in the X-rays you told me about before?"

The general instructions for question 4(c) apply to question 5(d).

7. Question 6 Height and weight

After completing question 5, ask question 6 and record the height and weight of each related member of the household.

If the respondent cannot give you the exact height and/or weight of the person, obtain the best possible estimate. Intervals are acceptable. For example, if a respondent can tell you only that the person weighs between 150 and 160 pounds, enter "150-160" for weight.

"DK" is to be entered only as a <u>last resort</u>--when the respondent is unable to give you any reasonable estimate.

8. Problems in answering

If a respondent has problems in answering any of questions 1-6, explain the circumstances in a footnote.

C. <u>Table X Details of X-rays</u>

Table X on the X-ray Supplement is to be completed only after questions 1-6 have been completed for all related household members. One line of Table X is to be filled for each separate part of body which was reported as X-rayed (or fluoroscoped) in questions 1-5.

In filling Table X, follow the same order as for Table I, that is, X-rays for the respondent first, then for the other household members in order of listing.

If no X-rays are reported for any household member, related or unrelated, skip to question 8 and check the box "No X-rays reported."

1. Column (a) Column number of person

Enter in column (a) the column number of the person for whom the X-ray or fluoroscope is being reported. As in Tables I, II, and B, be sure the column number is correct.

2. Column (b) Question number

Enter in column (b) the number of the specific question from which the X-ray (or fluoroscope) was obtained. In case entries for the same part of body are recorded in two or more questions, enter here the number of the question from which the X-ray was first obtained.

3. Column (c) Part of body

Copy in column (c) the "part of body" (or the "procedure") from the corresponding entry in questions 1-5. Be sure to copy each different "part of body" on a separate line.

4. Column (d) Number of X-rays

Ask the question in column (d): "How many different times did you have your-- X-rayed during the past 3 months?", inserting the "part of body" for the dashes in asking the question. Record the respondent's answer on the "Times" line in the column.

a. "Number of times" —defined

The "number of times" means the number of visits to a dentist's or doctor's office, or X-ray room department, to have X-rays taken. It does not mean the number of X-ray plates taken.

Examples: on a single visit a dentist may have taken three or four X-ray pictures (plates) of the person's teeth; a chest X-ray may have included plates of the front, the sides and the back--all taken on the same visit. In both these cases, "1" would be the correct entry for number of times.

For hospital in-patients, the number of times would be the number of separate trips that were made to the X-ray room for X-rays of a specific part of the body.

(1) Fluoroscopes and X-rays for treatment	Visits for fluoroscopes and X-rays for treatment, in which no X-ray plates are made, are to be included in the "number of times."
b. Estimate of number of times	If a person has had a considerable number of X-rays in the past 3 months, but cannot recall the exact number, accept his best estimate. In this case, identify the entry as an estimate.
5. Column (e) Place where X-rays were taken	For column (e), the first question to be asked will depend on whether you are asking about X-rays of the teeth (dental X-rays) or about X-rays of other parts of the body.
a. Dental X-rays	For dental X-rays, ask: "Where did you have the X-rays taken--at the dentist's office or some other place?" If at the dentist's office, check that box in column (e). If at some other place, check the "Other" box and specify the place. If both, check both boxes (and specify the place if "Other").
b. X-rays other than dental	For X-rays other than dental, ask: "Where did you have the X-rays taken--at the doctor's office, a hospital, or some other place?" Check the appropriate box for each place mentioned. If "Other," specify the place.
c. Place—defined	"Dentist's office" may be the office of any dentist who has his own X-ray equipment or the office of a dental technician. "Doctor's office" may be the office of any doctor who has his own X-ray equipment, or the office of a radiologist. "Doctor's office" also includes clinics run by a group of doctors if the clinic provides X-ray services. X-rays at a "hospital" include X-rays received while an in-patient in the hospital and also X-rays received as an "out-patient" at a hospital clinic.

"Other" includes places other than dentist's offices, doctor's offices or hospitals, for example, schools, mobile units, Public Health clinics, etc.

d. Number of times at each place

If all the X-rays were taken at the same type of place, enter the column (d) figure opposite the type of place in column (e).

If more than one type of place is given for column (e), ask: "How many X-rays were taken at the (hospital, doctor's office, etc.)?" unless the number of times at each place is clearly evident. For example, if "3" (or more) times were reported in column (d) and "hospital" and "mobile unit" are reported in column (e), you would have to ask: "How many X-rays were taken at the hospital and how many at the mobile unit?" If only "2" times were reported in column (d) and two types of places are reported in column (e), you can enter "1" (Times) for each place without asking the question.

(1) Check with column (d)

The sum of the number of times in column (e) must equal the number of times in column (d). If the questions in column (e) should disclose more or fewer X-ray times than were reported in column (d), correct the number in column (d) by crossing through it and entering the correct number (do not erase).

6. Column (f) Name and address where X-rays taken

The question and instructions in column (f) are designed to obtain the name and address and telephone number of the person (dentist, doctor) or place where the X-rays of the part of body about which you are asking were taken. The Public Health Service is going to contact these places to obtain more specific information about the details of the X-ray. (The family will be asked to give their permission for such contacts at the end of the interview.) Therefore, it is essential that you record the complete and correct name, address and telephone number.

If X-rays (or fluoroscopes) of the same part of body were taken at more than one place during the past 3 months, the name and address of each such place is to be recorded for that line of Table X. If two or more places should be reported, enter the name, address and telephone number of the additional place(s) in a footnote.

a. Question to be asked

The question in column (f): "What is the name and address of the (dentist, doctor, hospital, etc.) where the X-rays were taken?" is to be asked for each type of place checked in column (e), except mobile units.

b. X-rays at dentist's or doctor's office

For X-rays taken at a dentist's or doctor's office, enter the full name of the dentist or doctor and add his title, i.e., M.D. for doctor of medicine, D.O. for doctor of osteopathy, D.D.S. for doctor of dental surgery, etc. Obtain and enter as complete and exact address as possible--street address and city and State.

c. X-rays at hospitals, etc.

For X-rays taken at hospitals, X-ray laboratories, public health clinics, etc., enter the name and address of the place but also enter the name and title of the doctor handling the person's case at the facility. If that doctor's name is not known, enter the name of the doctor who referred the person for X-ray or fluoroscope in a footnote, e.g., "DK name of doctor at clinic, was referred to clinic by Dr. John Smith, M.D. (family doctor)." If no doctor's name is known, enter in a footnote "DK name of doctor."

d. X-rays at mobile unit

For X-rays taken at mobile units, enter "Mobile unit" for the name. For the address, enter the location of the mobile unit at the time the X-ray was taken. Make this as specific as possible, e.g., "Corner 12th and Main St., Bangor, Maine," "Monroe School grounds, Dover, Delaware," "Kent Mfg. Co. parking lot, Grinnell, Iowa," etc. For X-rays taken in mobile units it is very

important to obtain the name and address of the organization which sponsored the mobile unit, e.g., city health department, local chapter of the American Tuberculosis Association, etc., and the date on which the X-ray was taken. Therefore, after entering the city and State, ask the respondent the name and address of the organization sponsoring the mobile unit and the date the X-ray was taken. Enter this information in a footnote.

In this connection, ask the respondent if he has received a card reporting the results. (In general, all mobile X-ray units send a card showing the result of the X-ray.) If he has the card, ask to see it and copy from it the name and address of the sponsoring organization and the date the X-ray was taken. (A facsimile of a typical "report card" appears on Page D-137.) If the card contains the telephone number, also enter that in column (f). If the card does not contain the telephone number, look it up in the telephone directory. Some cards may contain the X-ray film number. (See the facsimile copy.) If so this number should also be entered in the footnotes.

If the respondent does not have a report card, obtain the most exact information possible for the location of the mobile unit, the date of the X-ray (use your calendar to help to establish this), and the name and address of the sponsoring organization. Later, call the sponsoring organization and verify that that organization sponsored a mobile unit at that location on that date.

If the respondent does not have a card and cannot tell you what organization sponsored the mobile unit at the given location on the given date, it will be necessary for you to contact local health departments or other available sources (e.g., tuberculosis association) to find out the name and address of the sponsoring

organization. For example, you might call the city Health Department and ask: "Can you tell me what organization sponsored a mobile unit at 8th and G Streets on April 14?" When you obtain the name of the organization also ask for its address.

e. Verify name and address

After the interview, you are in all cases to verify the name and address of the dentist, doctor, hospital, etc., or the sponsoring organization of the mobile unit by consulting the telephone directory. "Verify" means locate the name in the telephone directory and make sure that you have the complete and correct name and address, as shown in the directory, recorded on the supplement.

After making any necessary corrections in column (f), also enter the telephone number of the place and check the "Verified" box.

If you have had to enter the name and address of a place in a footnote, be sure to verify them also, enter the telephone number and note "Verified."

If you are unable to verify the name and address, explain the reason in a footnote.

7. Columns (g)-(j)

As noted in the interviewer instruction on the supplement, columns (g)-(j) are not to be asked for dental X-rays.

8. Column (g) Purpose of X-ray

Ask the entire question in column (g). If the number of times in column (d) for this part of body is more than "1," ask the question in plural form: "What were these X-rays for--checkup or examination or for treatment?" In either case, make sure the respondent hears the words "checkup," "examination," and "treatment" clearly so as to be able to make a distinction between the terms. Check the appropriate box in column (g). Only one box is to be checked.

If "Checkup/Examination" is checked, skip columns (h) and (i). If "Treatment" is checked, skip column (h) but ask column (i). If "Both" is checked, ask both column (h) and column (i).

It is believed that most respondents will understand the question in column (g) and will supply an answer readily. If questions are raised, use the following definitions as a guide:

a. Checkup or examination --defined

X-rays for checkup or examination include all X-rays or fluoroscope procedures used to determine the presence, absence or state of a disease or a condition. Such procedures are used for pregnancies and fractures and dislocations as well as for diagnosing illness conditions.

b. Treatment --defined

X-rays for treatment are X-rays used in treating a condition which has already been diagnosed. Surface X-ray treatments are used in treating various skin conditions such as fungus, acne, ringworm, or skin cancer. X-rays are used also for treating some kinds of internal conditions.

9. Column (h) Number of treatment X-rays

If "Both" is checked in column (g), ask column (h): "How many of these -- X-rays were for treatment?" In asking the question, insert the number in column (d) on this line, for the dashes.

10. Column (i) Condition being treated

If either "Treatment" or "Both" is checked in column (g), ask column (i): "For what condition were you being treated?" Obtain and record the most specific name of the condition that the respondent can provide.

11. Column (j) Number of visits for X-rays by person

Column (j) is to be asked <u>only</u> for persons with two or more lines of Table X filled, <u>not counting</u> teeth (dental) X-rays. For persons who had only one part of body other than teeth X-rayed, leave column (j) blank.

Column (j) is to be asked after all X-rays the person had taken have been recorded in Table X and completed through column (i). Record entries in column (j) on the last line for the person.

a. Separate visits

In Table X through column (i) we have been obtaining information about each separate part of body X-rayed. We are also interested in the number of separate visits the person made to a doctor's office or other place to have X-rays taken during the past three months. Column (j) is asked to provide this information.

For example, on a single visit to the doctor's office a person might have had X-rays taken of both his "chest" and "colon" (one line of Table X for each). In column (d) this would be recorded as "1" time each respectively for "chest" and "colon." In column (j) the correct entry for the person would be "1" visit.

b. How to ask column (j)

Read both parts of column (j): "Altogether you had -- X-rays during the past 3 months. How many separate visits did you make to have these -- X-rays?" In asking the question, insert for the dashes in both parts, the sum of the number of times in column (d) for all parts of body the person had X-rayed (except teeth).

If the number of visits is obvious from the entries in column (d) and column (e), enter the number in column (j) without asking the question. For example, if the person had his stomach X-rayed 1 time at the doctor's office and his shoulder X-rayed 1 time at a hospital, and these were the only X-rays reported for him, you would know that this would have to be 2 person visits for him.

If the person had his teeth X-rayed during the period, you may need to tell the respondent that we are not including visits for dental X-rays for this question.

12. Additional lines of Table X

There are three lines of Table X on the front of the X-ray Supplement. If more lines are needed, use the additional lines on the reverse side of the form.

D. Question 7 Release

As mentioned earlier, the Public Health Service wants to obtain additional information from the places where the X-rays were taken. In order to request this information it is necessary to have a release signed by an adult member of the family.

After completing Table X for all related household members who had X-rays taken during the three month period, take out a release Form NHS-HIS-1a (X-ray) (FY 1964). Ask question 7: "May we contact the (doctor, dentist, hospital, etc.) you have mentioned to obtain additional information about the X-rays?" (If more than one person or type of place has been given in column (f) ask about all, e.g., the "doctors," "the doctor and hospital," etc.).

Then hand the respondent the form with a pen (the form must be signed in ink) and add: "Will you please sign this form?" Do not add any further remarks unless you have to. If any questions are asked, use the following information in answering. Say that one of the important aspects of the study is to use physicians', hospital, and other medical X-ray records for obtaining technical information which is not available elsewhere. In order to do this, it is necessary to obtain a signed form from the respondent which authorizes the dentist, doctor, or hospital to furnish the information to the Public Health Service if called upon to do so.

If the form is signed, retrieve it and check the "Signed" box on the supplement. Also, if the respondent has not entered it, enter the date the release was signed on the release form. If you are unable to get the form signed, check the "Not signed" box and enter the reason, continuing in a footnote if necessary.

1. Return call may be necessary to obtain release	In some cases a respondent may be unwilling to sign the form but say some other family member might. For example, a wife might say that her husband would have to sign any such form. If the other member is not available, you will have to make a return call to the household to try to get the release signed.
2. Releases for unrelated members	Separate releases are to be obtained (if possible) for each unrelated household member or related group of members who are not related to the head of the household.
3. Transmittal of release forms	The signed release forms are to be transmitted inside the X-ray Supplements to which they apply. Identify each release form by entering the PSU, Segment and Serial numbers before transmittal.
E. Problems	After completing the X-ray Supplement, go to question 8 and check either the box for "No problems" or the box for "Problems." If problems have been encountered, explain the nature and circumstances in the footnote space to the right of question 8.

Facsimile of an X-ray Card

Record film number

Record date of X-ray

Film No. 01-06455

9-10-63
Date of X-Ray

Prince George's County Tuberculosis and Health Association, Inc.
5104 Baltimore Avenue - Hyattsville, Maryland

Record name and address of sponsoring organization

Name [illegible]

Mailing Address [illegible]

City [illegible] Zone [illegible] State [illegible]

CUT ON THIS LINE

Non-Profit Org.
U. S. POSTAGE
PAID
PERMIT #80
HYATTSVILLE
MARYLAND

CUT ON THIS LINE--KEEP IN YOUR WALLET

NTA

FORWARDING POSTAGE GUARANTEED

FRONT SIDE

REPORT OF X-RAY EXAMINATION

We are pleased to report that the X-ray picture of your chest appeared satisfactory.

Tuberculosis like other catching diseases spreads from person to person. Have an X-ray about once a year to make sure you have not caught it. Should you have any unusual symptoms such as persistent cough, loss of weight, or undue fatigue, consult your physician at once.

If your doctor later wishes to refer to your X-ray, we will need the film number on other side to locate your film.

NTA

Christmas Seals Fight Tuberculosis

Prince George's County Tuberculosis and Health Association, Inc.
5104 Baltimore Avenue - Hyattsville, Maryland

BACK SIDE

NHS-HIS-100
FY 1964

PART E

INTERVIEWING TECHNIQUES

QUALITY AND QUANTITY OF WORK

AND ADMINISTRATIVE

CHAPTER 1.

THE INTERVIEW

A. Purpose of this chapter

This chapter covers the techniques and procedures essential for accurate interviewing.

B. How to begin the interview

1. Introduce yourself to the respondent

The first step in the interview is to introduce yourself, state that you are from the United States Bureau of the Census, and show your identification card. Use the following introduction:

> "I am _____ from the United States Bureau of the Census; here is my identification (show your identification card). We are making a survey for the United States Public Health Service." (Be sure to mention that the survey is being conducted for the United States Public Health Service.)

If you are not invited in immediately after you have introduced yourself, you may add, "May I come in?"

2. Ask the first question as soon as possible

After seating yourself, begin immediately with the first question:

> "What is the name of the head of this household?"

The sooner you get the respondent to participate in the interview, the better. To start off with the interview is much more desirable than to describe the types of questions you are planning to ask.

a. Advance letter

An advance letter (sometimes called the "Dear Friend" letter) is sent out from the Regional Office immediately prior to the week of interview. It is sent only to those households for which a specific street address or mailing address has been obtained. This letter tells the respondent that his household has been selected for inclusion in the sample and briefly explains the general purpose of the survey.

Enclosed with the letter is a booklet (prepared by the Public Health Service) describing further how the survey is conducted and illustrating the kinds of statistics which are produced.

Even though the advance letter and the booklet are sent to inform the household of your visit, you should not ask whether they have been received or voluntarily supply the respondent with copies. Drawing attention to the letter might interfere with the introduction as specified in Par. B-1. However, if the respondent questions why you are there, you may use the material in the letter and the booklet in making your explanation.

3. If persons outside immediate family are present

If persons who are not members of the immediate family are present, suggest to the respondent before continuing that he might prefer to talk to you in a more private place. Even though a respondent might not refuse to be interviewed under these circumstances, the presence of outsiders might cause a reluctance to talk about certain types of illnesses which could result in a loss of information.

4. Explaining the survey

You will find that most respondents will accept the brief explanation in your introduction of the reason you are taking the survey. However, there will be a few who will want more information about the survey and you should be prepared to answer their questions. There may be a few others who are reluctant to give information, or who may actually refuse to be interviewed because they don't want to be bothered or because they don't believe the survey has any real value.

a. Respondent questions purpose

If a respondent questions the purpose of the survey, explain that it is being taken to obtain information on the health of the people of the entire country. Point out that all information about individuals will be given confidential treatment. If it is necessary to give additional explanation, you should base it on the material given in Part A, Chapter 1 of this manual, using your own words to suit the level of the understanding of the respondent.

If a respondent questions you as to whether the National Health Survey has any connection with any National or local health program or legislation, use the following statement as a guide:

> The National Health Survey was set up by an Act of Congress in 1956. The National Health Survey Act was originally proposed by the Eisenhower administration but it was supported by both major political parties and also by the American Medical Association, and other organizations.
>
> The reason it received this support from all groups was because it was intended to be--and still is--a fact-finding survey only--with no axe to grind at all.
>
> Everybody realized that the information about people's health, about their insurance coverage for deliveries and operations, about their dental and medical care, and things like that, was very badly needed, and they trusted the Survey to be concerned only with gathering facts about these health problems--and <u>not</u> with how the problems should be solved.
>
> Actually, when there are controversies about how to solve some health problem both sides turn to the National Health Survey for the facts on the situation because they trust the Survey to be unbiased.

b. Confusion with other Census work

If the respondent confuses this survey with other Census work, or the 10-year Census, explain that this is one of the many special surveys that the Census is asked to carry out because of its function as an objective fact-finding agency and because of its broad experience in conducting surveys.

c. Why this household

If you are asked why you are interviewing this particular household, explain that this happens to be one of the representative addresses picked. Who lives at the address, and whether or not they have problems with their health, had nothing to do with the selection. Taken as a group, the people living at these sample addresses will represent the total population of the United States in the health statistics produced and published by the Public Health Service in their various National Health Survey publications.

d. Respondent questions time required for interview

If the respondent asks how much time will be required for the interview, tell him that this depends on the number of people in the family and on their health conditions. Do <u>not</u> say that the interview will take only a few minutes.

If the respondent states that he has no time right now for an interview, find out when you can come back. However, <u>always</u> <u>assume</u> (without asking) that the respondent has the time right now unless he tells you otherwise.

e. Refusals

Our experience has been that very few respondents actually refuse to cooperate. However, if you have difficulty in obtaining an interview, explain the purpose and importance of the survey, and stress the confidential treatment accorded all information furnished by the respondent. This should be done also at any point during the interview if the respondent should hesitate to answer certain questions.

C. <u>Your own manner</u>

Your greatest asset in conducting an interview efficiently is to combine a friendly attitude with a business-like manner. If a respondent's conversation wanders away from the interview, try to cut if off tactfully--preferably by asking the next question on the questionnaire. Overfriendliness and concern on your part about the respondent's personal troubles may actually lead to your obtaining less information.

It is especially important in this survey that you maintain an objective attitude. Do not indicate a personal opinion about replies you receive to questions, even by your facial expression or tone of voice. Since the illness discussed may be of a personal or serious nature, expressions of surprise, disapproval, or even sympathy on your part may cause respondents to give untrue answers or to withhold information. Your own objectivity about the questions will be the best method for putting the respondent at ease and making him feel free to tell you of the conditions and impairments in his family.

Avoid "talking down" to respondents when explaining terms but give as direct and simple explanations as possible.

D. How to ask the questions

1. Follow the order on the questionnaire

Ask the questions in the order specified in these instructions. If you change the order, it is likely that both you and the respondent will become confused. This is especially true of the health questions, which refer to different periods of time. Asking the questions out of order would force the respondent to keep jumping back and forth between time periods and would invite confusion.

Again, as pointed out earlier, the questions in Table I and Table II are to be asked only after all conditions and hospitalizations for each related member of the household have been reported in questions 8-16. Going back and forth between the top and the bottom of the questionnaire would be the "hard way" to conduct the interview. It is also likely that if you should skip around the questionnaire you would not remember to ask every question for every person.

2. Information given out of turn or volunteered

Sometimes respondents will start describing the health of the family in answer to the very first question and will cover their own illnesses and those of other family members in such a way that it is difficult to keep straight which person has which condition.

When this happens, you should explain your problem to the respondent, namely, that you cannot keep up with him in recording the information and at the same time be sure that you are recording accurately what he says. Then, ask him to permit you to ask the questions as they appear so that he won't need to give the information more than once.

3. Ask each question exactly

You are to ask each question exactly as it appears on the questionnaire, except for the substitution of the name of the person for "you," etc.

The wording and order of each question have been tested in actual interviewing, and have been carefully designed to give the desired information. Therefore, the uniformity and value of the final results depend on all interviewers asking the questions in the same order and with the same wording.

4. Avoid influencing the respondent

Experience in other studies has shown that respondents tend to agree with what they think you expect them to say even though the facts in the case may be different. Therefore, you must avoid "leading" the respondent by adding words to the questions or making slight changes in them that might indicate an answer you expect to hear. Even slight changes which may seem to make no apparent difference can prove harmful and should be avoided. For example, the question "Were you sick at any time last week or the week before?" is greatly changed in meaning when changed to "You weren't sick at any time last week or the week before, were you?"

The question, "What did the doctor say it was—did he give it a medical name?" would have a different meaning if changed to, "Did the doctor say you had bronchitis?"

Changes in question wording such as these suggest answers to the respondent and must be avoided. In an effort to be helpful the respondent may say "Yes, that was it" or "That is true" or "That sounds about right," whereas the true facts may have been quite different. Sometimes the respondent may not know the answers to the questions,

and if this is the case, the fact that he doesn't know should be recorded (see par. G-2 on page E-11).

5. Listen to the respondent

Listen to the respondent until he finishes his statement. Failure to do so can result in your putting down incorrect or incomplete entries. The two most common types of errors made in this regard are:

a. Failure to listen to the last half of the sentence because you are busy recording the first half.

b. Interrupting the respondent before he has finished, especially if the respondent hesitates. A respondent often hesitates when trying to recollect some fact, and you should allow sufficient time for this to be done. Also, people will sometimes answer "I don't know" at first, when actually they are merely considering a question. When you think that this may be the situation, wait for the respondent to finish the statement before repeating the question or asking an additional question.

6. Repeat the question when necessary

The respondent may not always understand the question when it is first asked, and sometimes you can tell from the answer that the question has not been understood. In this case, repeat the question using the same phrasing as you used originally. This should not prove to be embarrassing since what you said the first time was not heard or understood. Frequently the respondent is capable of understanding the question but has missed a word or two. If you think it helpful, you can preface the repetition of the question by a phrase such as "I see," "Oh, yes," and the like, and then repeat the actual question. A conversational tone will go far in making the question sound new, even though you are using exactly the same words.

7. Repeating the answer

Sometimes it is helpful to repeat the respondent's answer and then pause expectantly. Often this will bring out additional information on the subject. It is also useful as a check on your understanding of what has been said, especially if the statements or comments given have not been entirely clear.

8. Do not practice medicine

You are to interview the respondent, not practice medicine. Do not try to decide yourself whether or not any member of the household is ill. Enter on the questionnaire everything the respondent mentions. If a person mentions some condition but makes light of it or expresses doubt that he was "ill," enter the condition on the questionnaire anyway and ask the appropriate questions about it.

Do not attempt to diagnose a respondent's illness from his symptoms, or to substitute names of diseases for the respondent's own description of the trouble. If a respondent's answer to a question is not specific or detailed enough, ask additional questions in accordance with instructions in paragraph E below. However, the final entry must always represent what the respondent said, in his or her own words.

9. Pacing the interview

Try to avoid hurrying the interview even under trying circumstances. If the respondent senses that you are in a rush to complete the questions and get out of the house she will probably cooperate by omitting important health information which she might feel would take too much time to explain and record.

Maintaining a calm, unhurried manner and asking the questions in an objective and deliberate way will do much to promote an attitude of relaxed attention on the part of the respondent.

E. <u>Asking additional questions</u>

1. When to ask additional questions

Sometimes a person will give you an answer which does not furnish the kind of information you need or one which is not complete. You should always ask additional questions in such cases, being careful to encourage the respondent to do the explaining without your suggesting what the explanations might be. In all sections of the questionnaire you should ask as many questions as necessary to satisfy yourself that you have obtained complete and accurate information insofar as the respondent is able to give it to you.

Be sure to keep asking additional questions until you have a complete picture and all the pertinent details.

However, do not "over-probe." If the respondent says she does not know the answer to a question, to try to insist that she give some answer to the question might not only irritate the respondent, but also make her wonder about our interest in accurate responses.

2. How to ask additional questions

Additional questions must be asked in such a way that you obtain the information required without suggesting specific answers to the respondent.

There are many acceptable phrases that you can use to draw out the respondent. For example, "Please explain that a little more," "Please describe what you mean," or "What was the operation for?" might be used when the information given is sketchy or incomplete. In every case you will need to fit the questions to the information which has already been given.

In some instances you may need to suggest specific alternatives to the respondent when general phrases have not been successful in obtaining the information. This is also an acceptable method for asking additional questions, provided the respondent is never given a single choice. Any items specifically suggested to the respondent must always consist of two or more choices.

The examples below call attention to some acceptable methods for asking additional questions as well as to methods that are not acceptable.

	Acceptable	Not acceptable
a.	Can you tell me the approximate number of times?	Would you say it was about six times?
b.	You said you first noticed the condition about a year ago. Was it more than 12 months ago or less than 12 months ago?	Was it more than a year ago?

	Acceptable	Not Acceptable
c.	Do you all live and eat together?	Are you all one household?
d.	Does she live the greater part of the year here or at her sister's home?	Is she a member of this household?
e.	What kind of asthma is it?	Is it bronchial asthma?

The "Not Acceptable" questions in examples (c) and (d) show an interviewer who is unable to apply Census rules for determining the composition of a household, and expects the respondent (who doesn't know the Census rules) to make the decision.

The "Not Acceptable" questions in examples (a) and (e) illustrate an invitation to the respondent to just say "Yes" without giving any thought to the question.

The "Acceptable" question in example (b) illustrates a proper way to give the respondent an opportunity to tie an event to a particular period of time. The "Not Acceptable" question is again an invitation to the respondent to say "Yes."

F. Volunteered conditions

Any condition volunteered by the respondent before starting the supplemental questions (18, 19, etc.) should be carried back through Table I if it fits the requirements for a condition to be asked in Table I. Conditions volunteered after starting question 18 should not be carried back to Table I, but instead should be described in a footnote, e.g., "In question 23 respondent told me he had a missing lung—hadn't mentioned it before."

G. Recording information correctly

1. General

Recording the information exactly is just as important a part of the interview as asking the questions correctly. This involves writing clearly and plainly, recognizing in advance the amount of space allotted for descriptive entries and adjusting the size of your writing to fit into the space provided. If additional description is required, make free use of the footnote space. Be careful not to leave blank spaces where they should be filled in. You may use ink or pencil

as you prefer. In case you use pencil, be sure the lead isn't so soft that it smudges, or so hard that it is difficult to see the writing.

2. Recording answers of "don't know"

As mentioned earlier, every effort should be made to encourage the respondent to give specific and complete answers to the questions. However, it may happen sometimes that the respondent doesn't have the information needed to answer a question. In such cases, you should enter "DK" for "don't know" in the space for the answer.

Do not use "DK" to indicate that you, the interviewer, don't know whether or not to ask the questions.

The use of "DK" is only to indicate that the respondent does not know the answer to a particular question. It is not to be used to fill answers for questions that you may have overlooked at the time of interview. If, after an interview, you discover blanks on the questionnaire for questions which should have been asked, leave the items blank.

3. Recording information for unrelated persons

As pointed out earlier, the same questionnaire (or set of questionnaires) is to be used for an entire household, including any members not related to the head. Since you must interview the unrelated members separately from the related members, you must be careful about two points:

a. You must not permit any respondent to look at information previously entered on the questionnaire for persons to whom he is not related.

b. You must be sure to enter the information for each of the persons in the proper column.

4. Making corrections

Do not erase any entries. See Part D, Chapter 2 for procedures in making corrections. Do not copy questionnaires over since copying is often a major source of error.

H. Review of work

It is important that you review your work.

1. At close of interview

Be sure to look over the questionnaire while you are in the house and with the respondent, so that you can ask any additional questions that are needed.

2. Prior to transmittal

You should carefully review all questionnaires again before mailing them back to your supervisor. Check to make sure that the correct column number of person and question number have been entered in Table I and Table II, that all "Und. 17 yrs." boxes have been checked where applicable, that there are entries in Item T and question 17(a), and similar items. However, do not make any entries of information which should have been furnished by the respondent and recorded during the interview.

I. Letter to be left at household after interview

You will receive a supply of "Thank You" letters (Form NHS-601) signed by the Surgeon General of the U. S. Public Health Service. One of these is to be left at each household after the interview has been completed. The letter thanks the respondent briefly for his cooperation, and can be shown by the person interviewed to other members of the household who were not at home at the time of your call.

In leaving the letter you can say something like the following: "Here is a letter of appreciation from the U. S. Public Health Service," (or) "Here is a letter from the Public Health Service thanking you for your cooperation in this survey."

J. Use of telephone

Telephone calls can be used for the following purposes only:

(1) To make appointments.
(2) To obtain one or two items of information for which the respondent has specifically invited you to telephone later.

Such calls should be made by use of a local telephone wherever practicable.

CHAPTER 2.

MAINTAINING BALANCE BETWEEN QUALITY AND QUANTITY OF WORK

A. Introduction

1. The group you are joining

You are joining a group of over 700 Census interviewers who each month interview some 35,000 households on a Current Population Survey, about 8,000 businessmen on a Current Business Survey and about 3,500 households in the National Health Survey.

All Census interviewers are given continuous guidance and counsel during training periods in the Regional Office and through on-the-job observation of their interviewing and activities related to interviewing.

Periodically, supervisors independently reinterview some of the households to determine whether the interviewers understand and are following the correct survey procedures. Interviewers are also told what production is expected of them, that is, in terms of completing assignments efficiently and economically.

2. Rules to become a successful interviewer

Except for the types of questions asked, many of the techniques and procedures these interviewers apply will also be used by you on the National Health Survey.

It would be well for you to know and apply, at the outset, several fundamental rules to become a successful interviewer—one who will consistently enjoy the pride of accomplishment of a job well done.

a. Know precisely what your job is.
b. Obtain the required information as correctly as you can.
c. Record this information accurately and completely.
d. Work efficiently, with a minimum of lost motion.
e. Complete your assignment on time.

Your supervisory staff will give you all possible assistance toward helping you attain these objectives as quickly as possible.

B. Importance of careful work

1. Know your questionnaire

As you no doubt realize by now, you must become very familiar with the organization of the questionnaire, the skip pattern of the questioning and the types of entries you have to make in each item. Your initial training will have given you a start on this. Becoming a skilled interviewer can be achieved only by maintaining an active interest in all phases of the NHS program, with close and continuing study of the instructions contained in this Manual and with the application of these instructions in your actual field work.

2. Review completed questionnaires

Be sure to review all your questionnaires, as instructed in Part E, Chapter 1. This is the only way to be sure that you have not made careless errors.

C. Plan each day's travel

Before you start, make sure you have a good plan of the segments you will visit each day. This plan should take into account the possibility of having to go back to each segment up to three times. Consider all such factors in planning the day's work, and take time each morning to decide how you can get to the necessary segments using the least number of miles.

D. Getting enough successful interviews

One major requirement of a successful survey is to obtain information from every occupied household assigned to you. You should try your very hardest to obtain interviews at all occupied households. You can be successful if you work conscientiously to obtain interviews at those households where no one is at home during the day and from the few respondents who may be reluctant to cooperate.

E. Plan your calls

If someone was home at the first call at each household in your assignment, an interviewing assignment could be completed during the morning and afternoon hours.

1. Concentrate on "Not home"

Frequently, however, there are households whose occupants are not home when you call. These are usually households of a single person or a working husband and wife. After your first call when you find no one home ask neighbors, janitors or switchboard operators, when the absent persons usually come home. Then, make your next visit coincide with the information given you about the best time to call. If you are unable to find out when someone is most likely to be home, don't waste your time calling again during the day, but make your second call during the evening hours, since experience has shown that it is during these hours when you are most likely to find people at home. Conscientious application of these procedures will enable you to complete your interview within the authorized number of calls. If other attempts fail, try to get the name of the head of a "not home" household, so you can telephone him for an appointment.

F. Number of calls allowed

To keep the number of calls to a single household within reason, you should limit your calls on a household to three (at different times of the day or evening). If you have to obtain interviews from additional specific individuals in a household, two more visits may be made.

G. Quality Standards

Just like every organization which operates on a large-scale basis, we have to continuously inspect our product—which is statistics—to insure that there are no flaws. Here is a summary of the things that are done to make sure our product is consistently of the highest quality.

1. Some of your households will be reinterviewed

Every so often, certain households you have interviewed are revisited by the program supervisor and interviewed again. This is to insure that you understand and consistently apply the correct rules. Any differences found are reviewed with you so that your performance can be improved as needed.

2. Excessive Type A noninterviews

There are some few households in which it is difficult to find someone at home or in which the persons are reluctant to give information. In order to insure that you are meeting these problems satisfactorily, your office will notify you if such noninterviews are excessive. You should ask for your supervisor's advice and help in dealing with the problems of noninterviews.

3. Completion of work on time

Not only must interviews be obtained for all occupied households, but they must be obtained within the allotted time, i.e., during the interview week for the assignment. Therefore, except for some unusual circumstance such as illness, you must start your assignment on Monday of interview week and complete it as soon as possible. With an early start and efficient planning, you should generally be able to finish the greater portion of your assignment by Wednesday of interview week. This should help to insure better information, also, since the sooner the respondent is interviewed the better will be his recall of the time reference period.

If you are not able to start your assignment on Monday, or if you cannot complete your assignment during interview week, get in touch with your supervisor immediately. No interviews for the assignment are to be conducted after the end of interview week unless you receive special permission from your supervisor.

4. Editing Reports (Form NHS-HIS-705)

From time to time you may receive Editing Reports (Form NHS-HIS-705) containing transcripts of some entries of diagnostic information in Tables I, II, or A which you made on questionnaires during a previous assignment. The entries on this form will tell you the type and nature of errors which you made on a particular questionnaire. An Illustration of a completed Form NHS-HIS-705 together with a list of Error Codes is shown in Figure VII and Appendix B to Part E.

You will also receive other types of reports (principally NHS-HIS-706). The latter will be a record of omissions or inconsistent entries from other parts of your completed questionnaires.

These errors are reported to you as a continuation of your training on the survey. If you do not understand why you received a particular error report, return it to your supervisor with a request for an explanation.

5. Observation

Periodically, a supervisor will accompany you on an assignment to observe your interviews. During these observations, you will be advised on any phase of your work which may require improvement. It will also give you an oportunity to consult with him on any problems you may have about your work.

6. Group training

From time to time, you will come into the office to meet with other NHS interviewers to discuss common problems, and to take refresher training on certain subjects related to the survey.

7. Home study

You will also be expected to complete home study exercises and return them for office review and correction. Any misunderstandings reflected by your answers will be clarified by the Regional Office.

8. INTERviewer COMMunication (Referral Sheet)

You may sometimes run across problems which you cannot resolve through studying your Manual or other NHS memoranda which have been furnished you. Use the INTERCOMM (Form 11-36) to communicate to the Regional Office any problem or question for which you cannot find an answer in the Manual.

In some cases you may think you know what to do but may not be certain. If this is so, do what you think is right, but communicate your problems to your Regional Office and ask them to review what you did.

Of course, if your question is one which must be answered before you can complete your assignment, and to await a mail reply would delay the work beyond the established deadline, you should use the telephone. In other cases, making your inquiries by a INTERCOMM will allow your supervisor to think your problem and his answer out more completely, and will lessen the possibility of any misunderstanding.

Directions for filling the INTERCOMM appear on the back of the last sheet of each set of the forms.

H. Production Standards

The yearly budget for an operation as large as this one, is determined some time in advance of the time the expenditures start. This budget assumes that each interviewer will complete his work within a prescribed number of hours and keep his travel within a prescribed number of miles.

For this reason, production standards have been established so that each interviewer may know what is expected of him. These standards are based on past experience, taking into account insofar as possible the size and nature of the assignment area.

These production standards represent the performance which must be met or bettered in order that the National Health Survey can operate within its budget.

Your supervisors will keep you informed at all times as to the performance standards required of you. At regular intervals, generally once every 3 months, you will be told how your performance compared with the established standards. Where necessary, your supervisors will advise you on ways to improve your performance which will help you meet the standards that the Bureau of the Census expects of each interviewer.

CHAPTER 3.

ADMINISTRATIVE

A. Introduction

This section deals primarily with your rate of pay, travel allowances, transportation requests and the forms you must submit to be paid. It also deals with accident reporting and the transmittal of materials to and from your office. You should familiarize yourself with the material contained in this section so that you can properly complete your payroll and other administrative forms.

B. Review of Rates of Pay, Administrative Forms, etc.

When you were interviewed you were given the essential facts about your job. Just to make sure there is no misunderstanding there follows a brief review of these facts.

1. ID Cards

You will be issued an identification card Form No. CD-43. Be sure to sign this card and attach a recent picture of yourself to it before doing any work in the field. Keep your card with you at all times and remember to show it to all persons to whom you talk concerning Census business.

2. Hours of work

Since you must complete your work within a certain week, you will be required to work evenings and some Saturdays to enable you to interview persons not usually home during the day. Of course, no interviewing should be done on Sundays, except when specifically requested by respondents.

3. Rates of pay

You will be paid $1.84 for each hour you work on official business. If you work 30 hours or more per month for 12 months (not necessarily consecutive) you will be given a 5 cent per hour raise. Additional raises are possible for satisfactory work in succeeding years.

4. Mileage

In addition you will be paid 8 cents each mile you travel in your automobile on official business. In connection with this, you should plan each day's travel very carefully so that you will not have to travel excessively. Naturally travel made for personal reasons cannot be claimed.

5. Per Diem

A per diem allowance in lieu of subsistence expenses for travel on official business may be authorized or approved under certain circumstances. This is paid in addition to mileage and other travel expenses when authorized by your supervisor.

Per diem will be authorized in the following two ways:

a. If in travel status more than 12 but less than 24 hours

If, to attend a group training session <u>only</u>, you are in travel status of more than 12 hours, but less than 24, the per diem rate is $6.00 a day and is computed as follows:

(1) If you are in travel status more than 12 and up to 18 hours, you claim 3/4 day at $6.00, or $4.50.

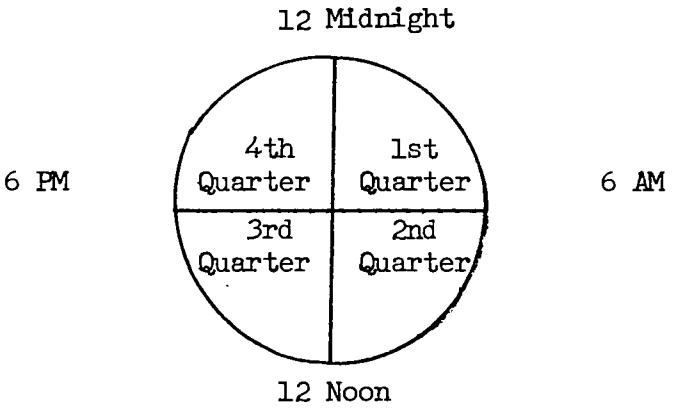
(2) If you are in travel status more than 18 and up to 24 hours and did not stay overnight at your destination you claim one day at $6.00.

b. If in travel status overnight

If for any reason you are required to stay <u>overnight</u> at your destination on official business the per diem rate you claim is $12.00 a day, except as noted below in paragraph 5-c, and is computed as follows:

(1) If you are away from home overnight for less than 24 hours, the maximum per diem rate is $12.00. To compute this per diem, divide the total hours away from home by 6 to determine the number of quarters. One-fourth of the per diem rate ($3.00) will be allowed for each quarter of day (6 hours) or fraction thereof.

(2) If you are in travel status for more than 24 hours, the rate is $12.00 per day. This per diem is computed on the basis of a calendar day from midnight to midnight. For purposes of paying for parts of days, the day is divided into 4 quarters, each quarter allowing $3.00 per diem as follows:



Example: Mrs. Brown leaves home at 8:00 AM January 16 and returns home at 4:00 PM January 18. She would compute her per diem as follows:

January 16—8:00 AM to midnight—3 quarters or $9.00
January 17—1 day (4 quarters) or $12.00
January 18—12:01 AM to 4:00 PM—3 quarters or $9.00

c. Hotel bill more than $6 a day

If your hotel or motel room rate is more than $6 a day with tax, the additional amount up to $4 per day will be added to the $12 per diem allowance. In such a case, submit the receipted bill for your room, showing the total room rent, with your travel voucher.

6. Payment for cash telephone calls

If you pay cash for any official business telephone calls, you will be repaid.

7. Long distance phone calls from home

Long distance calls from your home will be paid in full.

8. Payroll forms

The payroll forms which you will have to submit at the end of each pay period are Form BC-27B on which you will record your various field expenditures and Form BC-27A on which you will claim payment for hours worked and the field expenditures reported on Form BC-27B.

Hours worked, miles traveled, mileage claimed and other costs are to be reported by project number and detail expense code. Your supervisor will give you the project number of the survey(s) on which you are working.

a. Detail expense code

Detail expense codes usually to be used are:

Code	
020	Time for completing home training exercises, initial training and other training resulting from reinterview or observation.
023	Time and costs spent in interviewing and listing including arranging work, planning itinerary and reviewing completed work.
024	Subsegmenting time and costs.
026	Time and costs for attending group training conferences other than initial training.

b. Necessity for prompt and accurate submission

Payroll forms should be submitted as soon as possible at the end of the payroll period. Forms mailed later than the day after the pay period ends may be too late to be included in the current payroll and may be held until the next pay period.

If you submit an incomplete or inaccurate payroll, it will be returned for correction and may delay the receipt of your pay check. Your first pay check will be mailed to you about two weeks after the last day of your first pay period. Your check will include, in addition to payment for time worked, any mileage and other reimbursements you have claimed. Thereafter the pattern is the same—for each semi-monthly pay period during which you do some work, your check will arrive about two weeks after the end of that pay period.

Before you certify your payroll forms, review all entries for correctness and consistency and check all computations made.

c. **Filling the forms**

Figures I, II and III at the end of this chapter illustrate the proper way to fill various items on the payroll forms. These figures are for the most part self-explanatory.

(1) **Figure I**

Figure I illustrates the front of Form BC-27B, reporting mileage traveled and amount of reimbursement claimed, any per diem claimed and any government transportation request used during the payroll period. As indicated by the two columns of dates on Form BC-27A, the two semi-monthly payroll periods are from the 14th through the 28th of the month, and from the 29th of the month through the 13th of the following month. Note that in Sections I and II the project number is to be entered on the top line and the detail expense code on the lower line in the column headings. In Section III these are entered on the same line with a dash between. Note the instructions for certain entries and for transcription of items to Form BC-27A.

(2) **Figure II**

Figure II illustrates the back of Form BC-27B, reporting expense for telephone calls and other reimbursable items. Form BC-27B is to be prepared in triplicate. Keep the blue copy, and submit the other two copies with Form BC-27A.

(3) **Figure III**

Figure III illustrates Form BC-27A. On this form you claim hours worked and summarize other expenses for which you claim reimbursement, which you have reported in detail on Form BC-27B. Note that the column of dates which is not applicable for the current pay period is to be crossed out. Form BC-27A is prepared in quadruplicate. Keep the blue (Employee) copy and submit the other three copies, with the two copies of Form BC-27B, to your Regional Office.

9. **Transportation requests**

When you come to the office for training, your office may send you a Government Transportation Request which will enable you to travel at Government expense. Before you give it to the appropriate ticket agent, sign your name and he will

give you the transportation tickets necessary to get you to your office and back home. When your office issues your first TR, you will be given more explicit instructions.

10. If injured on duty, report the facts

If you are injured while on official duty, the Government will reimburse the costs to the doctor or hospital treating you. Your office will give you the name of a doctor or hospital at which you can be treated. If an injury requires emergency treatment, obtain it from the nearest doctor or hospital. As soon as possible, get word to your office and give a detailed explanation of the accident and injury, the names and addresses of any witnesses, and the name and address of the doctor or hospital giving treatment.

11. Standard Forms 91 and 94

In addition, should you become involved in an automobile accident while conducting official business you must complete Standard Form 91, Operator's Report of Motor Vehicle Accident on the scene, and report the accident to your supervisor immediately.

If there are any witnesses to the accident you should have them complete Standard Form 94, Statement of Witness, and return it to you. The completed forms should be mailed immediately to the Regional Office.

SF 91 and SF 94 are self-explanatory and must be carried in your car at all times.

C. Confidentiality of Survey Information

Information obtained in this survey must not be discussed with or disclosed to any persons except other Census and U. S. Public Health Service employees. This applies even to members of your immediate family.

1 Falsification of information

The same laws and regulations that require confidentiality also stipulate severe penalties for any Census employee who deliberately falsifies any information.

2. Bureau of the Census Administrative Order

Your responsibilities in this regard are set forth in the Bureau of the Census Administrative Order reprinted in Appendix A of Part E.

D. Use of Forms 11-35 and 11-35A

With each assignment, you will receive Forms 11-35 and 11-35A. (See Figures IV, V, and VI.) The white Form 11-35 is for your use to keep as a control on the progress of your work. The green sheet 11-35A (Figure V) must be completed and returned to the office immediately after receiving and checking in an assignment. Enter in "Date received" the date and the time you received the shipment and check carefully that each item listed is in the package. If any item listed is not in the package check "All not received" and describe what is missing. If you need any supplies, use the back of Form 11-35A (Figure VI). However, if you need specific supplies at any other time, request the items and amount needed by memorandum to your Regional Office.

E. Communication with office

Generally, you will communicate with your office by mail. However, if you have a situation that requires immediate attention, phone your office (collect, if long distance).

F. Transmittal of materials

All "materials" for a segment are to be transmitted to the Regional Office together, in the same package. These include all questionnaires (completed interviews and final noninterviews) and the Segment Folder. Be sure that the NHS-HIS-1(a) cards for question 23 and any Vision Supplements completed are enclosed in their respective questionnaires.

These are to be mailed on the day you make your last call, i.e., complete your last interview, in the (each) segment, without exception.

If you have picked up an "extra" unit(s), enter "Extra" in the serial number column of the "Record of Transmittal" on the Segment Folder, following the serial numbers for questionnaires received from your office.

Enter the date you are mailing the "materials" for the segment on the Segment Folder in the "Date of Shipment" column opposite serial number "01."

1.	Late transmittal	If, in unusual circumstances, you are permitted to complete any questionnaires <u>after</u> interview week, enter the following notation in the lower left hand corner of the mailing envelope: "Late transmittal for Week ___" (enter the appropriate interview week number, e.g., 01, 02, etc.).
2.	Packaging and mailing	You must make sure that any mailing piece--whether it be a card or a large package--has the correct address of your office on it. To insure this, envelopes and labels having the office address on them will be given you. You will be shown during your initial training how to package materials satisfactorily for mailing.

APPENDIX A (PART E)

CONFIDENTIAL NATURE OF INFORMATION COLLECTED IN NATIONAL HEALTH SURVEYS

1. PURPOSE OF SURVEYS:

National Health Surveys are conducted for the U. S. Public Health Service to obtain accurate and current statistics as to the amount, distribution, and effects of illness and disability in the United States, and the health services received as a result of these conditions.

2. PARTICIPATION BY BUREAU OF THE CENSUS:

The Bureau of the Census is cooperating in the surveys by collecting and compiling the data for the Public Health Service.

3. NONDISCLOSURE OF INFORMATION:

National Health Surveys involve obtaining on a continuing basis details of the personal health records of a large number of individuals throughout the Nation. The Public Health Service has given assurance to the public that information identifying the individual will be held strictly confidential, will be used solely by persons engaged in and only for, the purposes of the survey, and will not be disclosed or released to other persons or for any other purpose. Bureau of the Census employees will observe this assurance of confidentiality and are subject to the Public Health Service as well as Department of Commerce and Bureau of the Census laws against unauthorized disclosure. In addition, the sworn statement or affidavit of nondisclosure each employee signs upon entering on duty pertains to National Health Surveys the same as to our programs.

4. SUBPENA OF RECORDS:

In the event of a record collected in the National Health Survey being subpenaed, any Bureau employee upon whom such subpena is served will communicate with the Director of the Census. Action to satisfy such subpena will be taken only as authorized by Public Health Service Regulation, Section 1.108 of Title 42, Code of Federal Regulations.

5. PENALTIES FOR UNAUTHORIZED DISCLOSURE OR FALSIFICATION:

Unauthorized disclosure of individual information collected in the National Health Surveys is punishable by a fine of up to $1,000, or imprisonment up to one year, or both (18 U.S.C. 1905).

Deliberate falsification by an employee of any information in the Survey is punishable by a fine of up to $10,000, or imprisonment up to five years, or both (18 U.S.C. 1001).

By Direction: _____ Dated: April 18, 1957

☆ U. S. GOVERNMENT PRINTING OFFICE : 1963 O - 686425

APPENDIX B (PART E)

LIST OF ERROR CODES FOR ILLNESS, INJURY, AND HOSPITALIZATION ENTRIES

(Codes used on Diagnostic Editing Report, NHS-HIS-705. See Figure VII.)

A. Purpose

The primary purpose of the edit is to alert you, as early as possible, to errors which you are making on your completed questionnaires.

B. Timing

This edit is conducted in the Regional Office so that you are notified of the errors early enough to enable you to correct them.

C. Forms used

The edit consists of two parts:

1. An edit of columns (d-1)-(d-4) of Table I, columns (c)-(h) of Table II, and question 2 of Table A is made for inadequate entries and/or omissions. These errors or omissions are called diagnostic errors and are shown on the NHS-HIS-705. An explanation of the error codes used for the NHS-HIS-705 is found on the back of the form and below.

2. An edit of other columns of the questionnaire is made for omissions or incorrect entries. These errors are tallied on Form NHS-HIS-706. The NHS-HIS-706 shows your errors for the week and your total number of errors for the quarter. The "To date" figures will be accumulated for only one quarter, then will begin over and be accumulated for another quarter.

This form also shows the number of completed and noninterview households and the total number of errors which you made as shown by the NHS-HIS-705 and NHS-HIS-706. These figures are also shown for "This week" and "To date."

Explanations of the error codes used for the NHS-HIS-706 are found in Appendix C (Part E) of this manual.

D. How you are informed of the results

After your assignment (one or more segments) has been edited, the errors detected will be sent to you using Forms NHS-HIS-705 and NHS-HIS-706. After receipt of the forms, note the questions missed and the nature of the errors by referring to the error codes assigned and matching them with the explanation of the codes in Appendices B and C of Part E. Manual references are provided for the error codes in Appendix C.

Note the number of errors in the "To date" column carefully. This column will indicate to you the areas which are giving you the greatest amount of trouble.

E. List of Error Codes:

Error Code	Definition
01	"Present effects" or "impairment" not given, Table I, but "old" "operation" or "injury" entered. (Injury happened prior to "last 2 weeks"--no indication that injury itself had not yet healed.)
02	"Condition" which was reason for "operation," "laboratory tests," "observation," etc., not given in same table, Table I or Table II.
03	Column (d-1) of Table I or column (h) of Table II blank or only "part of body" entered.
04	"Nature of injury" not given or inadequate--in Table I for an injury "last week or the week before," or in Table II for an injury current at time of hospital admission.
05	"Cause" not given--in column (d-2), Table I for a "symptom" in column (d-1), or in column (h), Table II for a "symptom."
06	"Cause" given for a "symptom" in column (d-2), Table I or column (h), Table II is also a "symptom," and "cause" not given for the second "symptom."
07	"Cause" not given--in column (d-2), Table I for an "impairment" in column (d-1) or in column (h), Table II for an "impairment."
08	"Cause" given in column (d-2), Table I or column (h), Table II is an "impairment" and "cause" not given for this "impairment."
09	"Cause" not given in column (d-2) for an entry in column (d-1), Table I which came from question 11 or 13.
10	"Kind" (or "Manifestation") not given for the specified "conditions" in column (d-3), Table I or column (h), Table II.
11	"Kind" given in column (d-3), Table I or column (h), Table II is a "symptom" or otherwise "vague description" and "Kind" not re-asked.

Error Code	Definition
12	"Part of body" affected not given or inadequate in column (d-4), Table I or column (h), Table II.
13	Impossible date in column (c), Table II, or omission or inconsistent entries in columns (c)-(g) of Table II.
14	Table A not filled for an "injury" or a "condition" due to an injury (or accident) in Table I.
15	"Nature of injury" not given or inadequate in question 2, Table A (injury occurred prior to "last week or the week before").
16	"Part of body" not given or inadequate in question 2, Table A (injury occurred prior to "last week or the week before").
17	Table B not filled for an eye condition reported in columns (d-1)-(d-4) Table I, for persons six years old or over.
18	Wrong column number of person entered in column (a) of Table I, Table II or Table B.
00	Condition reported in one of questions 8-14 not brought down to Table I. --or-- A line of Table II not filled for each hospital stay reported in questions 15, 16 or 17.
OX	Condition reported in Table II only not brought back to Table I when should have been because an impairment, on Card A, or had one or more nights in column (f), Table II.

If, after consulting this list and Manual instructions, you do not understand why a particular error was assigned, send an INTERviewer COMMunication to your office for an explanation (or correction, if the code was assigned in error).

APPENDIX C (PART E)

EDIT FOR ERRORS OTHER THAN DIAGNOSTIC

LIST OF ERROR CODES FOR ERRORS OTHER THAN DIAGNOSTIC

(Codes used on Editing Report, NHS-HIS-706. See Figure VIII.)

Error Code	Questions 1-7	Manual Reference
20	Failed to ask question 1(c).	Page D-21, par. D-1-a
21	Failed to ask one or more parts of question 1(d).	Page D-22, par. D-1-b
22	Failed to ask question 1(f) if any adult males listed as household members.	Page D-22, par. D-3
23	Failed to footnote reason for deleting listed household members.	Page D-23, par. D-5
24	Failed to enter Relationship for each household member in question 2.	Page D-25, par. E
25	Failed to enter Age in question 3.	Page D-27, par. G
26	Failed to check Race in question 4.	Page D-28, pars. H, H-1
27	Failed to check Sex in question 5, or inconsistent with relationship entry in question 2.	Page D-28, par. H-2
28	Failed to check Marital Status in question 6 for person 17 years old or over.	Page D-28, par. I
29	Failed to show 12 month Activity Status in question 7(a) for persons 17 years old or over.	Page D-29, par. J
	Questions 15-16	
30	Failed to check "Yes" or "No" in question 15(a) and/or 16(a).	Page D-42, par. G Page D-43, par. H
31	Failed to record "number of times" in question 15(b) and/or 16(b) for "Yes" answer in question 15(a) and/or 16(b).	Page D-42, par. G Page D-43, par. H

Error Code	Table I	Manual Reference
32	Failed to bring down to Table I each condition listed in questions 8-14.	Page D-45, pars. A-1-a, A-1-b
33	Incorrect column number of person entered in column (a) or left blank.	Page D-45, par. A-2
34	Failed to check (or ask) column (c)-- "Doctor talked to".	Page D-47, par. A-4
35	Failed to check column (f-1) or (f-2) of Table I when column (f) is checked.	Page D-70, par. E-1-b
36	Failed to ask columns (g), (h), and (depending on age) (i) or (j) if column (f-2) is checked.	Page D-71, par. E-2 Page D-72, par. E-3 Page D-72, par. E-4 Page D-73, par. E-5
37	Failed to check (or ask) columns (k-1)-(k-2).	Page D-76, par. E-9
38	Failed to check (or ask) column (k-3) when column (k-2) is checked.	Page D-76, par. E-9-c
39	Failed to check (or ask) column (k-4) when column (k-1) is checked.	Page D-77, par. E-10
40	Failed to check (or ask) column (l) for condition eligible to be carried past column (aa).	Page D-78, par. E-12
41	Failed to check (or ask) column (m) for condition with one or more days in column (l) and column (h) is blank or checked "None."	Page D-78, par. E-13
42	Failed to make an entry in column (n) on line for last condition for person with one or more conditions carried past column (aa).	Page D-79, par. E-14 Page D-80, par. E-14-d
43	Failed to check "Yes" or "No" in column (o) for entry of "1," "2," or "3" in column (n).	Page D-81, par. E-15

Error Code	Table I	Manual Reference
44	Failed to make at least one "x" in column (p) for "Yes" answer in column (o).	Page D-81, par. E-16
	Item T and Table II	
45	Failed to check "None" box or enter "No. of hospitalizations" in Item T.	Page D-82, par. A-1
46	Failed to fill line of Table II for each hospitalization shown in Item T or questions 15 and 16 without footnote explanation of reason for omission.	Page D-82, par. A-2
47	Incorrect column number of person entered in column (a) or left blank.	Page D-83, par. A-3
48	"Yes" checked in column (i) but no operation entered.	Page D-87, Par. A-9
49	Failed to check "Yes" or "No" in column (j) for each completed hospitalization with a delivery shown in column (h) or an operation shown in column (i).	Page D-89, par. B-2
50	Failed to ask column (k) for each person with "No" checked in column (j).	Page D-89, par. B-3
51	Failed to ask column (l) for each person with "Yes" checked in column (j) or column (k).	Page D-90, par. B-4
52	Failed to ask column (m) for each person with "Yes" checked in column (l).	Page D-90, par. B-5
53	Failed to check "Yes insurance" or a "Not insurance" box in column (n) for a "Yes" box checked in column (j) or column (k).	Page D-90, par. B-6
54	Failed to enter Name of hospital, Street, City and/or State or "DK" in column (o).	Page D-92, par. C
	Question 17	
55	Failed to check either box in question 17(a) or "No" checked in error.	Page D-93, par. D-1

Error Code	Question 17	Manual Reference
56	Baby (one year old or under one year) listed as household member and question 17(b) not checked ("Yes" or "No").	Page D-93, par. D-2
57	Question 17(b) checked "No," but failed to check "Yes" or "No" in question 17(c).	Page D-93, par. D-2
58	Question 17(c) checked "Yes" but birth date not shown in 17(d).	Page D-93, par. D-3
59	Birth date in question 17(d) is on or after date shown in question 15, but Table II not filled for birth and delivery (for baby and mother).	Page D-93, par. D-4
	Questions 18-23	
60	Failed to check "Yes" or "No" in question 18 for each person listed.	Page D-95, par. B-1
61	Failed to enter number of times for each person with "Yes" checked in question 18.	Page D-95, par. B-1-b
62	Failed to enter in question 18 what person had done for each visit during last 2 weeks.	Page D-95, par. B-1-c
63	"Other" box checked in question 18 but failed to specify what person had done.	Page D-95, par. B-1-c
64	Failed to ask question 19 for each person with "No" checked in question 18.	Page D-96, par. B-2
65	Failed to check "Yes" or "No" in question 20 for each person listed.	Page D-97, par. C-1
66	Failed to enter number of times "Last Week" and/or the "Week Before" in question 20 for each person with "Yes" checked.	Page D-99, par. C-1-d
67	Failed to enter "Place" and/or "Purpose" in question 20 for each visit a person made to a doctor "Last week" and/or the "Week Before."	Page D-100, par. C-1-e
68	Failed to ask question 21 for each person with "No" checked in question 20.	Page D-103, par. C-2

Error Code	Questions 18-23	Manual Reference
69	Failed to check the "Yes" or "No" box in question 22 for each child under 17 years of age.	Page D-103, par. C-3
70	Failed to check at least one specialist or the "None" box in question 23 for each person listed.	Page D-105, par. C-4-c Page D-106, par. C-4-g
71	Failed to enter number of times seen for each specialist checked in question 23.	Page D-105, par. C-4-d
	Questions 24-27	
72	Failed to ask question 24 for males 17 years old or over.	Page D-107, par. B
73	Failed to make an entry in question 25 for person 17 years of age or over.	Page D-108, par. C
74	Failed to check "Yes" or "No" in question 25(b) for a person having a "highest grade attended" circled in question 25(a).	Page D-109, par. C-8
75	Failed to ask question 26(a) for persons 17 years old or over.	Page D-110, par. D
76	Failed to check "Yes" or "No" in question 26(b) when "No" checked in question 26(a).	Page D-110, par. D-1
77	Failed to check "Yes" or "No" in question 26(c) when "No" checked in question 26(a).	Page D-110, par. D-1
78	Failed to enter income group letter in question 27 in column for head of household.	Page D-112, par. E-1
79	Two income group letters given for related members.	Page D-112, par. E-1
80	Failed to enter income group letter for unrelated person (i.e., roomer, servant, etc.) in the column for that person.	Page D-113, par. E-2
	Table B	
81	Incorrect column number of person entered in column (a) or left blank.	Page D-114, par. C-1

Error Code	Table B	Manual Reference
82	Table B filled incorrectly (e.g., wrong supplement chosen, skip pattern not followed, etc.); specific error will be noted.	Pages D-114, D-115 pars. C-1, C-5

Figure I. Example of Completed Form BC-27B (Front)

Semi-monthly pay periods are:
14 - 28
29 - 13

After first payroll, leave blank unless your address changes.

Last name first.

This is on your SF-50, Notification of Personnel Action. If not known, leave blank.

Project No.

Detail expense code.

Show break if traveling for personal reasons during workday.

If traveled to one or two places, enter names; if traveled around county to many places or in rural areas, enter name of county.

Transcribe to Form BC-27A, Section II, line 1.

Transcribe to Form BC-27A, Section II, line 2.

FORM BC-27B (FORMERLY 11-30B) (9-22-62) U.S. DEPARTMENT OF COMMERCE BUREAU OF THE CENSUS

FIELD EMPLOYEE'S RECORD OF MILEAGE, PER DIEM, AND OTHER REIMBURSABLE EXPENSES

1. EMPLOYEE'S NAME: Smith, Mary E.
2. EMPLOYEE'S ADDRESS: 321 High St, Springfield, Mass.
3. EMPLOYEE NUMBER: 69027
4. PAY PERIOD: FROM 6-14-63 TO 6-28-63
5. DIV. TYPE EMPLOYEE: 11-8
6. OFFICE LOCATION (City and State): Boston, Mass.
7. OFFICE CODE: 0100

Section I - OFFICIAL AUTOMOBILE MILEAGE TRAVELED

DATE OF TRAVEL	FROM	TO (Or in and around city or county and return)	METER READINGS BEGIN	METER READINGS ENDING	MILES CLAIMED	[1] MILES BY PROJECT AND DETAIL EXPENSE 7030 / 023			
6-17	Home	Enfield, Conn and return	17884	17936	52	52			
6-18	Home	In and around Springfield & return	17944	17970	26	26			
6-19	Home	Holyoke, Mass. and return	17980	18002	22	22			
6-20	Home	Enfield, Conn. and return	18010	18058	48	48			
				TOTAL MILES CLAIMED		148	148		
				AMOUNT CLAIMED AT 8¢ PER MILE		11.84	11.84		

[1] Show appropriate project and detail expense code.

Section II - PER DIEM CLAIMED [2]

DEPARTURE DATE	DEPARTURE TIME	POINTS OF TRAVEL FROM	POINTS OF TRAVEL TO	ARRIVAL DATE	ARRIVAL TIME	NO. OF DAYS CLAIMED [2]	AMOUNT CLAIMED	PROJECT AND DETAIL EXPENSE 7030 / 026		
6-26	6:10 AM PM	Home	Boston	6-26	8:50 AM PM	2 1/4	27.00	27.00		
6-28	5:30 AM PM	Boston	Home	6-28	8:10 AM PM					
	AM PM				AM PM					
	AM PM				AM PM					
					TOTAL PER DIEM		27.00	27.00		

[2] Bracket lines covering a single trip; report total days per diem (both travel time and time on duty) for trip.

Section III - GOVERNMENT TRANSPORTATION REQUESTS USED (Copies attached)

T/R NUMBER	TICKET VALUE	MODE OF TRAVEL	DATE OF TRAVEL	POINTS OF TRAVEL FROM	POINTS OF TRAVEL TO	PROJECT AND DETAIL EXPENSE 7030-026		
A4801,971	11.80	Rail-Coach	6-26	Home	Boston	11.80		
			6-28	(and Return)				

Cost Copy

(Continue on Reverse)

Keep the Employee (blue) copy for yourself and return the white and pink copies to your office (along with Form BC-27A).

Figure II. Example of Completed Form BC-27B (Back)

When placing long-distance calls, remember to ask charges from operator.

Section IV - RECORD OF TELEPHONE CALLS *(Receipt must be attached for each call of $3.00 or more.)*

DATE (a)	LOCAL CALLS: NUMBER OF CALLS (b)	LOCAL CALLS: COST PER CALL (c)	LOCAL CALLS: TOTAL PAID FOR LOCAL CALLS (d)	TOLL CALLS: PLACES BETWEEN WHICH CALL WAS MADE: FROM (e)	TOLL CALLS: PLACES BETWEEN WHICH CALL WAS MADE: TO (f)	TOLL CALLS: TOTAL TOLL COSTS PAID (g)	PROJECT AND DETAIL EXPENSE (h) 7030 023	(i)	(j)
6-18	1	.10	.10				.10		
6-19	1			Home	Enfield, Conn.	1.10	1.10		
Total cost of local calls			.10		Total cost of toll calls	1.10			
				Total all telephone costs		1.20	1.20		

Enter total on Form BC-27A, Section II, line 4.

Section V - OTHER REIMBURSABLE ITEMS [1]

DATE	DESCRIPTION OF EXPENDITURES *(Receipt must be attached for each expenditure of $3.00 or more)*	COST	PROJECT AND DETAIL EXPENSE 7030 023		
6-19	Bridge tolls	1.00	1.00		
	TOTAL	1.00	1.00		

[1] Cash carfares, and road, bridge, or ferry tolls and other miscellaneous items.

Transcribe to Form BC-27A, Section II, line 3.

Section VI - EMPLOYEE'S CERTIFICATION

I hereby certify that the mileage, per diem, telephone, and all other expenses claimed herein were incurred in the conduct of official business for the Bureau of the Census.

Mary E. Smith — Signature

June 29, 1963 — Date

REMARKS

FORM BC-27B (FORMERLY 11-30B) (5-22-52)

☆ U. S. GOVERNMENT PRINTING OFFICE 1962 O - 643413

Remember to SIGN your name and enter date.

(When making entries on this side remember to turn your carbons.)

Figure III. Example of Completed Form BC-27A

After first payroll, leave blank unless your address changes.

This is on your SF-50, "Notification of Personnel Action." If not known, leave blank.

Remember to SIGN your name and enter date.

Attach copies of any T/R's used to this form and enter statement "T/R # _____ attached." Also enter travel order number.

WRITE HARD - 3 COPIES

FORM BC-27A (9-21-63)

U.S. DEPARTMENT OF COMMERCE
BUREAU OF THE CENSUS

TIME AND COST DISTRIBUTION REPORT FOR NON-LEAVE EARNING PERSONNEL
(Semi-monthly)

1. Employee's name	2. Post of duty	3. Office location	4. Office code
Smith, Mary E.	Springfield, Mass.	Boston, Mass.	0100

5. Employee's mailing address: 321 High Street, Springfield, Mass.

6. Employee No.: 69027

7. Salary rate: $ 1.84 (Check) ☐ Per diem ☒ Hourly

8. Pay period: From 6/14/63 to 6/28/63

9. Div.-Type empl.: 11-8

10. Employee's certification - I hereby certify that I have worked the hours on the days indicated, and that reimbursements claimed were incurred in the conduct of official census business.
Date: 6-29-63 Employee's signature: Mary E. Smith

11. Certified correct
Date _____ Supervisor or timekeeper _____

Subject →	Project and detail expense identification											TOTALS
Project code →	7030											
Detail expense code →	023	026										
Dates worked (Mark out col. not appl.)	Section I - DISTRIBUTION OF HOURS BY PROJECT AND DETAIL EXPENSE											Total hours
14	29												
15	30												
16	31												
17	1	7											7
18	2	4											4
19	3	8											8
20	4	6											6
21	5												
22	6												
23	7												
24	8												
25	9												
26	10												
27	11		8										8
28	12		8										8
[illegible]	13												
TOTAL HOURS		25	16										41

Section II - REIMBURSEMENT OF MILEAGE, TELEPHONE EXPENSES, PER DIEM, CARFARES, ETC.												Total cost
1. Mileage (02)	11.84											$ 11.84
2. Per diem (02)		27.00										$ 27.00
3. Carfares, etc. (02)	1.00											$ 1.00
4. Telephone expenses (04)	1.20											$ 1.20

Remarks: TR # A 4,801,971 attached; travel order no. 50.

Section III - FOR USE OF PAYROLL OFFICE ONLY

Item	Base (a)	Other (b)	Gross (c)	Ret. (d)	Fed. Tax (e)	FICA (f)	State Tax (g)	(h)	(i)	Net payment (j)
1. Gross salary	$	$	$	$	$	$	$	$	$	$
2. Total reimbursements (From Section II)			$							$
3. Total gross payment			$			4. NET AMOUNT OF CHECK				$

5. Tax code	Federal	State	Computed by	Date	Verified by	Date

PAYROLL OFFICE COPY

Keep the Employee (blue) copy for yourself and return the white, pink, and yellow copies to your office (along with Form BC-27B).

Figure IV. Example of Form 11-35

SHEET 1 OF 1 SHEETS

FORM 11-35 (4-1-63)

U.S. DEPARTMENT OF COMMERCE
BUREAU OF THE CENSUS

INTERVIEWER'S ASSIGNMENT AND CONTROL SHEET

REGIONAL OFFICE: Dallas, Texas

DATE MAILED: 6-21-63

INTERVIEWER: Jane Doe

CODE: 12

TRANSMITTED –
- [x] HEREWITH
- [ ] UNDER SEPARATE COVER

SURVEY –
- [ ] CPS-HVS
- [ ] SOC
- [ ] CBR
- [ ] QHS
- [x] NHS
- [ ] _____

ENCLOSED –
- [ ] MEMORANDUM
- [ ] TRAINING MATERIALS
- [x] ASSIGNMENT
- [ ] _____

SURVEY PERIOD – THIS ASSIGNMENT:
1. SHOULD BEGIN ON 7-1 (Date)
2. SHOULD BE COMPLETED BY 7-6 (Date)

[x] PSU AND SEGMENT NUMBER
[ ] OTHER (Specify) _____

	PSU AND SEGMENT NUMBER	SERIAL NOS. OF UNITS	FOR INTERVIEWER'S USE: DATE LAST UNIT COMPLETED	FOR INTERVIEWER'S USE: NOTES (CPS Units held for office phoning, locality of segment or unit, times to call, callbacks, etc.)
1	999-0132P	01		
2		02		
3		03		
4				
5				
6	-0136	01		
7		02		
8		03		
9		04		
10		05		
11		51		
12		52		Call Sat. 10 a.m.
13		53		
14		54		
15				
	TOTAL UNITS	12		

SEGMENTS –

TO BE NEWLY LISTED	TO BE UP-DATED
999-0941	999-0922
-0945	

SPECIAL INSTRUCTIONS

INTERVIEWER'S COPY

☆ U.S. GOVERNMENT PRINTING OFFICE: 1963-676001

Figure V. Example of Form 11-35A (Front)

SHEET 1 OF 1 SHEETS

FORM 11-35A (4-1-63) U.S. DEPARTMENT OF COMMERCE BUREAU OF THE CENSUS

INTERVIEWER'S ACKNOWLEDGMENT OF RECEIPT

REGIONAL OFFICE: Dallas, Texas

DATE MAILED: 6-21-63

INTERVIEWER: Jane Doe

CODE: 12

TRANSMITTED – [X] HEREWITH [ ] UNDER SEPARATE COVER

SURVEY – [ ] CPS-HVS [ ] SOC [ ] CBR [ ] QHS [X] NHS [ ] ____

ENCLOSED – [ ] MEMORANDUM [ ] TRAINING MATERIALS [X] ASSIGNMENT [ ] ____

SURVEY PERIOD – THIS ASSIGNMENT: 1. SHOULD BEGIN ON 7-1 (Date) 2. SHOULD BE COMPLETED BY 7-6 (Date)

[X] PSU AND SEGMENT NUMBER [ ] OTHER (Specify) ____

NOTE: Please check below if "Received OK" or "Not Received," enter missing items in "Notes."

DATE RECEIVED: 6-25 10:30 A.M.

	PSU AND SEGMENT NUMBER	SERIAL NOS. OF UNITS	ALL REC'D OK	ALL NOT REC'D	NOTES
1	999-0132P	01	✓		
2		02	✓		
3		03	✓		
4					
5					
6	-0136	01	✓		
7		02	✓		
8		03	✓		
9		04	✓		
10		05	✓		
11		51	✓		
12		52	✓		
13		53	✓		
14		54	✓		
15					
	TOTAL UNITS	12			[X] SUPPLIES BEING REQUESTED (Over)

SEGMENTS –

TO BE NEWLY LISTED	TO BE UP-DATED
999-0941 ✓	999-0922 ✓
-0945 ✓	

(CHECK THOSE RECEIVED)

SPECIAL INSTRUCTIONS

EMPLOYEE – FIELD OFFICE COPY

Figure VI. Example of Form 11-35A (Back)

INTERVIEWER'S REQUISITION OF STOCK SUPPLIES

Please enter the number of the following stock supplies needed and check the box for "Supplies being requested," on the front of the form.

Form Number	Form Name	Number needed	Form Number	Number needed
Administrative BC-27A	Time and Cost Distribution Report for Non-Leave Earning Personnel		**SOC** SOC-900	
BC-27B	Field Employee's Record of Mileage, Per Diem, and Other Reimbursable Expenses.	10	SOC-900A	
11-36	INTERVIEWER COMMUNICATION	10	SOC-900B	
11-38	Appointments Notice		SOC-901	
	Small White Return Envelopes		SOC-902	
	Large Brown Return Envelopes	25	SOC-905	
	Lead, 2.5		SOC-921	
			SOC-922	
CPS CPS-263	Dear Friend Letters		**QHS** QHS-300	
CPS-260	Control Cards (Sample)		QHS-301	
CPS-262	Individual Census Reports		QHS-400	
11-171	Segment Lists (also used on NHS)		QHS-401	
11-174	B Segment Address List			
P-2255	Special Dwelling Listing Sheets (also used on NHS)			
HVS-1	Housing Vacancy Form			
CBR BUS-054F	CCBR Interview Cards		**OTHER**	
BUS-093A	Census Current Business Reports			
BUS-093SA	Monthly Service Trade Reports			
BUS-095 Section III	Continuation Sheets			
BUS-095 Section IV	Enumeration Sheets			
NHS NHS-HIS-1	Questionnaires	25		
NHS-600	Dear Friend Letters			
NHS-601	Thank you Letters	100		
NHS-HIS-501	Book of Flash Cards	1		
NHS-HIS-1(6)	Vision Supplement	20		

FORM 11-35A (4-1-63)

FIGURE VII. Example of Form NHS-HIS-705

FORM NHS-HIS-705 (6-7-63)

U S DEPARTMENT OF COMMERCE
BUREAU OF THE CENSUS

DIAGNOSTIC EDITING FOR ILLNESSES, INJURIES, AND HOSPITALIZATIONS

(To be used for edit of Form NHS-HIS-1)

Regional office: San Francisco — 13

Sample: B-26 | PSU: 818 | Segment No.: 0513

Interviewer's name: Jeanne Gordon | Code: 44 | Edited by: Charles Allen

Table I - ILLNESSES, IMPAIRMENTS, AND INJURIES

H.H. serial number	Came from Q.No.	Column (d-1)	Column (d-2) Cause	Column (d-3) Kind	Column (d-4) Part of body	Error code
05	11	Arthritis	(x)	(x)	(x)	09
09	14	Partial Blindness	Injury	(x)	One eye	17
			x	x	x	
			x	x	x	
			x	x	x	
			x	x	x	

Table II - HOSPITALIZATIONS

H.H. serial number	Columns: Date of entry (c) Mo.	Day	Year	Nights (d) Total	(e) 12 mos.	(f) 2 wks.	(g)	Column (h)	Error code
03	Dec.	20	1963	10	10	None	☐ Yes ☒ No		13
							☐ Yes ☐ No		
							☐ Yes ☐ No		

Table A - ACCIDENTS AND INJURIES

H.H. serial number	Question 2: Part(s) of body	Kind of injury(injuries)	Error code
04	Leg	Fractured	16

Comments

Interviewer's copy

USCOMM-DC 15621 P-63

FIGURE VIII. Example of Form NHS-HIS-706

FORM NHS-HIS-706 (6-17-63)

U.S. DEPARTMENT OF COMMERCE
BUREAU OF THE CENSUS

TALLY OF ERRORS OTHER THAN DIAGNOSTIC ERRORS

(To be used for edit of Form NHS-HIS-1)

See explanation in Appendix C (Part E of the NHS-HIS-100 Manual)

1. REGION	San Francisco
2. EDITED BY	C. A.
3. SAMPLE	B-26
4. WEEK	05
5. INTERVIEWER	Jeanne Gordon
CODE	44

6. PSU NUMBER(S) THIS WEEK	7. NUMBER OF SEGMENTS	
818	THIS WEEK	2
	TO DATE – THIS QUARTER	6

8. NUMBER OF INTERVIEWS (INCLUDING HOUSEHOLDS WITH TYPE Z'S)	COMPLETED	A	B	C
THIS WEEK	16	—	2	—
TO DATE	50	1	5	1

ERROR CODE	9. TALLY OF ERRORS	10. ERRORS THIS WEEK	10. ERRORS TO DATE	ERROR CODE	9. TALLY OF ERRORS	10. ERRORS THIS WEEK	10. ERRORS TO DATE
20	/	1	1	54			1
21				55			
22				56			
23				57			
24				58			
25				59			
26				60	///	3	9
27	///	3	4	61			
28				62			
29				63			
30				64			4
31				65			
32				66			
33				67			
34	/	1	2	68	/	1	4
35				69	///	3	6
36				70			
37				71	/	1	5
38				72			
39				73			
40				74			
41				75			
42				76			
43				77			
44	//	2	2	78			
45				79			
46				80	/	1	1
47				81			
48				82			
49							
50							
51							
52							
53							

11. TOTAL OTHER ERRORS (FORM NHS-HIS-706)	16	39
12. TOTAL DIAGNOSTIC ERRORS (FORM NHS-HIS-705)	4	9
13. TOTAL ERRORS	20	48

Interviewer copy

USCOMM-DC 15741 P-63

FIGURE VII

FORM NHS-HIS-705
(5-3-69)

U.S. DEPARTMENT OF COMMERCE
BUREAU OF THE CENSUS

DIAGNOSTIC EDITING FOR ILLNESSES, INJURIES, AND HOSPITALIZATIONS

(To be used for edit of Form NHS-HIS-1)

Regional office		
San Francisco		13
Sample	PSU	Segment No.
B-26	818	0513

Interviewer's name	Code	Edited by
Jeanne Gordon	44	Charles Allen

Table I - ILLNESSES, IMPAIRMENTS, AND INJURIES

H.H. serial number	Came from Q.No.	Column (d-1)	Column (d-2) Cause	Column (d-3) Kind	Column (d-4) Part of body	Error code
05	11	Arthritis	x	x	x	09
09	14	Partial blindness	Injury x	x	One eye x	17
			x	x	x	
			x	x	x	
			x	x	x	
			x	x	x	

Table II - HOSPITALIZATIONS

H.H. serial number	Columns: Date of entry (c) Mo.	Day	Year	Nights (d) Total	(e) 12 mos.	(f) 2 wks.	(g)	Column (h)	Error code
03	Dec.	20	1963	10	10	None	☐ Yes ☒ No		13
							☐ Yes ☐ No		
							☐ Yes ☐ No		

Table A - ACCIDENTS AND INJURIES

H.H. serial number	Question 2: Part(s) of body	Kind of injury(injuries)	Error code
04	Leg	Fractured	16

ments

Regional copy

FORM NHS-HIS-706
(6-17-63)

FIGURE VIII

U.S. DEPARTMENT OF COMMERCE
BUREAU OF THE CENSUS

TALLY OF ERRORS OTHER THAN DIAGNOSTIC ERRORS

(To be used for edit of Form NHS-HIS-1)

See explanation in Appendix C (Part E of the NHS-HIS-100 Manual)

1. REGION	2. EDITED BY
San Francisco	C. A.
3. SAMPLE	4. WEEK
B- 26	05
5. INTERVIEWER	CODE
Jeanne Gordon	44

6. PSU NUMBER(S) THIS WEEK	7. NUMBER OF SEGMENTS	
818	THIS WEEK	2
	TO DATE – THIS QUARTER	6

8. NUMBER OF INTERVIEWS (INCLUDING HOUSEHOLDS WITH TYPE Z'S)	COMPLETED	A	B	C
THIS WEEK	16	—	2	—
TO DATE	50	1	5	1

ERROR CODE	9. TALLY OF ERRORS	10. ERRORS THIS WEEK	10. ERRORS TO DATE	ERROR CODE	9. TALLY OF ERRORS	10. ERRORS THIS WEEK	10. ERRORS TO DATE
20	/	1	1	54			1
21				55			
22				56			
23				57			
24				58			
25				59			
26				60	///	3	9
27	///	3	4	61			
28				62			
29				63			
30				64			4
31				65			
32				66			
33				67			
34	/	1	2	68	/	1	4
35				69	///	3	6
36				70			
37				71	/	1	5
38				72			
39				73			
40				74			
41				75			
42				76			
43				77			
44	//	2	2	78			
45				79			
46				80	/	1	1
47				81			
48				82			
49				11. TOTAL OTHER ERRORS (FORM NHS-HIS-706)		16	39
50							
51				12. TOTAL DIAGNOSTIC ERRORS (FORM NHS-HIS-705)		4	9
52							
53				13. TOTAL ERRORS		20	48

Part F

Index to Chapters 1-5 (Revised December 1963)

This index has been prepared to help you locate the specific topics discussed in Chapters 1-5 of Part F of this Manual. Space has been left after each letter of the alphabet so that you may add further references if you wish. All page references in this index are to pages numbered in the F series.

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PART F. PROCEDURE FOR B SEGMENTS

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PART F

PROCEDURE FOR B SEGMENTS

CPS-HVS 250
NHS-HIS 100 FY 64
QHS 302

Revised December 1963

CHAPTER 1. GENERAL DESCRIPTION OF B SEGMENTS AND PROCEDURES FOR HANDLING

A. Description of B Segments

B Segments fall into two categories which we shall refer to as "Regular B Segments" and "Permit B Segments".

Regular B Segments consist of a cluster of addresses selected from the 1960 Census Listing Books in which the 1960 Census Taker recorded the addresses of all living quarters in his Enumeration District (ED).

Permit B Segments consist of one or a few addresses selected from the Survey of Construction (SOC) building permit data.

1. From 1960 Listing Books

Most B Segments are Regular B Segments selected from 1960 Census Listing Books and the addresses in the segments are transcribed from consecutive lines of the Listing Books. These addresses are generally in consecutive order on the ground, but in some cases may not be--depending on the order of enumeration in the 1960 Census.

The reason for selecting segments from 1960 Census Listing Books is to take advantage of advance knowledge of the number of addresses in an ED which permits us to divide it into segments with a relatively uniform number of addresses for each sample. This avoids a large increase in the number of households and persons interviewed from segment to segment and sample to sample and increases the precision of the estimates from the survey.

2. From SOC data

The Permit B Segments selected from SOC permit data will have the letter "P" in the segment number. The reason for selecting segments from SOC permit data is to include new construction since the 1960 Census.

B. General procedure for B Segments

The general procedure for B Segments at the time of interview is about the same as for TA and NTA Segments. Just as for TA and NTA Segments, you will be given a Segment Folder containing listing sheets and a Special Dwelling Worksheet or Special Dwelling Listing Sheet if there is a special dwelling place in the segment. A map may be provided to help you locate the segment.

You will locate the addresses comprising the segment and interview the units designated for the current sample.

C. How procedure for B Segments differs from TA and NTA Segments

The procedure for B Segments differs from that for TA and NTA Segments in the following major ways:

1. For B Segments, you will be furnished with a list of addresses transcribed from Census data. For TA and NTA Segments the list you receive will be one prepared by yourself or another interviewer when the segment was canvassed in a previous visit.
2. You will be using a different listing sheet for B Segments -- a yellow B Segment Address List, 11-174, instead of the Segment List used in TA and NTA Segments.
3. For B Segments, you will <u>not</u> be using the Supplemental Segment List, 11-172, nor the List of Structures with NO Dwelling Units (Living Quarters). These forms will continue to be used for TA and NTA Segments as required.
4. You will not update the lists for B Segments as you do for TA and NTA Segments (except for Special Dwelling Places).
5. Occasionally in B Segments, you will list units at a given designated address at the time of interview. These addresses will be identified on the B Segment List by a reference to "Fill Sheet ___".
6. "Extra" units in B Segments are defined and handled somewhat differently than in TA and NTA Segments.
7. Special dwelling places in B Segments will be visited for the first time for a particular sample at the time of interviewing; not by a previous visit as in TA and NTA Segments.
8. A special coverage check, called the predecessor-successor (P and S) procedure, will be used in B Segments to account for units missed during the 1960 Census and units newly constructed since the Census. This procedure is comparable to that of bringing lists up to date in TA and NTA Segments. The special coverage check will be conducted in a separate visit by persons especially trained in the procedure.

CHAPTER 2. HOW TO LOCATE B SEGMENTS AND IDENTIFY SAMPLE UNITS

A. To locate B Segments

There are no mapped boundaries for B Segments since these segments consist of addresses and not specific land areas.

To locate a B Segment, use the Grid Map and the grid coordinates given on the tab of the Segment Folder. If a map is stapled to the inside of the Segment Folder, also use it to help locate the segment.

For NHS and QHS, there will be no map in the Segment Folder if the segment can be located easily on the grid map or a map can be obtained locally.

For CPS, the map in the Segment Folder shows ED boundaries outlined in green and small land areas in which red numbers and asterisks appear. These red and green entries have no meaning at the time of the interview. They are used only by the person conducting the special coverage check. The ED boundaries on these maps are <u>not</u> the boundaries of the segment.

Occasionally you may find that a sample unit is outside the ED boundary shown on the map. In such cases, interview the sample unit and report it on an INTER-COMM (Referral) with a rough sketch showing its location in relation to the ED boundary. (NOTE that this is different from the procedure for TA and NTA Segments where units found to be outside Segment boundaries are not interviewed.)

1. Cluster of addresses within segment

Notice that, in general, we have provided you with enough addresses on the B Segment List for two or three samples at a time on the assumption that it is easier to locate a large cluster of addresses.

B. To identify sample units

1. Specific address

Sample units in B Segments are identified by the street name, house number and other specific location, if needed, such as "Apt. 102", "1st floor left", etc. At the time of interview, go to each address designated for the current sample.

2. Points to consider when specific address is not found

In cases where an address is not found exactly as listed, you can assume that the listing corresponds to some living space that does or did exist. Consequently in trying to locate a particular unit, you should consider all possible units in the vicinity which resemble the listed address.

a. Conclusions

After considering all such possible units, you should come to one of the following conclusions:

1) Similar unit located

"I have located a unit which is not identical to the listed address, but which matches the listed address better than any other. The address of this unit does not appear anywhere on the listing, therefore, I have probably located the sample unit under another address."

Instructions in Chapter 3 show how to indicate on the B Segment Address List that you have found the sample unit but at a different address.

2) Unit not located

"I can find no unit now existing which could reasonably be represented by the listed address."

Instructions in Chapter 3 show how to report units which are apparently non-existent.

a) Units not yet started in permit B Segments

You may be assigned a permit B Segment (letter "P" in the segment number) and find that construction of a sample unit in the segment has not been started. Treat this type of unit as a Type B Non-interview and mark the reason "Permit granted, construction not started". For CPS and QHS you will be assigned the unit each time it is to be interviewed and you must determine each time whether construction has been started.

b) Different from procedure in regular B Segments

Note that this procedure differs from the procedure in regular B Segments (segment numbers not including the letter "P") where sample units not found to exist are reported as "non-existent" and not visited again during the life of the sample.

b. Name of 1960 Census household head

For addresses selected from the 1960 Census Listing Books, you will also be given the name of the household head as of April 1960 if it is available. This may help you locate the correct sample unit if house numbers or street names have changed. Do <u>not</u> use the name of the 1960 household head unless you are unable to identify the sample unit by the address alone. Additional instructions on the use of the name of household head are given in Chapter 3. If in doubt as to whether you have located the appropriate unit, indicate this to your supervisor on an INTER-COMM.

When you use the name of the head to locate a particular sample unit, explain that you are trying to identify the sample unit in order to interview the present occupants, regardless of who they are, because our sample is based on addresses, not individuals.

3. Sample units identified as "Vacant"

If a sample unit was vacant at the time of the 1960 Census, "Vacant" will appear on the listing sheet. You must visit such sample units and conduct an interview if the unit is occupied at the time. If the unit is vacant at the time of your visit, treat it as Type B Non-interview.

A. Basic copy

The cluster of addresses comprising the B Segment is recorded on one or more yellow sheets of the B Segment Address List, Form 11-174. We shall refer to this as the "basic" copy of the B Segment Address List. Locate and interview only the addresses designated for the current sample on this list.

1. Address and name of 1960 household head

The address and name of the 1960 Census household head, if known, for the units comprising the segment will have been transcribed to Columns 2-6 of the basic copy of the B Segment Address List. The Map Block No. in Column 3 is for Processing Office use <u>only</u> and for CPS usually does not correspond to the number entered in red for the same block or area on the map inside the Segment Folder. Disregard this Map Block Number.

2. Sample designation

A sample designation (for example, A19, B28, or S2) will have been entered on the top dotted line in Column 7 for some or most of the addresses in the segment. Interview only the units designated for the current sample, for which you are furnished Control Cards and schedules for CPS and QHS or questionnaires for NHS.

In addition, interview any "extra" units you discover at current sample addresses (see Chapter 5 for the definition of "extra" units in B Segments).

3. Serial number

A serial number will appear on the second dotted line in Column 7 for units in the current sample. This will be the same number that appears in Item 9 on the NHS Questionnaire, or the same as the last 4 digits of the Control Number in Item 6 of the CPS and QHS Control Card.

4. "R" in Column 7

An "R" may appear on the bottom line in Column 7 for units in the current sample. Disregard this entry at the time of interview; it is to be used by the person conducting the special coverage check.

5. Identification of sample address in Columns 8 and 9

Fill Column 8 or 9 for each <u>current</u> sample address. For CPS and QHS fill these columns during the first visit to the address. For NHS, fill Column 8 or 9 at the time of the interview.

a. Purpose

The purpose of these columns is to provide a record of whether each sample unit which you locate corresponds exactly with the listed address, or if not, how it is different from the <u>listed address</u>.

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b. How to fill Column 8

Enter an X in Column 8 for each unit found in the field which is identical to the sample address as listed in Columns 2, 4, and 5. This will be the most common situation.

Do not verify the name of the 1960 household head. As stated earlier, this name is provided only to help you find a sample unit when you are unable to locate the unit by the address alone. Check Column 8 if the unit found is identical to the sample unit as listed even if you happen to learn that the household head whose name appears in Column 6 has never lived at the address given in Columns 2, 4, and 5. This procedure is necessary since we are using a <u>sample of addresses</u> and not a sample of names.

c. How to fill Column 9

If you cannot find the identical address of a sample unit or find a change in what comprises that address, enter an appropriate code in Column 9 according to the following situations:

Treat the sample unit as a Type C - noninterview when you use any of the codes specified in paragraphs 1) through 6) below.

1) Demolished units

Enter "D" in Column 9 if you find that a sample unit has been demolished and another unit does <u>not</u> exist in its place.

2) Replaced unit

Enter "R" in Column 9 if you find that a sample unit has been replaced by new construction.

NOTE: When the code "R" is used, report the situation on an INTER-COMM showing:

(a) address of the new construction
(b) number of new units
(c) the month and year new construction was started (as best you can determine).

3) House or Trailer moved

Enter "HM" if you find that a sample unit was a house or trailer which has been moved off the property.

4) Apparently Non-Existent unit

Enter "NE" in Column 9 and an explanation in Column 14 if you find that a sample unit apparently never existed and has not been demolished or merged. Also explain the reason in complete detail on the Control Card or NHS Questionnaire.

a) Inquire about units which appear to be "NE"

Before reporting a listed sample unit as non-existent, inquire of residents or business establishments in the area such as neighborhood stores. If you are unable to locate a number of addresses in a segment, look in the telephone directory for names of the 1960 household heads for some of these units. You may find that the street name was mis-spelled or partially incorrect. For example, you may be trying to locate a sample unit at 401½ East Third Street which was occupied by Mr. Beck in 1960. The telephone directory shows a Mr. Beck at 401½ West Third Street. If you find that other sample units in the segment are also on West Third rather than East Third and the households lived on West Third in 1960, you conclude that the listed addresses should be West Third not East.

If the listed sample unit appears to be a structure containing no living quarters such as a store or church, be sure to inquire as to the existence of living quarters at the address using the name of the 1960 household head, if necessary, to locate the unit.

NOTE: Report the situation on an INTER-COMM when the code "NE" is used explaining what action you took to locate the unit.

5) Unit Never Living Quarters

Enter "NL" if you find that a sample address was never living quarters.

6) Unit Converted to Permanent Business or Storage

Enter "CP" if you find that a sample unit was used as living quarters in 1960 but has since been converted to permanent business or storage.

7) Unit outside the ED boundary

Conduct the interview and enter "OE" in Column 9 if you find that a sample unit is outside the green boundary shown on the ED map (if a map has been furnished).

NOTE: Report the situation on an INTER-COMM as specified on page F-3 when code "OE" is used.

8) Merged unit

Enter "M" if you find that a sample unit has merged with another unit.

Treat mergers in B Segments in the same manner as mergers in TA and NTA Segments.

9) Unit Converted to More Units

Enter "CM" if you find that a sample unit has been converted to more units.

10) Use of the Code "OT" (Other)

Enter "OT" in Column 9 and explain the situation in Column 14 for any case where a sample unit is not found exactly as listed and the situation would not be explained by using one of the above codes. The following are examples of use of the code "OT".

EXAMPLE 1: Suppose a sample unit which is listed on a separate line of the B Segment Address List is found to be a unit in a special dwelling place. You should enter "OT" in Column 9 and indicate in Column 14 that the unit is a staff or non-staff or unclassified unit in _____ (specify the name of the special dwelling place).

EXAMPLE 2: Suppose a sample address is 803 Main Street with "Adams" the head. When you look for the address, you find that there never was an "803 Main Street" and that Adams has lived at 805 Main Street for 10 years. There is a vacant lot between 801 and 805 Main Street but the address 805 is not on the B Segment List. You would conclude that the 1960 Census enumerator had recorded the house number incorrectly and that 805 Main Street is the sample unit. After entering "OT" in Column 9, you should enter "805 Main Street is correct address" in Column 14. This example points out one use of the name of the 1960 household head in locating the correct unit. A different situation would have existed in this example, if you had found 803 Main Street but discovered that Mr. Adams had always lived at 805 Main Street. Since, in that case, you would have found the listed address, the name of the household head in 1960 would be disregarded.

EXAMPLE 3: Suppose your sample addresses are several apartments in a multi-unit structure and you find that the apartments are actually unnumbered or that their numbers do not resemble the listed numbers. If you are unable to identify the listed units by using the 1960 household head names, prepare an INTER-COMM explaining the situation including a sketch, if possible, showing the location and identification of the apartments now existing in the structure.

6. Remarks (Col. 14)

This column is to be used to explain the "OT" code as specified above and to record other information about the sample unit.

7. P and S determination (Cols. 10-13)

Columns 10-13 are used to record information from the predecessor-successor check conducted as a special coverage check. Make no entries in these columns at the time of interview.

B. Snapout "extension" copy of B Segment Address List

In some cases you are asked to list all of the units at a specific address. This address is generally for a multi-unit structure such as an apartment house, rooming or boarding house or nontransient hotel. Occasionally, it is for part of a multi-unit structure such as "first-floor", "downstairs", etc.

For each such case, you will be instructed to "Fill Sheet ___" for the address on the basic list and will be provided with an "extension" copy of the B Segment Address List in snapout form (top sheet yellow, botton sheet white). On the "extension" sheet, the address of the structure (or Part to be listed) will be recorded in Columns 2 and 4 on the first line and the sample designations will be entered in Column 7. Note that the sampling pattern of sample designations on an "extension" sheet is not necessarily the same as on the basic sheet.

You may find that an address which is expected to be for a multi-unit structure is actually a single-unit structure. Special instructions regarding such cases are given on Page F-12.

1. Reason for listing units in multi-unit structures

When you are asked to list all units in specific multi-unit structures on an "extension" sheet, it is because the units within these structures were not identified separately by apartment number or location in the 1960 Census Listing Books. We assume, however, that these were multi-unit structures at the time of the Census because the street address was recorded more than once with different names of household heads entered for this same address.

For the current survey, we need a complete identification of all units existing in each such structure at the time the "extension" sheet is filled.

2. Reason for "snapout" version

The "snapout" version of the B Segment Address List is provided as an "extension" sheet because a copy of the listing you make is needed for the records of the Processing Office. The carbon (white) copy will be removed by the Regional Office and forwarded to the Processing Office after you have completed your enumeration of the segment.

3. Timing of listing of specified multi-unit structures

a. For NHS

For NHS the listing of a structure for which an "extension" sheet is provided is to be done during the week in which the lowest numbered sample on the particular "extension" sheet is interviewed.

1) Example

For example, you may be interviewing sample B27 units and find that an "extension" sheet in the Segment Folder has only Sample B31 and B35 designations. No listing would then be required for the "extension" sheet until you are to interview the Sample B31 units.

b. For CPS and QHS

For CPS and QHS the time when the listing is to be done will be specified on the line following the instruction "Fill Sheet ___".

c. Reason for procedure

The reason for not listing the structure until you are to interview one or more sample units in it is to have a complete listing for the first sample in which the structure is included.

d. No updating of "extension" sheet required

If a listing was made on an "extension" sheet for a previous sample or survey, do not bring the listing up to date but interview the units designated for the current sample making sure the current sampling pattern has been extended through all units listed.

4. Procedure for listing units in multi-unit structures

When there is an entry of "Fill Sheet ___" opposite an address on the basic B Segment Address List and an "extension" sheet is provided for the structure, proceed as follows:

a. Determine number of living quarters

At the time units in the structure are to be listed, determine the number of separate living quarters in the structure as instructed below:

1) When structure appears to be single-unit

If the structure appears from the outside to be a single-family house, you must inquire to determine the number of separate living quarters it contains. This instruction applies to B Segments only and is different from the listing instructions for such structures in TA and NTA Segments. It is necessary in B Segments because the entries in the 1960 Census Listing Book indicate that the structure is multi-unit.

Make your inquiry as instructed in Chapter 4 to Part C of this manual.

2) When structure contains numbered or lettered apartments

If the structure contains apartments which are numbered or lettered, list the apartments from information obtained from a desk (if any) in the lobby or from information obtained from a resident manager making sure to ask about any basement apartments. If there is no desk in the lobby or resident manager, canvass each floor of the structure and list each apartment by observation as specified in Chapter 7 to Part C of this manual.

3) When there are a number of quarters not identified by number or letter

If it is apparent that the structure contains a number of separate living quarters which are not identified by number or letter, but which are off a public hall, ask the resident manager for a listing of the apartments or canvass the hall and list the quarters by location as specified in Chapter 7 to Part C of this manual.

If these separate living quarters do not open off a public hall, inquire of the landlady or janitor or, if none, inquire of one of the tenants to determine the number and location of each separate living quarters in the structure.

b. How to list

List each separate living quarters in the structure on a separate line beginning on line one of the "extension" sheet. List in the order specified in Chapter 7 to Part C of this manual which is the order you follow in listing in TA and NTA Segments.

1) Column 5 on "extension" sheet

Enter the apartment number or a description of the location in Column 5. Do not list any of the units in the structure on the basic sheet where you are instructed to "Fill Sheet ___".

a) Special instructions for addresses found to be single-unit structures

If you find that the structure at the address listed on the "extension" sheet is a single-unit structure, enter a dash in Column 5 on line 1 and explain in Column 14 of the "extension" sheet why you believe it might have appeared from the Listing Book that this was a multi-unit structure. Also enter the name of the April 1960 household head for any units which existed at that time but which have been demolished, converted, etc. For example, you might have learned that the occupants formerly rented the upstairs as an apartment and now occupy the whole house. The entry in Column 14 in this case would be "Upstairs formerly rented as apartment - Jones". The Processing Office needs the name of the April 1960 household head to help determine whether the units were listed in the 1960 Census.

2) Column 6 on "extension" sheet

Leave Column 6 blank. You are not to obtain the name of the household head for the units you list except in the special cases described above and in paragraph 5) below.

3) Columns 8 and 9 on "extension" sheet

You will usually enter an "X" in Column 8 of the basic sheet and leave Columns 8 and 9 of the "extension" sheet blank since you are making a current listing of the units within the structure. However, if you do not find the identical sample address of the structure itself as listed,

enter the appropriate code in Column 9 on both the basic list and the "extension" sheet opposite the address for the structure. Note that for structures to be listed on the "extension" sheet the codes M (Merged) and CM (Converted to More Units) for Column 9 are not applicable at the time you make a complete listing of all units in the structure.

4) Columns 10-13 on "extension" sheet

These columns pertain to the predecessor-successor coverage check. Make no entries in them at the time of interview.

5) Column 14 on "extension" sheet

If you find that there is more than one structure at the address on the "extension" sheet and each structure is part of the specific address given with no separate house number, list on a separate line of the "extension" sheet each unit in those structures which are identified by the specific address. Enter in Column 14 the name of the 1960 household head for each unit. For example, if the address on the "extension" sheet is "801 Main" and you find a single-unit house with this number and another "house in the rear" at this address with no separate house number, you would list the units in each structure on separate lines. On the other hand, if the address on the "extension" sheet is "614 Park" and you find a house with that address and another unit on the property with a house number of "614½ Park", you would not list the unit at 614½ on a separate line of the "extension" sheet but would explain the situation in Column 14 and enter the last name of the 1960 household head of the unit at the 614½ address; for example; "614½ Park - occupied in 1960 by Brown".

6) Designation of sample units on "extension" sheet

Sample units will have been designated in advance by sample designations in Column 7 of the "extension" sheet. Conduct an interview at those units designated for the current sample. It is possible that none of the units on a particular "extension" sheet will be designated for the current sample; in which case, no interviewing will be required of any units on this sheet for this sample.

5. Serial numbers on "extension" sheet

Serial numbers will also have been entered in Column 7 on the "extension" sheet for some, but possibly not all, of the units designated for the current sample (if the current sample designation appears on the "extension" sheet). If you list units on a line designated for the current sample and the line has no serial number, interview the unit. For such units in CPS or QHS, enter the last name of the household head in the space for control number on the Control Card and schedule. For NHS enter the last name of the household head in the space for Serial Number on the questionnaire.

6. Control Cards and questionnaires for sample units on "extension" sheet

You will receive Control Cards (for CPS or QHS) or questionnaires (for NHS) for the units designated for the current sample if serial numbers have been assigned. Since your office does not know the apartment number or a description of the location of the unit at the sample address shown in Column 7 on the "extension" sheet, for CPS and QHS you are to enter this information in Item 7 of the Control Card after you have listed the units.

For NHS enter the apartment number or a description of the location of the unit after the address in Item 2(a) of the questionnaire.

When asking the coverage questions on the CPS or QHS Control Cards or NHS Questionnaire, treat the units listed on an "extension" sheet as specific units in multi-unit structures (or as single-unit structures if appropriate in special cases).

7. Extension of sampling pattern on "extension" sheet

Occasionally, in regular B Segments you may have to extend the current sampling pattern further to provide for the number of units you list in a structure. To extend the sampling pattern, <u>examine the "extension" sheet to see what the skip pattern is for the current sample</u> (the one you are interviewing) and continue that pattern through all units listed.[1/] Interview all units designated for the current sample after you have extended the sampling pattern.

If you need more "extension" sheets for a structure than provided in the Segment Folder, use a snapout "extension" form from your supply. Extend the sampling pattern for the <u>current</u> sample to the additional "extension" sheets for that same structure and interview the current sample units.

Example

For example, if on the "extension" sheet for 400 Poplar Street, Lines 3, 6, 9, 12, 15 and 18 are designated for the current sample, you would continue designating every third unit for the current sample and enter the current sample designation on Lines 1, 4, 7, etc., as far as necessary on the second "extension" sheet for the structure. You would interview the units listed on the lines designated for the current sample and follow the procedure in B5 above regarding entries in the serial number item on the interview forms.

1/ In permit B Segments (those which have the letter "P" in the segment number) do <u>not</u> entend the sampling pattern through the listed units.

8. Numbering of additional "extension" sheets

A separate sheet number will be assigned to each "extension" sheet if they are for different structures. If you need additional "extension" sheets to complete the listing of all units within a structure, use as many blank snapout copies of the B Segment Address List as necessary. Use the same "extension" sheet number of each additional sheet for the particular structure but add the letter "a" to the first additional sheet, "b" to the second additional sheet, etc. For example, if more sheets are needed to complete the listing of the structure on "extension" sheet 2, the second "extension" sheet for the structure would be numbered "2a", the third "2b", etc.

CHAPTER 4. PROCEDURE FOR SPECIAL DWELLING PLACES IN B SEGMENTS

A. Identification of special dwelling places in B Segments

When a special dwelling place in a B Segment is to be included in the sample, you will find the address for the place listed on the basic B Segment Address List with an instruction "Fill Sheet ___". In most cases the sheet you are to fill is a Special Dwelling Worksheet which has been numbered and inserted in the Segment Folder. A carbon will be attached to the sheet so that a copy can be returned to the Processing Office. For example, if a particular Segment Folder contains a basic B Segment Address List and a worksheet and Line 12 of the basic B Segment Address List appears as "1091 University Ave.--Fill Sheet 2"; sheet 1 would be the basic sheet and sheet 2 would be the Special Dwelling Worksheet. (Occasionally a Special Dwelling Listing Sheet instead of a Special Dwelling Worksheet may be inserted. If so, it will contain specific instructions regarding sampling and assignment of serial numbers.)

If the Segment Folder contains one or more "Fill Sheets" which are Special Dwelling Worksheets (or Special Dwelling Listing Sheets), examine the upper right heading of each worksheet (or Special Dwelling Listing Sheet) to determine whether a sample of units is to be selected for the current sample. If you find a worksheet for a place to be included in the current sample, the place may have been included in a previous sample or in another survey. If included in only one other sample for the same survey, Section I or Section II will be filled for the current survey depending on whether the other sample precedes or follows the current sample. If included in more than one other sample or in another survey, the worksheet for the current sample will be cross-referenced with the appropriate worksheet(s) for the other sample or survey. If the place which is to be included in the current sample has not been included in a previous sample for the same survey, Section I will be partially filled by your office.

B. Use of Special Dwelling Worksheet

The Special Dwelling Worksheet may be printed on either white or blue paper--the forms are alike and either may be used.

1. Heading and Column 2

Identification and sampling information will have been entered in Items a, b, e, f, and g in the heading and in Column 2 of the worksheet in advance and sampling instructions for more than one sample may appear on the form. You are to use the instructions for the current sample.

a. Item a

In Item a of the heading, either "staff" or "unclassified", whichever is appropriate, should be checked. (For CPS, "non-staff" will be checked only on the worksheet which will be provided for the annual non-staff enumeration in March or April. Non-staff units are not scheduled to be interviewed for NHS or QHS unless you receive specific instructions to do so.) Follow the instructions in Chapter 14, Part C of this manual to determine which kind of units (staff or unclassified) are to be interviewed in each type of Special Dwelling Place.

b. Item b

The sample designation will appear in Item b. If the place is in more than one sample, a separate column will be used for each sample. Always use the column for the current sample.

c. Item e

The Processing Office may have entered a figure in Item e for your office to use as a guide in designating the sample numbers on the worksheet. If so, the entry should appear opposite either "staff" or "unclassified" depending on the kind of units to be interviewed. In some places where staff units are to be interviewed you may find that the Processing Office has mistakenly entered the figure opposite "unclassified" units in Item e. Follow the instructions in Chapter 14, Part C, regarding the kind of units to be included in the interview.

2. If special dwelling place has a usable register

If the special dwelling place has a usable register from which to sample (as defined in Chapter 14), use the Special Dwelling Worksheet to select the current sample units from the register in the same manner as instructed for NTA Segments in Part D of this manual.

a. Enter an "X" in Item c opposite "Register" to show that you are sampling from a register.

b. Indicate in Item d of the heading of the worksheet whether you are sampling living quarters (Rooms, HUS, etc.) or persons. For staff units and unclassified units, a register of persons is to be used only as a last resort.

c. Disregard the figure (if any) entered in Item e and ask how many units (staff or unclassified) there are in the place at the time you select the units to be interviewed for the current sample. Record this figure in Item e after drawing a line through the figure previously entered in Item e, if any. The figure you enter should be the

kind of units you are sampling--that is, (1) living quarters such as rooms, housing units, etc., or (2) persons (as a last resort). The Regional Office needs this figure to determine whether you have interviewed the correct number of sample units.

3. If special dwelling place has NO usable register

If the special dwelling place has <u>no usable</u> register from which to sample and:

a. Place has not been in previous sample or survey

a. the place has <u>not</u> been in a previous sample:

(1) Make a complete listing on a Special Dwelling Listing Sheet of all of the kind of units (staff or unclassified) to be included in the interview for the particular place. Copy the identification information from the heading of the Special Dwelling Worksheet for the place.

(2) Consider the listing you have made as a register and use the Special Dwelling Worksheet to select the sample units from it.

(3) Enter an "X" in Item c on the worksheet opposite "New Listing".

(4) Indicate in Item d, on the worksheet whether you are sampling rooms, housing units or persons.

(5) Record in Item e, the number of units in the place.

b. Place has been completely listed for previous sample or survey

b. The place has been completely listed for a previous sample or survey:

(1) Update the previously prepared Special Dwelling Listing Sheet during your visit to the place for the <u>current sample</u>. Do this by inquiring whether any new structures or wings or new trailer sites in trailer camps have been added since the special dwelling place was previously listed. If such additions have taken place, add the new units (staff or unclassified) to the Special Dwelling Listing Sheet. Do not cross off the list, units which no longer exist and do not inquire about new units within structures which were previously listed.

(2) Enter an "X" opposite "Previous Listing" in Item c and fill Item d on the worksheet.

(3) Record in Item e, the number of units now listed for the place.

(4) Use the updated listing as a register to select units corresponding to the encircled sample numbers entered in Column 2 on the worksheet.

4. Exclusion of units in Special Dwelling Places

On some Special Dwelling Worksheets attached to the B Segment Address List, there will be a notation to exclude certain units in the listing and sampling of these places. For example, for a sorority house you might find the notation "Exclude housemother's apartment". This means that you are to exclude this unit in listing or in sampling from a register. The reason for this is that the unit (in this case, the housemother's apartment) was listed on a separate line in the 1960 Census Listing Book and has a chance to come into sample on a B Segment Address List. Such units may or may not appear on the basic sheet.

5. Special Dwelling Worksheet provided for a hotel found to be non-transient

If Jeffersonville has provided a worksheet for a non-transient hotel, retain the place on the worksheet and treat it as a special dwelling place. In such a case, follow the rules for listing and sampling transient hotels <u>except</u> that:

(1) all units are to be listed.

(2) all sample units are to be considered as housing units and

(3) "non-transient hotel" and code "09", are to be entered for type of place and type code.

6. Special dwelling place found to be demolished or non-existent

If the special dwelling place is found to be demolished or non-existent, indicate this fact in the upper margin on both copies of the Special Dwelling Worksheet (or Listing Sheet).

C. When "extension" sheet is for a special dwelling place

You may be provided with an "extension" sheet for a multi-unit structure which you find to be a special dwelling place. In this case, proceed as follows:

1. List all units (staff or unclassified) in the place on a Special Dwelling Listing Sheet. (Exclude any entries specified as exclusions on the "extension" sheet and any units in the place listed at different addresses on the basic sheet.) Fill the heading of the Special Dwelling Listing Sheet (if the place contains staff units, enter STAFF above the title of the form).

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2. Transcribe all sample designations from the "extension" sheet to the corresponding lines on the Special Dwelling Listing Sheet, extending the sampling pattern for each sample designated through the last unit listed.

3. Interview the units corresponding to the current sample designation.

4. Enter the last name of the household head in the space for control number on the Control Cards and schedules for CPS and QHS, or in the space for serial number on the NHS Questionnaire. Enter "vacant" if the unit is vacant.

5. Send an INTER-COMM to your office indicating that the structure is a special dwelling place and that you have filled a Special Dwelling Listing Sheet for it.

6. Enter in the Remarks column on Line 1 of the "extension" sheet, "Special Dwelling Listing Sheet filled."

7. In Section V on the front of the Segment Folder, check the "yes" box and enter the name of the special dwelling place.

D. When Sample unit on basic sheet is a unit in a special dwelling place

You may observe that some units in special dwelling places are listed on separate lines of the basic B Segment Address List. You are to consider these units as properly listed there and interview them if they are designated for the current sample. Enter "OT" in Column 9 and specify in Column 14 the type of unit (staff, non-staff or unclassified) and the type of place (transient hotel, home for aged, etc.).

If the unit is in a specified institution as shown on page 86, Part C of this manual, report the situation on an INTER-COMM giving the following information:

1. The name and type of the place. (If it existed in April 1960 and had a different name then, enter that name and the present name, identifying each.)

2. The number and identification of all units in the place, for example, "rooms 1-14 non-staff", "room 15 staff".

3. If all of the units in the place do not have the same street address, identify the units at each address separately. For example, "Park Rest Home, 545 Canyon Road, rooms 101-212 nonstaff; Manager's Residence (staff) 547 Canyon Road".

E. When regular sample unit on basic sheet is found to be a special dwelling place

If the specific address in Column 4 on a separate line of the B Segment Address List is found to be a special dwelling place, prepare a Special Dwelling Listing Sheet for that specific address. For example, if the specific address in Column 4 of the B Segment Address List is, at the present time a college dormitory, prepare a Special Dwelling Listing Sheet for the dormitory at that address (not for all the living quarters located on the college campus).

For such a place proceed as follows:

1. Prepare the heading of a Special Dwelling Listing Sheet and list all of the units in the place (staff or unclassified, whichever is appropriate) on consecutive lines of this form. If you are listing staff units, enter "STAFF" above the title of the form. If you are listing unclassified units, no entry is required above the title. Enter the current sample designation in Column 3 opposite each unit listed.

2. Interview each unit designated for the current sample.

3. Enter the last name of the household head in the space for control number on the Control Cards and schedule for CPS and QHS; in the space for serial number on the NHS Questionnaire. Enter "vacant" if the unit is vacant.

4. Send an INTER-COMM to your office indicating that the address is a special dwelling place and that you have filled a Special Dwelling Listing Sheet for it.

5. Also enter "OT" in Column 9 on the line for the original unit on the basic sheet of the B Segment Address List and specify "Unit is Special Dwelling Place" together with the date in Column 14.

CHAPTER 5. TREATMENT OF MERGED AND "EXTRA" UNITS

A. Merged units

Guest houses

Treat "merged" units in the same manner as in TA and NTA segments. You are to treat guest houses as merged with the main house if the guest house is not rented or for rent. For example, the listing sheet may show:

Line Number	Street Name	House Number	Apartment Number or Location	Sample Designation
4	Oak	801		A16
5		801	Rear	A17

If you learn that the structure in the rear is a guest house, treat the two units at 801 Oak Street as a merger. (By treating the units as merged, you combine the guest house with the main house as you do in TA and NTA Segments.)

B. "Extra" units

"Extra" units will generally be discovered by asking what we call "coverage questions".

In CPS and QHS the coverage questions to be asked in B Segments at the time specified on the Control Cards are questions 8a and 8b.

In NHS, coverage questions 13 and 14 on the questionniare are applicable in B Segments.

1. Definition of "extra" unit in B Segments

In B Segments, an "extra unit is a housing unit or "other" unit <u>within the same structure</u> and <u>within the specific address</u> of the sample unit as recorded in Columns 4 and 5 of the B Segment Address List (Item 7 of the Control Card and Item 2a of the NHS questionnaire). To be an "extra" unit it must <u>not</u> be listed elsewhere (either on a separate line or in a notation) on the B Segment Address List and must be discovered while interviewing the sample unit. The specific address of the sample unit may appear on the B Segment Address List as a single-unit structure or an apartment or other location within a multi-unit structure.

2. Coverage Questions

For CPS and QHS ask the coverage questions at the time specified on the Control Card. For NHS, ask them as instructed in Chapter 1, Part D of this manual.

When house number is for an apartment in a single structure

Occasionally you may find that a sample unit appears to be listed as a single-unit structure, but that the house number in Column 4 of the B Segment Address List is for an apartment in a multi-unit structure and that each apartment in the structure has a separate house number. For example, 301 Green Street may be for a downstairs apartment and 303 Green Street for an upstairs apartment in the same structure. In this case treat each unit as though it were listed as a specific unit in a multi-unit structure since the house number is actually the identification of the unit within the structure.

In this case, you should:

(1) Footnote the original address entered on the CPS or QHS Control Card or NHS Questionnaire and enter a description of the location of the unit, such as "Downstairs apartment".

(2) Skip Item 8a on the CPS or QHS Control Card or Item 13 on the NHS Questionnaire.

NOTE: The above instruction applies only when the house number is part of a single structure, but not in the case of a house number for a semi-detached house or a row house where each house constitutes a separate structure.

3. Procedure for "extra" units in CPS, QHS and NHS

If, in asking the coverage questions, you discover what you believe to be an "extra" unit within the specific address of the sample unit, proceed as follows:

a. Check B Segment Address List

Check the B Segment Address List for the segment to see whether the unit is already entered on a separate line (in consecutive order or out of order) or included in a notation on the sheet. If the unit appears on the list, it is not an "extra" unit unless it had previously been reported as merged (indicated by the code "M" in Column 9). You would not interview it unless, of course, it falls in the sample in its own right. (Some B Segment Lists may have several units listed on one line either at the top or bottom of the sheet. These are never on sample lines and are referred to as "Notations". You are to consider all the units entered in this way as listed units.)

b. Apply Table X on Control Card or questionnaire — If the unit which appears to be an "extra" unit is not entered anywhere on the B Segment Address List, fill Table X on the back of the Control Card (on the front of the NHS questionnaire) as follows:

1) Col. 2 — Column 2. Enter the item number through which the unit was discovered (8a or 8b for CPS and QHS; 13 or 14 for NHS).

2) Col. 3 — Column 3. The purpose of this column is to find out the number of separate living quarters in each space reported; for example, the number of separate quarters on the second floor, etc. Check "Yes" or "No" in Column 3a or 3b as appropriate and fill a separate line of Table X for each separate living quarters reported.

3) Col. 4 — Column 4. Enter a description of the location of the specific quarters you are inquiring about; for example, "2nd floor"; "basement", etc.

4) Cols. 5-7 — Columns 5-7. The questions in these columns will help determine whether the living quarters are a housing unit, "other" unit or are not separate living quarters.

Column 5. If the living quarters recorded in Column 4 are occupied, ask question 5 and record the answer by entering a check in Column 5a or 5b.

Column 6. Ask question 6 whether the quarters are occupied or vacant, and check Column 6a or 6b as appropriate.

Column 7. Ask question 7 for both occupied and vacant quarters and check Column 7a or 7b. If the quarters are vacant, and have no direct access or cooking equipment it will be necessary to ask whether the last occupants had cooking equipment (see Page B-8, Paragraph D).

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

Column 8. If the quarters are neither a housing unit or "other" unit, enter an "X" in Column 8 and, if occupied, add the occupants to the household for the sample unit where you discovered the quarters.

Column 9. If the quarters qualify as a housing unit or as an "other" unit, check Column 9a or 9b as appropriate. Then fill a separate Control Card for CPS and QHS (a questionnaire for NHS) for the "extra" unit and interview it.

6) Cols. 10-11

Columns 10 and 11. Ask the questions in Columns 10 and 11 only if the quarters are classified as a housing unit and are in a B Segment. Information on the year this unit was created and the name of the household head on April 1, 1960 (if the unit was in existence then), will help us check the "extra" unit against the 1960 Census Listing Books and against new construction data to see whether it is already covered by either of these two sources.

Column 10. Record the year the unit was created (built, converted) by entering the last two digits of the year. If the year was 1959 or 1960, ask whether it was the first or last half of the year. The first half means January through June and the last half means July through December.

Enter before the year in Column 10 an "F" to indicate "first half" or an "L" to indicate "last half" for example:

Situation	Entry
The Unit is a result of conversion in January 1959	F 59
The Unit was created when the house was built in November 1959	L 59
The Unit was converted from storage space in May 1960	F 60
The Unit has existed since house was built in September 1960	L 60

Column 11. If the unit was created before July 1960, ask the question in Column 11. Record the last name of the household head on April 1, 1960, if the unit existed at that time. Enter the first and last name if the respondent provides this readily; otherwise, enter the last name only. If the respondent does not know who lived in the unit on April 1, 1960, enter "NA". If the respondent finds it difficult to recall the situation on April 1, 1960, try to help him in any way that you can.

7) Col. 12

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

c. Treatment of "extra" units in later periods for CPS and QHS

If the Processing Office does not find the "extra" unit in the 1960 Listing Book or the new construction data, you will receive a Control Card (for CPS or QHS) for the unit which you are to interview in succeeding months. If the unit is found in either of the above sources, it will be deleted from interview in later periods in CPS and QHS and you will not receive a Control Card for it.

U.S. GOVERNMENT PRINTING OFFICE : 1963 O—712-026

APPENDIX A TO PART F

FOR NHS

This Appendix includes a SUMMARY OF B SEGMENT PROCEDURES with examples of filled forms as follows:

1. B Segment Address List, Form 11-174, showing entries made during interview.

2. Special Dwelling Listing Sheet, Form P-2255, filled by interviewer when sample unit on basic sheet was found to be a special dwelling place.

3. B Segment Address List, from 11-174, with an "extension" sheet and a Special Dwelling Worksheet, Form P-2256.

SUMMARY OF B SEGMENT PROCEDURES

A. Before Interview

1. Check transcription of addresses from B Segment List to NHS Questionnaire.
2. Look for entries of "Fill Sheet ___" on B Segment List. If any and the sheet to be filled is:
   a) "extension" sheet--review manual pages F-10 through F-15.
   b) Special Dwelling Worksheet or Special Dwelling Listing Sheet--review pages F-16 through F-21.
3. Plan route to segment.

B. At Time of Interview

1. Make entry in columns 8 or 9 of B Segment List for each current sample unit.
2. Prepare an INTER-COMM (Referral) for any current sample unit which:
   a) has been replaced by a structure built after April, 1960 (regardless of the address or number of units in the new structure).
   b) is apparently non-existent.
   c) is not found exactly as listed and the code "OT" (Other) is used, such as:
      (1) an address on the B Segment List which you find identifies a unit in a special dwelling place.
      (2) an address on the B Segment List which you find identifies an entire special dwelling place.
3. Ask appropriate coverage questions as specified on NHS Questionnaire.
4. Fill any "extension" sheet, Special Dwelling Worksheet or Special Dwelling Listing Sheet on which units are designated for the current sample.
5. Check the B Segment Address List for units you discover which appear to be "extra". Fill Table X for any such units not listed and interview units determined to be "extra".

C. Examples of Forms Used in B Segments

1. Page F-iv shows entries made by interviewer in columns 8, 9 and 14 of B Segment Address List.

2. Page F-v shows a Special Dwelling Listing Sheet filled by interviewer for an address on the basic sheet which was found to identify a special dwelling place.

3. Pages F-vi-viii show entries made by interviewer when B Segment Address List contains "Fill Sheet ___" instructions for:

   a) "extension" sheet.

   b) Special Dwelling Worksheet.

FORM 11-174 (7-12-61) U.S. DEPARTMENT OF COMMERCE BUREAU OF THE CENSUS

[NHS-HIS-100 FY 64]

B SEGMENT ADDRESS LIST

PSU CODE	SEGMENT NO.	1960 ED NUMBER		SHEET
997	0122	Calif. 308-279	☐ CPS ☒ NHS ☐ ____	1 OF 2 SHEETS

CODES FOR COLUMN (9)

D - DEMOLISHED
HM - HOUSE OR TRAILER MOVED
OE - OUTSIDE ED BOUNDARY
NE - APPARENTLY NON-EXISTENT
NL - NEVER LIVING QUARTERS
CP - CONVERTED TO PERMANENT BUSINESS OR STORAGE
M - MERGED
CM - CONVERTED TO MORE UNITS
R - REPLACED BY NEW CONSTRUCTION
OT - OTHER (Specify in remarks)

LINE NO. (1)	ADDRESS IDENTIFICATION: STREET NAME OR ROAD DESIGNATION (2)	MAP BLOCK NO. (3)	HOUSE NO. (4)	APT. NO. OR LOCATION (5)	NAME OF 1960 HOUSEHOLD HEAD (IF KNOWN) (6)	SAMPLE DESIG. / SERIAL NO. / REF. UNIT (7)	IDENTICAL SAMPLE ADDRESS FOUND AS LISTED: YES (Enter X) (8)	NO (Enter code from above) (9)	P & S DETERMINATION: SEG. LIST S & L NO. P (10)	SEG. LIST S & L NO. S (11)	SHUTTLE FORM S & L NO. P (12)	SHUTTLE FORM S & L NO. S (13)	REMARKS (14)
1	Oak Lane	5	3845		Green								Heading and columns 1-7 are filled before sheet is assigned. Entries in columns 8, 9 and 14 are made by interviewer
2			3847		Huber	B23 01	X						
3			3849	1st. Floor	Walker	B27 01	X						
4			3851		Brown	B23 02	X						
5			3849	2nd Floor	Owens	B27 02	X						
6	Belmont St.		9032		Vacant	B23 03		NE					Report situation on INTER-COMM when the code "NE" is used.
7			9034	Apt. 1	Taylor	B27 03	X						
8			9034	Apt. 2	Vacant	B23 04	X						
9			9038		Simpson	B27 04		D					
10			9040	Front	Lawson	B23 05	X						
11			9042		Vacant	B27 05	X						
12			9044		Hill	B23 06		OT					Correct address is 9046 Belmont St.
13			9048		Wright	B27 06	X						
14			9050		Morris	B23 07	X						Report serial number 08 as Type C-noninterview and report situation on INTER-COMM when address identifies a special dwelling place.
15	Maple St.		3832		Hall	B27 07	X						
16			3830		Barker	B23 08	X						
17			3834		Smith	B27 08		OT					3834 is a special dwelling place 10/63
18			3838		Gordon	B23 09	X						
19			3836		Johnson	B27 01	X						Next page shows Special Dwelling Listing Sheet filled for this address.
20	Belmont St.		9040	Rear	Williams								

FOOTNOTES:

USCOMM-DC 34320-P62

STAFF SHEET 1a OF 2 SHEETS

FORM P-2255 (2-8-56) U.S. DEPARTMENT OF COMMERCE BUREAU OF THE CENSUS

/NHS-HIS-100 FY 64/

SPECIAL DWELLING LISTING SHEET

FORM APPROVED
BUDGET BUREAU NO. 41-R1206.5

NOTE: For special dwelling places in TAKE ALL SEGMENTS, skip items a, b, and c and list units in Col. (2).

a. REGISTER AVAILABLE?
YES ☐ If "Yes," complete heading items b and c only.
NO ☐ If "No," skip items b and c and list units in Col. (2).

b. REGISTER IS RECORD OF:
☐ Living quarters (Rooms, Dus., etc.) ☐ Persons

SAMPLE AREA	
CODE 997	NAME (Transcribe from tab of Segment Folder)
BLOCK OR RURAL SAMPLE AREA	
IDEN. CODE	NAME
SEGMENT	
SEGMENT NO. 0122	TYPE B

C. DATE	NUMBER OF UNITS		
	NONSTAFF	STAFF	UNCLASSIFIED

NAME OF SPECIAL DWELLING PLACE: Dell Haven Home

ADDRESS: 3834 Maple St.

TYPE: Home for aged

Page C-73 of Manual NHS-HIS-100 FY 64 shows that STAFF units are to be listed and interviewed for this type of special dwelling place.

LINE NO. (1)	NUMBER OR LOCATION OF UNIT (2)	SAMPLE DESIG-NATION (3)	SERIAL NO. (4)	LINE NO. (1)	NUMBER OR LOCATION OF UNIT (2)	SAMPLE DESIG-NATION (3)	SERIAL NO. (4)
1	Room 1a	B27		21			
2	" 2a	B27		22			
3				23			
4				24			
5				25			
6				26			
7				27			
8				28			
9				29			
10				30			
11				31			
12				32			
13				33			
14				34			
15				35			
16				36			
17				37			
18				38			
19				39			
20				40			

Prepare new Questionnaires for Staff units (Rooms 1A and 2A) and enter the ~~names of the present occupants in the~~ space for serial number.

Your office will assign special dwelling place serial numbers to these units.

Since 3834 Maple St. was designated for B27, all staff units which you list will be in B27.

LISTED BY (your name)	CHECKED BY	BROUGHT UP TO DATE BY					
MONTH, YEAR 10/63	MONTH, YEAR	MONTH, YEAR				Page	F-v

(Form continued on reverse)

COMM-DC 18858

FORM 11-174 (7-12-61) U.S. DEPARTMENT OF COMMERCE BUREAU OF THE CENSUS

[NHS-HIS-100 FY 64]

B SEGMENT ADDRESS LIST

PSU CODE	SEGMENT NO.	1960 ED NUMBER		SHEET
996	0124	Ark. 58-34	☐ CPS ☒ NHS ☐	1 OF 3 SHEETS

CODES FOR COLUMN (9)

D - DEMOLISHED
HM - HOUSE OR TRAILER MOVED
OE - OUTSIDE ED BOUNDARY
NE - APPARENTLY NON-EXISTENT
NL - NEVER LIVING QUARTERS
CP - CONVERTED TO PERMANENT BUSINESS OR STORAGE
M - MERGED
CM - CONVERTED TO MORE UNITS
R - REPLACED BY NEW CONSTRUCTION
OT - OTHER (Specify in remarks)

LINE NO. (1)	ADDRESS IDENTIFICATION: STREET NAME OR ROAD DESIGNATION (2)	MAP BLOCK NO. (3)	HOUSE NO. (4)	APT. NO. OR LOCATION (5)	NAME OF 1960 HOUSEHOLD HEAD (IF KNOWN) (6)	SAMPLE DESIG. / SERIAL NO. / REF. UNIT (7)	IDENTICAL SAMPLE ADDRESS FOUND AS LISTED: YES (Enter X) (8)	NO (Enter code from above) (9)	P & S DETERMINATION: SEG. LIST S & L NO. P (10)	S (11)	SHUTTLE FORM S & L NO. P (12)	S (13)	REMARKS (14)
1	15th Street	8	214	front	Duncan								The "R" in column 7 and the
2			214	rear	Henderson	B27 01 R	X			1 3			entries in columns 10-13 are
3			218		Gray	B23 01 R	X			1 5			made during the reinterview
4			220	2nd floor	Harley	B27 02 R	X			1 6			when a special coverage check
5			220	1st floor	Vacant	B23 02 R	X			1 4			is conducted. The interviewer
6			226	Beaumont Apt.	Ellis	B27 03 R	X			2 1			desregards these entries.
7			226			Fill Sheet	X	2					Sheet 2 is an
8			232		Brooks	B23 03 R	X			1 10			"extension" sheet (see
9			228		Vacant	B27 04 R	X			1 8			page F-vii)
10	Grier Ave.		901		White	B23 04 R	X			1 11			
11			903			Fill Sheet	X	3		1 12			Sheet 3 is a Special
12			905		Phillips								Dwelling Worksheet (see
13													page F-viii)
14													
15													
16													
17													
18													
19													
20													

FOOTNOTES:

USCOMM-DC 34220-P62

FORM 11-174 (7-12-61) U.S. DEPARTMENT OF COMMERCE BUREAU OF THE CENSUS

[NHS-HIS-100 FY 64]

B SEGMENT ADDRESS LIST

"EXTENSION SHEET"

PSU CODE	SEGMENT NO.	1960 ED NUMBER		SHEET
996	012f	ark. 58-34	☐ CPS ☒ NHS ☐	2 OF 3 SHEETS

CODES FOR COLUMN (9)

D - DEMOLISHED
HM - HOUSE OR TRAILER MOVED
OE - OUTSIDE ED BOUNDARY
NE - APPARENTLY NON-EXISTENT
NL - NEVER LIVING QUARTERS
CP - CONVERTED TO PERMANENT BUSINESS OR STORAGE
M - MERGED
CM - CONVERTED TO MORE UNITS
R - REPLACED BY NEW CONSTRUCTION
OT - OTHER (Specify in remarks)

LINE NO. (1)	ADDRESS IDENTIFICATION: STREET NAME OR ROAD DESIGNATION (2)	MAP BLOCK NO. (3)	HOUSE NO. (4)	APT. NO. OR LOCATION (5)	NAME OF 1960 HOUSEHOLD HEAD (IF KNOWN) (6)	SAMPLE DESIG. / SERIAL NO. / REF. UNIT. (7)	IDENTICAL SAMPLE ADDRESS FOUND AS LISTED: YES (Enter X) (8)	NO (Enter code from above) (9)	P & S DETERMINATION: SEG. LIST S & L NO. P (10)	S (11)	SHUTTLE FORM S & L NO. P (12)	S (13)	REMARKS (14)
1	15th Street	8	1/ 226	1A		B23 05 R							This "extension" sheet was filled
2				1B		B27 02 R	X						in October 1962. Note that it was
3				2A		B23 06 R							not necessary to check column B
4				2B		B27 06 R	X						for the B23 units. Since
5						B23							the interviewer made the list-
6						B27							ing when the segment was
7						B23							visited for B23 she entered an
8						B27							"X" in column 8 on the basic
9													sheet where the "Fill sheet __"
10													instruction was given.
11													
12													
13													The basement
14													apt. is not to be listed on
15													this sheet because it is
16													already listed on the basic
17													sheet (on line 6)
18													
19													
20													

1/ Exclude basement apt. from listing on this sheet.

FOOTNOTES:

USCOMM-OC 34320-P62

FORM P-2256 (10-1-53) U.S. DEPARTMENT OF COMMERCE BUREAU OF THE CENSUS

[NHS-HIS-100 FY 64]

SPECIAL DWELLING WORKSHEET

SHEET 3 OF 3 SHEETS

a. ☐ NONSTAFF ☐ STAFF ☒ UNCLASSIFIED

b. SAMPLE DESIGNATION		B23	B27
c. SAMPLE FROM	REGISTER	✓	✓
	PREVIOUS LISTING		
	NEW LISTING		
d. SAMPLE	ROOMS, DUS., ETC.	✓	✓
	PERSONS		
e. NUMBER OF UNITS			
	NONSTAFF		
	STAFF		
	UNCLASSIFIED	~~12~~ 10	10
f. SAMPLING INSTRUCTIONS			
SAMPLE DESIGNATION		B23	B27
START WITH		2	1
TAKE EVERY		2	2
g. SAMPLE DESIGNATED BY	NAME	M.J.	M.J.
	DATE	10/62	10/63

SAMPLE AREA

CODE: 996 NAME: Johnson County

BLOCK OR RURAL SAMPLE AREA

IDEN. CODE: NAME:

SEGMENT

SEGMENT NO.: 0124 TYPE: B

NAME OF SPECIAL DWELLING PLACE: Linwood Hall

ADDRESS: 903 Erin Ave.

TYPE: Sorority at University of Arkansas

The interviewer checked items "c" and "d" to show she sampled from a register of rooms.

The interviewer corrected item "e" to show only 10 units were found in Oct. 62.

SECTION I

SAMPLE B23

LINE NO. (1)	SAMPLE NUMBERS (2)	NUMBER OR LOCATION OF UNIT (3)	SERIAL NUMBERS (4)
1	2	Room B	51
2	4	" D	52
3	6	" F	53
4	8	" H	54
5	10	" J	55
6	12		~~56~~
7	14		
8	16		
9	18		
10	20		
11	22		
12			
13			
14			
15			
16			
17			
18			
19			
20			

Serial number 56 was returned as Type C - "non-existent" because the place did not contain 12 unclassified units.

Section I continued on reverse side.

SECTION I

SAMPLE B27

LINE NO. (1)	SAMPLE NUMBERS (2)	NUMBER OR LOCATION OF UNIT (3)	SERIAL NUMBERS (4)
1	1	Room A	51
2	3	" C	52
3	5	" E	53
4	7	" G	54
5	9	" I	55
6	11		
7	13		
8	15		
9	17		
10	19		
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			

Section II continued on reverse side.

COMM-DC 21631

NHS-HIS-100
FY 1964

ALPHABETICAL INDEX

National Health Survey
Interviewer's Manual

Parts A, D, and E

(For subjects concerning Definition of Housing Unit and Related Terms, How to List, and B Segments see also the index to Parts B, C, and F.)

(Page number given is page on which reference instructions appear or start. Note that they may continue on the following page or pages.)

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