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HEALTH INTERVIEW SURVEY
INTERVIEWER'S MANUAL

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

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PART A
DESCRIPTION OF THE SURVEY
AND
PERSONS TO BE INTERVIEWED

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

g. Factors related to various diseases

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

3. Who uses the data

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

B. Sponsorship of the survey

The National Health Survey is sponsored by the United States Public Health Service, which is a part of the Department of Health, Education and Welfare. 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 "HIS" to distinguish it 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 non-white population, principal industry, and type of agriculture.
- c. And, finally selecting one county combination (PSU) from each group to represent all the county combinations in the group.

2. Selection of
sample segments
and households

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

3. The quarterly sample

The entire group of households assigned for interviewing in any one quarter of the year is called a sample, since it represents a complete sample of the population. Each sample is identified by the letter "B" plus a number; for example, B-30, B-31, 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 HOUSING UNIT AND WHOM TO INCLUDE IN THE SURVEY

A. The housing unit

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

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

1. Many kinds of living quarters

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

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

2. Examples of housing units and "other units"

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

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

3. Household defined

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

4. Definition of a housing unit

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

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

AND

- b. When there is either:

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

OR

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

5. Direct access defined

Living quarters have direct access if there is either:

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

OR

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

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

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

6. Kitchen or cooking equipment defined

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

a. Kitchen

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

b. Cooking equipment

A unit has cooking equipment when it has either:

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

OR

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

7. "Other unit" defined

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

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

B. Rules for handling unusual situations

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

1. Trailers, boats, tents, and railroad cars

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

2. Guests and servants quarters

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

a. Guest quarters

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

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

b. Servants' quarters

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

3. Boarding
house

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

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

4. Rooming
house

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

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

5. Combination
rooming and
boarding
house

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

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

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

6. Hotels

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

a. Nontransient 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 nontransient (permanent) guests (if any) or by resident employees are ordinarily listed or sampled; these are classified as housing units, if they meet the housing unit definition. At the time of listing it may have been necessary to list or sample all the rooms because the manager could not distinguish between "transient" and "permanent" quarters. In a situation such as this, rooms or units which are occupied by "transients" at the time of interview should be classified as "other units."

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

1. Armed Forces installations (excluding Armed Forces hospitals)

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

2. Convents, monasteries, and sisters', brothers', or priests' residences

The procedure for classifying the living quarters, in convents, monasteries, and sisters', brothers', or priests' residences depends upon the number of units in the place.

 - a. Five or more rooms for sisters, brothers, or priests

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

If there are four or fewer rooms for sisters, brothers, or priests and the residence is part of a school for resident students, hospital, orphanage, or similar establishment, classify the units according to the rules for that particular place. If the convent, monastery, etc., is not part of an establishment, treat the entire place as one housing unit.

3. Facilities for housing students—quarters in schools for resident students, dormitories, sorority or fraternity houses

In all facilities for housing students, classify as an "other unit," each unit for students and each unit for resident employees, such as janitors, housemothers, and resident faculty or administrative personnel, which does not meet the housing unit definition.

4. Facilities for housing workers—bunkhouses, labor or logging camps, migratory workers camps, etc.

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

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

8. Recreational and religious camps
- The classification of units in recreational and religious camps depends upon whether the camp is operated for adults or for children.
- a. Adults' (or family) recreational and religious camps
- In adults' (or family) 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 accommodations for 5 or more persons occupied by resident employees and their families, if any. Note that quarters in nurses' homes are always considered "staff units." "Staff units" are to be included in the Health Interview Survey.
 - b. "Nonstaff units" "Nonstaff units" are the living quarters occupied by the persons for whom the special dwelling place is operated. "Nonstaff units" are not included in this survey and should not be listed, sampled, or interviewed.
- D. How to apply the housing unit definition at the time of interview
1. Typical family group
At the beginning of the interview, you are to enter in questions 1 and 2 of the questionnaire the names of all persons living in the sample unit and their relationship to the head of the household.
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. Office assistance in difficult cases

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

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

F. Whom to include
in the survey

1. General
rules

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

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

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

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

2. Usual place
of residence
defined

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

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

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

3. Persons to be counted as household members

Count as members of the household the following:

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

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

4. Persons not to be counted as household members

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

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

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

G. Rules for counting special classes of persons

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

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

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

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

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

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

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

1. They are permanently living in the United States.

OR

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

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

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 an INTER-COMM.

CHAPTER 3.

THE SAMPLE UNITS TO BE INCLUDED IN THE SURVEY

A. General

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

B segments

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

Area segments

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

B. Area segments

This chapter tells you how to identify sample units in area segments. See Part A, Chapter 3 for definition of units ("housing units," "other units," and units in special dwelling places).

1. Materials

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

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) entered in Section I on the front of the Segment Folder. Do no interviewing in the segment before the week specified.

2. Determine location of segment identification information Determine the general location of the segment from the grid map, if one is provided. Otherwise, use whatever map is available. Refer to the tab of the Segment Folder for grid references and other identification information as follows:
 - a. PSU number and name The first entry on the tab identifies, by code and name, the PSU in which the segment is located.

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

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

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

 - 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. Also, Item 5 on questionnaires prepared by your office will be marked "A" (Area), "B" (B segment), "P" (Permit B segment), or "LSDP" (Large Special Dwelling Place).

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

 - e. Sample A sample designation is assigned to each three-month period ("sample") in the calendar year. For example, the period April-June 1966 is designated B-37 and July-September 1966, B-38. The sample in which you are interviewing is the last one entered in the sample box on the tab of the Segment Folder.

Each week in the sample is numbered (01-13).
The numbers refer to interview week.

In the following illustration the current
interview week is within the period July-
September 1966 which is designated Sample B-38.

Sample

B-34	B-38					
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- f. Section IV, Special instructions and notes Examine Part A of Section IV, on the front of the Segment Folder for any special instructions or notes about the segment. If you want to make some notes for yourself, such as directions for reaching the segment, enter them in Part B of this section.
- 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 is attached to the inside cover 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 Each regular unit found in the segment at time of listing is entered on a separate line of the Segment List. They are identified by description or street name and address.
- a. Heading items Heading items correspond to similar entries on the Segment Folder. Each sheet should be numbered in the space provided at the top or bottom of the Segment List and the total number of sheets entered. The post office serving the addresses in the segment should be entered in the "Post Office" item if it is not the same as the "Place" entry on the tab of the Segment Folder.

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

- b. Segment boundaries or direction of travel

For an urban segment, the section headed "Urban segments--boundaries" should be filled on the first Segment List to indicate the north, east, south and west segment boundaries.

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

- c. Column 2, Street name or road

An entry in 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, should be entered in this column. In rural areas, for structures with no street address, L or R (for left or right) is 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

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

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

- f. Column 5, Sample designation
An entry of the current sample designation (for the current three-month period) in this column indicates the unit has been selected for the current sample. Units for which the current sample designation has been crossed off have been eliminated from the sample.
- g. Column 6, Serial number
A serial number entered here corresponds to the serial number entered in Item 6 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. Column 8, "Year Built"
This column is completed only at the time of listing or updating the segment. A check in this column indicates that "year built" was determined for the unit prior to interview.
- j. Remarks section
The lister will have used the "Remarks" section at the bottom of the sheet to explain any special problems encountered in the listing.
5. List of Structures With No Living Quarters
The List of Structures With No Living Quarters was completed by the lister and is never up-dated. Make no entries on this list at time of interview.
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 be recorded in the heading.
- D. Types of area segments
There are two types of area segments in the Health Interview Survey: Take All (TA) and Non-Take All (NTA). 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. The 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 the current sample designation is entered in column 5 of the Segment List for each of the units listed.

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

2. NTA segments

NTA segments contain more households than are assigned for interview in any particular sample. Interviews are to be conducted only at the addresses designated for the current sample (indicated in column 5 of the Segment List) and at any unlisted units found at the sample addresses. (See discussion below.) Questionnaires will be provided for any addresses designated for the current sample. You must prepare questionnaires for any unlisted units found at the sample addresses and determined to be "extra" units.

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, and proceeding through the segment using the route of the original lister.

1. Use of maps to locate the segment

a. Use of grid map

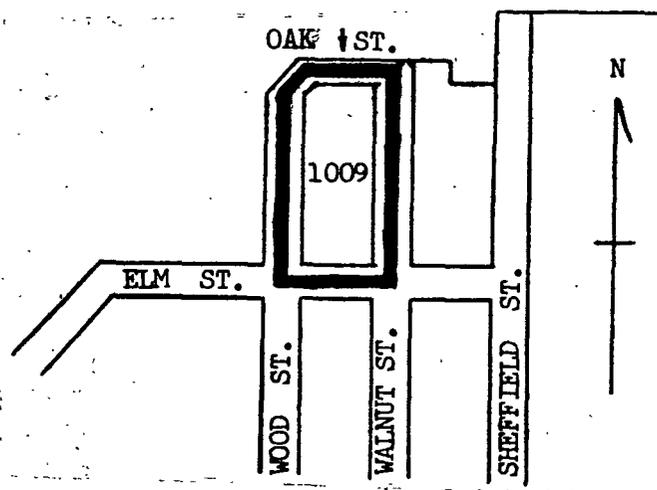
Use the grid map furnished with your assignment to find the general location of a segment. The grid map will cover a large enough area so that you can spot the general location of a segment in relation to major landmarks of the city or county.

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 in the segment. The red lines shown on the map represent the exact location of the segment boundaries and are to be followed even if ground locations have changed.

- (1) 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



- (2) Other kinds of segment maps Segments in rural areas will be outlined on county highway maps or on reproductions of hand-drawn 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) new units and units missed in listing. Cross off the Segment List units which no longer exist (except mergers).

After completing the listing check and making any necessary additions or deletions, enter your initials and the month and year (e.g., 9-66) 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 lister started. Determine the precise boundaries of the segment from the segment map attached to the inside of the Segment Folder.

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

- 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 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 which may lead to separate units. Determine whether there are living quarters behind structures that face the street, such as units over garages, over or behind stores, in backyards, etc.
- 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 do not update the listing sheets unless you are instructed to do so on the front of the Segment Folder. Locate sample addresses in the order streets (or roads) appear on the listing sheets.
- Check to see that sample units are inside the segment boundaries. Return the questionnaire for any unit outside the segment boundaries as a noninterview: Type C--"In sample by mistake" and footnote that it is outside the segment, describing the situation fully. Do not cross the unit off the list at time of interview.
- G. 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 or B segment;
 - (2) when you find that two listed units have been merged and are now occupied as a single unit;

- (3) when you find a single unit has been converted into 2 or more units.

1. Identification of housing unit

Fill a questionnaire for each housing unit and other unit in a TA segment (except in subsampled TA segments) and for each sample unit and each "extra" unit that you find in an NTA or B segment. 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 separate households. (For the definition of a "housing unit" see Part A, Chapter 2.)

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

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

c. Mergers

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

Some examples of merged units are:

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

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

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

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

2. "Extra" units

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

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

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

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, NTA, or B segment.

a. If unit is in a TA segment

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

- (1) If the unit is discovered in updating the segment, add it to the next unused line of the last Segment List. In column 7, on the line on which you have listed the extra unit, write "Extra," the reason it was not listed originally, and the date (month and year). A typical entry might be: "Extra, new construction, 9-66."

If the "extra" unit is discovered in asking questionnaire Items 10a, b, or c, and you determine from Table X that it is a separate unlisted unit, add it to the last list. Enter in column 7 "Extra" and the item number which led to its discovery. For example, "Extra, Item 10b."

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

- (2) Interview the household in the "extra" unit. See Part D, Chapter 2 for instructions on filling identification items on the questionnaire.
- (3) Leave Item 6 blank on the front of the questionnaire for "extra" units. Be sure to enter the complete address (including the post office and State) in Item 2 for vacant, as well as occupied, units. If more than one questionnaire is needed for an occupied unit, enter the complete address on all questionnaires for that unit.

b. If unit is
in an NTA
segment

If the "extra" unit is in an NTA segment examine the Segment and Supplemental Lists to see whether it has already been listed. If it is listed, enter the sheet and line number in column 1a of Table X. If it has not been listed (or if it has been listed but was previously merged), complete Table X. If you determine the "extra" is a separate unit proceed as follows:

- (1) Make no entries on the Segment or Supplemental List.
- (2) Interview the household in the "extra" unit only if it is on the same property as the original unit. "Property" is defined as the land (with buildings) on which is located the address of the original sample unit. This "property" could range from a single-family house and lot to a 200-acre farm.
- (3) Leave Item 6 blank on the front of the questionnaire for "extra" units. Be sure to enter the complete address (including the post office and State) in Item 2 for vacant, as well as occupied, units. If more than one questionnaire is needed for an occupied unit, enter the complete address on all questionnaires for that unit.
- (4) Enter in Item E on the back of the questionnaire for the "extra" sample unit, the serial number of the original sample unit, and the Segment (or Supplemental) List sheet and line number of the first unit listed on the same property as the original sample unit. Also enter the item number (Item 10a, b, or c) through which the "extra" unit was discovered.

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

Sometimes you will find that an "X" has been entered in one of the check boxes to the right of column 4 on the Segment List-- Farm Buildings, Store, Garage, or Other. This means that, at the time of listing, the structures checked contained no living quarters but were found on the same property as the sample unit. For purposes of interviewing, these checked structures are to be considered as part of the original sample unit. However, if you learn that any of these checked structures are now

being occupied (or are now intended for use) as separate living quarters, you should pick them as "extra" units and treat them as described above. On the other hand, if some people are now occupying these structures on the property of the sample unit, but their quarters do not constitute separate living quarters, these persons should be considered as part of the household occupying the main sample unit. See Part A, Chapter 2 for definition of separate living quarters.

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

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

d. If unit is in a B segment In a B segment, if you discover what you believe to be an "extra" unit within the specific address of the sample unit, proceed as follows:

(1) Check the B Segment Address List for the segment to see whether the unit is already entered on a separate line (in consecutive order or out of order) or included in a notation on the sheet. If the unit appears anywhere on the list do not consider it an "extra" unless it was previously reported as merged (code "M" entered in column 9).

(2) Complete Table X on the back of the questionnaire.

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 but proceed as follows:

For area segments—On the line for each, except the first, of the merged units listed, enter in Column 7, "merged," the 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. For B segments—enter "M" in Column 9 of the B Segment List for each unit involved in the merger. Also enter the date the merger is discovered in the remarks column on the line for the first listed merged unit.

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 part of a merged unit in permit area

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

4. Converted units

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

5. Updating TA segments at time of interview

When updating TA segments at time of interview if you find a sample unit listed in error, outside the segment boundaries, demolished or converted permanently to commercial use, cross it off the Segment List and enter in column (7) the reason and date deleted, e.g., "Demolished 7/66."

H. Special dwelling places

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

1. Special Dwelling Listing Sheet

A Special Dwelling Listing Sheet (or worksheet) will have been prepared for special dwelling places found at time of listing. The name, address and type of special dwelling place and the number of units found at time of listing will be entered on the form.

2. Sample units selected from a complete listing

For special dwelling places in which sample units (that is, rooms, suites of rooms, beds, etc.) were selected from a complete listing, the address or location of sample units will be entered in Item 2a of the questionnaire.

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

3. Sample units selected from a register

For a special dwelling place in which a register of units is available (as for example, a list of rooms in a dormitory), you will sample units directly from the register. Instructions for carrying out this sampling are given in Part A, Appendix B. After selecting the sample units you must enter the address or location of these units in Item 2a on the front of the questionnaire.

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 provided, prepare one and list all units (staff or unclassified) in the place on it. Fill a questionnaire for each unit listed, unless the segment is "large" and is subsampled (see paragraph J below).

5. Verify address, name and type of special dwelling place
- Before conducting interviews at a special dwelling place in your assignment, check to see that the address, name, and type of place are correct. If the address is incorrect, or the name or type of place have changed, correct these entries on the Special Dwelling Listing Sheet (or worksheet) and the questionnaires. Report the changes on an INTER-COMM. (Refer to Appendix A to Part A for type of place and code.)

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

6. Housing unit changed to entire special dwelling place
- In an area segment, if you find at time of interview that a sample unit on the Segment or Supplemental List is an entire special dwelling place, prepare a Special Dwelling Listing Sheet for the place, and list all units (staff or unclassified). Prepare new questionnaires and interview all units listed. Enter in column 7 of the Segment (or Supplemental) List "entire special dwelling place." In a TA segment, cross the sample unit off the Segment List; in an NTA segment, do not cross it off the list. Return the original questionnaire as Type C noninterview. Report the change on an INTER-COMM.

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

7. More than one unit on Segment List found to be in special dwelling place
- If you find at the time of interview in an area segment, that units listed on separate lines of the Segment List are units in a special dwelling place, do not relist the units on a Special Dwelling Listing Sheet but report the situation on an INTER-COMM showing:
- a. The name, address, and type of place.
 - b. The number of all units in the place, for example, "rooms 1-14 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 all units designated for the current sample. Report the situation on an INTER-COMM.

8. Special dwelling place discovered in answer to questionnaire Items 10a, b, or c
If a special dwelling place is discovered in answer to questionnaire Items 10a, b, or c, and no units in the place have previously been listed or sampled, prepare a Special Dwelling Listing Sheet for the place. List and interview all units ("staff" or "unclassified") in the place.
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 2 and Appendix A and B to Chapter 3.
- I. Office assistance in difficult cases
If you cannot clearly determine how to proceed in a special dwelling place, call your office for assistance. Before calling, assemble the material assigned for the place and write down any questions you have. Be sure to have the Special Dwelling Listing Sheet (or worksheet) in front of you. (Interviewers not yet trained in listing should call their office for assistance in any case involving listing in a special dwelling place.)
- J. How to treat TA segments where number of units exceeds 20
If a TA segment which has not been subsampled appears to contain more than 20 units, up-date the segment before conducting any interviews. If more than 20 units are listed after up-dating, subsample the units as instructed in paragraph J-1 below. If the segment does not appear to contain more than 20 units up-date the segment in the usual manner and interview all the units even though you later discover the number exceeds 20.

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

1. If you discover an "extra" while interviewing at a sample unit, interview the "extra" but do not add it to the Segment List. Attach an INTER-COMM to the questionnaire explaining the situation. For example, "Converted basement apartment, discovered through coverage question 10a, when interviewing Jones' household."
2. If you discover a unit when updating the segment, add the unit to the Segment List and extend the subsampling pattern. Conduct an interview if the unit is listed on a line designated for sample.

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 higher interval in column 1 of the following table.

1. How to subsample

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

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

On the listing sheets, cross out the current sample designation and serial numbers of units not selected in the subsample. Enter the current sample designation in column 5 of the Segment

List, (column 3 of the Special Dwelling Listing Sheet) for each listed unit selected in subsample but not previously assigned a sample designation.

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 units, etc., 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 and Special Dwelling Listing Sheet, if any.

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

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 _____."

APPENDIX A (PART A)

CODES FOR TYPES OF SPECIAL DWELLING PLACES
(ITEM 7 ON HOUSEHOLD PAGE)

I. Specified Institutions

CODES

TYPES

Correctional Institutions

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

Mental Institutions

- 21.....Homes and training schools for 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 or resident schools, orthopedic hospitals, and homes for
the crippled
- 40.....Nursing, Convalescent, and Rest Homes

CODES

TYPES

Other Hospitals and Homes Providing Specialized Care

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

II. Other Special Dwelling Places

CODES

TYPES

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 dwelling place definition
76.....Tourist homes	

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.....Schools with resident students (other than for the needy or infirm and other than resident schools with separate codes 93 and 94 - see below)

CODES

TYPES

Facilities for Housing Students—Continued

- 93.....Schools with resident students and with predominantly nonsalaried faculty such as nuns or priests
94.....Schools with resident students and operated primarily for religious training (other than those with predominantly nonsalaried faculty) such as Bible Institutes

Facilities for Housing Workers

- 85.....Dormitory for workers
86.....Bunkhouse (provided that it has or is expected to have quarters for 5 or more farm or ranch hands)
87.....Labor camp
88.....Logging camp
89.....Migratory workers' camp

Additional Other Places

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

APPENDIX B (PART A)

SAMPLING 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 3, 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 B-36 is entered in the heading of Section I of the worksheet and B-40 in the heading of Section II, and you are interviewing for B-40 you would use Section II to select the B-40 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. "Nonstaff" are not included in the survey. Where you are to sample from a register a corresponding Special Dwelling Worksheet has been prepared.

- a. "Nonstaff units" defined
"Nonstaff units" are defined as (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 number (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 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 each bed 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 only when there is no register of rooms, etc., and it would be extremely difficult or time-consuming to make a complete listing of these rooms on a Special Dwelling Listing Sheet.

If the worksheet indicates that a register of persons is to be used, family groups who are living in the special dwelling place should be sampled rather than individuals within the family. For example, assume

that in a summer hotel, there are no permanent guests and that it would be very difficult to make a complete listing of the rooms occupied by employees, but that there is a list of employees' names from which you are to sample as follows:

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

John Brown, baker

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

Josephine de Ritz, hostess

Guy Orlando, orchestra leader

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

6. Identify adequately in column 3 of the Special Dwelling Worksheet each unit to be interviewed in current sample
As you finally determine the units which are to be interviewed for the current sample, enter in column 3 of the section of the worksheet designated for the current sample, the number, location, or other identification of each unit finally designated for interview so that later you will be able to locate it.
7. Actual number of sample units may be either larger or smaller than entry in Item e in heading of the Special Dwelling Worksheet
The encircled sample numbers above the red line in column 2 of the appropriate section of the worksheet represent the units that would be selected for interview if the total number of units entered in Item e were correct. When you visit the special dwelling place, you may find that the number of special dwelling place units is actually different from the number entered for the current sample in Item e. Note that more than one sample may be designated in the heading of the worksheet; for example, the first column in the heading may be for B-36 and the second column for B-40. 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			55
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, enter in Item 6 the last name of the household head if the unit is occupied, or "Vacant" if it is unoccupied.

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

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 2a on the questionnaire for the particular unit to be interviewed. After you have selected the unit from the register, describe it in Item 2a on the questionnaire.

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

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

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

PART B
DEFINITION OF HOUSING UNIT AND RELATED TERMS
(Revised January 1967)

CPS-250
NHS-HIS-100
QHS-725

PART B. DEFINITION OF HOUSING UNIT AND RELATED TERMS

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CPS-250
NHS-HIS 100
QHS-725

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 not 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 institutions, dormitories, boarding houses, 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. Other rooms, groups of rooms, etc. are classified as "other units" only if they do not 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 ----- (2) Four or fewer rooms for sisters, etc.	(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) (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 place as a Housing Unit.
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"
<p>f. Facilities for housing workers -- bunkhouses, labor or logging camps, migratory workers' camps, etc.</p> <p>(1) Bunkhouses and other barracks-type structures with quarters for</p> <p>(a) 5 or more workers <u>2/</u></p> <p>-----</p> <p>(b) 4 or fewer workers <u>2/</u></p> <p>-----</p> <p>(2) Living quarters other than those in bunkhouses and barracks-type structures.</p>	<p>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.</p> <p>-----</p> <p>Treat as "Other" each bunkhouse or other barracks-type structure.</p> <p>-----</p> <p>Treat as "Other" each unit which does <u>not</u> meet Housing Unit definition</p>
<p>g. Flophouses and missions</p>	<p>Treat as "Other":</p> <p>(1) each unit for persons except resident managerial staff and their families.</p> <p>(2) each unit for resident managerial staff which does not meet Housing Unit definition.</p>
<p>h. General hospitals including VA and armed forces hospitals, children's hospitals and maternity hospitals</p>	<p>Treat as "Other" each unit for:</p> <p>(1) resident employees if the unit does not meet Housing Unit definition. (Note that nurses' quarters are always "Other" units)</p> <p>(2) persons for whom care or custody is provided (that is, nonstaff persons). <u>3/</u></p> <p>(3) guests of nonstaff persons.</p>
<p>i. Nurses' homes or quarters</p>	<p>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.</p>
<p>j. Recreational and religious camps</p> <p>(1) Adults (or family)</p> <p>-----</p> <p>(2) Children's NOTE: Quarters for children in children's camps are excluded from the survey</p>	<p>Treat as "Other":</p> <p>(1) each unit for permanent guests or resident employees which does <u>not</u> meet Housing Unit definition.</p> <p style="text-align: center;">AND</p> <p>(2) each unit for transient guests (if such quarters included because management could not distinguish <u>between quarters for transient and permanent guests</u>).</p> <p>-----</p> <p>Treat as "Other" each unit which is for resident employees and which does <u>not</u> meet Housing Unit definition.</p>

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 current household surveys except NHS 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 <u>transient</u> guests AND (2) each unit which is for permanent guests or resident employees and which does <u>not</u> 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, page C 87)	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 <u>not</u> included in the survey <u>except</u> at times specifically stated by your supervisor. (3) <u>guests of nonstaff persons.</u>
n. Trailer or tent sites (unoccupied)	Treat as "Other" each unoccupied trailer site 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 <u>not</u> 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.

CHAPTER 3. TREATMENT OF CERTAIN TYPES OF LIVING SPACE

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 constitutes 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 constitutes 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 units (rooms or suites) 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 units (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.

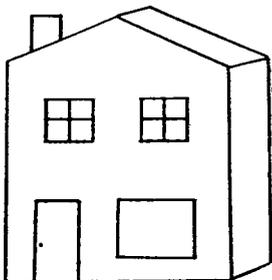
APPENDIX A

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.



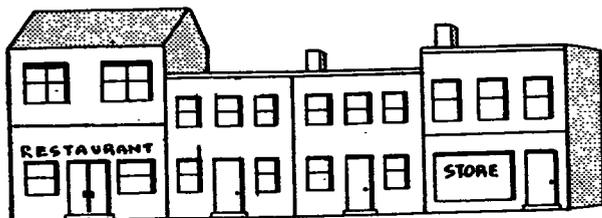
b. Double house

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.

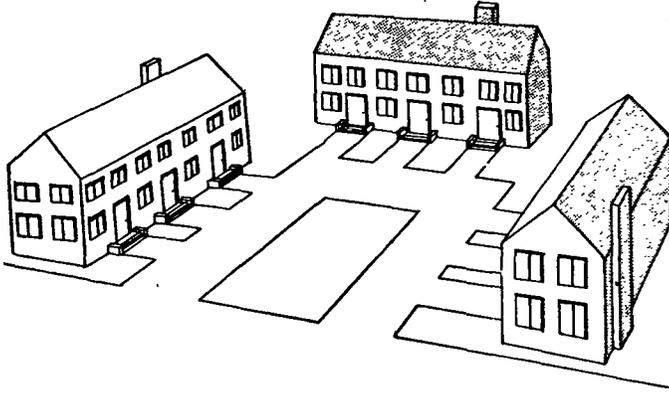


d. Commercial and residential structures

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

APPENDIX A

APARTMENT DEVELOPMENT

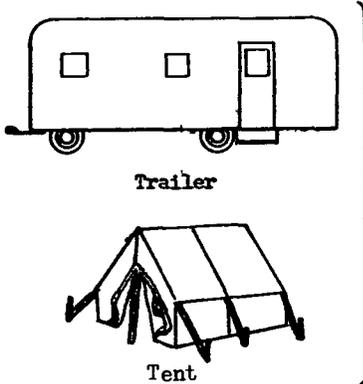


e. Apartment development

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

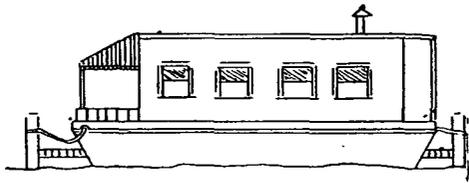
Tent

a. Trailers and tents

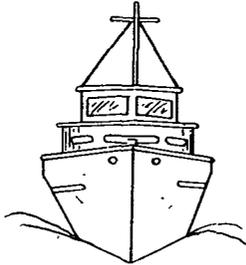
Each trailer or tent occupied or intended for occupancy as living quarters on the site where located is a housing unit.

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

APPENDIX A



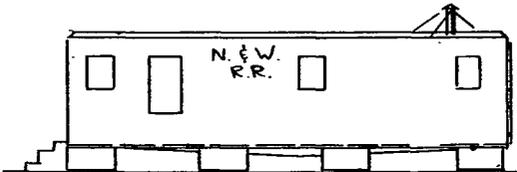
Houseboat:



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.

APPENDIX A

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	
36.....	27 "	69.....	52 "	more...	1/
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.

PART C

HOW TO LIST IN AREA SEGMENTS

(Revised January 1967)

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NHS-HIS-100
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PART C. HOW TO LIST IN AREA SEGMENTS

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CHAPTER 1. LISTING -- ITS ROLE IN THE SURVEY

- A. Listing to be done in Area Segments Listing is one of the most important steps in the operation of the survey. It must be done in each Area Segment before any addresses can be selected for interviewing in these segments.
- B. "Area Segments" defined An "Area Segment" is usually a small area of land with well-defined boundaries such as streets or roads, rivers, railroad tracks, etc. Some Area Segments are called "TA Segments"; others are called "NTA Segments". The difference between these types will be explained in Chapter 9 of this part of your manual.
- C. "Listing" defined By "listing" we mean writing down on forms the addresses or other description of all places where people live or might live within the Area 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 Area 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 AREA SEGMENTS

A. Type of maps

In listing Area Segments 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. These are called grid coordinates. The grid coordinates divide the map into areas. The grid zone in which a segment is located is identified by a grid reference on the tab of the Segment Folder.

On some Grid Maps grid symbols (Φ) are used to indicate the location of grid zones. For example, the grid zone within the four grid symbols in Figure 1 would be identified as B2. If the map you receive has no grid symbols, determine the location of the segment directly from the grid coordinates.

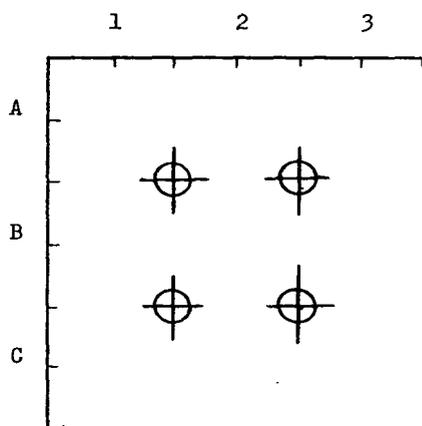


Fig. 1 EXAMPLE OF GRID ZONES IDENTIFIED BY GRID SYMBOLS

A. Type of maps--con.

2. Segment Map

A Segment Map (outlined in red) shows the exact boundaries of an Area Segment. It may also show the location of structures within the segment depending upon the type of map used. The different types of Segment Maps are discussed in Section C of this chapter.

Note: In a few cases a description of the segment is provided instead of a Segment Map. This is usually done when the segment consists of part of a structure only or only certain addresses in the area.

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 is identified in the space labeled "Grid Ref." 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 are the PSU code; the remaining digits identify 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." in the tab of the 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 Area 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.

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QHS-725

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, you may have to locate a 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 in paragraph D of this chapter.

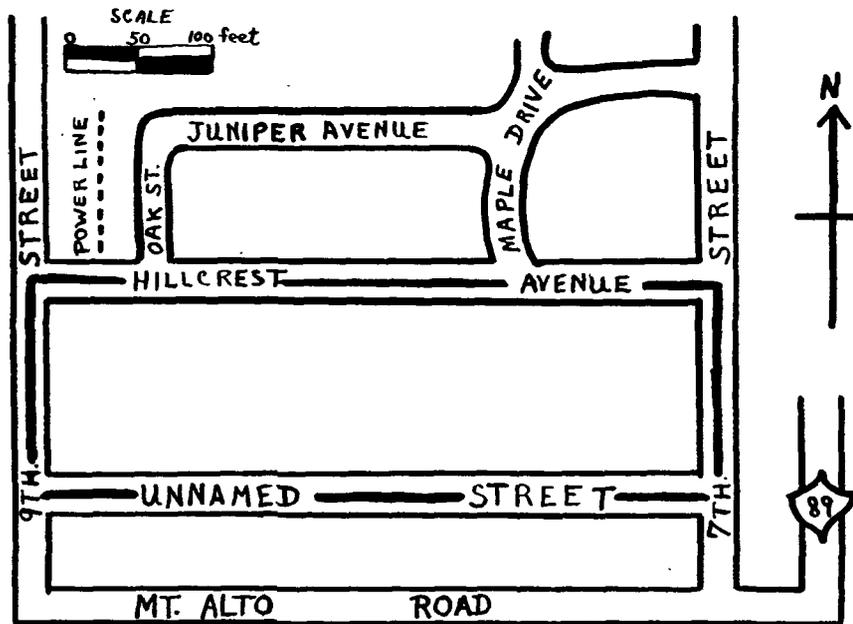


Fig. 2 ILLUSTRATION OF SEGMENT MAP

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, but the boundary on the map defines the old location of the road. You must consider the old location as the boundary to be used in such case.

B. How to use maps--Con.

2. Con.

List all existing living quarters within boundaries

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.

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

EXCEPTION: If a note on the map specifies that the Area Segment consists of only certain addresses within the area outlined on the map, list only units at the indicated addresses.

C. Kinds of Segment Maps

1. Block or Street Maps

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

Some segments are outlined on Block or Street maps which show only the location of blocks or streets and no structure detail. You will usually find these maps in built-up areas. See Figure 3 below.

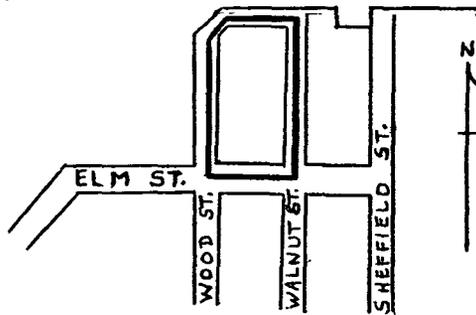


Fig. 3 BLOCK MAP

2. Reproductions of large-scale hand-drawn maps

Other segments will be outlined on reproductions of large-scale hand-drawn maps which were prepared in the field by Census personnel. Usually the words "Final Copy" appear on these maps and there is little or no detail shown outside the segment boundaries. Only the boundaries outlined in red are to be followed in determining the extent of the segment. While these hand-drawn 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 large-scale hand-drawn map is given in Fig. 4.

C. Kinds of Segment Maps--Con.

2. Reproductions of large-scale hand-drawn maps--Con.

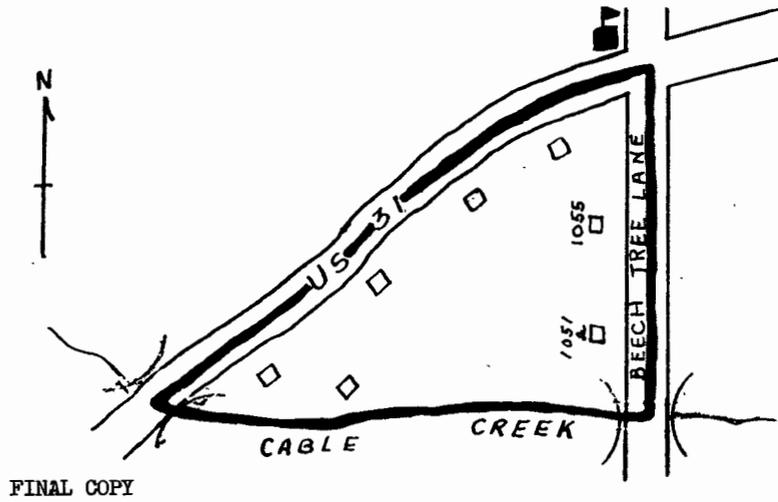


Fig. 4. REPRODUCTION OF LARGE-SCALE HAND-DRAWN MAP

The following symbols are used on reproductions of large-scale hand-drawn maps.

□	- one housing unit ^{1/}
△ S	- special dwelling place ^{1/}
□ T	- trailer or tent
□ 2	- two housing units
□ 1055 7	- multi-unit structure with seven housing units whose address is 1055

^{1/} See Part B for definitions of "housing unit" and "special dwelling place."

C. Kinds of Segment Maps—Con.

2. Reproductions of large-scale hand-drawn maps—Con.

In addition to these symbols, you will find symbols for schools , for churches , etc. on some large-scale hand-drawn maps and also on some county maps. (These and other symbols are explained in the KEY on county and highway maps.)

3. 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. 5.

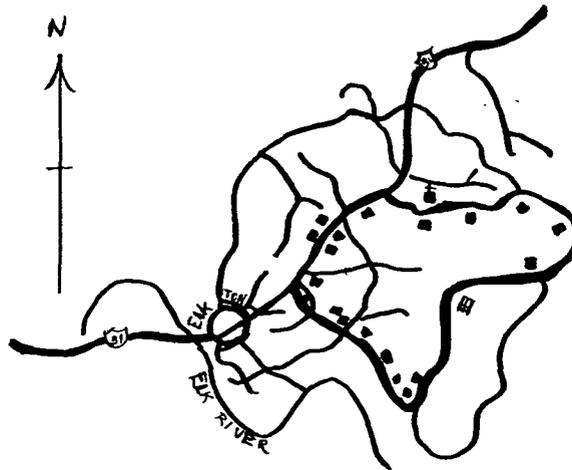


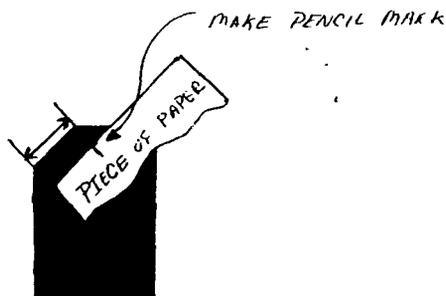
Fig. 5. ILLUSTRATION OF SEGMENT OUTLINED ON COUNTY HIGHWAY MAP

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 identifiable 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 in Figure 6.

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:

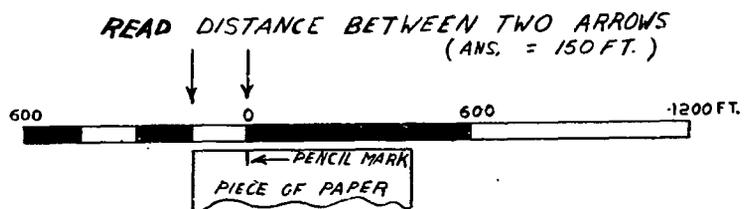


Fig. 6. ILLUSTRATION OF LOCATING DIFFICULT BOUNDARIES

After determining the distance according to the scale, pace off this distance (in the appropriate direction) on the ground to find the location of the point which was difficult to identify.

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.

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

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 distances from boundaries or landmarks which are easy to locate to boundaries which are difficult to find on the ground.
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.

Example.

The southern boundary of the segment shown in Fig. 2 is an unnamed street. To determine the exact location of this 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 mileage indicator (odometer)

Whenever the distance can be traversed by car and can be measured accurately on the mileage indicator (odometer) of your car, use this method of measurement. You will find the mileage indicator (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 mileage indicator, it should be paced off as instructed above.

E. Special problems 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 by using the map scale 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 an INTER-COMM.

2. Street name on map different from actual street name

If the street name on the map is different from the actual street name, consult available local maps or local officials to determine whether the name of the street has been changed from that shown on the Segment Map. If you find that the street has been renamed, change the street name on the map and in the heading of the Segment List; then explain the situation on an INTER-COMM. 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. Discrepancies in boundary locations

It may happen that housing unit symbols were placed in the wrong location on the map when it was prepared in the field 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,

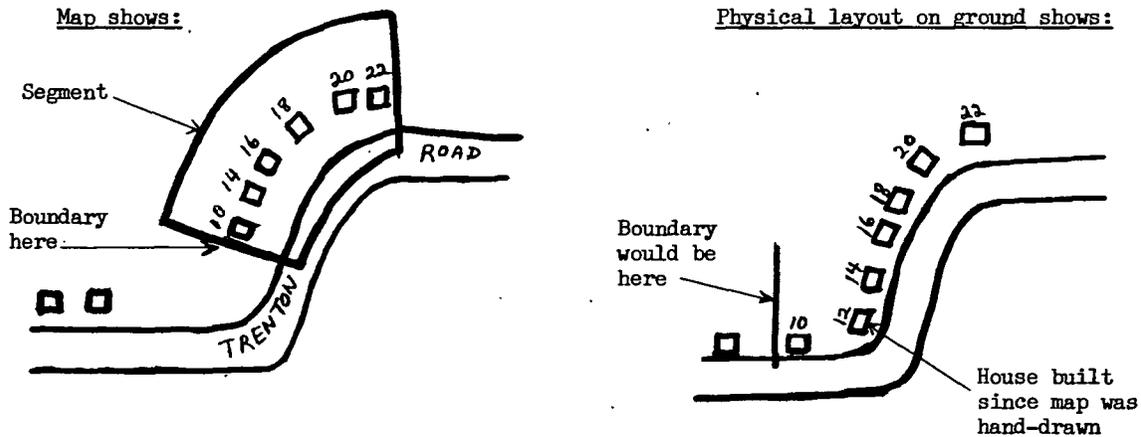


Figure 7. DISCREPANCIES IN BOUNDARY LOCATIONS

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.

E. Special problems
in identifying
segment boundaries--
Con.

3. Discrepancies
in boundary
locations--Con.

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 hand-drawn 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.

4. Other
boundary
problems

If you encounter other boundary problems which you are unable to resolve, report them on an INTER-COMM.

F. Bringing
reproduced
large-scale
hand-drawn maps
up to date at
time of listing

Reproduced large-scale hand-drawn maps are prepared from sketches on which housing units and potential boundaries are entered by field personnel 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 Special Dwelling Listing Sheet, Form P-2255 for every special dwelling place in the segment even though these are not shown on the map. Do not 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 paragraph C-2) 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. ²³

Also draw on the map the location of any roads within the segment which are not already shown and write the road name or number on the map.

CHAPTER 3. WHAT TO LIST AND GENERAL PROCEDURE FOR LISTING

- A. What to list
- Within each Area Segment, you are to list separately (1) each housing unit and (2) in places with unusual types of living arrangements, each unit 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. List these 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. List units in these places 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 which appears to contain only one housing unit and each apartment, flat, trailer, etc. If a structure or part of a structure appears to contain more than one housing unit but there is little indication from the outside as to the number of units to be listed, you are to inquire to determine the number of units the place 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.
- If an Area Segment is in a permit area, you may need to inquire to determine "year built" at the time of listing and will always be inquiring about "year built" for structures added in updating. See Chapter 16 of Part C for instructions about "year built" at the time of listing and updating; see Chapter 12 of Part C for "year built" instructions in segments which appear to contain more than 100 units.

CHAPTER 4. WHEN AND HOW TO MAKE INQUIRY

- A. When to inquire In general, only make inquiries for the situations described in Section B on page C-14. Try to locate a knowledgeable person when making inquiries.
(Note: The following instructions do not refer to "year built" inquiries. For "year built" procedures, refer to Chapter 16 of Part C (and page C-66 in Chapter 12 if the segment to be listed appears to contain more than 100 units).
- B. How to inquire in residential structures other than large multi-unit structures When necessary to inquire to determine the number of units 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 either direct access or cooking equipment for exclusive use, list the two apartments on separate lines of the listing sheet. If the upstairs family has neither 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 are located inside the segment boundaries and if so whether they meet the housing unit definition; then list accordingly. Do not list other structures on the property which are located outside segment boundaries.

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 column (1) of the listing sheet opposite the description of each residential address at which you have inquired to determine the number of units.

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, nontransient hotels and special dwelling places In boarding and rooming houses, nontransient hotels, and special dwelling places, you must always 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, such as rooming houses, every living arrangement must be listed if occupied or intended for occupancy.
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) all 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, 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. List each separate living quarters only once.

Exception

Exception: 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.

Manufacturers of pre-cut houses, of prefab houses, etc., frequently construct a number of houses on a small display lot (or on the factory grounds) to advertise these types of houses and the different styles available. Houses of this type which are vacant and not intended for occupancy are not to be listed on the Segment List. On the other hand, a "model home" in a new housing development temporarily used for advertising purposes should be listed.

B. Discussion of basic rules--Con.

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

Record the name, address and type of each special dwelling place in the segment in the heading of a separate Special Dwelling Listing Sheet. Do not 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.)

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 Living Quarters." (See page C-23 for illustration of this form.)

Consider as "structures with no living quarters" houses built on display lots for advertising purposes only and not intended for occupancy. This type of house is to be distinguished from a "model home" in a housing development which is only temporarily not intended for occupancy. The latter type should be listed on the Segment List.

(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) Walk through all alleyways, passageways, courts, and any streets within the segment listing units as you come to them.
- (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 large-scale hand-drawn maps, see instructions in Chapter 2 of Part C.

B. Discussion of basic rules--Con.

b. How to insure complete coverage in rural areas and make entries on Segment Map

b. To insure complete coverage in rural areas:

- (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.

Often you will need to interrupt your listing of a main road in order to list a side road. For example, in the sketch on page C-20 your order of travel on entering the main road, Mill Lane, would be (1) the first part of the main road (Road C), (2) the side road (Road D) and (3) the remainder of the main road (Road E). Road C and Road E are called "road sections."

- (3) For segments being listed, assign consecutive letters beginning with A to each road or road section in the order traveled (Road A, Road B, etc.) and enter these letters on the map.
- (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 units located on the side within the segment.
- (6) List each unit once and only once. If there is no street address, associate the unit with 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.

B. Discussion of basic rules—Con.

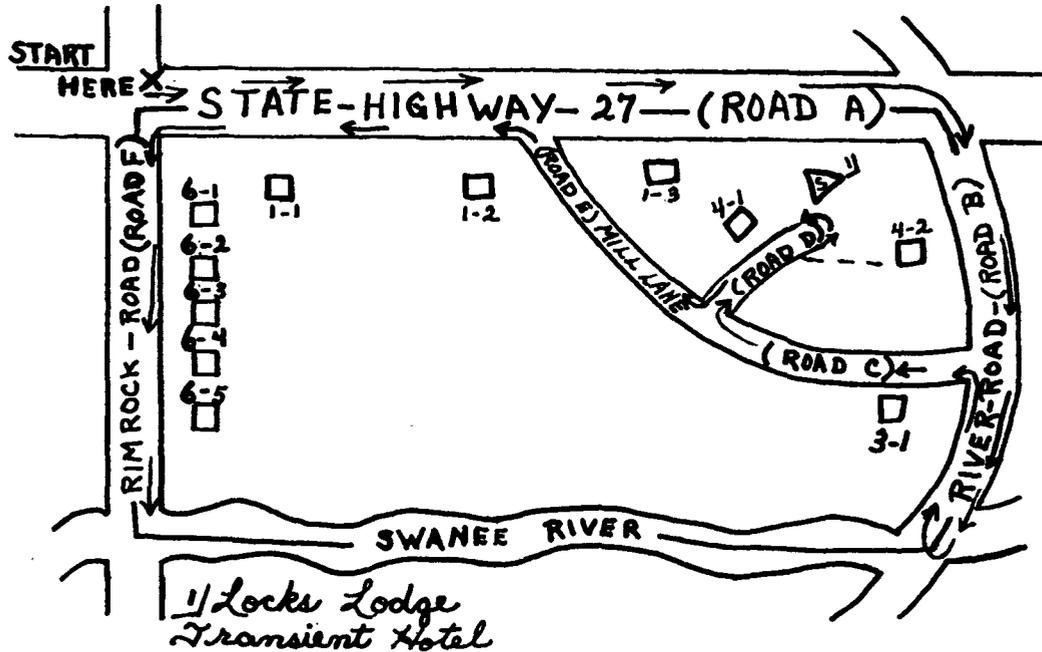
4b. Con.

- (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; and △ S special dwelling places.

Also indicate on the map (beside the unit) the sheet and line number of the Segment List on which each housing unit is listed. Prepare a separate Segment List for each road or road section. List housing units consecutively in the order of travel. Skip no lines. Skip no lines.

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.



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B. Discussion of basic rules--Con.

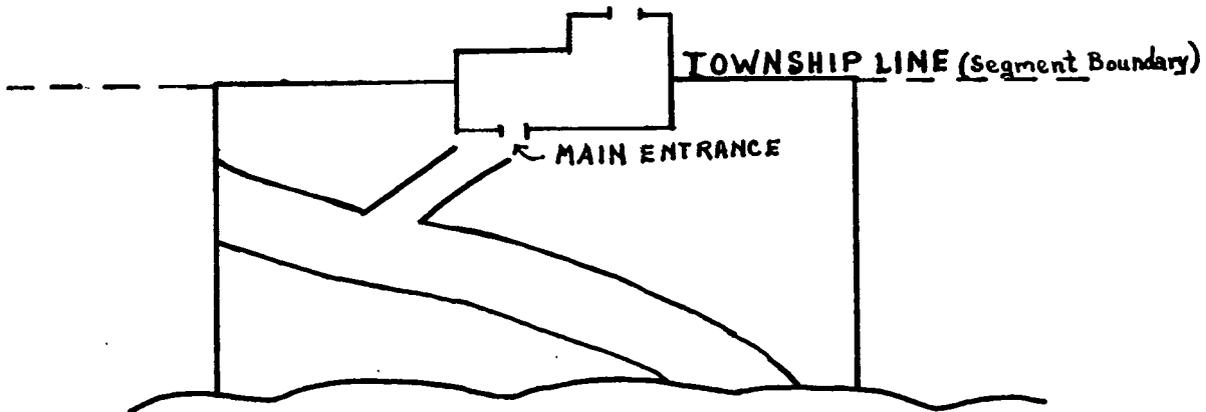
5. Apply "Main Entrance Rule" to structures which cross segment boundaries "Main entrance" defined

"Exception to rule"

If a structure crosses a segment boundary consider it to be inside the segment if its main entrance is within the boundary as outlined on the segment map. 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.

NOTE: The only exception to this rule is in the case of segments in which there are no segment boundaries, and 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.

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.

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QHS-725

CHAPTER 6. FORMS TO BE USED IN LISTING AREA SEGMENTS

A. Types of listing forms
1. Segment List

In listing Area Segments you will use four types of listing forms. These are:

1. Segment List--Used to:
 - a. list housing units (and in certain types of places living arrangements that are not housing units).
 - b. 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 and
 - c. when specifically instructed to do so, to record information on year structures were built. (See Fig. 7.)

(Note that special dwelling places are not to be entered on this list.)

FORM 11-171 (4-29-66)			U.S. DEPARTMENT OF COMMERCE BUREAU OF THE CENSUS			PSU CODE		SEGMENT		SURVEY				YEAR BUILT	
SEGMENT LIST						NUMBER	TYPE	<input type="checkbox"/> CPS <input type="checkbox"/> NHS <input type="checkbox"/> QHS <input type="checkbox"/> MLS <input type="checkbox"/> TA <input type="checkbox"/> NTA				(8)			
URBAN SEGMENTS - BOUNDARIES						RURAL SEGMENTS - DIRECTION OF TRAVEL						UNDER CONSTRUCTION OR DETERMINED BY INQUIRY TO BE BUILT: B - BEFORE 4/1/60 (Enter "X") A - AFTER 4/1/60 (Enter "X") NOT TO BE DETERMINED (Enter "X")			
N.						PROCEEDING FROM									
E.						TO									
S.						TRAVELING (N, E, S, or W) _____ ON ROAD (See column 2 below)									
W.															
LINE NO.	STREET NAME OR ROAD DESIG.	HOUSE NO. OR SIDE OF ROAD	DESCRIPTION OR LOCATION OF UNIT					SAMPLE DESIG.	SERIAL NUMBER	REASON AND DATE ADDED OR DELETED	B	A	ND		
(1)	(2)	(3)	(4)					(5)	(6)	(7)					
1		L or R	_____ _____ _____ _____ NAME: _____ AND: _____ <input type="checkbox"/> FARM BLDGS. <input type="checkbox"/> STORE <input type="checkbox"/> GAR. <input type="checkbox"/> OTHER-Specify _____												
2		L or R	_____ _____ _____ _____ NAME: _____ AND: _____ <input type="checkbox"/> FARM BLDGS. <input type="checkbox"/> STORE <input type="checkbox"/> GAR. <input type="checkbox"/> OTHER-Specify _____												

Fig. 8 EXCERPT FROM SEGMENT LIST USED TO LIST AREA SEGMENTS IN CURRENT HOUSEHOLD SURVEYS

2. Supplemental Segment List

2. Supplemental Segment List--Form used in bringing lists up to date in NTA Segments. Units missed in previous listing and new and converted units are to be entered on this list. (See Fig. 9 on page C-23.)

A. Types of listing forms--Con.

FORM 11-172 (2-12-64)		U.S. DEPARTMENT OF COMMERCE BUREAU OF THE CENSUS		PSU CODE	SEGMENT	SURVEY				YEAR BUILT			
SUPPLEMENTAL SEGMENT LIST FOR NTA SEGMENTS					NUMBER	TYPE	<input type="checkbox"/> CPS	<input type="checkbox"/> NHS	<input type="checkbox"/> QHS	<input type="checkbox"/> MLS	(8)		
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.					UNDER CONSTRUCTION OR DETERMINED BY INQUIRY TO BE BUILT:								
					B - BEFORE 4/1/60 (Enter "X")								
					A - AFTER 4/1/60 ("X")								
					NO INQUIRY MADE OR NO DETERMINATION REQUIRED (Enter "X")								
LINE NO.	STREET NAME OR ROAD DESIG.	HOUSE NO. OR SIDE OF ROAD	DESCRIPTION OR LOCATION OF UNIT			SAMPLE DESIG.	SERIAL NUMBER	REASON AND DATE ADDED OR DELETED		B	A	ND	
(1)	(2)	(3)	(4)			(5)	(6)	(7)					
1		L or R	<input type="checkbox"/> FARM BLDGS. <input type="checkbox"/> STORE <input type="checkbox"/> GAR. <input type="checkbox"/> OTHER (Specify) _____ NAME: _____ AND: _____										
2		L or R	<input type="checkbox"/> FARM BLDGS.										

Fig. 9 EXCERPT FROM SUPPLEMENTAL SEGMENT LIST

3. List of Structures with no living quarters

3. List of Structures With No Living Quarters (appears on right inside page of Segment Folder) with separate continuation 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.10.)

FORM 11-170 (10-16-63)		U.S. DEPARTMENT OF COMMERCE BUREAU OF THE CENSUS		LIST OF STRUCTURES WITH NO LIVING QUARTERS FOR TA AND NTA SEGMENTS		
LINE NO.	STREET NAME OR ROAD DESIGNATION	HOUSE NO. OR SIDE OF ROAD	DESCRIPTION OR LOCATION OF STRUCTURE WITH NO LIVING QUARTERS	SEGMENT LIST SHEET AND LINE REFERENCE	PERSON SUPPLYING INFORMATION	
(1)	(2)	(3)	(4)	(5)	(6)	
1		L OR R	<input type="checkbox"/> STORE <input type="checkbox"/> CHURCH <input type="checkbox"/> SCHOOL <input type="checkbox"/> FILLING STATION <input type="checkbox"/> FACTORY <input type="checkbox"/> RESTAURANT <input type="checkbox"/> ABANDONED STRUCTURE <input type="checkbox"/> OTHER (Specify) _____ _____ _____	ON SHEET _____ BETWEEN LINES _____ AND _____		
		L OR R	<input type="checkbox"/> STORE			

Fig.10 EXCERPT FROM LIST OF STRUCTURES WITH NO LIVING QUARTERS

CPS-250
NHS-HIS-100
QHS-725

A. Types of Listing forms--Con.

Occasionally you may have more structures to list than lines provided on page 3 of the Segment Folder. In this case use form 11-170A which is a continuation sheet for page 3. (See Fig. 10A.)

FORM 11-170A (10-21-69)		U.S. DEPARTMENT OF COMMERCE BUREAU OF THE CENSUS		SHEET _____ OF _____ SHEETS	
LIST OF STRUCTURES WITH NO LIVING QUARTERS FOR TA AND NTA SEGMENTS (Continuation sheet)				SURVEY	
				<input type="checkbox"/> CPS <input type="checkbox"/> NHS <input type="checkbox"/> QHS <input type="checkbox"/> MLS <input type="checkbox"/> _____	
				PSU CODE	
				SEGMENT NO.	
LINE NO. (1)	STREET NAME OR ROAD DESIGNATION (2)	HOUSE NO. OR SIDE OF ROAD (3)	DESCRIPTION OR LOCATION OF STRUCTURE WITH NO LIVING QUARTERS (4)	SEGMENT LIST SHEET AND LINE REFERENCE (5)	PERSON SUPPLYING INFORMATION (6)
1		L or R	<input type="checkbox"/> STORE <input type="checkbox"/> CHURCH <input type="checkbox"/> SCHOOL <input type="checkbox"/> FILLING STATION <input type="checkbox"/> FACTORY <input type="checkbox"/> RESTAURANT <input type="checkbox"/> ABANDONED STRUCTURE <input type="checkbox"/> OTHER (Specify) _____ _____ _____	ON SHEET _____ BETWEEN LINES _____ AND _____	
		L or R	<input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> SCHOOL <input type="checkbox"/> FILLING STATION		

Fig. 10A. EXCERPT FROM CONTINUATION SHEET OF LIST OF STRUCTURES WITH NO LIVING QUARTERS

4. Special Dwelling Listing Sheet

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. 11)

FORM P-2255 (9-11-61)		U.S. DEPARTMENT OF COMMERCE BUREAU OF THE CENSUS		SHEET _____ OF _____ SHEETS			
SPECIAL DWELLING LISTING SHEET				FORM APPROVED BUDGET BUREAU NO. 41-R1206.6			
				NOTE: For special dwelling places in TAKE ALL SEGMENTS, skip items a, b, and c and list units in Column (2).			
				a. REGISTER AVAILABLE? Yes <input type="checkbox"/> If "Yes," complete heading items b and c only. No <input type="checkbox"/> If "No," skip items b and c and list units in Column (2).			
				b. REGISTER IS RECORD OF: <input type="checkbox"/> Living quarters (Rooms, HUS, etc.) <input type="checkbox"/> Persons			
SAMPLE AREA (PSU)				c. DATE	NUMBER OF UNITS		
CODE	NAME				NONSTAFF	STAFF	UNCLASSIFIED
BLOCK OR RURAL SAMPLE AREA (PLACE)							
IDEN. CODE	NAME						
SEGMENT							
SEGMENT NO.	TYPE						
NAME OF SPECIAL DWELLING PLACE							
ADDRESS							
TYPE							
LINE NO. (1)	NUMBER OR LOCATION OF UNIT (2)	SAMPLE DESIGNATION (3)	SERIAL NUMBER (4)	LINE NO. (1)	NUMBER OR LOCATION OF UNIT (2)	SAMPLE DESIGNATION (3)	SERIAL NUMBER (4)
1				21			

Fig. 11 EXCERPT FROM SPECIAL DWELLING LISTING SHEET

CPS-250
NHS-HIS-700
QHS-725

- A. Types of Listing Forms--Con.
4. --Con.

You may find that some of the listing forms in your assignment are not identical to those illustrated above. The reason for this is that listing forms are revised from time to time - titles may change as new concepts are developed or columns may be added in order to incorporate new procedures effective with new segments coming into sample. Revisions are usually such that the originally prepared listing forms for segments continuing in sample over a period of time can be retained for the life of the segment unless you are instructed otherwise.

- B. Sheet for recording problems and questions

You will also use an INTER-COMM, on which you will record any problems encountered or questions you have concerning listing. (See Fig. 12.)

FORM 11-36 (9-7-63) U.S. DEPARTMENT OF COMMERCE BUREAU OF THE CENSUS INTERviewer COMMunication (Referral Sheet) See instructions on reverse side of "Field Office" or "Originator's" copies	a. Regional office (Check: <input type="checkbox"/> TO <input type="checkbox"/> FROM)		b. Survey (Check which) <input type="checkbox"/> CPS <input type="checkbox"/> NHS <input type="checkbox"/> QHS <input type="checkbox"/> CBR <input type="checkbox"/> SOC <input type="checkbox"/> _____	
	c. Interviewer's name		d. Date	
	IF REFERENCE TO SPECIFIC UNIT, SHOW WHERE APPLICABLE			
	e. PSU Code	f. Segment number		g. Type segment
i. Form No.	j. Sheet No.	k. Line No.	<input type="checkbox"/> B <input type="checkbox"/> X or NTA <input type="checkbox"/> TA <input type="checkbox"/> Sub-segment <input type="checkbox"/> PC <input type="checkbox"/> CBR <input type="checkbox"/> NP <input type="checkbox"/> _____	<input type="checkbox"/> CPS _____ <input type="checkbox"/> NHS _____ <input type="checkbox"/> QHS _____ <input type="checkbox"/> OT _____
l. Serial number or other identification				
Section I - STATEMENT (Answer required: <input type="checkbox"/> Yes <input type="checkbox"/> No)				
Section II - ANSWER				

Fig. 12 EXCERPT FROM INTER-COMM

CPS-250
NHS-HIS-100
QHS-725

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. 13 and 14.)

FORM NHS-HIS-202 (11-6-64)		SEGMENT FOLDER				U.S. DEPARTMENT OF COMMERCE BUREAU OF THE CENSUS				NHS			
Part I - INSTRUCTIONS TO INTERVIEWERS						SAMPLE							
						B	B	B	B				
AREA SEGMENTS	List only - To be completed by _____ →												
	NTA Segment - Bring listing up to date only - To be completed by _____ →												
	TA Segment - Bring listing up to date and interview sample units during week of _____ →												
	NTA Segment - Interview sample units during week of _____ →												
"B" SEGMENTS	Interview sample units and complete any "Fill Sheets" if required, during week of _____ →												
Part II - SAMPLING INSTRUCTIONS _____ →						Start with	Start with	Start with	Start with				
						Take every	Take every	Take every	Take every				
Part III - RECORD OF TRANSMITTAL (Return this folder with last shipment from this segment)													
Serial number	Date of shipment	Serial number	Date of shipment	Serial number	Date of shipment	Serial number	Date of shipment	Serial number	Date of shipment				
Part IV - SPECIAL INSTRUCTIONS AND OTHER NOTES													
A. Supervisor (Enter below any necessary, specific instructions for special dwelling places, segment boundaries, etc.)						C. Stamp(s)							
B. Interviewer (Enter below notes such as directions to segment from home, best day or time to visit segment, etc.)													
						Part V - SPECIAL DWELLING PLACE(S) IN SEGMENT?							
						<input type="checkbox"/> Yes <input type="checkbox"/> No							
						If "Yes," enter name of place(s)		1.					
								2.					

Fig. 13 SEGMENT FOLDER USED IN NATIONAL HEALTH SURVEY

CHAPTER 7. HOW TO FILL SEGMENT LIST FOR AREA SEGMENTS

A. Heading

You will receive a Segment Folder and a supply of blank listing sheets for each Area Segment assigned to you. One sheet of the Segment List will be attached inside the folder. (Occasionally, you may receive a folder containing an Area Segment which consists entirely of a special dwelling place. Such a place is to be listed on a Special Dwelling Listing Sheet as instructed in Chapter 14.) 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 Area Segments 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 determine (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 of a Segment List prepared for an Area Segment in the following situations:

- a. When it is obvious that the place indicated on the tab of the Segment Folder is not the name of a Post Office. The following are examples: Kingston twp., Luzerne County; Clinton town, Dutchess County; East San Gabriel div., Los Angeles County; Ward 5, Ascension County; and Salem dist., Roanoke County.
- b. When the segment is located in a "named place" but households in the segment are serviced by a Post Office in a different place than the one indicated on the folder.

Example 1 - 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 on the Segment List.

A. Heading—Con.

1. Post Office—
Con.

Example 2 - 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.

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. This is essential in order to keep within the costs allocated for the listing operation.

2. Urban Area
Segments --
Boundaries

If the Area 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.	<i>Twin Oaks Drive</i>
E.	<i>Portage Path</i>
S.	<i>Blaine Ave.</i>
W.	<i>West Market St.</i>

If the space for urban segments is inadequate, continue the description in the section for rural segments.

In urban segments list units consecutively from one sheet to the next. Do NOT use a separate sheet for each road or road section.

A. Heading--Con.

3. Rural Area Segments -- Direction of Travel

If the Area 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:	<i>Road A</i>
TO:	<i>Swanee River</i>
TRAVELING (N,E,S, or W)	<u> S </u> 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 in Figures 14 and 15 of this Chapter.

2. Cols. 5-7

Make no entries in columns 5-7.

3. Col. 8

See Chapter 16 for instructions regarding filling column 8 at the time of listing.

4. One line per unit

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

5. 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.

6. Indicating structures with no living quarters

In column 4, check the appropriate box, for any structure which is not at present occupied or intended for occupancy as living quarters; for example, a garage or store which is on the same property as a listed unit.

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

6. --Con.

(At the time of interviewing this structure is to be considered as part of the unit entered on the same line of the Segment List -- for NHS, see Chapter 2 of Part A; for CPS, see Chapter 11 of Part D; for QHS, see Chapter 5 of Part D.)

If there are two or more housing units on the same property as a structure with no living quarters, check the appropriate box on the line for the first housing unit listed.

7. 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 there are no living quarters on a particular road or road section in a rural area, 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 front of a Segment List prepared for the segment. Make the above entry even though there is a special dwelling place on the street or road.

8. Listing in
multi-unit
structures

In structures containing more than one unit, use the following rules in 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. Rules for filling
body of Segment
List--Con.

8. Listing in
multi-unit
structures--Con.

b. If no
system

(1) Order of
Listing

If there is no regular numbering or lettering system:

- (a) List units on a lower floor before listing those on a higher floor. Begin with the basement, then the first floor, second floor, etc.
- (b) 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 entrance to the floor and keep to the right as you list each unit in sequence.
- (c) If instructions in paragraphs (a) and (b) are not applicable, list in some systematic fashion following the general rules of listing. List floors in ascending order, and within floors, start listing units from the right.

(2) Identifi-
cation of
Units

Describe or identify each unit so that it can be located by another person. Follow the instructions outlined below.

- (a) A single unit on each of several floors -- describe the units as "basement apt.," "first floor apt.," "second floor apt.," etc.
- (b) Two units per floor -- either right and left or front and rear. In this situation describe the units as "right apt." and "left apt." or "front apt." and "rear apt.," as appropriate, for a one-story structure. For structures with several floors, identify units by floor as "first floor right" and "first floor left" or "first floor front" and "first floor rear," etc. The point of reference is always the front of the structure as you face it from the outside when using these descriptions.

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

8b(2)--Con.

(c) In situations not covered in (a) or (b) above proceed as follows:

(i) Assign letters in alphabetical order to the units. Enter the letter and a suffix X in column (4), on consecutive lines of the listing sheets. For example,

(1)	(2)	(3)	(4)
3	Maple Street	L or R	AX
		104	
		NAME:	
4	Maple Street	L or R	BX
		104	
		NAME:	
5	Maple Street	L or R	CX
		104	
		NAME:	

Explain in the footnotes, "'X-Letters' assigned by interviewer for unnumbered units -- see sketch." Follow the general order of listing outlined in paragraph 8b above.

(ii) Prepare a sketch map showing all units. Cross reference each unit by entering on the sketch the sheet and line number assigned to the unit on the listing sheet.

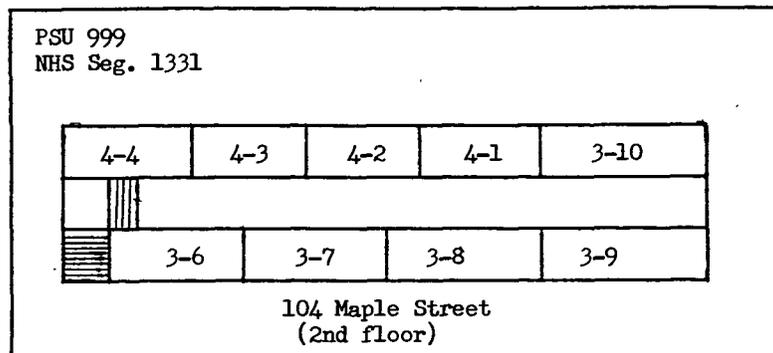
Identify the sketch by PSU, Segment number and street address. Attach it to the left inside cover of the Segment Folder.

Example

Assume you are listing the second floor of a structure at 104 Maple Street and you find nine units not identified by number or letter. You have listed these units on sheet 3, lines 6-10 and sheet 4, lines 1-4. The structure is in Segment 1331, PSU 999. Your sketch would be as follows:

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

(2)—Con.



9. Special rules
for rural areas

a. Side of
road

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

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 columns 1-4 of 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. Instructions regarding filling column 8 of the Segment List are given in Chapter 16 of this part (Part C) of your manual.

D. Your name and
the date

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

LINE NO.	STREET NAME OR ROAD DESIG.	HOUSE NO. OR SIDE OF ROAD	DESCRIPTION OR LOCATION OF UNIT	
(1)	(2)	(3)	(4)	
1	Johnson Street	L or R	First floor front	<input type="checkbox"/> FARM BLDGS. <input type="checkbox"/> STORE <input type="checkbox"/> GAR. <input type="checkbox"/> OTHER-Specify
2		137	First floor rear	<input type="checkbox"/> FARM BLDGS. <input type="checkbox"/> STORE <input type="checkbox"/> GAR. <input type="checkbox"/> OTHER-Specify
3		137		<input type="checkbox"/> FARM BLDGS. <input checked="" type="checkbox"/> STORE <input type="checkbox"/> GAR. <input type="checkbox"/> OTHER-Specify
4	North-South Alley Closest to Johnson St.	L or R	East side, first house near Bilwell St., unpainted, one-story	<input type="checkbox"/> FARM BLDGS. <input type="checkbox"/> STORE <input checked="" type="checkbox"/> GAR. <input type="checkbox"/> OTHER-Specify
5		L or R	West side, first house near Bilwell St., red brick, green trim, one-story	<input type="checkbox"/> FARM BLDGS. <input type="checkbox"/> STORE <input type="checkbox"/> GAR. <input type="checkbox"/> OTHER-Specify
6		L or R	Rooms above red brick garage, west side of alley	<input type="checkbox"/> FARM BLDGS. <input type="checkbox"/> STORE <input type="checkbox"/> GAR. <input type="checkbox"/> OTHER-Specify

Enter a check mark in column (1) opposite each address at which you inquire to determine no. of units.

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.

SHEET 1 OF 3 SHEETS USCOMM-DC

Total number of sheets used for listing segments.

Fig. 15 EXAMPLE OF A PARTIALLY FILLED SEGMENT LIST FOR AN URBAN AREA SEGMENT
(See Chapter 16 of this part (Part C) of your manual for instructions)
regarding Column 8 of the Segment List.

CPS-250
NHS-HIS-100
QHS-725

LINE NO. (1)	STREET NAME OR ROAD DESIG. (2)	HOUSE NO. OR SIDE OF ROAD (3)	DESCRIPTION OR LOCATION OF UNIT (4)	FARM BLDGS. <input type="checkbox"/> STORE <input type="checkbox"/> GAR. <input type="checkbox"/> OTHER (Specify)
1	U.S. Highway 21 Road C	L or R RD White # Box 10	Brown frame one-story house with screened porch and anchor fence NAME: John L. Johnson	<input checked="" type="checkbox"/> FARM BLDGS. <input type="checkbox"/> STORE <input type="checkbox"/> GAR. <input type="checkbox"/> OTHER (Specify)
2		L or R 10 yds. beyond telephone pole # 62	Unpainted shack with flat roof opposite railroad water tank; poplar trusses NAME: AND:	<input type="checkbox"/> FARM BLDGS. <input type="checkbox"/> STORE <input type="checkbox"/> GAR. <input type="checkbox"/> OTHER (Specify)
3		L or R back of property electric pole # 72	Large stone mansion with driveway going completely around it NAME: P. R. Allison	<input checked="" type="checkbox"/> FARM BLDGS. <input type="checkbox"/> STORE <input checked="" type="checkbox"/> GAR. <input type="checkbox"/> OTHER (Specify)
4		L or R	Two-story white house 1/2 mile north of intersection of roads A and B NAME: J. P. Bolger	<input type="checkbox"/> FARM BLDGS. <input type="checkbox"/> STORE <input type="checkbox"/> GAR. <input type="checkbox"/> OTHER (Specify)
5		L or R	22 NAME: George S. Price	<input type="checkbox"/> FARM BLDGS. <input type="checkbox"/> STORE <input checked="" type="checkbox"/> GAR. <input type="checkbox"/> OTHER (Specify)
			AND:	
2, col. 4			REMARKS (Use reverse side, if necessary) along barbed wire fence in front.	

Encircle side of road considering direction you are traveling.

Use permanent landmarks in description.

Enter RD route no. and Box No., telephone pole no., etc. if available by observation.

Enter a check mark next to each address at which you inquire to determine no. of units.

Enter road letter designation (Road A, B, C etc.) and name, if any.

Indicate house number, if any.

Do not describe by color alone; houses are repainted.

Determine name from mail box or sign if possible. Enter full name if shown.

If not enough space, use Remarks Section to give complete description.

Specify any separate structures on the property which are at present not intended for occupancy as living quarters.

Sometimes it is necessary to give exact mileage from a relatively permanent landmark or road intersection.

Use to enter additional description of unit, etc.

Fig. 16 EXAMPLE OF A PARTIALLY FILLED SEGMENT LIST FOR A RURAL AREA SEGMENT

(See Chapter 16 of this part (Part C) of your manual for instructions regarding column 8 of the Segment List.)

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 an Area Segment is covered and all living quarters listed, each structure which contains no living quarters must be entered on either the Segment List, 11-171, or the List of Structures With No Living Quarters printed on the right inside cover of the Segment Folder. You will be furnished with a supply of separate continuation sheets of the List of Structures With No Living Quarters to use if more lines are needed than provided 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), follow the procedures on page C-30, paragraph B6
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 Living Quarters" printed on the Segment Folder (or on the continuation 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 buildings but no living quarters. In the latter case, the farm building with no living quarters should be entered on the List of Structures With No Living Quarters.
- C. Rules for filling "List of Structures With No Living Quarters"
- The rules for filling the List of Structures With No Living Quarters are as follows:
1. Heading
- Do not fill heading items on the "List of Structures With No Living Quarters." In using continuation sheets Form 11-170A, check the appropriate survey box and enter the PSU code and Segment Number in the space provided. (If you are using an earlier version of the continuation sheet, indicate only the Survey, PSU code and Segment Number in the heading; leave the other heading items blank.)

C. Rules for filling
"List of Structures
With No Living
Quarters" — con.

2. Avoid duplicate listing
The same "structure with no living quarters" should not appear on both the Segment List and List of Structures With No Living Quarters. 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 Living Quarters.
3. Check before listing
Before recording a structure on the "List of Structures With No Living Quarters", 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 not enter special dwelling places on the List of Structures With no Living Quarters
Do not enter on the List of Structures With No Living Quarters 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 Living Quarters 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. 17 shows how the List of Structures With No Living Quarters would be filled. Read the marginal notes which contain specific instructions for filling the form.

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.

Draw a line after the last entry on the street.

LINE NO. (1)	STREET NAME OR ROAD NO. (2)	HOUSE NO. OR SIDE OF ROAD (3)	DESCRIPTION OR LOCATION OF STRUCTURE WITH NO LIVING QUARTERS (4)	SEGMENT LIST SHEET AND LINE REFERENCE (5)	PERSON SUPPLYING INFORMATION (6)
1	Lee Blvd	L or R 6108	<input checked="" type="checkbox"/> STORE <input type="checkbox"/> CHURCH <input type="checkbox"/> SCHOOL <input type="checkbox"/> FILLING STATION	ON SHEET 3	owner
			<input type="checkbox"/> FACTORY <input type="checkbox"/> RESTAURANT <input type="checkbox"/> ABANDONED STRUCTURE	BETWEEN LINES 4 AND 5	
			<input type="checkbox"/> OTHER (Specify) <i>Brown's Hardware</i>		
2		L or R 6110	<input checked="" type="checkbox"/> STORE <input type="checkbox"/> CHURCH <input type="checkbox"/> SCHOOL <input type="checkbox"/> FILLING STATION	ON SHEET 3	Salesman
			<input type="checkbox"/> FACTORY <input type="checkbox"/> RESTAURANT <input type="checkbox"/> ABANDONED STRUCTURE	BETWEEN LINES 4 AND 5	
			<input type="checkbox"/> OTHER (Specify) <i>Boulevard Delicatessen</i>		
3		L or R 6112	<input type="checkbox"/> STORE <input type="checkbox"/> CHURCH <input type="checkbox"/> SCHOOL <input type="checkbox"/> FILLING STATION	ON SHEET 3	Clerk
			<input type="checkbox"/> FACTORY <input type="checkbox"/> RESTAURANT <input type="checkbox"/> ABANDONED STRUCTURE	BETWEEN LINES 4 AND 5	
			<input checked="" type="checkbox"/> OTHER (Specify) <i>H. S. Pastoffe</i>		
4		L or R 6114	<input type="checkbox"/> STORE <input type="checkbox"/> CHURCH <input type="checkbox"/> SCHOOL <input type="checkbox"/> FILLING STATION	ON SHEET 3	Saleslady
			<input type="checkbox"/> FACTORY <input type="checkbox"/> RESTAURANT <input type="checkbox"/> ABANDONED STRUCTURE	BETWEEN LINES 4 AND 5	
			<input checked="" type="checkbox"/> OTHER (Specify) <i>Frozen Mustard Stand</i>		
5	Langley Road	L or R 501	<input type="checkbox"/> STORE <input type="checkbox"/> CHURCH <input type="checkbox"/> SCHOOL <input checked="" type="checkbox"/> FILLING STATION	ON SHEET 4	E. H.
			<input type="checkbox"/> FACTORY <input type="checkbox"/> RESTAURANT <input type="checkbox"/> ABANDONED STRUCTURE	BETWEEN LINES 6 AND 7	
			<input type="checkbox"/> OTHER (Specify) <i>Greer's Service Station</i>		

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 entry made by observation, enter your own initials.

Fig. 17--EXAMPLE OF A PARTIALLY FILLED LIST OF STRUCTURES WITH NO LIVING QUARTERS (HOUSING UNITS)

CHAPTER 9. TYPES OF SEGMENTS TO BE LISTED

A. Types of segments to be listed

Segments identified as TA or NTA in the tab of the Segment Folder and in the heading of the Segment List are called Area Segments. These are to be listed in accordance with instructions in this part (Part C) of your manual.

1. 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.

2. 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.

3. Difference between TA and NTA Segments

For both TA and NTA Segments, the original listing is done in advance of interview. Units within special dwelling places are 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.

TA Segments are updated each time the segment is interviewed for CPS and NHS (see exception in Chapter 10 for CPS "all-telephone" segments) and during the month specified on the front of the Segment Folder for QHS. NTA Segments are not updated each time the segment is interviewed for any survey but only during the months specified on the front of the Segment Folder.

B. B Segments are NOT to be listed

In addition to Area Segments, there is another main category of segments called "B Segments". A B Segment consists of a group of addresses (or occasionally a single address) taken from Census records. No listing or updating visit is made to these segments in advance of interview. Procedures for B Segments are contained in Part F of this manual.

CHAPTER 10. BRINGING LISTS UP TO DATE FOR AREA SEGMENTS

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-43). 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

Update lists at the times specified below for the survey on which you are working.

CPS

- (1) Update the lists for TA Segments each month at the time of interviewing and also during the month preceding the fifth month of enumeration. These segments must be updated even though no units were listed originally.

Exception: TA Segments to be enumerated entirely by telephone during a particular month are not to be updated that month unless it is necessary to make a personal visit to complete one or more interviews. In the latter case, update the segment during your interviewing visit.

- (2) Update the lists for NTA Segments ONLY when specifically instructed to do so on the front of the Segment Folder and not every month at the time of interviewing as in TA Segments.

NHS Update the lists for TA Segments, but not for NTA Segments, at the time of interviewing.

QHS Update the lists for TA Segments ONLY during the month specified on the front of the Segment Folder and not each month at the time of interviewing. Update the lists for NTA Segments only during the months specified on the front of the Segment Folder.

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 Sheets, if any, and Segment Map for the segment.

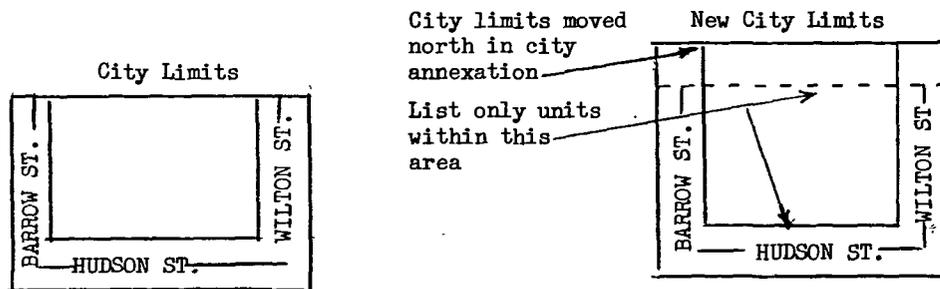
C. Rules to follow in bringing lists up to date--Con.

1. --Con.

Also take with you a supply of blank Segment Lists (Supplemental Lists for NTA Segments) 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. Keep your reference manual with you at all times.

2. Boundaries to use

Always use the original segment boundaries as shown on the map, even though the boundaries are streets or city limits which have been altered. See following example:



3. Route of travel

Begin at the place where the original lister started and follow the route of the original lister. Be sure to canvass all courts, alleys, and passageways and every street and road within the segment.

4. When to inquire

Inquire at structures which appear to contain more than one unit, if the number and location of units cannot be determined by observation.

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 commercial use. Give the reason and date deleted in column 7 of the Segment List. See the following example.

8	25 Road	L or R	NAME:	AND:	<input type="checkbox"/> FARM BLDGS. <input type="checkbox"/> STORE <input type="checkbox"/> GAR. <input type="checkbox"/> OTHER-Specify	Dem. 4/66
			Small unpainted one-story porch on front tarpaper roof			
			NAME:	AND:		

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

5. —Con.

If the unit is within the segment boundaries and is shown on a hand-drawn map or a segment map in a rural area, draw a large X through the unit on the map like this ; if located in a multi-unit structure, correct the figure above the housing unit symbol on the map. For example: $\frac{1}{2}$



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

6. Merged units

Where two or more units on the Segment or Supplemental Lists have been merged so that only one unit now exists, do not cross any of the merged units off the listing sheet. Instead, on the line for each except the first enter in column 7 the notation "Merged," the sheet and line number of the first of the merged units listed and the date the merger was discovered.

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	Northw. Road	L or R 105	1 st floor ----- NAME: _____ AND: _____	<input type="checkbox"/> FARM BLDGS. <input type="checkbox"/> STORE <input type="checkbox"/> GAR. <input type="checkbox"/> OTHER -Specify		
2		L or R 105	2 nd floor ----- NAME: _____ AND: _____	<input type="checkbox"/> FARM BLDGS. <input type="checkbox"/> STORE <input type="checkbox"/> GAR. <input type="checkbox"/> OTHER -Specify		
3		L or R 105	Basement apartment ----- NAME: _____ AND: _____	<input type="checkbox"/> FARM BLDGS. <input type="checkbox"/> STORE <input type="checkbox"/> GAR. <input type="checkbox"/> OTHER -Specify		Merged unit on 5/1, 4/1 4/67
4		L or R 107	----- NAME: _____ AND: _____	<input type="checkbox"/> FARM BLDGS. <input type="checkbox"/> STORE <input type="checkbox"/> GAR. <input type="checkbox"/> OTHER -Specify		

If the structure is shown on a reproduced hand-drawn map or on a segment map in a rural area, correct the figure which shows the number of units the structure contains.

If you are updating an NTA Segment and find that two or more units which were found to be merged during a previous updating are now unmerged, do not add any of the present unmerged units to the end of the Supplemental List. Instead, consider the line on which appears the first of the previously merged units as representing all units.

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

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

Units resulting from new construction or conversions to residential use and units omitted in error in the previous listing are to be entered on the Segment List as instructed below.^{1/} 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 hand-drawn map or on a segment map in a rural area enter the appropriate symbol on the map to indicate the location of each new unit or special dwelling place.

- 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-49, 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. 20 on page C-49)

- (2) For NTA Segments

For NTA Segments, enter new units on a Supplemental Segment List.

If a Supplemental List was previously prepared for the segment, add new units to that list, otherwise prepare a new Supplemental List. If you do not have a blank Supplemental List, label a Segment List "Supplemental" and use it. Transcribe the appropriate heading information from the regular Segment List. (Leave "Direction of Travel" blank if this item appears on the version of the Supplemental List you are using.) Number the Supplemental List in the Roman numeral series; that is, Sheet I, II, etc.

^{1/} Units resulting from new construction in segments located in permit areas should not be added if they were originally listed but crossed off the list because they were built after April 1, 1960.

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

7. —Con.

c. Reason and date added

Enter in column 7 of the Segment or Supplemental List the reason and date the unit is added. For example, a unit converted from nonresidential use and a newly constructed unit discovered in bringing lists up to date in March 1966 would be reported in column 7 as follows:

REASON AND DATE ADDED OR DELETED (7)
Conv. 3/66
N.C. 3/66

d. Order of listing

Between the lines on the Segment List where the added unit would appear if listed in order of travel, enter the sheet and line number on which the unit is actually listed. See the following examples.

LINE NO. (1)	STREET NAME OR ROAD DESIG. (2)	HOUSE NO. OR SIDE OF ROAD (3)
1	Road B Sheet 1	L or R RD3 Box 41 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)
1	Curtis Drive Sheet 2	L or R 32 Line 3
2		L or R 34

FOR TA SEGMENT

Do not change the order of any units previously listed on the Segment List.

8. New Roads Draw on the map the location of new roads or streets, if any, that have been constructed since the original listing. If located in a rural area, assign a road letter at the end of the sequence.
- a. How to indicate
- b. Units more accessible from new road Do not transfer previously listed units to the list for the new road even if the unit is 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 name on the mailbox against the name on the Segment List. If the name has changed, correct the entry on the Segment List. Enter the complete name as it appears on the mailbox. However, do not inquire to update entries in this item.
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 the structure now contains living quarters, cross out the check mark (and any entry under "Other specify") and add the unit to the Segment List (Supplemental List for NTA Segments). Also enter the appropriate symbol on the map if it is a reproduced hand-drawn map or a segment map in a rural area. If you find no box checked in column (4) and there is a structure with no living quarters on the same property as a residential unit, enter a checkmark in the proper box. If there is more than one residential unit on the property, check the appropriate box on the line for the first unit listed.
11. List of Structures With No Living Quarters Do not update the Form 11-170, "List of Structures With No Living Quarters."
12. Special Dwelling Places See Chapter C-14 for instructions on how to handle special dwelling places when bringing lists up to date.

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

13. Places which must be identified as transient or nontransient

The following instructions apply only to updating before the time an NTA Segment is interviewed for a new sample (and, for CPS before the return of an Area Segment for the second period of enumeration). They do not apply to the updating of TA Segments during interview week.

If you find listed on the Segment List a hotel, motel, Y, or tourist camp or court, you must determine at the time of updating whether the place has changed from nontransient to transient (or vice versa). Enter a footnote symbol in column 4 in front of the first unit listed in the place and indicate in the Remarks space (or on the back of the form) the present status of the place -- "T" for Transient; "NT" for Non-transient. Also enter the sheet and line numbers 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, A22, 4/21/64." Enter the footnote on 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.

D. Your name and the date

Below the List of Structures With No Living Quarters, enter your initials and the date (month and year) the list was updated. Figure 18 illustrates entries made for a TA Segment in CPS which has been in sample for four months:

BROUGHT UP TO DATE BY: (Initials)	RC	PW	PW	PW	
MONTH AND YEAR	4/ /66	5/ /66	6/ /66	7/ /66	

Fig.18 EXCERPT FROM SEGMENT FOLDER

E. Examples of Segments brought up to date

Examples of TA and NTA Segments being brought up to date are given in Figs. 19 - 23. Assume that Segment Folders for these two segments were stamped "Do not Determine year built--(NPA)".

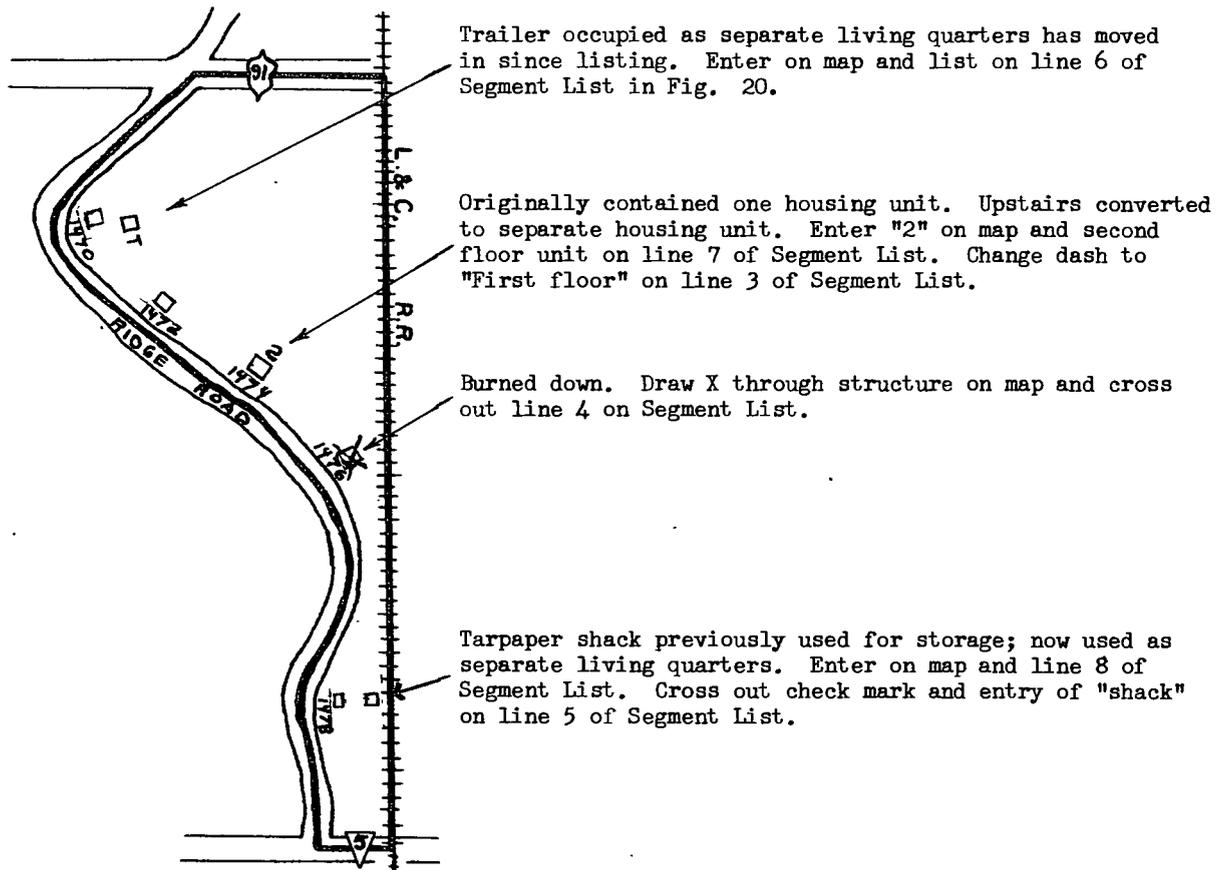


Fig. 19 TA Segment being Updated at Time of Interview. (This segment is outlined on reproduced large-scale hand-drawn map; therefore map as well as Segment List is updated.) See Segment List in Fig. 20.

Note: For CPS and NHS update TA Segments each time the segment is assigned for interviewing. For QHS, do not update TA Segments each month of interview but only when instructed to do so on the front of the Segment Folder.

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	<input type="checkbox"/> FARM BLDGS. <input type="checkbox"/> STORE <input checked="" type="checkbox"/> GAR. <input type="checkbox"/> OTHER (Specify) _____ NAME: _____ AND: _____	
2	<i>Sheet 1, line 6</i>	L or R 1472	<input type="checkbox"/> FARM BLDGS. <input type="checkbox"/> STORE <input type="checkbox"/> GAR. <input type="checkbox"/> OTHER (Specify) _____ NAME: _____ AND: _____	
3		L or R 1474	<input type="checkbox"/> FARM BLDGS. <input type="checkbox"/> STORE <input type="checkbox"/> GAR. <input type="checkbox"/> OTHER (Specify) _____ NAME: _____ AND: _____	
4		L or R 1476	<input type="checkbox"/> FARM BLDGS. <input type="checkbox"/> STORE <input type="checkbox"/> GAR. <input checked="" type="checkbox"/> OTHER (Specify) _____ NAME: _____ AND: _____	<i>Alum.</i> <i>4/67</i>
5		L or R 1478	<input type="checkbox"/> FARM BLDGS. <input type="checkbox"/> STORE <input type="checkbox"/> GAR. <input checked="" type="checkbox"/> OTHER (Specify) _____ NAME: _____ AND: _____	
6		L or R 1470 <i>Rear</i>	<input type="checkbox"/> FARM BLDGS. <input type="checkbox"/> STORE <input type="checkbox"/> GAR. <input type="checkbox"/> OTHER (Specify) _____ NAME: _____ AND: _____	<i>Trailer moved in</i> <i>4/67</i>
7		L or R 1474	<input type="checkbox"/> FARM BLDGS. <input type="checkbox"/> STORE <input type="checkbox"/> GAR. <input type="checkbox"/> OTHER (Specify) _____ NAME: _____ AND: _____	<i>Conv.</i> <i>4/67</i>
8		L or R 1478 <i>Rear</i>	<input type="checkbox"/> FARM BLDGS. <input type="checkbox"/> STORE <input type="checkbox"/> GAR. <input type="checkbox"/> OTHER (Specify) _____ NAME: _____ AND: _____	<i>Conv.</i> <i>4/67</i>

Fig. 20 SEGMENT LIST FOR TA SEGMENT SHOWN IN FIG. 19
AFTER LIST IS UPDATED

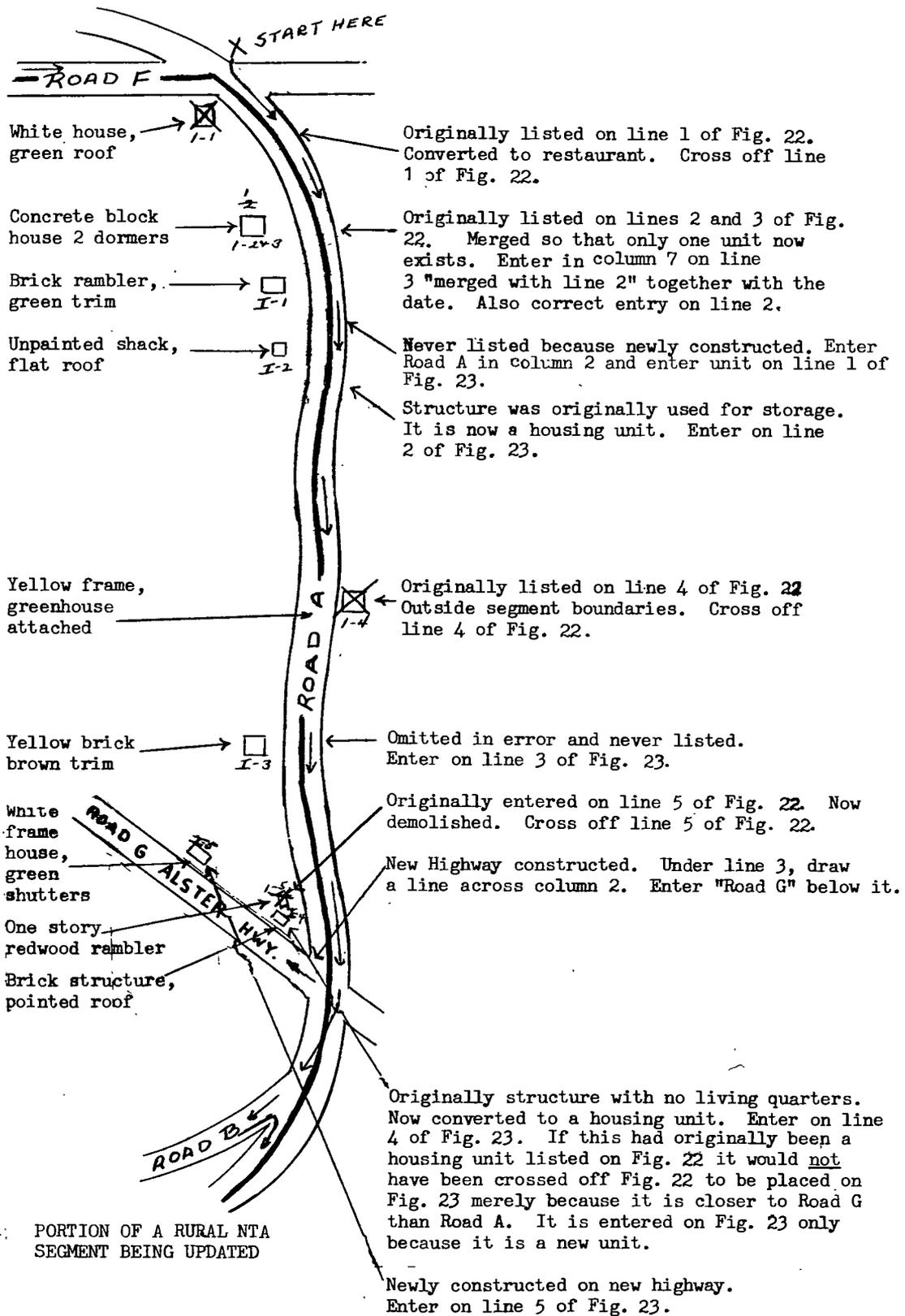


Fig. 21: PORTION OF A RURAL NTA SEGMENT BEING UPDATED

FORM 11-171 (4-29-66)		U.S. DEPARTMENT OF COMMERCE BUREAU OF THE CENSUS		PSU CODE	SEGMENT		SURVEY			
SEGMENT LIST				999	1251	TYPE <input type="checkbox"/> TA <input checked="" type="checkbox"/> NTA	<input type="checkbox"/> CPS	<input checked="" type="checkbox"/> NHS	<input type="checkbox"/> QHS	<input type="checkbox"/> MLS
				POST OFFICE (City, town or village) <i>Huron Village</i>						
URBAN SEGMENTS - BOUNDARIES				RURAL SEGMENTS - DIRECTION OF TRAVEL						
N.	PROCEEDING FROM <i>Intersection of Roads A and F</i>									
E.	TO <i>Road B</i>									
S.	TRAVELING (N, E, S, or W) <i>S</i> ON ROAD (See column 2 below)									
W.										

LINE NO.	STREET NAME OR ROAD DESIG.	HOUSE NO. OR SIDE OF ROAD	DESCRIPTION OR LOCATION OF UNIT	SAMPLE DESIG.	SERIAL NUMBER	REASON AND DATE ADDED OR DELETED
(1)	(2)	(3)	(4)	(5)	(6)	(7)
✓ 1	Road A	L or (R) RD 3 Box 21	One story white house, green roof, glassed in porch NAME: <i>Charles White</i> AND:	<input type="checkbox"/> FARM BLDGS. <input type="checkbox"/> STORE <input type="checkbox"/> GAR. <input type="checkbox"/> OTHER - Specify		Conv. to restaurant 4/67
✓ 2		L or (R)	Concrete block house, two dormers, archer fence downstairs NAME: AND:	<input type="checkbox"/> FARM BLDGS. <input type="checkbox"/> STORE <input type="checkbox"/> GAR. <input type="checkbox"/> OTHER - Specify		
3		L or (R)	" upstairs NAME: <i>George Deans</i> AND:	<input type="checkbox"/> FARM BLDGS. <input type="checkbox"/> STORE <input type="checkbox"/> GAR. <input type="checkbox"/> OTHER - Specify		Merged with unit on 5/1, 1/2 4/67
4		L or (R) <i>Sheet I, line 1 Sheet I, line 2 near telephone pole # 18</i>	Yellow frame, white trim, green house attached NAME: AND:	<input type="checkbox"/> FARM BLDGS. <input type="checkbox"/> STORE <input type="checkbox"/> GAR. <input type="checkbox"/> OTHER - Specify		outside segment boundary 4/67
5		L or (R) <i>Sheet I, line 3 Sheet I, line 4 Sheet I, line 5</i>	One story, redwood sables, green trim, inverted roof NAME: AND:	<input type="checkbox"/> FARM BLDGS. <input type="checkbox"/> STORE <input type="checkbox"/> GAR. <input type="checkbox"/> OTHER - Specify		Dem. 4/67
		L or R		<input type="checkbox"/> FARM BLDGS.		

SHEET 1 OF 1 SHEETS
USCOMM-DC

Fig. 22

NOTE: The Segment List is filled the same for all current household surveys except for checking the appropriate box under "Survey." In the above illustration the NHS box has been checked for the National Health Survey.

CPS-250
NHS-HIS-100
QHS-725

FORM 11-172 (2-12-64)		U.S. DEPARTMENT OF COMMERCE BUREAU OF THE CENSUS		PSU CODE 999	SEGMENT NUMBER 1251		SURVEY <input type="checkbox"/> CPS <input checked="" type="checkbox"/> NHS <input type="checkbox"/> QHS <input type="checkbox"/> MLS		Y1
SUPPLEMENTAL SEGMENT LIST FOR NTA SEGMENTS				TYPE <input type="checkbox"/> TA <input checked="" type="checkbox"/> NTA		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.	STREET NAME OR ROAD DESIG.	HOUSE NO. OR SIDE OF ROAD	DESCRIPTION OR LOCATION OF UNIT	SAMPLE DESIG.	SERIAL NUMBER	REASON AND DATE ADDED OR DELETED	ORDER
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1	Road A	L or R RD 3 Box 45	Brick ramblers, green trim; twins maples in front yard NAME: A. R. Husley AND:	<input type="checkbox"/> FARM BLDGS. <input type="checkbox"/> STORE <input type="checkbox"/> GAR. <input type="checkbox"/> OTHER (Specify)		New Construction 4/67	
2		L or R RD 3	Unpainted shack, flat roof; creek at left of entrance (formerly used for storage) NAME: B. B. Acorn AND:	<input type="checkbox"/> FARM BLDGS. <input type="checkbox"/> STORE <input type="checkbox"/> GAR. <input type="checkbox"/> OTHER (Specify)		Conv. to h.u. 4/67	
3		L or R RD 3 Box 26	One story yellow brick, brown trim; car port NAME: J. M. Michael AND:	<input type="checkbox"/> FARM BLDGS. <input type="checkbox"/> STORE <input type="checkbox"/> GAR. <input type="checkbox"/> OTHER (Specify)		omitted in error 4/67	
4	Road D	L or R	Brick structure with painted roof (formerly used as warehouse) NAME: H. L. Furber AND:	<input type="checkbox"/> FARM BLDGS. <input type="checkbox"/> STORE <input type="checkbox"/> GAR. <input type="checkbox"/> OTHER (Specify)		conv. to h.u. 4/67	
5		L or R	Two-story white frame house; side porch; green shutters; stone chimney NAME: John Houseman AND:	<input type="checkbox"/> FARM BLDGS. <input type="checkbox"/> STORE <input type="checkbox"/> GAR. <input type="checkbox"/> OTHER (Specify)		New construction 4/67	

Fig. 23

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

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.
1. 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 within segment boundaries on a river, stream, etc., is to be listed on a separate line of the Segment List. Do not list boats which are used only for vacations or extra sleeping space.
2. 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. 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 five 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 migratory workers' camp consists of quarters, or sites for quarters (trailer or tent sites), for five or more migrant workers. Such a camp is a special dwelling place and is to be listed according to instructions in Chapter C-14.

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

3. 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 6.)

Groups of five or more vacation cabins which are operated under a single management and which are identified by a sign on the property. (See also Chapter C-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 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. Note that permanent residential structures located on the property of transient-type places are to be listed as part of the special dwelling place.

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

4. Structures, other than special dwelling places, which may contain non-housing unit living quarters

Treat structures, other than special dwelling places, which may contain non-housing unit living quarters as follows:

a. Boarding house, rooming house, and combination boarding and rooming house type structures

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:

- (1) Determine the number of rooms occupied, or intended for occupancy, by boarders or roomers (or both).
- (2) If there are four or fewer rooms 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.
- (3) If there are five or more rooms for boarders or roomers (or a combination of both), list the landlord's quarters on one line of the Segment List; then list on separate lines each of the rooms for rent.

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

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.

b. Separate structures for guests or for servants

- (1) Listing by observation
 - (2) Rules to follow if inquiring
 - (a) Quarters for guests
- In most cases a structure for guests or for servants which is separate from the main house will probably be listed by observation as a separate housing unit. If, however, you inquire 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.
- 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. The guest house is not "separate living quarters occupied by a group of persons living

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

4.--Con.

b.--Con.

(2)--Con.

(a)--Con.

or eating together" because the guests are considered a part of the group of people they are visiting.

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

(4)

<i>Main house and guest house in rear</i>	
NAME:	AND:

(b) Quarters for servants

Living quarters, occupied or intended for occupancy by servants, are to be considered as a separate housing unit only 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:

(4)

<i>Main house and servant's quarters over garage</i>	
NAME:	AND:

(c) Quarters for farm and ranch hands

Living quarters for farm or ranch hands are not to be considered as servants' quarters. If they have accommodations for less than five hands, 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 five or more farm or ranch hands, they constitute a special dwelling place (see green pages of Chapter C-14).

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

4.—Con.

c. Other structures which contain nonhousing unit living quarters

In any other structures, 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 you come to a large rambling structure which appears to contain more than one unit. You inquire whether there are living quarters - either occupied or vacant - for more than one family or for roomers or boarders in the house. The respondent tells you that she and her husband occupy the entire structure except for a studio-bedroom and private bath on the third floor which they have rented out. She says the studio-bedroom contains no cooking equipment and is reached by the same stairway which she uses to get to her second-floor rooms. 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.)

5. Tents

In listing tents, tent sites, and tent camps, follow the procedure for listing trailers, trailer sites, and trailer camps given in section 7 below.

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

6. Tourist cabins

The procedure for listing tourist cabins depends on whether they are in a tourist camp. A tourist camp 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 at the end of this chapter.

7. 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 on the site where the trailers are located
 - or
 - (b) you would expect that at some time during the year 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 not 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.

NOTE: One or more trailers may be combined with other types of living quarters to constitute a special dwelling place. (See Table C at the end of this chapter and Section 9e on green pages of Chapter C-14.)

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

7. --Con.

c. --Con.

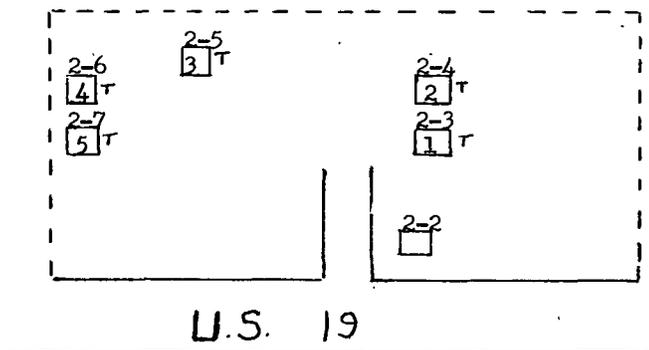
(1) List sites if possible

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. See following example:

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 numbers in numerical order to the sites on the map and enter these numbers in column 4 on the listing sheet to identify the sites. In addition cross reference by entering the Segment List sheet and line numbers on the sketch. For example, your sketch might appear as follows:



Wilson Trailer Camp

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

7. —Con.
c. —Con.

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

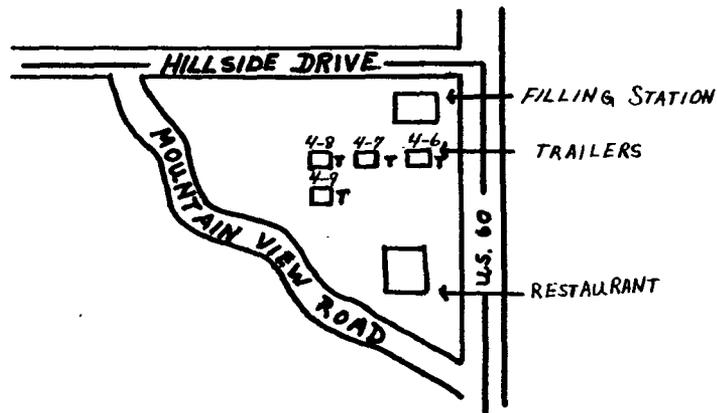
See Table C for procedures to follow for units in permanent residential structures (other than tourist cabins) in trailer camps.

d. How to list trailers not in camps

If a trailer is not part of a special dwelling place, 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 not list a trailer parked in the yard beside an owner's house and used only for vacations or as extra sleeping space for household members. Vacation trailers left by owners at lakes or recreational areas the year round and used only for vacations or weekends should be listed in the same manner as vacation cabins.

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. List the trailers in the usual manner but cross reference your listing by entering the corresponding sheet and line numbers on your sketch. (See following example.) Such a sketch should be attached to the Segment List on which you have listed the trailers.



8. 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 at the end of this chapter for procedures on listing.

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

9. 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. Follow the usual rules for listing multi-unit structures. If you cannot determine what the numbering scheme will be but know the floor plan, list apartments on a lower floor before listing those on a higher floor. Begin with the basement, then the first floor, second floor, etc.

(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.

10. 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.

10.—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 non-residential 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 to be 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 Living Quarters (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.

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

10.—Con.

e. Being demolished

Do not list on the Segment List or Special Dwelling Listing Sheet units in a structure being demolished (i.e. demolition work is already in process). Instead, treat such structures in the same manner as indicated above for "structures unfit for human habitation." (For structures to be demolished, see section f below.)

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 (i.e. demolition work has not yet begun) 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 10d 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 10d above.

11. 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 6 above for listing tourist cabins in tourist camps.

List on a separate line of the Segment List, each vacation cabin which is not 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 an INTER-COMM and send it to your Supervisor.

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". 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).	2a.		X
					2b.	X	
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

4.	5 or more	5 or more	None or 1 or more	4. Apply transiency rules <u>2/</u> 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
				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; (2) treat trailers and identifiable trailer sites as a trailer camp and special dwelling place.	4b(1)	X	
					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-54 for transiency rule.

3/ See page C-58 for definition of tourist camp.

4/ See page C-58 for definition of trailer camp.

5/ Treat Vacation Cabins (as defined on page C-63) like tourist cabins.

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

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

A. Area Segments to be newly listed

If you are assigned an Area Segment to be newly listed and can see before you start listing that the segment contains more than 100 housing units, proceed as follows:

1. If Segment in Non-Permit Area

If the segment is in a Non-Permit Area ("Do not Determine Year Built" is stamped on front of the Segment Folder) do not list the segment. Instead, subdivide the segment into smaller parts as specified in paragraph C below.

2. If Segment in Permit Area

If the segment is in a Permit Area (the letters "PA" included in the "year built" stamp on front of the Segment Folder) list the segment and inquire about "year built" for each unit you list as instructed in Sections D-F of Chapter 16 of Part C.

If, after listing and inquiring about "year built", you find that the segment contains more than 100 housing units built before April 1, 1960, subdivide the segment into smaller parts as specified in paragraph C below. Otherwise, do not subdivide the Segment.

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. Inquire about "year built" for each added unit if the segment is in a Permit Area.

C. Procedure for Area Segments to be subdivided before listing

Proceed as follows when your assignment is to newly list an Area Segment in a folder stamped "DO NOT Determine Year Built--(NPA)" and you find upon your arrival at the segment that it obviously contains more than 100 housing units.

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 pages C-67 and C-68.

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. Make 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 careful 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.

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.

C. Procedure for Area Segments to be subdivided before listing
 --Con.

5. Indicate location of special dwelling place

Show the location of each special dwelling place by the symbol $\triangle S$. 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 subdividing (map, sketch and enlargements) to your supervisor not later than the following day.

7. Example of sketch

Example: See Fig. 24.

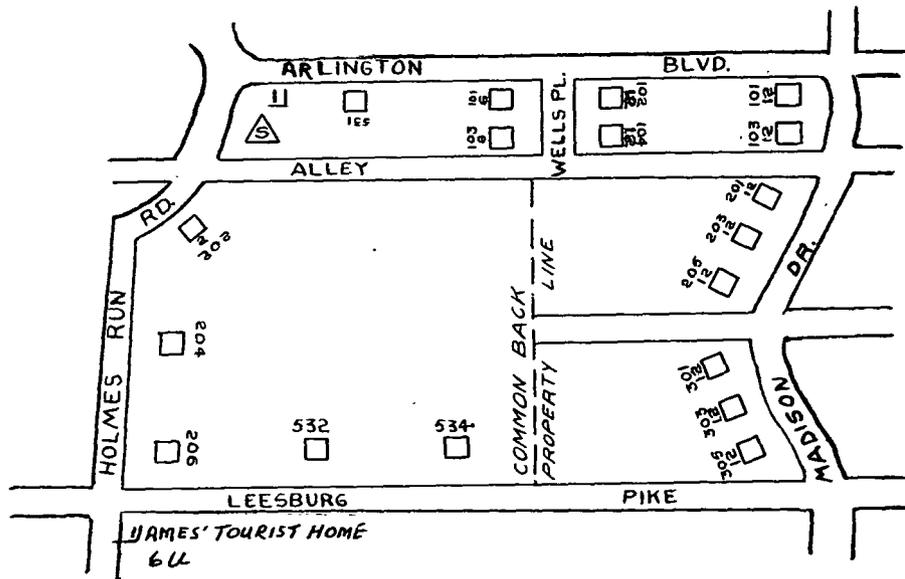


Fig. 24

CHAPTER 13. PROCEDURE FOR AREA SEGMENTS THAT ARE INACCESSIBLE AT TIME OF LISTING

A. List units according to information obtained from local sources

If an Area 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.

The segment may be one in which "year built" is to be determined at the time of listing (indicated by the "year built" stamp on the front of the Segment Folder). In this case do not try to make any year built determination, but check "NOT MORE" in the "year built" stamp on front of the Folder and inquire about "year built" during interview.

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 column 7 the notation "occ" (if occupied) or "unocc" (if unoccupied). Report the situation on an Inter-Comm.

B. Procedure at time of interview if segment accessible

If the Area 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 column 7 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 "FOOTNOTES AND COMMENTS". Fill the "Other (Specify)" noninterview oval on the CPS schedules prepared for such units and enter "listed in error" in the space provided. For QHS, fill the Consumer Buying Expectation, form QHS-707.
3. If the segment is TA, enter at the end of the last Segment List any units which should have been listed and were not. Interview all units unless the segment is large and has to be subsampled (more than 20 units for NHS or more than 30 for CPS and QHS). For subsampling instructions refer to Chapter 2 of Part A for NHS and to Chapter 11 of Part D for CPS; for QHS, consult your supervisor.

CPS-250
NHS-HIS-100
QHS-725

B. Procedures at time
of interview if
segment accessible
--Con.

3. --Con.

If the segment is NTA, enter any units which should have been listed and were not on a 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 for CPS and QHS, 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, return the interview form for each sample unit as noninterview.

If the unit is occupied check, for NHS and QHS, 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 for "Vacant non-seasonal" or "Vacant-seasonal" as appropriate. For CPS fill the "Vacant-regular" oval and, as appropriate, the "Year round" or "Seasonal" oval. For QHS, check "vacant". 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 ways:

1. You may be assigned an Area Segment with boundaries outlined on a Segment Map and find a special dwelling place within the boundary outlines.
2. You may be assigned a B Segment which contains a special dwelling place. (See Part F of this manual for instructions on these.)
3. You may be assigned a special dwelling place which is not located in an Area or B Segment. These are called "large" special dwelling places and for HIS are identified on the tab of the Segment Folder by the notation "Large Sp. D" in the space for "Type of Segment". (Segment Folders are not provided by Washington at the present time for "large" special dwelling places in CPS, or QHS - though your office may provide a folder.) No Segment Lists or B Segment Address Lists are provided in folders for "large" special dwelling places.

The area covered by the "large" special dwelling place usually is outlined on a map. When no map is provided, the address or description of location of the place is given and, where applicable, an indication that the "large" special dwelling place comprises only a specified part of an armed force installation, a college with resident students, a general hospital, etc.

If a "large" special dwelling place selected for the sample has changed to another type of special dwelling place (or part of a special dwelling place) and

- (1) occupies the same area outlined on the map or
- (2) has the same address or description as the original "large" special dwelling place, if no map

consider the new type of place currently occupying the area or address as the sample large special dwelling place. If other use is presently being made of the land area or structure comprising the large special dwelling place, report the situation on an INTER-COMM.

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 units of the kind 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.

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 be housing units or other 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.

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 or suites of rooms; in rooms having sleeping accommodations for 5 or more persons, each bed is a nonstaff unit.

b. Staff units defined

"Staff units" are defined as the houses, apartments, rooms or suites of rooms occupied by resident employees and their families, if any. In rooms having sleeping accommodations for 5 or more persons, each bed is a staff unit.

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 nurses' homes 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 all 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 or family 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 (1)	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: (5)
	Non-Staff ^{1/} (2)	Staff (3)	Unclassified (4)	
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; for migratory workers' camps, however do <u>not</u> include living quarters for farmer or for permanent ranch hands.
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 excluded from the current household surveys unless you are instructed otherwise by your 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 (or family) 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.
Sisters', Brothers' 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 seasonal--summer or winter--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. Procedures for listing special dwelling places in NTA Segments

1. Fill left heading on Special Dwelling Listing Sheet

For each special dwelling place found when listing an NTA Segment, enter the name, address, and type of special dwelling place on a Special Dwelling Listing Sheet. If a special dwelling place consists of more than one building, it may be necessary to draw a sketch showing the location of each of the buildings. In the left heading of the form enter the PSU code, identification code, segment number and type of segment; copy these from the Segment Folder tab. If the place contains staff and non-staff units, also enter "STAFF" above the title of the form you use to list staff units. (Refer to Table D on pages C-73 and C-74 to determine whether unclassified units or staff and nonstaff units are indicated for the type of place.)

NOTE: Only when you are specifically instructed to do so by the Regional Office, 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 for staff units.

2. Make inquiry

Before proceeding with the listing you will need to obtain certain information from the manager or person in charge.

a. 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 for employees instead of "unclassified."

b. Determine whether usable register is available

For special dwelling places in NTA Segments, determine whether a "usable" register is available from which a sample of the appropriate kind of units can be selected. (See Table D on pages C-73 and C-74.) If the place contains staff and nonstaff units, inquire only about staff units unless your supervisor has specifically instructed you to obtain information on nonstaff units.

c. "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.

D. Procedures for listing special dwelling places in NTA Segments (Con.)

2. (Con.)

d. Manner of inquiry

Ask to speak to the person in charge. Explain to him the purpose of the survey and that you would like to obtain some information about the rooms and other living quarters in the place so that a sample of these quarters can be selected for the survey.

Also explain that the sample can be selected from a list or other record (card file, diagram, etc.) provided it is up to date and contains all the living quarters specified for the place in Table D on pages C-73 and C-74. (You will need to know the living quarters specified for the type of place to phrase your explanation properly.)

(1) When usable register is available

If the person in charge has a usable register, tell him that, at this time, you need only a count of the living quarters in the place and that you will return later to select and enumerate a sample of the units.

Cautions regarding registers

NOTE: It is important that the manager, or other person in charge, understands that a usable register must contain all of the kind of units as specified for the type of place in Table D. Otherwise, he may provide you with a register that is not usable. For example, a hotel manager might assume that you can use his "guest register" which consists only of a listing of the units occupied by transient guests residing in his establishment at the time of your visit. In such a case, you would miss vacant units, quarters occupied by permanent guests and quarters occupied by resident employees. In another situation, a hotel register might include all guest rooms even though the manager could distinguish between the rooms for permanent guests and those for transient guests.

Hotels

Places containing staff and nonstaff

In places containing staff and nonstaff, be sure the person in charge understands what we mean by "staff units." Otherwise, his interpretation may not be correct. For example, in a hospital, the person in charge may assume you want a list of living quarters occupied by administrators and by doctors. In this case you would miss living quarters in the hospital occupied by nurses or by other resident employees, and you might also miss vacant staff units.

D. Procedures for listing special dwelling places in NTA Segments--Con.

2.--Con.

d.--Con.

(1)--Con.

In addition, you would want to explain that the register should not include rooms, beds, etc., occupied by patients; if it does, you should exclude them from your count.

Structures which are not part of special dwelling place

For some places, you would want to explain that the register should not contain addresses of any nearby houses which are occupied by employees but which are not a part of the special dwelling place. For example, at some colleges, faculty members may own or rent houses which are adjacent to, but not part of, the college; these should not be included in the register, or if they are, they should be excluded from the count of units in the place, and from sampling at the time of first interview.

(2) When usable register is not available

If there is no list, card file, or other register, explain that you would like to make a listing of all the living quarters specified for the type of place in Table D. (In a college, for example, it would be a listing of all living quarters for students and for resident employees, including faculty. If there were any dormitory rooms, for 5 or more persons, you would explain that you want to list each bed separately.)

3. When to use register of persons for unclassified or staff units

If for unclassified or 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." Keep in mind, however, that for unclassified and staff units a register of persons is to be used only as a last resort.

4. 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.

5. Fill right heading of Special Dwelling Listing Sheet

If there is a "usable register" for the particular kind of unit (staff or unclassified) for a place in an NTA Segment, fill items a, b, and c in the heading of the Special Dwelling Listing Sheet as follows:

a. When usable register available

Item a. Check "Yes."

D. Procedures for listing special dwelling places in NTA Segments--Con.

5.--Con.

a.--Con.

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." Also, footnote item b and indicate in the Remarks Section:

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

(ii) type of register and its location. Such an entry might be "Card file in Personnel Office."

Item c. Enter the date and, in the appropriate column headed unclassified or staff, 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.

b. When NO usable register available

If there is no usable register for the particular kind of unit (staff or unclassified):

(1) Check "no" in item a on the Special Dwelling Listing Sheet for unclassified or staff, whichever is appropriate.

(2) Leave items b and c blank.

6. Fill body of Special Dwelling Listing Sheet, if NO usable register

If there is no usable register for a special dwelling place located in an NTA Segment, list the staff or unclassified units within the place in column 2 of the Special Dwelling Listing Sheet.

D. Procedures for listing special dwelling places in NTA Segments--Con.

6.--Con.

NOTE: If there is a usable register for the place, do not list the units 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.

7. Rules to observe in listing units

In listing units on the Special Dwelling Listing Sheet, observe the following rules:

a. List each unit on a separate sheet

List each unit (house, apartment, room) on a separate line. If you are listing rooms which have sleeping accommodations for five or more persons, list each bed on a separate line.

Do not skip any lines.

b. Identify units adequately

Enter adequate identification such as room number, bed number, etc. in column 2. (See Figures 25 and 27.)

c. How to list "unclassified" units

If you are listing "unclassified units, list first 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.

d. In listing persons give name and room number

If you are listing persons, enter in column 2 both the name of the person and his room number, bed number (if in a room with sleeping accommodations for five 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	Jimi Jackson, first floor, left front	
4	Egan Green, first floor, left rear	

e. List units on consecutive lines

When the units to be listed are located in more than one building of a special dwelling place, list the units 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 locations of units are correctly identified by building in column 2 of the listing sheet. See Figure 25.

E. Procedure for special dwelling places in TA Segments

1. Fill heading of Special Dwelling Listing Sheet

Fill the left heading in the same manner as instructed for places in NTA Segments (see Section D.1 on page C-75).

Leave right heading items a, b, and c blank.
2. Explain purpose of survey and kind of units to be listed

For special dwelling places in TA Segments, explain the purpose of the survey. Also explain that you want to make a listing of the appropriate living quarters as indicated for the type of place in Table D.

In order to make sure that the person in charge understands the kind of units you want to list, follow the guidelines given for places in NTA Segments (see Section d on page C-76).
3. Do not determine availability of usable register for staff or unclassified units

For places in TA Segments you must list each staff or unclassified unit on a separate line of the Special Dwelling Listing Sheet; therefore, for these units, you do not determine whether there is a usable register from which to sample.
4. List units in column 2 of Special Dwelling Listing Sheet

List the staff or unclassified units in column 2 of the Special Dwelling Listing Sheet as instructed in Section 7 on page C-79.

(Whenever nonstaff units in TA Segments are to be included in the survey you will be issued specific instructions for filling the Special Dwelling Listing Sheet.)

FORM P-2255 (9-11-61)		U.S. DEPARTMENT OF COMMERCE BUREAU OF THE CENSUS		FORM APPROVED BUDGET BUREAU NO. 41-R1206.6			
<h2 style="margin: 0;">STAFF</h2> <h3 style="margin: 0;">SPECIAL DWELLING LISTING SHEET</h3>		NOTE: For special dwelling places in TAKE ALL SEGMENTS, skip items a, b, and c and list units in Column (2). a. REGISTER AVAILABLE? Yes <input type="checkbox"/> If "Yes," complete heading items b and c only. No <input checked="" type="checkbox"/> If "No," skip items b and c and list units in Column (2). b. REGISTER IS RECORD OF: <input type="checkbox"/> Living quarters (Rooms, HUS, etc.) <input type="checkbox"/> Persons					
SAMPLE AREA (PSU)							
CODE	NAME	BLOCK OR RURAL SAMPLE AREA (PLACE)		C. DATE	NUMBER OF UNITS		
999					NONSTAFF	STAFF	UNCLASSIFIED
IDEN. CODE	NAME	SEGMENT		C. DATE			
42							
SEGMENT NO.	TYPE	SEGMENT		C. DATE			
27	NTA						
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			
EM							
MONTH, YEAR		MONTH, YEAR		MONTH, YEAR			
1/67							

(Form continued on reverse)

Fig. 25

C-81

CPS-250
NHS-HIS-100
QHS-725

FORM P-2255 (9-11-61)		U.S. DEPARTMENT OF COMMERCE BUREAU OF THE CENSUS		FORM APPROVED BUDGET BUREAU NO. 41-R1206.6			
<i>Non Staff</i> SPECIAL DWELLING LISTING SHEET		NOTE: For special dwelling places in TAKE ALL SEGMENTS, skip items a, b, and c and list units in Column (2).					
		a. REGISTER AVAILABLE? Yes <input checked="" type="checkbox"/> If "Yes," complete heading items b and c only. No <input type="checkbox"/> If "No," skip items b and c and list units in Column (2).		b. REGISTER IS RECORD OF: <input checked="" type="checkbox"/> Living quarters (Rooms, HUS, etc.) <input type="checkbox"/> Persons			
SAMPLE AREA (PSU)				NUMBER OF UNITS			
CODE	NAME	c. DATE		NONSTAFF	STAFF	UNCLASSIFIED	
999		2/67		125			
BLOCK OR RURAL SAMPLE AREA (PLACE)							
IDEN. CODE	NAME						
42							
SEGMENT							
SEGMENT NO.	TYPE						
27	NTA						
NAME OF SPECIAL DWELLING PLACE							
<i>Green Valley Home</i>							
ADDRESS							
<i>Valleyview Drive and Green River Road, Utopia City</i>							
TYPE							
<i>Home for Rent</i>							
LINE NO. (1)	NUMBER OR LOCATION OF UNIT (2)	SAMPLE DESIGNATION (3)	SERIAL NUMBER (4)	LINE NO. (1)	NUMBER OR LOCATION OF UNIT (2)	SAMPLE DESIGNATION (3)	SERIAL NUMBER (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 by your Regional Office.

LISTED BY	CHECKED BY	BROUGHT UP TO DATE BY
<i>R.C.</i>		
MONTH, YEAR	MONTH, YEAR	MONTH, YEAR
<i>2/67</i>		

(Form continued on reverse)

FORM P-2255 (9-11-61)		U.S. DEPARTMENT OF COMMERCE BUREAU OF THE CENSUS		FORM APPROVED BUDGET BUREAU NO. 41-R1206.6			
SPECIAL DWELLING LISTING SHEET		<p>NOTE: For special dwelling places in TAKE ALL SEGMENTS, skip items a, b, and c and list units in Column (2).</p> <p>a. REGISTER AVAILABLE? Yes <input type="checkbox"/> If "Yes," complete heading items b and c only. No <input type="checkbox"/> If "No," skip items b and c and list units in Column (2).</p> <p>b. REGISTER IS RECORD OF: <input type="checkbox"/> Living quarters (Rooms, HUS, etc.) <input type="checkbox"/> Persons</p>					
SAMPLE AREA (PSU)		CODE 999	NAME	c. DATE	NUMBER OF UNITS		
BLOCK OR RURAL SAMPLE AREA (PLACE)					NONSTAFF	STAFF	UNCLASSIFIED
IDEN. CODE 84	NAME						
SEGMENT							
SEGMENT NO. 67	TYPE TA						
NAME OF SPECIAL DWELLING PLACE <i>Bliss Hall</i>							
ADDRESS <i>Perfection University, Halcyon Road, some east of Utopia city</i>							
TYPE <i>School dormitory</i>							
LINE NO. (1)	NUMBER OR LOCATION OF UNIT (2)	SAMPLE DESIG- NATION (3)	SERIAL NUMBER (4)	LINE NO. (1)	NUMBER OR LOCATION OF UNIT (2)	SAMPLE DESIG- NATION (3)	SERIAL NUMBER (4)
1	<i>Suite A</i>			21			
2	<i>B</i>			22			
3	<i>C</i>			23			
4	<i>D</i>			24			
5	<i>E</i>			25			
6	<i>F</i>			26			
7	<i>Room 1</i>			27			
8	<i>2</i>			28			
9	<i>3</i>			29			
10	<i>4</i>			30			
11	<i>5</i>			31			
12	<i>6</i>			32			
13	<i>7</i>			33			
14	<i>8</i>			34			
15				35			
16				36			
17				37			
18				38			
19				39			
20				40			
LISTED BY <i>MW</i>		CHECKED BY		BROUGHT UP TO DATE BY			
MONTH, YEAR <i>1/67</i>		MONTH, YEAR		MONTH, YEAR			

(Form continued on reverse)

USCOMM-DC 31880 P-61

CPS-250
NHS-HIS-100
QHS-725

Fig. 27

C-83

F. Procedure for special dwelling places which cross segment boundaries of TA or NTA Segments

1. When special dwelling place consists of one building only
If, in a TA or NTA Segment, 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.
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 a main entrance 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.

G. Procedure for listing "large" special dwelling places
You will receive a partially filled Special Dwelling Listing Sheet for each "large" special dwelling place in your assignment. That is, the left heading items will be entered on the form. In listing "large" special dwelling places, follow the procedure outlined above for special dwelling places in NTA Segments. Also, at the bottom of the Special Dwelling Listing Sheet, enter your name in the space for "Listed by" and the date below it. Note that a "large" special dwelling place consists of the area outlined on an attached map; if no map, the place will be described in the heading of the Special Dwelling Listing Sheet.

H. Special dwelling places that are seasonally closed
You may be unable to complete your listing assignment in a special dwelling place because the place is seasonally closed and there is no one around who can give you any information regarding the units within the place. Recreational camps and seasonal hotels are examples of places that are apt. to be closed for several months during the year. For such a place, make inquiry from someone living in the area to find out the months during which the place will be open or the scheduled opening date. If possible, also obtain an estimate of the total number of units in the place. Enter this information opposite the name of the place on the Special Dwelling Listing Sheet. An example of such an entry is as follows:

NAME OF SPECIAL DWELLING PLACE	<i>Happy Valley Lodge Seasonally closed - Open May 30 - Sept. 15 (Est. Units)</i>
ADDRESS	<i>Box 471, Route 3, Lemoyne, Colorado</i>
TYPE	<i>Transient Motel</i>

Also report the place as "seasonally closed" on an INTER-COMM. You will receive instructions for treatment of the place at the time of interview.)

I. 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. Certain types of special dwelling places, however, are to be updated in accordance with paragraph 3.

1. Special dwelling places in TA Segments

When you are updating special dwelling places located in TA Segments, inquire 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-43). Indicate in a footnote the date and reason for the change.

2. Special dwelling places in NTA Segments and "large" special dwelling places

Update special dwelling places in NTA Segments and "large" special dwelling places as follows:

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 the appropriate kind of new units to the end of the list and crossing out units which no longer exist (except for mergers--see page C-43). 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 appropriate kind of unit the place now contains.
- (2) is no longer available or usable, make a complete listing of all of the appropriate kinds of units in the special dwelling place following the procedures on page C-79, section 7.

I. 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.

4. Treatment of special dwelling place found to change type

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.

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). However, if one of these places has changed to a different kind of special dwelling place, such as a home for the aged, fill a Special Dwelling Listing Sheet for it. In such a case, cross the units off the Segment List and enter in column 7 "Converted to (enter kind of place)" together with the date.

I. How to bring
Special Dwelling
Places up to date--Con.

5. Treatment of special dwelling place found to be housing unit at time of updating

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.

J. Treatment of special dwelling place discovered in updating TA or NTA Segment

If in updating 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 for it. If the place is located in a rural segment or in a segment shown on a hand-drawn map, enter the special dwelling place symbol on the map. Treat the place as 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.

Housing unit changed to special dwelling place

If you find in updating that 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.

A list and description of
special dwelling places is
given on pages C89-C94.

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 mentally handicapped.
- 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 home for the aged.
- h. Home or resident school for the blind.
- i. Home or resident school for the deaf.
- j. Hospital or resident school, orthopedic hospital or home for the crippled.

LIST AND DESCRIPTION OF TYPES OF SPECIAL DWELLING PLACES (Con.)

4. Nursing, Convalescent, and Rest Homes (Specify)

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.

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. In Area Segments:

- (1) If the convent or monastery operates an establishment in the same Area 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.

LIST AND DESCRIPTION OF TYPES OF SPECIAL DWELLING PLACES (Con.)

Exception: If the establishment mentioned above is a school for nonresident students only, classify the special dwelling place as a convent or monastery.

- (2) If the convent or monastery does not operate an establishment in the same segment, classify the special dwelling place as a convent or monastery.
- (3) A sisters' brothers' or priests' residence (other than a convent or monastery) 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.

b. "Large" Special Dwelling Places

For convents or monasteries, which are "large" special dwelling places, consider the place to consist of the area within the boundaries outlined on the map (or described in the heading of the Special Dwelling Listing Sheet, if no map).

(For convents, monasteries, or other sisters', brothers' or priests' residences, and rectories located in B-Segments, the place consists of the structure - or structures - located at the specific address entered on the Special Dwelling Worksheet (or Special Dwelling Listing Sheet). This rule also applies to regular sample units on the basic sheet found to be one of these types of places.)

LIST AND DESCRIPTION OF TYPES OF SPECIAL DWELLING PLACES (Con.)

5. Transient-type Hotels (including seasonal--summer or winter--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). Some 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 - see rules in paragraph B4 on page C-90.

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.

LIST AND DESCRIPTION OF TYPES OF SPECIAL DWELLING PLACES (Con.)

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 total quarters in the camp 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.

10. Flophouses and Missions (Specify)

11. Recreational and Religious Camps (Specify)

a. For Adults (or family)

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 a Special Dwelling Listing Sheet is to be filled for them. 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 at the end of Chapter 11 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, unless they are part of a migratory workers' camp. (See paragraph 9e for description of a migratory workers' camp.)

If the trailer camp contains tourist cabins or other permanent structures containing living quarters, refer to Table C at the end of Chapter 11 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.

CHAPTER 15. HOW TO REFER PROBLEMS AND QUESTIONS CONCERNING THE LISTING OPERATION

- A. When to use INTER-COMM during listing During the listing operation use the INTER-COMM to (1) record problems encountered in listing and (2) record any questions which you have concerning listing.
- B. Preparation of INTER-COMM When you have occasion to use an INTER-COMM, prepare it as follows:
1. Heading Fill heading items a - k and enter in item l any other identification that will be helpful in resolving the problem or question. For example, enter in item l the serial number if a sample unit is concerned; if the problem concerns a CPS segment, enter the rotation number. For special dwelling place problems concerning sampling, enter "C" or "R" to indicate whether the place was completely listed or sampled from a register.
 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 or fully understand situations where you found it necessary to change a street name on your Segment Map, etc. If a reply is required, check the "yes" box in the heading of Section I; check the "no" box if you are making an informative statement.
 3. Illustration An excerpt of the INTER-COMM 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-12.)

FORM 11-36 (3-7-63) U.S. DEPARTMENT OF COMMERCE BUREAU OF THE CENSUS INTER viewer COMMunication (Referral Sheet)	a. Regional office (Check: <input checked="" type="checkbox"/> TO <input type="checkbox"/> FROM) <i>Atlanta</i>		b. Survey (Check which) <input checked="" type="checkbox"/> CPS <input type="checkbox"/> NHS <input type="checkbox"/> QHS <input type="checkbox"/> CBR <input type="checkbox"/> SOC <input type="checkbox"/> _____	
	c. Interviewer's name <i>Dorothy Brown E1</i>		d. Date <i>1/19/64</i>	
	IF REFERENCE TO SPECIFIC UNIT, SHOW WHERE APPLICABLE			
	e. PSU Code <i>990</i>	f. Segment number <i>34</i>	g. Type segment <input type="checkbox"/> B <input type="checkbox"/> X or NTA <input checked="" type="checkbox"/> TA <input type="checkbox"/> Sub-segment <input type="checkbox"/> PC <input type="checkbox"/> CBR <input type="checkbox"/> NP <input type="checkbox"/> _____	h. Sample <input checked="" type="checkbox"/> CPS <i>A18</i> <input type="checkbox"/> NHS _____ <input type="checkbox"/> QHS _____ <input type="checkbox"/> OT _____
i. Form No. <i>Segment Map</i>		j. Sheet No.	k. Line No.	l. Serial number or other identification <i>Rotation 4</i>
See instructions on reverse side of "Field Office" or "Originator's" copies				
Section I - STATEMENT (Answer required: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No)				
<i>Name of North Boundary of segment changed from "Taylor Street" to "Driftwood Terrace". Change made by city in March 1963; Driftwood Terrace coincided exactly with boundary shown on map. Name corrected on map.</i>				

CHAPTER 16. INQUIRING ABOUT YEAR BUILT AT THE TIME OF LISTING AND UPDATING

A. Purpose of Inquiry

In some areas of the country, our survey includes a sample of building permits issued for new construction since April 1, 1960. In TA and NTA Segments in these areas, all units are to be listed as usual but those built after April 1, 1960 are to be excluded from the survey by the Regional Office because they have a chance to be selected as sample units in Permit B Segments.

In order that units built after April 1, 1960 may be identified, inquiry about "year built" must be made for each structure in an Area Segment located in a permit-issuing place (Permit Area). This inquiry is to be made at the time of listing in some segments and at the time of interview in others. In bringing lists up to date, "year built" inquiries are to be made for each structure added in these segments.

These instructions will tell you when and how to inquire about "year built" at the time of listing and updating.

B. "Year Built" Stamp on Segment Folder

A stamp appears on the front of each Area Segment Folder, usually in Part IV, showing whether "year built" is required.

1. Segments in Which "Year Built" Not Required

Some Segment Folders are stamped:

DO NOT Determine Year Built (NPA)

These segments are located in areas where we do not sample building permits (indicated in the stamp by NPA meaning Non-Permit Area). Make no "year built" inquiries in these segments at any time.

2. Segments In Which "Year Built" Is Required

Part IV of the Folders for segments in which "year built" is required will show a stamp containing the letters PA. These segments are located in areas in which building permits are issued (indicated in the stamp by PA meaning Permit Area).

C. When To Inquire About "Year Built"

Inquire about "year built" as follows:

1. Segments To Be Listed

The Folders for segments to be listed are stamped;

(PA) BEFORE LISTING, Estimate Whether MORE THAN <input type="text"/> Units to be Listed. Appears to be (Check a or b): a. <input type="checkbox"/> More (INQUIRE About Year Built for Each Structure You List) b. <input type="checkbox"/> Not More (Make NO Year Built Inquiries at Time of Listing)

For these segments, proceed as follows:

a. Before Listing

Before you begin listing the segment, estimate whether the number of units in the segment exceeds the number in the block in the stamp.

NOTE: The number in the block in the stamp is larger than the number of units we expect you will find. A segment containing more than this number is likely to consist of many units built after April 1, 1960.

b. How to Estimate

Make your estimate in the most efficient manner possible. In some cases, you can tell immediately whether the number of units is more than the number in the block. In other cases you may need to quickly canvass the segment to locate the boundaries and can make an estimate while doing so. Your estimate is not expected to be an exact count; there will be some cases where you over-estimate or under-estimate.

If it is obvious that the segment contains units in special dwelling places or commercial buildings, do not include them in your estimate. "Year Built" is not required for these units even though they are located in Permit Areas.

c. If Your Estimate Is MORE

If you estimate that the number of units in a segment is MORE THAN the number recorded in the stamp on the Segment Folder:

- (1) check box a in the stamp and inquire about "year built" for each structure you list, as specified in Section E below.

C. When to Inquire
About "Year Built"---Con.

- (2) enter an "X" under A or B in column 8 of the Segment List for each unit you list, according to the reply to your inquiry.
- (3) enter an "X" under ND in column 8 if you list a unit for which "year built" is not required (special dwelling places, trailers,---etc.).

d. If Your
Estimate
is NOT MORE

If you estimate that the number of units in a segment is NOT MORE than the number recorded in the stamp on the Segment Folder:

- (1) check box b in the stamp.
- (2) make no "year built" inquiries at the time of listing.
- (3) leave blank column 8 of the Segment List. (In these segments, "year built" inquiries are to be made at the time of interview as specified in Part D of your manual (Preface to Part D of the NHS-HIS Interviewer's Manual).

e. If Your
Estimate is
Incorrect

As stated earlier, your estimate is not expected to be an exact count. If you discover after listing, that your estimate was incorrect, disregard this fact and continue as though your original estimate were correct.

2. "Year Built"
Inquiries at
Time of Updating

In updating segments in which "year built" is required (those located in Permit Areas) do not determine "year built" for previously listed units and consider units crossed off the list because they were built after April 1, 1960, as previously listed. When updating, add any unit not already listed and inquire about "year built" for each structure added.

Add units to a blue Segment List (for TA Segments) or buff Supplemental List (for NTA Segments). Enter an "X" under A or B in column 8 of the list, or in the "year built" stamp on the Control Card or questionnaire, according to the reply to your inquiry.

New structures which did not exist at the time of the original listing or last updating, should be added to show all units which physically exist within the segment. If units built after April 1, 1960, were not listed, other persons who may be assigned the segment would not know why the units were omitted until they again determined "year built".

3. "Year Built"
Inquiries at
Time of Interview

See Part D of your manual (Preface to Part D of the NHS-HIS Interviewer's Manual) for instructions on inquiring about "year built" for current sample units at the time of the first interview.

D. Definition of "Year Built"

The definition of "year built" for structures already built refers to the date original construction was completed. It does not refer to:

- (1) any later remodeling.
- (2) additions to previously existing structures.
- (3) conversions within structures.
- (4) the date houses were moved to a particular site. If a house has been moved, "year built" refers to the date construction was completed for it on its original site.

E. How To Inquire About "Year Built"

In determining "year built" at the time of listing and updating, inquire about each unit you enter on the list and check A or B in column 8 of the list, according to the reply to your inquiry. Do not classify a structure as built before or after April 1, 1960 on the basis of observation except in the situation described in the next paragraph. If a structure appears to be old, you should still inquire to confirm your observation. In such cases, ask when the structure was built rather than if it was built before or after April 1, 1960.

If an occupant does not know when the structure was built, is not at home, or if the structure is vacant, try to get the information from some informed person, such as a long-term resident of the neighborhood. If the structure is an apartment building, ask the resident manager or janitor. If you are unable to determine "year built" by inquiries in the neighborhood, you may estimate "year built" as a last resort. In such a case, enter an "X" under "A" or "B" in column 8 of the list, according to your estimate, and enter "EST" in column 7.

NOTE: Do not estimate "year built" at the time of listing or updating if an occupant is only temporarily absent or you have reason to believe "year built" inquiry could be made at the time of interview; leave column 8 blank in this case.

In inquiring, explain that you are listing all structures in the area and need to identify those built after April 1, 1960.

1. How Often To Inquire

Inquire at each structure you list with the following exceptions.

a. When Segment Contains New Housing Development

If you are listing what appears to be a part of a new housing development and there is a developer's office in the area, list the new structures that are in the segment, then inquire about "year built" at the developer's

E. How to Inquire
About "Year
Built"—Con.

office. If the developer cannot tell you about certain structures, go back to such structures and inquire as usual.

b. New
Construction

If you list new construction not yet completed, proceed as follows:

- (1) if no part of the structure is yet occupied, enter "X" under A in column 8 of the Segment List without inquiring.
- (2) if any part of the structure is occupied, for example, a basement occupied and the superstructure not yet complete, determine "year built" by the date any part of the structure was first occupied. (If the structure is being remodeled or converted, inquire about "year built" as usual.)

2., Inquiring at
Multi-unit
Structures

In multi-unit structures, inquire about "year built" only once, but enter an "X" under A or B in column 8 of the list for each unit in the multi-unit structure.

F. Units for Which
"Year Built" Not
Required

Make no "year built" inquiries for units in the following types of places even though the segment is in a permit area.

- (1) special dwelling places.
- (2) Federal housing for military personnel and family.
- (3) factories, schools, public buildings, stores, churches and other predominately non-housing unit structures. (A predominately non-housing unit structure is one in which more than 50 percent of the floor space is non-residential.)
- (4) living quarters not located in structures; for example, trailers, tents and boats.

Samples selected from new construction data to not include any of the above units; therefore such units must be listed and enumerated

Segments regardless of when they were built. Enter an "X" under ND in column 8 of the Segment List when listing or adding any such units.

G. Summary of Interviewer's Instructions on Inquiring About "Year Built"

1. Segment in which "Year Built" not required will be stamped →

DO NOT (NPA)
Determine Year Built

→ Make no "year built" inquiries in this segment at any time.

2. Segment to be listed in Permit Area will be stamped →

(PA) BEFORE LISTING, Estimate Whether MORE THAN Units to be Listed. Appears to be (Check a or b):

a. More (INQUIRE About Year Built for Each Structure You List)

b. Not More (Make NO Year Built Inquiries at Time of Listing)

BEFORE LISTING
Before you begin listing, estimate whether the number of units in the segment exceeds the number in the block in the stamp. (The number in the block is larger than the number of units we expect you will find; therefore, a segment containing more than this number is likely to consist of many units built after April 1, 1960.)

a. If Estimate Is MORE ←

If you estimate that the number of units in the segment is more than the number in the block:

- (1) check box a in the stamp and inquire about "year built" for each structure you list.
- (2) enter an "X" under A or B in column 8 of the Segment List for each unit, according to the reply to your inquiry.
- (3) enter an "X" under ND in column 8 if you list a unit for which "year built" is not required (special dwelling places, trailers, ...etc.).

How To Estimate
Make your estimate in the most efficient manner possible. In some cases, you can tell immediately whether the number of units in the segment exceeds the number in the block. In other cases you may need to quickly canvass the segment to locate the boundaries and can make an estimate while doing so. Your estimate is not expected to be an exact count; sometimes you will over-estimate or under-estimate.

b. If Estimate Is NOT MORE ←

If you estimate that the number of units in the segment is not more than the number in the block:

- (1) check box b in the stamp.
- (2) make no "year built" inquiries at the time of listing.
- (3) leave blank column 8 of the Segment List.

If it is obvious that the segment contains units in special dwelling places or commercial buildings, do not include them in your count. "Year Built" is not required for these units even though they are located in Permit Areas.

3. Segments to be updated in Permit Areas →

In updating segments in which "year built" is required (those located in Permit Areas) only inquire about "year built" for added structures. Add units to the blue Segment List (for TA Segments) or buff Supplemental Segment List (for NTA Segments). Enter an "X" under A or B in column 8 of the list, or in the "year built" stamp on the Control Card or questionnaire, according to the reply to your inquiry.

4. "Year Built" inquiries at time of interview →

See Part D of your manual for instructions on inquiring about "year built" at the time of interview.

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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NHS-HIS-100
FY 1966
Revised Jan. 1967

PART D
THE HEALTH QUESTIONNAIRE
AND
HOW TO CONDUCT THE INTERVIEW

CHAPTER 1

INTRODUCTION

A. Description
of materials

This chapter contains a general description of the questionnaire and the related survey materials, the interviewing sequence, and the method of recording answers.

1. NHS-HIS-1
Questionnaire

a. Purpose of
NHS-HIS-1
Questionnaire

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

b. Content and lay-
out of the
Fosdic NHS-HIS-1
Questionnaire

The NHS-HIS-1 Fosdic questionnaire contains separate groups of pages which have questions about different kinds of topics.

(1) Household
page

There is one Household page which serves as the cover (first page) of the questionnaire. This page contains identification information and questions about the location and living arrangements of the persons living in the sample household.

(2) Illness
probe pages
2 and 3

Pages 2-5 are called "Probe" pages because they contain probe questions which are designed to pick up illness conditions, hospitalizations, doctor visits, etc. Later in the interview the Condition page (Hospital page, Doctor Visits page, Home Care page) will be used to ask more detailed questions about any illness conditions (hospitalizations, doctor visits, or home care) picked up on the probe pages.

The questions are printed in bold face and appear on the left side of the page. To the right of the questions are six numbered columns, a separate column for each person. The answers

to the probe questions are recorded in the columns. Some of the answers are to be made by writing in names of conditions, numbers or by "X'ing" boxes. Other answers are to be indicated by marking Fosdic dots as explained below.

The places where Fosdic entries are required can be identified by the presence of perforated numbers or labeled circles. The places where conventional entries are required can be identified by labeled boxes, i.e.,

"Yes , "No , or write-in spaces.

- (3) Probe pages 4 and 5 Pages 4 and 5 of the questionnaire contain probe questions about hospitalizations, doctor visits, and home care. Detailed questions about hospitalizations, doctor visits, and home care will be asked later in the interview when a Hospital page, Doctor Visits page or Home Care Supplement is completed for each one picked up on the probe pages.
- (4) Condition There are 10 Condition pages in the questionnaire. This page contains detailed questions about illnesses and injuries recorded on the Illness Probe pages (2 and 3).
- (5) Hospital page There are 3 Hospital pages in the questionnaire. This page contains questions about hospitalizations recorded in the questionnaire.
- (6) Doctor Visits page There are two Doctor Visits pages each with two sets of Doctor Visits questions. These pages ask questions about recent visits to a doctor.
- (7) Person page There are 2 Person pages in the questionnaire. These two Person pages contain six columns, one column for each person in the household. The Person page has questions about education, work status, occupation and industry, armed forces status and income.

The Condition, Hospital, and Doctor Visits pages mentioned above are generally arranged in a three column format. The left hand column contains instructions for the interviewer's

information. The center column contains the questions which the interviewer asks the respondent and space to write in the answers. The right hand column contains coded answer spaces which are to be marked, as required, by the interviewer or by Washington.

See Illustration A on page D-1-4.

The probe pages (2-5) and the Person pages are arranged in a six column format. The questions to be asked the respondent appear on the left side of the page and the answers are entered in the six columns which appear to the right of the questions. Each person's answers are to be marked in his column on each of these pages.

See Illustration B on page D-1-5.

c. Method of recording answers

The NHS-HIS-1 Questionnaire requires both conventional (written) entries and coded (Fosdic) entries to be made in the answer spaces.

(1) Fosdic entries

Part of the information recorded on the questionnaire will be processed on an electronic reading machine called FOSDIC. (The letters stand for Film Optical Sensing Device for Input to Computers.) These questionnaires are microfilmed and the negative film is fed through FOSDIC. By using negative microfilm, the Fosdic marks you make on these questionnaires will show as clear spots on the negative microfilm. An "electric eye" will shine through the spot and create an electronic impulse on magnetic tape. The magnetic tape is then fed into a computer.

Accordingly, it is imperative that you make complete, black marks. Two types of marking guides are provided--circles and perforated numbers. Where circles are provided, the entire circle should be filled. When marking perforated numbers, make a circle in the center of the number, e.g.,

ILLUSTRATION B

PROBE PAGES 2 AND 3

NHS-HIS-100
 FY 1967
 Rev. Jan. 1967

D-1-5

Questions appear on the left side

Q. 1 Q. 2 Q. 3 Q. 4 H Q. 8 Q. 9 Q. 10 Q. 14 R	01	02	03	04	05	06
	Relationship	Relationship	Relationship	Relationship	Relationship	Relationship

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

Shown below are examples of acceptable and unacceptable marks for each type of marking guide.

GOOD	NO GOOD			
Good	Incomplete	Not Centered	Too Light	Too Heavy
<p>Yes No</p> <p>● ○</p> <hr/> <p>1 2 3 4 5</p> <p>○ ○ ○ ● ○</p>	<p>Yes No</p> <p>● ○</p> <hr/> <p>1 2 3 4 5</p> <p>○ ○ ○ ● ○</p>	<p>Yes No</p> <p>● ○</p> <hr/> <p>1 2 3 4 5</p> <p>○ ○ ○ ● ○</p>	<p>Yes No</p> <p>● ○</p> <hr/> <p>1 2 3 4 5</p> <p>○ ○ ○ ● ○</p>	<p>Yes No</p> <p>● ○</p> <hr/> <p>1 2 3 4 5</p> <p>○ ○ ○ ● ○</p>
<p>● 1 2 3 4 5 6 7 8 9</p> <p>○ 1 2 3 4 5 6 7 8 9</p> <p>○ 1 2 3 4 5 6 7 8 9</p> <p>○ 1 2 3 4 5 6 7 8 9</p>	<p>● 1 2 3 4 5 6 7 8 9</p> <p>○ 1 2 3 4 5 6 7 8 9</p> <p>○ 1 2 3 4 5 6 7 8 9</p> <p>○ 1 2 3 4 5 6 7 8 9</p>	<p>● 1 2 3 4 5 6 7 8 9</p> <p>○ 1 2 3 4 5 6 7 8 9</p> <p>○ 1 2 3 4 5 6 7 8 9</p> <p>○ 1 2 3 4 5 6 7 8 9</p>	<p>● 1 2 3 4 5 6 7 8 9</p> <p>○ 1 2 3 4 5 6 7 8 9</p> <p>○ 1 2 3 4 5 6 7 8 9</p> <p>○ 1 2 3 4 5 6 7 8 9</p>	<p>● 1 2 3 4 5 6 7 8 9</p> <p>○ 1 2 3 4 5 6 7 8 9</p> <p>○ 1 2 3 4 5 6 7 8 9</p> <p>○ 1 2 3 4 5 6 7 8 9</p>

The Fosdic Questionnaire must not be filled out with ink, neither ballpoint pens nor fountain pen. Only black No. 2 or No. 2½ pencils can be used. Anything softer than a No. 2 pencil deposits too much graphite and smears, while anything harder than No. 2½ makes too grey a mark.

(2) Written entries

Conventional or written entries are to be made wherever a write-in box or space is provided for a written entry, e.g., the name of a condition, etc. Wherever a Yes or No box is provided an "X" is to be entered. This is in contrast to the dots to be made for Fosdic.

Shown below are examples of how conventional or write-in entries are to be made.

FILL QUESTIONS 4-8 FOR ALL ACCIDENTS OR INJURIES

4a. DID THE ACCIDENT HAPPEN DURING THE PAST 2 YEARS OR BEFORE THAT TIME?

During past 2 years-Ask 4b
 Before 2 years-Go to 5a

4b. WHEN DID THE ACCIDENT HAPPEN? Enter month and year; mark one box

<table border="1" style="width: 100%;"> <tr> <td style="width: 50%; text-align: center;">Month</td> <td style="width: 50%; text-align: center;">Year</td> </tr> <tr> <td style="text-align: center;"><i>January</i></td> <td style="text-align: center;"><i>1967</i></td> </tr> </table>	Month	Year	<i>January</i>	<i>1967</i>	<input type="checkbox"/> Last week <input type="checkbox"/> Week before <input checked="" type="checkbox"/> 2 weeks - 3 months <input type="checkbox"/> 3 - 12 months <input type="checkbox"/> 1 - 2 years
Month	Year				
<i>January</i>	<i>1967</i>				

Ask for all accidents or injuries:

5a. AT THE TIME OF THE ACCIDENT WHAT PART OF THE BODY WAS HURT? WHAT KIND OF INJURY WAS IT? ANYTHING ELSE?

Part(s) of body	Kind of injury(injuries)
<i>Hand</i>	<i>lacerated and bruised</i>
<i>Lower arm</i>	<i>Broken</i>

<input type="checkbox"/> Not an eye condition	<input checked="" type="checkbox"/> Not first eye condition	<input type="checkbox"/> Under 6	Yes - Ask 16b	No - Ask 16b, c
16a. CAN -- SEE WELL ENOUGH TO READ ORDINARY NEWSPAPER PRINT WITH GLASSES?			○	○

BB: Is this the LAST condition for this person?	<input type="checkbox"/> Yes - Ask 18-21 if person has "1" or more conditions past AA <input checked="" type="checkbox"/> No - Go to next condition
--------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------

- (3) Explanations It is very important that written entries be made within the designated boxes. If it is necessary to make any explanation, the area to the left of the Fosdic codes may be used as long as the written entry is at least $\frac{1}{2}$ " away from the Fosdic code marks. Any marks (other than Fosdic dots) nearer than $\frac{1}{2}$ " may be mistaken for Fosdic entries by the machine, causing the machine to make serious errors.

Example:

Acceptable:

11. DURING THAT TWO WEEK PERIOD, HOW MANY DAYS DID HIS ... KEEP HIM IN BED ALL OR MOST OF THE DAY?	Write in and mark	est	Days	None	Y.
----------------------------------------------------------------------------------------------------	-------------------	-----	------	------	----

Unacceptable:

11. DURING THAT TWO WEEK PERIOD, HOW MANY DAYS DID HIS ... KEEP HIM IN BED ALL OR MOST OF THE DAY?	Write in and mark	3	Days	None	Y.
----------------------------------------------------------------------------------------------------	-------------------	---	------	------	----

Too close to Fosdic codes

- (4) Neatness and cleanliness It is important to keep the margin of the questionnaire free from marks since this too might confuse the machine with other entries on the questionnaire.

Ask if "No" marked in question 4c:

8. WHAT WAS THE TOTAL AMOUNT OF THE () THIS STAY?

Dollars	Cents

9a. DID (WILL) HEALTH INSURANCE PAY THIS BILL? Yes No

b. WHAT IS THE NAME OF THE INSURANCE PLAN?

of Insurance Plan	Dollars	Cents

c. DID (WILL) ANY OTHER HEALTH INSURANCE PLAN PAY PART OF THIS (HOSPITAL/NURSING) BILL?

If "Yes" Reask 9b

For each Health Insurance Plan

d. WHAT WAS (WILL BE) THE AMOUNT PAID BY (Name of Plan)?

Do not figure or make notes in margin.

Keep margins free of marks

It is important to keep the questionnaire as neat and clean as possible. Try to avoid getting it wet, frayed, wrinkled, or damaged in any way as this may affect the way the machine reads the entries you've made on it.

Try to keep from making grease or pencil smudges on it. If you make any entries or marks by accident or in error--erase them completely.

(5) Corrections

Occasionally errors are made in recording Fosdic entries on the questionnaire. Corrections on the entries of the questionnaire must be made as follows:

- (a) Erase the erroneous Fosdic entry completely. Partially or poorly erased Fosdic marks will be picked up by the Fosdic machine and may cause errors in the data.
- (b) Mark or write in the new Fosdic entry.
- (c) Since conventional or written entries are not read by the Fosdic machine errors in the written entries need not be erased. Instead, the incorrect entries may be crossed out and the correct entry written in above it, e.g.,
Tonsillitis
~~appendicitis~~ or a circle may be drawn around the incorrect entry and the correct box marked, e.g., Yes No.

2. Flashcard Booklet

The Flashcard Booklet is made up of a group of flashcards which contain lists of illness conditions, statements of activity and mobility limitations, income groups, and yearly calendars. Some of these flashcards are shown to the respondent, while asking specific questions throughout the interview. Other flashcards are used only by the interviewer to read lists to the respondent or to make checks throughout the interview.

3. Calendar card

A calendar card is furnished to you with each week's assignment. On this card, prior to the actual interviewing, you must outline, in red, the 2-week reference period. The card is handed to the respondent and is referred to at different times throughout the interview to remind the respondent about the specific time period applying to certain questions.

4. Home Care Supplement

The Home Care Supplement (NHS-HIS-2) is filled for household members 55 years old or over who require certain kinds of help or care at home ("Yes" to one of the home care probes on Page 4 of the questionnaire). The Home Care Supplement asks questions about the source of help or care, and the extent and nature of the help or care the person receives at home.

B. Use of materials and interviewing sequence

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

The materials needed to conduct an interview are: NHS-HIS-1 Fosdic Questionnaire, Flash-card Booklet, Segment Folder, 2-week calendar card, Home Care Supplement and Thank You letter.

Before starting the actual interview, the interviewer must plan her itinerary, organize her materials, drive to the segment and locate the sample addresses.

1. Step 1

- (a) After arriving at the sample household, the interviewer must first check the address of the sample unit in the segment folder to make sure that this address appears in Item 2a of the Questionnaire. Also, she must check Item 3 to see if the "Year Built" question is to be asked.
- (b) After making her introduction and being invited into the household, the interviewer begins the interview by verifying the address and asking "year built" if required. She then proceeds to question 1(a) on probe page 2 of the questionnaire. In order shown, she then asks each of the ensuing questions and records the answers in

the appropriate column of the questionnaire. Questions 2, 3, 4, 5, 6, and 7 are asked separately beginning with Person 01, then 02, 03, etc. Item H is asked for all adults in the family.

Questions 8-11 are asked as a block beginning with Person 01, then 02, 03, etc.

Questions 12 and 13 are "family style" questions i.e., they are asked for all members of the family at once.

Question 14 is asked individually for each person beginning with Person 01, then 02, 03, etc. Item R is completed following question 14.

- (c) After completing Item R on probe pages 2 and 3, the interviewer turns to probe pages 4 and 5 of the questionnaire and continues asking the hospital probe questions 15-17. Question 15 is asked individually, for each person, beginning with Person 01, then 02, 03, etc.

Question 16 is a family style question and is to be asked for all members of the family at once.

- (d) Questions 18-21 are Doctor Visits probes.

Question 18 is asked individually for each person beginning with Person 01, 02, 03, etc.

Questions 19 and 20 are family style questions and are to be asked for all members of the family at once.

Question 21 is to be asked for each person not reporting any doctor visits in questions 18-20.

- (e) Questions 22 and 23 are Home Care probe questions.

Question 22 is to be asked individually for each household member 55 years old or over.

Question 23 is to be asked individually for persons 55 years old or over who reported all "No's" to question 22.

2. Step 2

After completing the probe pages, the interviewer carried each condition listed on Probe pages 2 and 3 through a separate Condition page, carrying the conditions reported for Person 01 through consecutive Condition pages, then the conditions reported for Person 02 and so on.

If no conditions are reported on Probe pages 2 and 3, the interviewer should enter "None" in Item 1 of the first Condition page and leave the remaining Condition pages blank.

3. Step 3

After carrying all the conditions listed on Probe pages 2 and 3 through a separate Condition page, the interviewer completes a Hospital page for each hospitalization indicated in questions 15 and 16 of Probe pages 4 and 5. If no hospitalizations are reported, she should enter "None" in Item 1 of the first Hospital page and leave the remaining Hospital pages blank.

4. Step 4

The Doctor Visits questions are to be asked next.

First, the interviewer should check questions 18-21a on Probe pages 4 and 5 for any reported doctor visits and record the total number of doctor visits for each household member in Item D on the left side of the first Doctor Visits page.

Next, each reported doctor visit should be carried through a separate set of doctor visits questions (two sets of doctor visits questions per page) as follows:

- (a) Transcribe the person number to Item 1.
- (b) Read the introductory statement and ask question 2a for the first person who reported doctor visits.
- (c) Fill question 2a (date visited) for each visit for that person.
- (d) Ask question 2b and mark the answer in the last reported visit for that person.
- (e) Ask questions 3-5 for each doctor visit for that person beginning with the first visit reported for that person.
- (f) After completing the doctor visits questions for this person continue with the second person and so on.

5. Step 5

In this step, the Person page (34 and 35) is filled. Once column is filled for each household member listed in question 1 of Probe pages 2 and 3.

In completing the Person page the interviewer asks questions 24-27 for each person individually, beginning with Person 01, then 02, etc.

After asking questions 24-27 for each household member, question 28 must be asked. Question 28 is a family style question and is to be asked only once for all related household members.

6. Step 6

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

Complete Items 2b and 9-16 in numerical order as required before leaving the household.

The other items on the Household page may be completed after leaving the household.

7. Step 7

The Home Care Supplement is to be filled after completing all of the items on the questionnaire.

One Home Care Supplement must be filled for each person 55 years old or over who reported "Yes" in probe questions 22a-d or 23c of Probe pages 4 and 5.

C. General
interviewing
instructions

1. Symbols, type face and use of pronouns
In order to become familiar with the questionnaire, you must learn the meaning of the different kinds of symbols and type face used on the questionnaire.
 - a. Symbols used
The following symbols are used throughout the questionnaire wherever they apply.
 - (1) Use of three dots
Where three dots (...) appear, insert the name of the illness, accident, or injury. This aids the respondent in answering the questions especially when several illnesses have been reported.
 - (2) Use of two dashes
Where two dashes "--" appear, insert the name of the person, relationship, or the number, whichever is appropriate.
 - (3) Words in parentheses
Words in parentheses are alternative wordings of the question and are to be used when they fit a particular situation better.
 - b. Questions in heavy type; interviewer instructions in italics
The questions to be asked the respondent appear in heavy black type (CAPITALS). Instructions to the interviewer appear in italics.
 - c. Use of pronouns
When asking the respondent about herself, use the pronouns "you," "your," etc; when asking about other members of the family, use the correct pronouns, i.e., "he" or "she" or use the name or relationship of the person involved.

2. "Don't know"

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

In most cases, the above procedure will be adequate, however, if you feel that an explanation is needed, include it along with the entry.

3. Interval, range, or estimate

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

Example: In answer to question 10 on the Condition page the respondent says: "Oh, I'd say between 12 and 13 days." Your entry in question 10 would be:

10. HOW MANY DAYS DID HE HAVE TO CUT DOWN
DURING THAT TWO WEEK PERIOD?

Write in
and mark

Days {

Enter range or interval
in the write-in box.

Leave Fosdic
numbers blank
for an interval
or range.

There are one or two exceptions to the foregoing rule. These are covered later in the

three Fosdic questionnaires are needed in a household, enter "1 of 3" in Item 1 of the first questionnaire, "2 of 3" in Item 1 of the second questionnaire, and "3 of 3" in Item 1 of the third questionnaire.

7. Footnotes
and comments

Many times relevant and precise footnotes or comments are very helpful to Washington in coding various parts of the questionnaire or in solving problems which arise out of inconsistencies or omissions, estimates, etc. Where these footnotes and comments can be of value they are encouraged. Insofar as it is possible, make these footnotes or comments in or near the write-in box of the entry to which the explanation or comment applies.

In situations where it isn't possible to make the explanation or comment in the write-in box or item to which it applies, the comment should be entered in a footnote elsewhere on the page. For this purpose, there are specific footnote sections on the various questionnaire pages. For all pages of the questionnaire, footnotes should be kept out of the margin or Fosdic coding area.

When it is necessary to footnote an explanation or comment, you must indicate to which entry that explanation or comment applies. This should be done by writing the question number, condition number, or person number next to the comment. For example, if the respondent refused to answer the income question on the Person page (question 28) enter "Q. 28 refused to answer" in the blank space in the lower left side of the Person page.

If Conditions 2 and 3 are the same, for example, enter in a footnote for Condition 2 "Same as Condition 3" and in a footnote for Condition 3 "Same as Condition 2."

If 15 bed days are overlapping for Conditions 4 and 5, for example, enter to the left of question 17a for Condition 4 "15 days overlap Condition 5" and to the left of question 17a for Condition 5 "15 days overlap Condition 4."

8. Recording
answers
when received

In the interest of accuracy, it is necessary to record all answers on the questionnaire as they are obtained from the respondent. Notes scribbled on the questionnaire as a reminder to fill certain items with some entry are easily overlooked and oftentimes cannot be read, hence the information recorded in this haphazard manner is frequently lost. It is necessary therefore, to stipulate that each answer be fully recorded in the write-in box and/or the Fosdic marking area at the time the answer is received from the respondent.

CHAPTER 2

THE HOUSEHOLD PAGE

A. General

The front page of the Fosdic booklet is the Household page. It consists of twenty-three items, some of which are to be filled by the Regional Office prior to the interview; some by you during the interview; and some after the interview. The information obtained on the Household page gives a general picture of the characteristics of the sample unit.

B. Item 1, Number of books

If you use only one Fosdic booklet for a household, fill this item to read "Book 1 of 1 Books." If it is necessary to use two booklets, Item 1 on the first booklet should be filled to read "Book 1 of 2 Books," and on the second "Book 2 of 2 Books." Corresponding entries should be made when three or more booklets are used. The entries in Item 1 are to be made after the interview is completed.

C. Items 2-8, Identification

Items 2a, 2c, 4-7, 22, 23, and the instruction box in Items 3, 10, and L will have been filled by the Regional Office when you receive your assignment.

1. Item 2a, Street Address

The Regional Office will fill this item before mailing the questionnaires for your assignment. In area segments the Regional Office will enter the sheet and line number where the unit is listed on the Segment List for a more complete description of the unit in those cases where it may be difficult to locate the unit.

2. Item 2b, Mailing address

If the address shown in Item 2a is a complete mailing address check the box entitled "Same as 2a" otherwise obtain the complete mailing address and enter it in the space provided in 2b.

3. Item 2c, Special dwelling place
This item will be filled by your Regional Office. In cases where you discover a newly converted special dwelling Part A of the Manual describes the procedure (A-3-17).

4. Item 3, Determination of "year built" in area segment at time of interview
The HIS sample is kept up to date by adding a sample of units constructed since the last Census (April 1, 1960). This sample of units is selected from records of building permits issued. Once this is done, it is important to delete new construction units found in certain area segments since they would have a chance of being selected for interview more than once. The "year built" check identifies the units to be deleted.

To identify these units, "year built" must be determined at the time of listing or interviewing. The instructions for making the determination of "year built" at the time of interviewing are given below:

a. Identification of units for which "year built" is required
The office will check the "Ask" box in Item 3 on the front of the questionnaire if "year built" is required at time of interview. Do not determine "year built" at time of interview if the "Do not ask Item 3" box has been checked by the Regional Office.

b. Procedures for determining "year built"
Follow these procedures when "year built" is required at time of interview, i.e., when the "Ask" box is checked in Item 3.

(1) When and how to ask Item 3
At sample units which require "year built" determination, ask first: "When was this structure originally built?" This must be done before you begin the health interview.

If the occupant does not know, is not at home, or if the unit is vacant, try to get the information from some informed person, such as a long-term resident of the neighborhood, janitor, or apartment house manager.

If the person from whom you are obtaining the information is not sure, ask him to estimate "year built." If you are unable to obtain the information from anyone, as a last resort, estimate "year built" and enter "EST" beside the answer box.

- (a) Definition of "year built" "Year built" refers to the date the original construction was completed. It does not refer to any later remodeling, additions, or conversions, or to the date houses were moved to a particular site. If a house has been moved, "year built" refers to the date its construction was completed on its original site.
- (b) Ask additional questions If the answer to your first question is not specific enough to complete Item 3, ask additional questions to determine whether the structure was built before or after April 1, 1960.
- (c) Structure built before April 1, 1960 If you determine that the structure was built before April 1, 1960, check the "Before" box on the questionnaire in Item 3 and interview the sample unit(s) in the structure.
- (d) Structure built after April 1, 1960 If you determine that the structure was built after April 1, 1960, check that box in Item 3, ask Item 10c (if required) and return the questionnaire as noninterview - Type C, "After 4-1-60."
- (2) When not to inquire about "year built"
- (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. (If the structure is being remodeled or converted, inquire as instructed above.)
- (b) Units in special kinds of structures Do not determine "year built" for living quarters located in the following structures even though they appear to have been built after April 1, 1960. Interview these living quarters in the usual manner.

- (1) Special dwelling places
- (2) Federal housing for military personnel and their families
- (3) Factories, schools, public buildings, stores, churches, and other predominantly non-housing unit structures: a predominantly non-housing unit structure is one in which more than 50% of the floor space is nonresidential.
- (4) Living quarters not located in structures; for example, trailers, tents, and boats.

(c) If "year built" not determined

If the office has checked the "Ask" box for a sample unit in one of the places described in paragraph (b) above, make no entry in Item 3. Instead, give the reason in a footnote, e.g., "Sample unit is a small apartment in rear of store."

(3) "Extra" units

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

Do not determine "year built" for "extra" units in segments located in non-permit areas. (These segments are identified with a stamp which says "Do not determine year built NPS" in Part IV C of the Segment Folder.)

5. Item 4a, Sample

This item is filled in advance by the Regional Office from the tab of the segment folder (A-3-2).

6. Item 4b, PSU

This item is filled in advance by the Regional Office from the tab of the segment folder. You must fill this item on additional booklets used in a household.

7. Item 5a, Segment number

This item is filled in advance by the Regional Office from the tab of the segment folder. You must fill this item on additional booklets used in a household.

8. Item 5b
This item is filled in advance by the Regional Office (A-3-2, 5).
9. Item 6,
Serial number
This item will be filled in advance by the Regional Office, but 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 6. (All serial numbers for "extra" units will be assigned by the Regional Office.) You must fill this item in additional booklets for a household.
10. Item 7
This item is filled in advance by the Regional Office for those units in a Special Dwelling Place. If a newly converted Special Dwelling Place is found the procedures for handling this item are described on pages A-3-2 and A-3-5.
11. Item 8,
Noninterviews
Item 8 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, mark the appropriate noninterview reason.

In case you are in doubt as to whether a questionnaire should be considered to be a completed interview, or are uncertain as to what type of noninterview should be recorded, do not mark Item 8. Send an INTER-COMM, explaining the circumstances, with the questionnaire when you return it to your Regional Office.

a. Type A
noninterviews

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

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

(1) Refusal
(Ref.)

An occasional respondent may refuse to be interviewed. When this is the case, mark the "Refusal" circle in Item 8. Also, in the footnotes space, write out all the pertinent details regarding the respondent's reason for refusing to grant the interview.

(2) No one at
home--
repeated calls
(NOH)

Mark this circle 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.

(3) Temporarily
absent
(TA)

Mark this circle 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.

(4) Other
Type A
(OTH)

This category will include occupied units on impassable roads, quarantined households, and any other Type A cases not listed above. In the footnote space state the reason briefly, e.g., "impassable roads."

b. 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.

- (1) Vacant-
nonseasonal
(VNS)

Mark this circle for all vacant units intended for year-round occupancy, regardless of where they are located. However, do not count as "vacant" a unit whose occupants are only temporarily absent, i.e., would be defined as usual residents of the unit even though they are out of town now. Such units should be classified "temporarily absent."

- (2) Vacant-
seasonal
(VS)

Mark this circle for vacant units intended for only seasonal occupancy. These may be in summer or winter resort areas, used only during the hunting season, etc., (except units for migratory workers).

- (3) Usual
residence
elsewhere
(URE)

This category is for units occupied solely by persons who have usual residence elsewhere as defined in Part A, Chapter 3.

In resort areas, particularly, there will be many houses, apartments, etc., occupied by persons and families who have homes elsewhere. When an occupied summer or winter home is one of the sample addresses and the occupants have a usual residence elsewhere, the household is to be classified as "usual residence elsewhere."

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

- (4) Armed
Forces
(AF)

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

- (5) Other Type B (OTH) This category will include all the classes of units listed below. In each case, mark the "OTH" circle and in the footnote space state the reason briefly, e.g., "under construction."
- (a) 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."
- (b) 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."
- (c) Vacant--migratory workers Indicate here units now vacant and used only for the temporary accommodation of migratory workers.
- (d) 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.
- (e) 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.
- (f) 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."

c. 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.

- (1) Demolished
(DEM) "Demolished" units have been totally or partially torn down. If merely vacant pending demolition, classify as vacant.
- (2) In sample
by mistake
(MIS) 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.
- (3) Eliminated in
sub-sample
(ESS) Mark this circle when you have eliminated a unit in subsampling, in accordance with instructions in Part A, Chapter 2.
- (4) Built after
April 1
(After 4-1-60) Mark this circle when you have made the "year built" determination and found that the sample unit is in a structure which was built after April 1, 1960.
- (5) Other Type C
(OTH) This category will include all the classes of units listed below. In each case, mark the "OTH" circle and in the footnote space state the reason briefly, e.g., "non-existent."
 - (a) Non-existent Classify here any unit which you have not been able to find. Describe the situation fully.
 - (b) Unfit for human habitation An unoccupied unit which has become unfit for human habitation and is beyond repair so that it is no longer considered living quarters should be classified here.
 - (c) Permanently converted to business or storage Classify here any unit that has been permanently converted to business or storage use.

(d) 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 3.

(e) Other

Classify here any other Type C noninterviews and describe them in full.

d. Partially completed interviews

Cases where an interview has been obtained for one or more members of a household, but no interview has been obtained for one or more other members, are partial interviews and have nearly the same effect on our statistics as Type A noninterviews. Every effort must be made to avoid them as well as Type A's.

For partial interviews, enter the person number of noninterview persons in the "Footnotes" section on the front of the Booklet and give the noninterview reason in full for each such person.

D. Item 9, Type of living quarters

Mark the circle for "Housing unit" or "Other unit" according to the rules in Part A, Chapter 2. Mark Item 9 for Type A and Type B noninterviews as well as for interview units. Leave Item 9 blank for Type C noninterviews.

E. Instruction above Item 10

The instruction above Item 10 to "Complete Items 10-16 at the end of the interview" is a reminder when this item is to be filled. Whether they should be filled depends on the circumstances.

F. Item 10, Coverage questions

Items 10a-10c are intended to discover units which were missed, when the original listing was made, or were constructed or converted from nonresidential to residential use since then.

1. Which of Items 10a-c to ask

Your office will indicate which of Items 10a-10c you are to ask by entering an "X" in the "Ask" box to the left of each item. Do not ask those items for which the "Ask" box was left blank.

2. If none of
Items 10a-c
to be asked

Your office will enter an "X" in the "Do Not Ask Item 10" box if you are to omit Item 10 entirely. In this case, leave Item 10 blank and go directly to question 11.

3. How to ask
Items 10a-c
for vacant
units

If you find that a sample unit is vacant, ask Items 10a, b, or c of a neighbor, janitor, apartment manager, etc. Modify the question to refer to the vacant unit. For example, in asking Item 10a of a neighbor, you should say, "Are there living quarters for more than one group of people in that vacant house next door?"

4. If Items 10a,
b, or c answered
"No"

If the answer to Items 10a, 10b, or 10c is "No," check the "No" box and continue with the interview.

5. If Items 10a, b,
or c answered
"Yes"

If the answer to Items 10a, 10b, or 10c is "Yes," check the "Yes" box and fill Table X as specified in paragraph 6, below.

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

6. "Table X"
on the back
of questionnaire

"Table X" is designed to record the existence of more living quarters at the sample address and to help determine whether the living quarters are a part of the unit being interviewed or constitute and "EXTRA" unit to be interviewed on a separate questionnaire. Fill Table X as follows:

Use a separate line of Table X for each quarters reported; for example, if the respondent reports there are additional living quarters in the basement and on the second floor, you would fill one line for the basement and another line for the second floor.

- a. Column 1a
If the unit is already listed, enter its Segment List sheet and line number in column 1a and continue interviewing the original household. If the unit is not listed, follow the instructions in column 1a for unlisted units.
- b. Columns 1b and 1c
(B segments only)
In checking columns 1b or c of Table X refer to columns 2-4 on the line of the B Segment Address List for the original sample unit. If the "extra" unit is within the specific address of the sample unit, enter an "X" in 1b and continue Table X. If the "extra" unit is NOT within the specific sample address, enter an "X" in 1c and stop Table X.
- c. Column 2
Enter the questionnaire item number by which the unit was discovered; for example, 10a.
- d. Column 3
The purpose of column 3 is to determine whether there are living quarters for more than one group of people in the space reported as "extra"; for example, whether there are living quarters for two separate groups of people on the second floor. Check "Yes" in column 3a or "No" in 3b as applicable. Use a separate line of Table X for each living quarters reported. When more than one line is filled as a result of checking 3a, fill columns 2 and 3a on the first line only.
- e. Column 4
Enter a specific description of each space you are inquiring about; for example, "2nd floor, left;" "1st floor, rear;" "basement."
- f. Columns 5-7
The questions in these columns will determine whether the space is separate living quarters.
- g. Column 5
If the space recorded in column 4 is occupied, ask question 5 and check column 5a or 5b as appropriate. Make no entry in 5a-b if the space is unoccupied.
- h. Column 6
Ask question 6 for both occupied and vacant space and check column 6a or 6b as appropriate.

- i. Column 7 Ask question 7 for both occupied and vacant space. If the space is vacant and has no direct access or cooking equipment, ask whether the last occupants had cooking equipment (see page D-8, paragraph D).
- j. Columns 8 and 9 Use these columns to classify the information recorded in columns 5-7 as follows:
- k. Column 8 If the space is neither a housing unit nor "other" unit, mark column 8. If occupied, add the occupants to the questionnaire for the sample unit at which discovered.
- l. Column 9 If the space qualifies as a separate unit, check column 9a or 9b as appropriate, fill a separate questionnaire for the unit.
- m. Columns 10 and 11
 (Apply in B segment
 only) These questions apply only if the space is classified as a housing unit (9a) and is in a B segment.
- n. Column 10 Record the last two digits of the year in which the quarters were created. If the year it was created was 1959 or 1960, ask if it was during the first half (F) or last half (L) of the year and enter the appropriate letter before the year in column 10. (First half means January-June; last half means July-December.)
- o. Column 11 If the unit was created before July 1960, ask the question in column 11 and record the last name of the household head on April 1, 1960. Also enter the first name if the respondent provides it. If the respondent does not know who lived in the unit on April 1, 1960, enter "NA." If the respondent has difficulty recalling, try to help him by referring to the Census date, April 1, 1960.
- G. Item L,
 Land usage Items 11 and 12 on land usage are not filled for every household. This is determined by the Identification Code Number entered in Item 22.

1. Item L,
How to fill

Item L is a check item to tell you when to proceed with Items 11 and 12 and will be filled by the Regional Office.

(a) The "Rural" box will be marked for regular units in segments with an identification code of 81, 82, or 84. Otherwise, the "All other" box will be marked for regular units.

(b) The "Rural" box will be marked for special dwelling units in segments with an identification code of 81, 82, or 84 PROVIDED that the special dwelling place type code is 85, 86, 87, 88, or 89. Otherwise, the "All other" box will be marked for special dwelling units.

a. Where to
proceed next

As indicated on the questionnaire, if the "Rural" box is checked in Item L, proceed with Items 11 and 12. If the "All other" box is checked, leave questions 11-12d blank, fill item 12e and ask item 13.

b. Filling Item L
for "extra"
units

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

2. Item 11,
Own, rent or
rent-free

Ask the question in Item 11 as worded and check and record the respondent's answer by marking the appropriate box.

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, a farm worker or janitor who receives the use of a house or apartment as part of his wages. A tenant farmer who does not pay money rent should be reported as occupying the unit rent-free.

3. Items 12a-b

If the answer to Item 11 is "Own" or "Rent-free," ask the question in Item 12a "Does this place have 10 or more acres?" If "Rent" is checked in Item 11, ask 12b "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

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 for "owned" or "rent-free"

Places which are "owned" or "rent-free" include the entire acreage considered to be part of the same "place," including any part rented out to others. Even if the owner rents out all the land but continues to live on it, the rented land should be regarded as part of the owner's place.

- 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 12a 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, check "No" for Item 12a or b without asking the question. Also, mark the "No" circle in Item 12d.

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 an INTER-COMM and transmit it to your office for submission to Washington.

4. Item 12c,
Sale of
produce
(\$50 or more)

If the answer to Item 12a or b is "Yes" ask Item 12c 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 for this place," use the following as a guide.

a. Sales from
this place

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

Do not include the value of products consumed on this place. The products may have been sold at any time during the past 12 months.

b. Place

The "place" is the same as that referred to in Item 12a 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 12a and "Yes" in Item 12c.

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 12d,
Sale of produce
(\$250 or more)

If the answer to Item 12a or b is "No" ask Item 12d. Ask the question as worded and mark "Yes" or "No" as required.

a. Follow
same rules
as for
Item 12c

In completing Item 12d, follow the same instructions as were given for Item 12c for sales, definition of "place," more than one unit, and the special situation. The only difference is that Item 12d 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, Item 12d can be checked "No" without asking the question.

H. Items 13 and 14

Ask Items 13 and 14 at interviewed "housing units" only. For interviewed "other" units (section 9 on Household page), do not ask or fill items 13 and 14.

I. Item 13,
Total number
of rooms

Ask Item 13 as worded, enter the response in the space provided and mark the corresponding Fosdic number. Count in Item 13 only whole rooms such as living rooms, dining rooms, kitchens, finished basement or attic rooms, recreation rooms, permanently enclosed sunporches, or other rooms suitable or used for living purposes.

1. What to
count

Count as a separate room a dinette, kitchenette, or "half-room" which is partitioned off from floor to ceiling; but count as only one room a kitchenette and dinette separated only by shelves or cabinets. Rooms equipped with movable partitions from floor to ceiling are separate rooms.

2. What not
to count
- Do not count bathrooms, strip or pullman kitchens, halls or foyers, alcoves, pantries, laundries, closets or storage space, unused basement or attic rooms not suitable for living quarters or porches, unless they have been permanently enclosed and are suitable for year-round use.
3. Count the rooms
for the housing
unit you are
interviewing
- If there are several housing units in a structure, make sure that the rooms you are counting are only for the housing unit you are interviewing.
- J. Item 14,
Bedrooms
- Ask Item 14 as worded, record the response in the space provided and mark the appropriate Fosdic number. Enter in Item 14 the number of rooms in the unit which are mainly used as bedrooms. A bedroom is a room intended primarily to be slept in.
- In some houses, the upper floor can be made into one or more bedrooms; consider such quarters as bedrooms only if they are finished off.
- Do not count as a bedroom a bedroom-living room or a den which is intended primarily for purposes other than sleeping.
1. One room
units
- For purposes of filling Items 13 and 14, one room housing units are always considered as having one room (q. 13) and no bedrooms (q. 14).
- In this case enter a dash in the write-in box in question 14 and mark the Fosdic entries as "0". Describe the situation in the footnote space, e.g., "one room apartment."
- K. Item 15,
Telephone
- If there is a telephone in the unit, enter the number in the space provided and mark the "Yes" circle. If the household has a telephone but the number is not obtained, footnote the reason. The "No" circle is to be marked only in those cases where there is no telephone in the household at all.

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

L. Item 16,
Interviewer
check item

Item 16 is to be filled for all completed interviews. After completing Item 15, review the entries for questions 22 and 23 on pages 4 and 5 of the questionnaire. If a "Yes" answer has been recorded for any of questions 22a-22d or 23c, then a Home Care Supplement is required. If this is the case, check Item 16 "Yes" and fill a Home Care Supplement. If none of the questions has a "Yes" answer in 22a-22d or 23c check Item 16 "No," leave a Thank You letter and depart.

M. 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

Enter the date and time of each visit in the column for the particular visit you are making. That is, enter the date and time of the first call in the first column, for the second call in the second column, etc. For the date enter the month and day, e.g., "Feb. 4." Do not use numerals for the month. For time enter the time of day or night, e.g., "9:20 A.M.," "7:30 P.M.," etc. This time represents the time you make the call, not the time you complete the interview.

After you have completed an interview, enter the elapsed interviewing time (in minutes) in the space provided.

For noninterview households leave this section blank.

2. Return calls for individual respondents

If it is necessary to make return calls to a household to complete interviews from individual respondents (lodgers, roomers, etc.), continue to record the calls made in Item 17. Enter the elapsed time for the first part of the interview when it has been completed and for the second part when it has been completed. In cases of this kind, enter in a footnote the total elapsed interviewing time.

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 could not be interviewed until the fourth trip.

17. RECORD OF CALLS AT HOUSEHOLD						
DATE AND TIME OF CALL	Date	July 5	July 5	July 6	July 7	
	Time	10:30 AM	7:45 PM	7:45 PM	8:10 PM	
LENGTH OF INTERVIEW (MINUTES)			70		40 ¹	

¹ Total interviewing time 110 minutes

- N. Item 18, Number of calls

Mark the Fosdic number in Item 18 which corresponds to the total number of calls entered in Item 17.

- O. Item 19, Date of completion

Mark in Item 19 the month and day on which the interview was completed. Use two digits to indicate the day, e.g., for the seventh of the month you would mark the "0" on the first line and the "7" on the second.

For noninterview households enter the date the last call was made at the unit.

For households in which a completed interview was not obtained for one or more persons, mark Item 19 "completed" as of the date of the last callback.

P. Items 20a and 20b,
For observed
households

Item 20a is for the name of the observer if the interview has been observed. This item should be signed by the observer if a "Yes" is marked in 20b. However, if the observer forgets to sign his name after the interview or after reviewing the questionnaire, you (interviewer) should enter the observer's name in Item 20a at the same time you sign your name in Item 21.

Q. Items 21a and 21b,
Name and code
of interviewer

Sign your name in the space provided in Item 21a after you have completed the entire interview for a household or are turning in the questionnaire as a final noninterview. In Item 21b, enter the interviewer's code which has been assigned to you by your office.

R. Item 22,
Identification code

This item is filled in advance from the tab of the Segment Folder.

S. Item 23,
Regional Office number

This item is filled in advance.

T. Summary

Listed below is an item by item summary of who is required to make the various entries on the Household page.

<u>Item</u>	<u>Write-in entry by</u>	<u>Fosdic entry by</u>	<u>Verified by</u>
1	Interviewer		Regional Office
2a	Regional Office		Interviewer
2b	Interviewer		
2c	Regional Office		
3	Regional Office and Interviewer <u>/1</u>		
4a	Regional Office		
4b	Regional Office	Regional Office	
5a	Regional Office	Regional Office	
5b	Regional Office		

<u>Item</u>	<u>Write-in entry by</u>	<u>Fosdic entry by</u>	<u>Verified by</u>
6	Regional Office	Regional Office	
7	Regional Office	Regional Office	
8		Interviewer	Regional Office
9		Interviewer	Regional Office
10	Regional Office		
10a	Regional Office $\frac{1}{2}$		
10b	Regional Office $\frac{1}{2}$		
10c	Regional Office $\frac{1}{2}$		
Item L	Regional Office		
11	Interviewer		Regional Office
12a	Interviewer		Regional Office
12b	Interviewer		Regional Office
12c	Interviewer		Regional Office
12d	Interviewer		Regional Office
13	Interviewer	Interviewer	Regional Office
14	Interviewer	Interviewer	Regional Office
15	Interviewer	Interviewer	Regional Office
16	Interviewer		Regional Office
17	Interviewer		Regional Office
18		Interviewer	Regional Office
19		Interviewer	Regional Office
20a	Interviewer (or observer)		Regional Office
20b		Interviewer	Regional Office
21a	Interviewer		Regional Office
21b		Interviewer	Regional Office
22		Regional Office	
23		Regional Office	

1/ as required
2/ instructional items will be filled by the Regional Office,
 interviewer will fill entries as required

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

<u>Type A</u>	<u>Type B</u>	<u>Type C</u>
2-10	2-10	2-8
L	L	17-19
11-12	12	21-23
17-19	17-19	
21-23	21-23	

NOTE: A card with this information on it will be given you to be kept in your interviewers portfolio for ready reference.

V. Item E on the back of questionnaire

If an "extra unit" is discovered in either a B or NTA segment complete Item E above Table X on the back of the questionnaire.

Item E requires the serial number of the original sample unit; the item number (Item 10a, 10b, or 10c) by which the "extra unit" was found; and if the extra unit is in a NTA segment, the Segment List sheet and line number of the first unit listed on the same property as the original sample unit.

W. Extra questionnaires needed for a household

If more than one questionnaire booklet is needed to complete the interview for a household Items 4b, 5a, 5b, and 6 should be completed.

CHAPTER 3 (PROBE PAGES 2-5)

SECTION I. PAGES 2 and 3
QUESTIONS ON PERSONAL CHARACTERISTICS AND ILLNESSES

A. Introduction

Pages 2 and 3 of the questionnaire are for recording the names, ages, and family relationship of the members of the household. They also cover questions on other personal characteristics as well as a series of questions on illness or injuries existing among the household members.

The questions appear on the left side of page 2, the answers being recorded in the appropriate spaces of the six numbered person columns on the right of page 2 and on page 3. If there are more than six persons in a household an additional questionnaire must be filled for the extra persons. In this event, the person columns on the second questionnaire must be changed accordingly. Thus, in a household containing 8 persons, the column numbers on the second questionnaire must be changed to 07 and 08. This is done by crossing out the printed number and entering the new number just to the right of it, as follows:

~~01~~ 07 , ~~02~~ 08

1. Eligible respondent:
Who can answer
the questions

- a. Eligible
respondent
for questions
1 and 2

Question 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.

b. Eligible respondent for questions 4-7 and for remaining part of questionnaire

Questions 4-7 may be asked of the "eligible" 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.

(1) "Related" defined

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

(2) 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.

(3) Adults not related

Adults not related to the head of the household (partners, roomers, or servants) are to answer questions 4-7 (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. If adults not related to the head are not at home at the time of the original interview, a return call must be made to interview them.

c. Exceptions to eligible respondent rule

In the following two cases, a person who is not a related member of the sample household can be considered an acceptable respondent.

(1) You may interview 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, explain 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."

(2) A member of the Armed Forces who lives at home with his family may be interviewed for his family even though, for the purpose of this survey, he himself is not listed as a household member.

d. Return call may be necessary

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

in the household, finish the interview with him, but arrange to call back for the other household members. For cases such as the foregoing, describe the circumstances in a footnote.

2. 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 paragraph c(1) or c(2) above, turn in the questionnaire as a noninterview Type A - Other, and explain the circumstances.

3. Question 1, Names of household members (List ALL household members)

After asking the "Year Built" question when required, and determining that the household is to be interviewed, ask the first question on page 2, "What is the name of the head of this household?"

Continue with question 1b by asking the question and recording the names in the appropriate columns. Then ask questions 1c and 1d as reminders about persons who may be overlooked by the respondent. If the answer to questions 1c and 1d is "Yes" check the "Yes" box. There is a bracket beside the "Yes" boxes in questions 1c-1e which refers to the instruction: "(Apply household membership rules)." Do not list a person if it is known at this point in the interview that he is not a household member by Census definition.

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

If there is any instance in which you doubt whether to include a person as a member of the household, consider him a member of the household and explain the circumstances. Report the case to the office on an INTER-COMM.

- a. Detailed description of question 1

The detailed instructions for the various parts of question 1 are as follows:

(1) Questions
 la, lb Begin with question la. Record the name of the head of the household (in column 1), then ask question lb and record the names of all persons named by the respondent in the order indicated on page D-3-8 in the appropriate columns of the questionnaire.

(2) Question lc Before asking the question in lc, say to the respondent, "I have listed," and read the names of all persons listed in response to questions la and lb. (If the relationships are known at this point, include them. For example: "I have listed your husband, and you, your sons, John and James and your daughter, Nancy.")

Then ask "Is there anyone else staying here now?" If "Yes," list each person reported, unless it is definitely clear at this point that the person is not a household member.

(3) Question ld Ask question ld: "Have I missed anyone who USUALLY lives here but is now away from home?" If "Yes," list each one reported, unless it is definitely clear at this point that the person is not a household member.

Do not list persons who formerly lived with this household but now live elsewhere, such as a daughter who has married and moved into her own home.

Do not list a person if you learn from this question that he is on active duty with the Armed Forces.

(4) Questions
 le and lf Questions le and lf are to be asked to help determine whether or not the persons already listed from questions la-ld are to be considered household members.

You may have learned in question lc or ld that a person named by the respondent is not a household member because his usual residence is elsewhere or he is on active duty with the Armed Forces. Questions le and lf apply to the other persons named by the respondent, that is, those you have listed.

(5) Question 1e If an answer of "Yes" to question 1e is given for any person listed, check the "Yes" box and ask additional questions for that person as needed in order to determine whether he has a usual place of residence elsewhere. If he is not a household member, delete him from the questionnaire.

(6) Question 1f Question 1f is to be asked if it appears that any adult males have been listed. If there are no adult males in the household leave question 1f blank.

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 to be 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 1f is "Yes" delete the person(s).

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

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

Do not count as members of the Armed Forces persons working in civilian position 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.

(8) Armed
Forces
Reserve

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

b. Who are household members

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

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

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

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

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

c. Delete the name if not household member

If a person whose name has been listed on the questionnaire is considered to have a usual place of residence elsewhere, living in a separate unit, or is not a household member for any other reason (following the rules in Part A, Chapter 2), delete his name by drawing a large X in the column for that person, from question 1

through question 2. Be careful not to "X" out any of the Fosdic readable area below question 2. Explain the reason for the deletion in a footnote, e.g., "Column 1 in Armed Forces."

Yes No <input type="checkbox"/> <input type="checkbox"/>	First Name 01 <i>John</i>	First Name 02
	Last Name <i>Smith</i>	Last Name
<input type="checkbox"/> <input type="checkbox"/>	Relationship HEAD	Age
Yes No <input type="checkbox"/> <input type="checkbox"/>		Relationship Age

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

d. Use additional questionnaire 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 there are more than 6 persons in a household). If there are 7-12 members in a household, list them on a second questionnaire and change the column numbers to "07," "08," etc., in the manner described on page D-3-1. If there are more than 12 members of the household, use additional questionnaires in a similar manner.

e. Prescribed order of listing household.

List the members of the household in the following order:

1. Head of 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.

(1) Related persons first

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

(2) 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).

f. How to enter names

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

In the column for the head of the household, enter the first name in the space provided at the top, and enter the last name in the space below that. If there 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:

<u>01</u>	<u>02</u>	<u>03</u>	<u>04</u>	<u>05</u>
John	Betty	Olive	Samuel	Thomas

Doe	_____	Poe	_____	Roe

Head	Wife	Daughter	Grandson	Roomer

4. Question 2, Relationship to head of household
- Ask the question and enter the relationship of each person to the head of the household. If the respondent has previously given you this information you need not ask this question, simply record the relationship.
- a. Head of household
- Accept as the head of the household the person whom the respondent names as the head.
- There must be one and only one head of the household. In some households you will find two or more 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."
- (1) Head defined
- If a question is raised as to what is meant by the head of a household, say that he (she) is the person who is regarded as the head by the members of the household. In most cases the head is the chief breadwinner of the family, although this is not always true. In some cases the head may be the parent of the chief earner, or may be the only adult member of the household. As pointed out above, members of the Armed Forces are not covered by the survey even if they continue to live at home. Therefore, if a member of the Armed Forces is regarded as the head, list instead his wife (or other logical person) as the head.
- (2) If "Head" deleted
- If the person originally designated as the head of the household is deleted for any reason, designate another person as "Head" and change the relationships of other household members if necessary.
- Do not change the person numbers of other members of the household.
- b. 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

(1) 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.)

(2) 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 servant and her daughter must be shown as "servant" and "servant's daughter."

c. 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 b(1) and b(2) above for relationship entries in question 2 (e.g., "head," "wife," etc.)

5. Item 3, Marking Fosdic person number for each household member

After completing questions 1 and 2, mark in Item 3, the Fosdic Person number of each listed household member. This Fosdic number must correspond with the person number at top of the column. The correct and careful marking of this number is required since this number appears only once for each person on pages 2-5, 34, and 35. For Person 01, mark in Item 3, the "0" in the "tens" position and the "1" in units position. Continue in this manner for all listed (and undeleted) household members.

a. Deleted persons

If a person has been listed in one of the columns but has been deleted because he is not a household member, footnote that fact, and leave the remainder of the column blank.

6. Questions 4-7,
How to ask the
questions

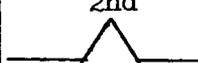
After marking the person number in Item 3 ask question 4a for each person (for whom the respondent is an eligible respondent) before you ask question 5 (marital status) for any person

Similarly, ask question 5 for each person before you ask questions 6-7 (activity status).

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

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 question 4-7 for related persons; and where a roomer responds to questions 4-7 for himself.

ILLUSTRATION A

Questions	Head 01	Wife 02	Daughter 03	Roomer 04
1 2 3	Asked about all household members Mark Fostic numbers			
4a b c	1st 	2nd 	3rd 	Roomer responds for himself
5	1st 	2nd 	3rd 	For self
6-7	1st 	2nd 	3rd 	For self

7. Questions 4a-c,
Age at last
birthday,
race, and sex

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

Mark the Fosdic numbers which correspond to the person's age, and also write-in the age in the space provided for that purpose on the line for "Relationship" (Q. 2). This is for easier reference later in the interview. If the person refuses to give his age make the best estimate you can and footnote the fact that the age is estimated.

For babies "under 1 year of age" mark "00" in the Fosdic circle.

- a. Race and sex

As a rule, do not ask about race and sex but simply mark the proper Fosdic circles while you are asking about the person's age.

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.

8. Question 5,
Marital status

Ask question 5, on marital status, only for persons 17 years old and over. If the person is under 17 years of age, mark "Und. 17," without asking the question, even though may have learned that the person is married, widowed, divorced, or separated. Give the marital status of such persons under 17 years old 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.

- a. Annulled marriages
Consider persons whose only marriage has been annulled as never married.
 - b. Separated persons
Accept a respondent's statement that a person is separated. If, however, the respondent raises a question as to the meaning of "separated," explain that the term refers only to married persons who have a legal separation or who have parted because they do not get along with each other.

Persons who are separated from their spouse because of the circumstances of their employment, service in the Armed Forces, or similar reasons (other than marital discord) should be classified as married not separated.
 - c. Common-law marriages
Consider persons with common-law marriages as married.
9. Question 6, Main activity during past 12 months
- Question 6 asks what the person was doing most of the past 12 months. Ask this question for each person 17 years of age and over and record the respondent's answer by marking the appropriate circle: WK for working; KH for keeping house; and SE for something else. For persons under 17 years of age, mark the circle "Under 17," without asking the question.
- (Special Note: Fosdic circles or letters labelled "V" are for Washington Use and must not be marked by the interviewer.)
- a. How to ask question 6
In asking about males, ask question 6 as follows: "What was -- doing most of the past 12 months--(pause and continue) working or doing something else?" Thus, ask the two parts of the question in succession, without waiting for a reply to the first part. The manner of asking the question is similar for females but the

wording should follow that given on the questionnaire. Thus, men are not to be asked if they were keeping house. However, if the respondent says a man was keeping house most of the past 12 months, mark "Keeping house."

- b. "Something else"--defined "Something else" includes all activities besides "Working" and "Keeping house."
- c. Definition of "working" and "past 12 months" In answer to this question accept the respondent's reply if it corresponds to one of the circles. However, if a question as to the meaning of the terms is raised, follow these definitions:
- d. Working defined "Working" includes paid work as an employee for someone else; working for himself in his own business, or professional practice, or farm, and unpaid work in a family business or farm. Work around the house, and volunteer or unpaid work such as for church, Red Cross, charity, etc., is not to be counted as working.
- e. Past 12 months defined The past 12 months is defined as the 12-months between the Sunday immediately prior to the week of interview and the same date one year earlier. If the respondent appears to be thinking in terms of a calendar year, call his attention to the period you are asking about.
- f. 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.

10. Question 7,
Retirement
status

As indicated previously, questions 6 and 7 are to be handled as a block. That is, if question 7 requires an answer it is to be asked immediately after completing question 6 for the person.

Question 7 is to be asked if the person is 45 years old or over and has been marked as SE ("Something else") in question 6.

Ask the question as worded and mark the "Yes" or "No" circle in accordance with the answer. If a question is raised as to what is meant by the term "retired" explain that it means that a person has either voluntarily or involuntarily stopped working and is not looking for work. A "retired" person may or may not be able to work, and many have retirement pensions of one kind or another.

11. Item H,
Who to
interview

After completing questions 1-7, note the instruction in Item H that if related persons 19 years old or over are listed in addition to the respondent, say: "We would like to have all adults who are at home take part in the interview. Is your --, etc., at home now?"

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

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

This procedure is a reminder, as stated on the questionnaire, to interview each ADULT for himself for the ensuing health questions if he is at home at the time of the interview. Since the remaining questions are about each person's own health, he should be the best source of information about them.

If "Not home" is marked for a person who arrives later on in the interview, interview him also, but do not change the original entry. This rule applies even though the person arrives in time to answer some of questions 8-14.

In the case of unrelated persons (partners, roomers, servants, etc.), this "at home" determination is not to be made until completing 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.

Illness Questions; Questions 8-14 and Item R

B. General procedure
for questions 8-14
on illness

Questions 8-14 are organized to obtain health information systematically for each member of the household. Space is provided for recording the illnesses or injuries, reported for each person, in the column for that person. After questions 8-14 have been asked for all related household members, detailed information about each illness and injury will be obtained and recorded in the Condition page.

1. Order of asking
questions 8-14

When you are interviewing a person for himself, and he is not reporting for any other person in the household, follow the order in which the questions appear on the questionnaire.

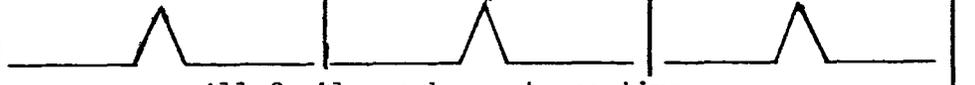
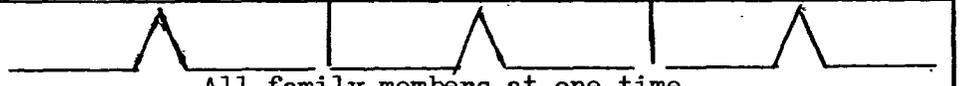
When interviewing one person in a household about himself and also asking about other related members of the household, follow the order listed below:

Block of Questions or Single Question	Ask for
8-11	These questions are asked as a block for Person 01 first. Then, as a block, for each related household member, one member at a time, i.e., Person 02, Person 03, etc.
12, 13	All related household members at one time.
14	Person 01 first. Then, each related household member--one at a time i.e., Person 02, 03, etc.

The example below illustrates the order in which questions 8-14 should be asked in a three-person household in which the wife is the respondent.

ILLUSTRATION B

Order of asking questions 8-14

Questions	Ask in order:		
	Person 01 Head	Person 02 Wife	Person 03 Son
8 9 10 11	1st 	2nd 	3rd 
12	All family members at one time 		
13	All family members at one time 		
14	1st 	2nd 	3rd 

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 for the first person listed on the questionnaire regardless of whether or not one of the respondents is Person number 01; then ask questions 8-11 for Person 02; then ask question 8-11 for each other related household member in the order in which he is listed. Questions 12 and 13 are to be asked for all the related household members as a group.

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

Record the answer 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 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 the Condition page of the Fosdic questionnaire, later in the interview, you will be able to identify the condition properly. The complete description of the condition will be recorded later in a Condition page.

Record the condition in the answer space of the question 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
8-10, 14

There are two probe questions, labeled b and c to be used in connection with each of questions 8-10 and 14.

a. Probe
question b

Whenever the answer to one of questions 8a-10a, 14, is "Yes," ask the appropriate probe question; "What was the matter," "For what condition?", or "What were they?", to bring out a description of the condition and the name of it if the condition is not volunteered.

b. Probe
question c

After recording any conditions reported in answer to one of questions 8-10 or 14 ask the appropriate second probe question: question 8c, "Did -- have anything else during that period?", question 9c, "Did -- take any medicine for any other condition?", or question 10c, "Did -- have any other accidents or injuries during that 2-week period?", etc. This gives the respondent a chance to report additional conditions. Ask probe question c regardless of whether probe question b is asked.

Continue to ask probe question c until obtaining an answer of "No" and check the "No" box. Thus, either the "No" box alone will be checked in questions 8-10 and 14 or both the "Yes" and "No" boxes will be checked; never the "Yes" box alone.

There is a single probe question in question 11. If the answer to 11a, is "Yes" then ask the b probe question. Either the "Yes" or "No" box is to be checked in question 11 (not both).

4. "Last week or
the week before"
defined:
Questions 8-10

"Last week or the week before" refers to the 2 weeks (14 days) just prior to the week in which the interview is conducted. 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 the interview is conducted on Tuesday, July 19, 1966 "last week or the week before" would refer to the period from Monday, July 4, 1966 through Sunday night, July 17, 1966; no illness starting after July 17 would be included, no matter how serious it might be. This principle applies to all succeeding questions.

a. Calendar card

In order to help the respondent identify the correct reference period for questions 8-10, hand him the special 2-week reminder calendar (white card) with the dates of the 2-week reference period (last week and the week before) outlined in red.

Before starting each interviewing assignment, prepare two or three calendar cards by outlining the dates of the 2-week reference period in red, in accordance with the following example.

Use a ruler or straight-edge to mark off the 2-week period on the calendar card. A sharp red pencil or a pen with red ink should be used. The combination of a straight edge and sharp pencil or pen makes a much neater job and one which is more presentable than a free-hand outline

EXAMPLE FOR WEEK 01 OF SAMPLE B-38

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

Red line →

("Last week and the week before")

Week 01 - B-38
(Interview week)

Carry a few calendar cards with you in case you lose one or have more than one respondent.

In the rare cases in which the interview for an assignment week is delayed until the following week, prepare a new calendar card showing the reference period as changed, i.e., the 2-week period ending the Sunday night just before your actual interview date.

After asking question 8, let the respondent keep the 2-week reminder calendar (with the 2-week reference period outlined) until the end of the interview. This will enable him to refer to it whenever you find it necessary to remind him of the two-week period in those sections of the interview which ask for information about "Last week and the week before."

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

b. Use oral
2-week
reference

In some households it will become apparent that the respondent is not looking at the calendar, has laid it aside, or perhaps does not even understand it. In such cases, do not depend on the statement "the 2 weeks shown on that calendar" but use the oral reference, i.e., "that is, the 2-week period which ended this past Sunday night" or "last week or the week before." Use the oral reference as often as you feel it is needed.

C. Detailed instructions
for questions 8-14

1. Question 8,
Sick last
week or the
week before

When asking question 8 the first time for a family, read to the respondent the introductory statement printed above question 8a: "This survey covers all kinds of

illnesses. These first questions refer to LAST WEEK AND THE WEEK BEFORE, that is, the 2-week period outlined in red on this calendar." Hand the respondent the calendar card. (The introductory statement is to be read only once for a family. Do not repeat it for other family members.)

Then ask question 8a: "Was -- sick at any time LAST WEEK OR THE WEEK BEFORE?" Add the parenthetical statement "(the 2 weeks shown on that calendar)" the first time the question is asked of each respondent.

The respondent must be kept aware of the 2-week period and should be referred to the calendar at other convenient points in the interview, especially in large households.

If the answer to question 8a is "Yes" and the illness (condition) is not volunteered, ask question 8b, "What was the matter?" If "Yes" to 8a, ask probe question 8c regardless of whether it was necessary to ask question 8b. Continue to ask question 8c until the answer is "No." Then check the "No" box.

Record in question 8, in the column for the person, all conditions reported in answer to questions 8a-8c.

Record as illness whatever the respondent mentions as illness, using his words, not your own.

2. Question 9

Ask question 9a as it is worded, but whenever there is an entry in question 8 for a person, add the parenthetical phrase, "besides ... which you told me about." Question 9 is not intended to obtain information about medicine or treatment taken for the conditions already reported. It is intended to obtain information about conditions for which medicine or treatment is taken. Do not repeat conditions reported previously.

If the only medicine taken is to prevent an illness from starting or to avoid pregnancy or for general well-being, such as vitamins or minerals, 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.

3. 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 a Condition page of the Fosdic questionnaire, but sufficient information should be recorded to be able to identify it later in the Condition page.

4. 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 "old injuries," i.e., those occurring more than 3 months ago. The original injury may have occurred only a few 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 from 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.

If a person reports ill-effects of an old injury it should be recorded even though it may not "bother" him within the literal meaning of the word. For example, a person may report a stiff elbow caused by an old football injury. He may say that he has gotten used to it and it never bothers him. This condition (the stiff elbow) should be recorded because it is the present ill effect of an old injury.

a. 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 answers only "Yes" or 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 11b: "In what way does it bother him?". Then record the present effects. If the injury occurred recently and is not yet healed, e.g., a leg fractured three months ago has not yet healed, the entry should be the injury, i.e., "fractured leg."

5. Question 12,
Conditions List
Card A (A-1 and
A-2)

Question 12 differs from the earlier ques-
tions 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--both
sides)
- (3) It is asked for all of the family members

The conditions on Cards A-1 and A-2 (in the
flashcard booklet) 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 re-
spondent unless they are causing trouble at the
present time.

a. 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 3, 1966--then the period you are asking
about is July 3, 1965 through July 3, 1966.

b. How to ask
the question

Question 12 is not printed on the questionnaire,
hence must be read from Card A-1 and A-2.
In asking question 12, read to the respondent
the introductory statement above the ques-
tion on Card A-1: "Now I am going to read
a list of conditions." Then continue:
"Please tell me if you, your --, etc., have
had any of these conditions DURING THE PAST
12 MONTHS?" After a brief pause, follow
by reading the Conditions List on A-1 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.

After reading the conditions on Card A-1 and recording any illnesses reported, follow the instruction at the bottom of the card "Continue with conditions on the other side." Read the question at the top of Card A-2 in the same way as for Card A-1.

c. 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 but preface it by saying, for example, "You've already told me about your husband's bronchitis. During the past 12 months has anyone else in the family had chronic bronchitis?"

d. 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?"

e. Repeating 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 question whenever it seems appropriate to do so. The question is printed in the heading of Cards A-1 and A-2

f. 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).

g. 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 a stomach ulcer which is kept under control through treatment, might not consider that the stomach ulcer has caused trouble but he knows that he still has it. Conditions of this type should be recorded.

h. 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 is "Yes," the condition should be recorded.

i. 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 A-1 or A-2 but the condition was cured (e.g., asthma the person had as a child), or 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.

- j. Conditions volunteered
- Occasionally, when listening to the list of conditions on Card A-1 or A-2, a respondent will volunteer a condition not included on the card. Such conditions should be recorded in question 12 provided the conditions were present during the last 12 months. However, conditions which are usually temporary or of short duration (such as colds, flu, chicken pox, etc.) should not be recorded unless they started or were present during the past 2 weeks.
- k. How to record the answers
- Even though question 12 is asked for the family as a whole, record the answer in the proper column for each person: either an "x" in the "Yes" box and an entry of the condition(s), or an "x" in the "No" box should appear in each person's column.
- l. What to record
- The condition to be recorded in question 12 should be in terms of the respondent's answer. For example, if in answer to your reading the condition, "heart trouble" the respondent should say "I have that," you would record "heart trouble" in question 12. However, if the respondent should say, "I have 'angina'," that is the condition to be recorded in question 12, not "heart trouble." (this rule applies also to question 13: Card B)
5. Question 13, Conditions list on Card B-1 and B-2
- Question 13 is to be handled in the same manner as question 12. The question is not printed on the questionnaires but is printed on and should be read directly from flash-cards B-1 and B-2.
- The statement at the bottom of Card B-1 "Continue with conditions on other side" is a reminder to continue by reading the questions and conditions listed on Card B-2 after finishing with Card B-1.
- a. Difference in time reference between Cards A-1, A-2 and B-1, B-2
- The question which is asked for Cards A-1 and A-2 uses the time reference of the past 12 months for the listed conditions whereas the question asked on Card B-1 uses the time reference "EVER had" and Card B-2 uses

the time reference "HAVE" for the listed conditions. It is important that the time reference on Cards A-1 and A-2 "DURING THE PAST 12 MONTHS" and on Card B-1 "EVER had" and on Card B-2 "HAVE" be emphasized as you read the questions on these cards so that the respondent will understand which period of time we are interested in. It is for this reason that the time references for these cards have been printed in capital letters.

All conditions on Cards B-1 or B-2 are to be recorded if the person ever had them or still has them even though the person may not think of them as illness.

b. Card B-1

For Card B-1 if a respondent raises a question about whether or not he should report "Yes" for a condition use the following as a guide:

If a person EVER HAD one of the conditions on Card B-1 it is likely that he still has it, either in an active or arrested stage (e.g. arrested tuberculosis); or else he has some present ill-effects from it. All such conditions should be reported (and recorded). The time reference "EVER" is used here in case the person is not presently suffering the ill-effects of the condition (because it is under control or has been arrested) and may forget about it or think we are not interested in recording it. For example, diabetes may be controlled by insulin and as long as the diabetic receives the proper dosage of insulin he may not actually suffer any ill-effects. In this case the diabetes is under control but the person still has it and it should be recorded in question 13. 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 recorded.

- (1) Exception for
"high blood
pressure"

The only exception to the foregoing rule involves "temporary" high blood pressure associated with pregnancy only. High blood pressure should not be recorded if the respondent volunteers that this was the case. This reminder appears on Card B-1.

c. Card B-2

The conditions listed on Card B-2 are of a more permanent nature than those on Card B-1. It is very unlikely that a person having any of the conditions on Card B-2 will ever be free of that condition. For example, a person with missing fingers, hand or arm, etc., will always have them missing. For this reason the question printed on Card B-2 simply asks if the persons in the household "HAVE" any of the conditions on Card B-2 rather than using the question on Card B-1 "Have you, your -- etc., EVER had any of these conditions?"

Exception: If it is clearly evident that a condition listed on B-2 is not now present, either in an active or arrested stage, it should not be recorded. For example, a person may have been temporarily deafened or blinded by a war injury and recovered completely with no permanent loss of hearing or vision. If the respondent specifically indicates such to be the case, do not record the condition.

However, in all doubtful cases the condition should be recorded, since the entries on the Condition page will provide enough information to permit us to decide whether or not the condition will be tabulated.

6. 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 with an opportunity to report any ailment or condition which had not been mentioned earlier -- possibly some that the Check Lists may have called to his mind.

a. 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.

b. How to ask
the question

Ask question 14a as worded, "Does -- have any other ailments, conditions or problems with his health?" Check the box for "Yes" or "No" for each person. If the "Yes" box is checked ask probe question b "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. In answer to question 14, a respondent reports 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 it left her with "weak lungs." "Weak lungs" 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 asked 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 c, "Any other problems with your health?" regardless of whether it was necessary to ask probe question b, and record any problem (condition or effect of an old condition) reported. Continue to ask probe question c until an answer of "No" is received, then check the "No" box.

c. Conditions on
Card A (A-1 or
A-2)

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 conditions on Card A-1 or A-2. 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."

7. Item R,
Who responded

Item R is for the purpose of identifying who responded for the illness questions 8-14. Check one of the boxes in Item R as follows:

a. Adults

If the adult person responded for questions 8-14 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 person number of the person who partly responded for him. For adults not present, enter the person number of the person or persons who responded for them.

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

Consider a person to have "Responded for self-partly" if he was present to the extent that one or more of the probe questions was addressed directly to him.

- b. Children For an unmarried person under 19, enter in Item R the column number of the person or persons who responded for him.
- c. "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. This instruction appears in Item R.
8. Where to go next After completing Item R on the questionnaire turn to page 4 of the questionnaire and ask questions 15-23.

SECTION II. PAGES 4-5, QUESTIONS ON
HOSPITALIZATION, DOCTOR VISITS AND HOME CARE

A. Introduction

Pages 4 and 5 of the Questionnaire are an extension of the illness pages (2-3) in the sense that they are designed to identify those household members who have been hospitalized or have visited or talked to a doctor or who require some kind of care at home. More detailed information on any reported hospitalizations, doctor visits, or home care will be obtained later in the interview on the appropriate Hospital page, Doctor Visits page etc. This is similar to the transfer of the illnesses reported on pages 2 and 3 to the Condition pages for the details of each illness.

As may be seen, the person columns on pages 4 and 5 line up with person columns on pages 2 and 3 so that the names, relationship and ages of the persons being asked about are readily visible in asking the questions on pages 4 and 5.

Special Note:

As in the case with pages 2 and 3, care must be taken to record the answers in the column of the person to which they apply. Mistakes of this kind will be extremely difficult to correct at the interviewing level and even more difficult to identify when the questionnaires are processed in Jeffersonville.

1. Order of asking questions on pages 4 and 5

When you are interviewing a person for himself and he is not reporting for any other person in the household, follow the numerical order of the questions as they appear on the left side of page 4.

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

<u>Question(s)</u>	<u>Order of Asking</u>
15a-b	Person 01 first; then each related household member in the order in which he is listed.
16a-b	All related family members at one time.
16c	Each person (in the order in which he is listed) checked "Yes" in question 16a.
17a-c	Asked only for children 1 year of age or less.
18	Person 01 first; then each related household member in the order in which he is listed.
19a-c	All related family members at one time.
19d	Each person (in the order in which he is listed) checked "Yes" in 19a.
20a-c	Same order as in questions 19a-c.
20d	Same order as in question 19d.
21a-b	Person 01 first; then each related household member in the order in which he is listed.
22-23	First listed person 55 years of age or more; then each additional person 55 or over. (For persons under 55, the circle entitled "Under 55" must be marked in question 22).

2. Question 15, Hospitalizations since specified date

Question 15a 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 15b, before asking question 15a for the next person.

A date will have been entered in question 15a on the questionnaire prepared for each assignment. This date will be the first of the month preceding the month in which the first day of the interviewing week falls. (If the date has been omitted, pencil it in.) Always use the date on the questionnaire in asking the question. For example, in all interviews being conducted in the week starting Monday, July 11, 1966, ask the question "Have you been in a hospital at any time since June first, a year ago?"

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

For each person for whom the answer to question 15a is "Yes," ask 15b, "How many times was -- in the hospital during that period?" Enter the number of times in the column for that person. (For each "time" recorded in this question, a Hospital page of the Fosdic questionnaire is to be filled later in the interview.)

- a. "Being in a hospital" defined

If a respondent should ask what is meant by "being in a hospital," explain that this means remaining overnight in a hospital as an inpatient for some illness condition, for childbirth, for an operation, etc. Going to an outpatient clinic in a hospital or to visit another person who is a patient there should not be counted as "being in a hospital."

3. Question 16,
Stays in "nursing
homes," etc.

Question 16 is a "family style" question concerning stays in nursing homes, convalescent homes, rest homes and the like. For the purpose of this survey a "stay" in any one of these kind of places is counted the same as a hospital "stay." That is, a Hospital page must be filled for each.

"Nursing homes, convalescent homes, rest homes or similar places" mean any type of "home," sanitarium, or other such type of place which provide medical or personal care to persons because of health reasons, advanced age or the like. Unlike patient's in general hospitals, patient's in these places are apt to remain for long periods of time. Some examples of places of the kind referred to in question 16 are: nursing homes, mental institutions, TB sanitariums, convalescent homes, homes for the aged and so forth.

The length of time a person may have been a patient in a place of this type does not affect its inclusion as a "stay" to be recorded in question 16, as long as the person is a household member at the time of interview.

- a. How to ask
question 16

Ask question 16a for all related household members at once. If the answer is negative, check the "No" box in each person's column. If the answer to question 16a is "Yes," ask question 16b; check the "Yes" box for the person for whom the "stay" was reported. Then, for that person ask and record the answer to 16c: the "number of times" the person has been in places of this kind during the reference period.

- (1) Special note on recording "number of times" in questions 16c and 15b

In recording the "number of times" in question 16c (and this rule also applies to 15b) do not record the number of days the person stayed in the place; this information will be obtained later, in the Hospital page. Record in 16c only the number of separate times the person was admitted as an inpatient. Thus, for a person with a nursing home "stay" of 45 days and 2 hospital "stays" of 3 days and 8 days respectively, the correct entry for him in 15b would be "2"; and the correct entry for 16c would be "1". These three separate "stays" will require the completion of three Hospital pages (see Chapter 5 on how to fill the Hospital page).

4. Question 17,
Check on
question 15

Question 17 is a check on question 15 to insure that hospitalization for deliveries or births are not forgotten.

Following the instructions on the questionnaire (above question 17a), look at the ages of the household members 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, ask question 17a for that (each) baby. If no baby is listed make no entries in question 17, but go to question 18.

- a. Question 17a

If a baby age 1 or under is listed on the questionnaire ask question 17a "When was -- born?" Enter the month, day, and year the baby was born in the answer space of the column in which the baby is listed. If the birthdate is on or after the reference date shown in question 15a, ask question 17b. If the baby's birthdate is before the reference date, no further question or entry for question 17 is required for the baby.

- b. Question 17b

If the baby was born within the reference period (on or after the date stamped in question 15a and before last Sunday (midnight)), ask question 17b, "Was -- born in a hospital?" If the answer to this question is "Yes" then check question 15b

for both the baby and the mother to see if any hospitalizations have been reported. If no hospitalizations have been reported for either the baby or the mother enter "1" in question 15b for both the baby and the mother. If a hospitalization has been reported for the mother but not the baby (or vice-versa) enter "1" in question 15b for the baby and ask question 17c for the mother (or vice-versa) correcting the entry in 15b as necessary. If a hospitalization has been reported in question 15b for both the baby and the mother then ask 17c for both the baby and the mother.

c. Question 17c

Question 17c, "Is this hospitalization included in the number you gave me for --?" is to be asked for the baby and the mother if any hospitalizations were reported in question 15b, and it has been determined in answer to question 17a and 17b that the baby was born in a hospital within the reference period. If the answer to 17c is "No," change the entry in 15b to reflect this "missed" hospital stay.

d. Examples of question 17

Here are two examples which illustrates the procedure: You find a child listed on the questionnaire as 1-year-old, so according to the instruction, you ask question 17a. "When was -- born?" You find in response to this question that the baby was born on May 7, 1965 (the date stamped in question 15a is "June 1, 1965"). Since the baby was not born within the time reference period you only need to enter the baby's birthdate in question 17a, leaving 17b and 17c blank.

In this example there is a baby listed as "Und. 1" so you ask question 17a. The baby's birthdate is found to be within the reference period so you ask question 17b. "Was the baby born in a hospital?" You find out that the baby was born in a hospital but see that no hospitalizations

have been reported in question 15b for the baby, but two hospitalizations have been reported in question 15b for the mother. The instruction to 17b tells you to enter "1" in 15b for the baby, and ask question 17c for the mother to determine if the 2 hospitalizations already entered in 15b for her includes her hospitalization for the baby's delivery. You find that it does not so you must change the "2" hospitalizations already reported in question 15b for the mother to "3".

In filling this question, bear in mind that question 17a and 17b refer only to the baby and the entries should appear only in his column of the questionnaire. For question 17c, the entries can apply either to the mother or the baby or both, depending on whether either or both had a hospitalization reported in question 15b.

5. Doctor Visits:
Questions 18-21

Questions 18-21 concern visits or calls to or from medical doctors during the past 2 weeks (q. 18-20); length of time since a medical doctor was last seen or talked to (q. 21a); and estimate of number of doctor visits during the past 12 months (q. 21b). These questions are to be asked after the completion of questions 15-17 for all related household members.

The purpose of the questions on doctor visits is to obtain national estimates on the volume of doctor visits together with information on place of visit, cost of visit and type of doctor. This latter information, is required only for those doctor visits which occurred "last week and the week before," and is to be obtained later in the interview on the Doctor Visits page.

Question 18 is to be asked individually for each household member, starting with the first person listed and proceeding to the next person listed and so on.

After completing question 18 for all related household members, ask question 19a "family style," that is, for all household members at one time; then complete the remainder of question 19 as appropriate and in the manner described on the questionnaire.

Upon completion of question 19, ask question 20a "family style" and complete the sub-parts of the question as necessary.

Question 21 (both parts) is to be asked and marked individually for each household member going from left to right in the usual order.

a. Question 18,
How to ask
the question

Read the introductory statement above question 18 to the respondent, then ask the question exactly as it is shown on the questionnaire. This instruction applies the first time the question is asked in the household, thus if you were asking the respondent about her husband, the head of the household, you would say:

"These next questions are about recent visits to or from a medical doctor."

"During the past two weeks, the two weeks outlined in red on that calendar, how many times has your husband seen a doctor either at home or at a doctor's office or clinic?"

In asking question 18 of the second person listed, it is not necessary to repeat the introductory or the parenthetical reference to the two-week calendar. Thus, if you are asking question 18 of the respondent in the above example you would say:

"During the past two weeks how many times have you seen a doctor either at home or at a doctor's office or clinic?"

If the respondent has previously laid aside the two-week calendar or has not referred to it for some time make sure that she understands

the two-week reference period, either by handing her another calendar, or by requesting her to look at the one she laid aside. If she seems not to have understood the calendar in earlier questions, use the oral reference, "last week or the week before" or "the two-week period which ended this past Sunday night."

b. Question 18,
How to record
the answer

Record the answer to question 18 by entering the number of visits reported in the box provided for that purpose in the column of the person you are asking about.

If no doctor visits are reported in question 18, check the "None" box.

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

(1) Doctor
defined

The term "doctor" covers only medical doctors (M.D.'s), regardless of whether they are general practitioners or specialists; it also includes osteopaths, ophthalmologist, and psychiatrists who hold M.D. degrees and are also to be counted as doctors for the purpose of these questions.

Do not count as medical doctors any of the following: dentists, optometrists or other practitioners (such as chiropractors) who do not have a M.D. degree.

(2) Visit
defined

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

Also to be included as visits to a doctor are telephone calls to or from a doctor (except requests for appointments or inquiries about a bill) and visits to a doctor's office, clinic, medical center or the outpatient department of a hospital where a person goes for treatment or examination ordered by a doctor but where he may not literally see or talk to a doctor. These two types

of "visits" (i.e., telephone calls to or from a doctor and visits to clinics, etc.) may be reported in question 18, but they are the kind people generally tend to forget, so questions 19 and 20 are designed specifically to remind the respondent about them.

(a) Exclude hospital inpatient doctor visits Do not include any doctor visits while the person was a patient in a hospital for over-night or longer. If these are reported, they must not be recorded in questions 18-20.

(b) Exclude visits on a "mass" basis Also exclude visits to doctors for examination or services provided on a "mass" basis, such as eye and hearing examinations at school; chest X-rays given on a "mass" basis (as at a mobile X-ray unit); the dispensing of oral vaccine for polio on a "mass" basis and so forth.

Visits made to a doctor on a "mass" basis are excluded. However, such "mass" visits are excluded only if the examination or service involves a single procedure and is given uniformly to everyone getting the service. Football or armed service physicals should be included as visits. Marginal cases should be included and footnoted.

Also exclude visits to a doctor's office only to accompany someone else, such as a child.

c. Question 19, Additional probe for doctor visits: How to ask question 19a

Question 19a is to be asked after question 18 has been asked for the last related household member. Question 19a is to be asked for all related household members at the same time, that is, "family style."

The manner of asking question 19a depends on the answers to question 18. If one or more visits have been reported in question 18, question 19a should be asked with the introductory parenthetical phrase. For example, if there were two persons in the household, (head and wife) and three visits were reported in question 18 for the head, you should ask question 19a as follows: "Besides you husband's three visits, during that two-week period have either you or your husband been to a doctor's office or clinic for shots, X-rays, tests or examinations?"

If no visits have been reported in question 18, ask question 19a without including the parenthetical phrase.

If you are interviewing a person only for himself substitute the word "you" for the words "anyone in the family," thus:
"During that 2-week period, have you been to a doctor's office for shots, X-rays, tests, or examinations?"

If the answer to question 19a is "No" check the "No" box for each person and go to question 20a.

If the answer is "Yes" ask question 19b, "Who was this?" and check the "Yes" box in that person's column.

Then ask question 19c, "Anyone else?" Check "Yes" for each person who has reported any "unduplicated" visits (see par. (1) below) and check "No" for all other persons listed. Thus, for question 19a, either the "Yes" box or the "No" box must be checked for each person.

- (1) Avoid duplicating visits already reported in question 18

If visits have already been reported in question 18, they should not re-appear again in question 19, since this will cause confusion at that point in the interview when the Doctor Visits page is filled. However, be careful to include any additional visits which have not been previously reported in question 18.

- (2) Definition of visits for questions: Exclude visits for shots or examinations given on a mass basis

If a question is raised, the visit definition referred to above for question 18 applies also to question 19, with the exception, as noted before, that "visits" for shots or examination (such as chest X-rays) administered on a mass basis are to be excluded. Thus, if the person went to a clinic or some place to receive an immunization, a single chest X-ray, or a certain diagnostic

procedure which was being administered identically to all persons who were at the place for this purpose, this would not be counted as a visit.

(3) Question 19d,
How many
times

Starting with the first person listed for whom "Yes" has been checked in question 19a, ask question 19d and record the number of separate times the person made such visits, bearing in mind that any visits recorded in question 18 should not be recorded in question 19d. If any such visits are reported in question 19d, correct the entries as necessary.

6. Question 20,
Telephone calls
to or from a
doctor for
medical advice

Question 20a is to be asked regardless of the answer to questions 18 or 19.

Ask the question as worded on the questionnaire.

If you are interviewing a person only for himself, substitute the word "you" for the words "anyone in the family," thus: "During that period did you get any medical advice from a doctor over the telephone?"

For this question, include telephone calls to or from the doctor or doctor's office which relate to treatment or advice given by the doctor directly or transmitted through the nurse. (If you learn about them, do not count telephone calls solely for making an appointment, discussing a bill or, calls confined to some topic not related to the person's health.)

If telephone calls have already been reported in the earlier "visit" questions do not record them again in question 20.

The procedure for recording the answers to question 20a and asking questions 20b-d are the same as those for questions 19a-d.

7. Question 21,
Interval since
last doctor visit
and total number
of doctor visits
"during the past
12 months"

In recording the answers to questions 21a and 21b, bear in mind that, unlike the other questions on pages 4 and 5, only Fosdic entries can be made. Make sure that the answer space for this question is free of all marks or entries except the required Fosdic entry or entries. If a comment or other footnote is required, make it either in the space where the question is printed or in the footnote space.

Question 21a, length of time since last doctor visit, is to be asked for each person for whom there has not been any two-week visits or calls reported in question 18-20.

If one or more visits or telephone calls have been reported in question 18-20 for the person, ~~mark the Fosdic circle~~ entitled "Visits reported in questions 18-20" without asking question 21a.

If no visits have been reported in questions 18-20, ask question 21a as worded and record the answer in the person's column as follows:

Years--1 or more: If the person has not seen or talked to a doctor since 12 months ago or more, mark the Fosdic numbers which correspond to the number of years that have passed. Thus, if the person's last visit had been exactly 12 months ago, the entry would reflect 1 year ("0" marked in the tens position and "1" marked in the units position); if it were a year and half ago, the entry would also be 1 year. If the answer is in terms of an interval or range, and a specific estimate cannot be obtained, mark the number which represents the mid-point. Thus, if a person can report only that his last doctor visit was between 20 and 30 years ago, mark the mid-point, that is 25. Answers of "2 to 3" years ago or "6 to 7" years ago are to be marked in the lowest number that is, 2 (if "2 or 3") and 6 (if "6 or 7").

7-11 months: Mark this circle if the person's last doctor visit was 6 months ago or more, up to but not including 12 months. (Exactly 6 months ago would be marked in this category.)

2 weeks-6 months: Mark this circle if the person's last doctor visit was beyond the two-week reference period up to but not including 6 months.

During past 2 weeks/
not previously reported: Mark this circle if the respondent reports a visit during the two-week reference period. (This might happen occasionally when the respondent misunderstands questions 18-20 or forgets to report a visit that should have been reported there.) For these kinds of cases, mark this circle, but do not change or correct the negative entries in question 18-20. (Note that a check in this box represents a doctor visit within the past two weeks and therefore, a section of the Doctor Visits page must be filled for this visit.)

Never: Mark the "Never" circle if a person has been reported as never having seen or talked to a medical doctor.

DK (Don't Know): Mark the "DK" circle only as a last resort when it becomes clear that the respondent simply does not know when a person last saw or talked to a doctor and is also unable to estimate it.

- a. Persons who last saw a doctor when hospitalized

For the purpose of question 21a, talking to a doctor while an inpatient in a hospital may be accepted as the "last time," since in this question, we are not concerned here with the number of times a doctor was seen or talked to.

If, in questions 18-20, "None" or "No" have been marked for a person because the only time he saw a doctor during the past two weeks was while he was an inpatient in a hospital, leave question 21a blank and footnote the entry, e.g., "last doctor visit in last 2 weeks while inpatient in hospital." Do not fill a Doctor Visits page for these "hospital" visits.

- b. Persons who reported seeing a doctor last during interview week

If in answer to question 21a a person says he last saw a doctor during interview week, ask the respondent when he last saw a doctor before this week and record the answer - if the person never saw a doctor other than during interview week, mark "Never" in 21a.

- c. Special Note:
Probe for answers of "about 6 months ago" or "about a year ago"

Some respondents may answer question 21 close to the intervals represented by the answer circles, e.g., "about 6 or 7 months ago" or "about a year ago." For answers of this kind, one or more additional questions must be asked to determine the best entry, e.g., "Was it more than 6 months ago, or less than 6 months ago?" Or in the case of an answer such as, "about a year," the following question should be, "Was it less than a year or more than a year?" If the respondent continues to insist that it was "about a year" mark the year entry "0" in the tens position and "1" in the units position.

- d. Question 21b, Number of times doctor seen or talked to in past 12 months

After completing question 21a for the first person listed on the questionnaire, go to question 21b and ask the question and/or mark the appropriate Fosdic entry in accordance with the following instructions:

- (1) Persons for whom to ask question 21b

Question 21b is to be asked and marked for a person if the entry in 21a shows that he had, in fact, seen or talked to a doctor sometime during the past 12 months. The entries in 21a which direct the asking of 21b are the first four positions ("Visits" reported in questions 18-20; "During past 2 weeks/not previously reported"; "2 weeks-6 months"; "7-11 months"; and "DK." A mark in any of these positions requires the asking of question 21b, since, with the exception of "DK," they all indicate that the person had at least one doctor visit during the past 12 months. The requirement for asking question 21b for "DK" answers is to provide the respondent with other opportunities to provide information which he may have about doctor visits for a person but may have misunderstood when question 21a was asked. That is, he may not know exactly when a person last visited a doctor, but the questions in 21b may produce some such answer as, "Oh, in

the past 12 months? Well, I do remember that she went to a doctor twice in that period, but I don't remember when it was."

- (2) Persons for whom question 21b is not to be asked but only marked "None" Question 21b is not to be asked but it is to be marked "None" for persons who, according to the entries in question 21a, have already been reported as not having seen or talked to a doctor during the past 12 months. These persons are identifiable by an entry in 21a of "years" 1 or more; or by an entry of "Never." For these persons, mark the "None" circle in 21b without asking the question.
- (3) How to ask and record for question 21b As mentioned before, question 21b is to be completed immediately after the completion of 21a.
- If the question is not to be asked, mark the "None" circle (see para. b(2) above).
- If the question is to be asked (see para. b(1) above), read the question as it appears on the questionnaire and record the respondent's answer by marking the appropriate Fosdic numbers.
- Note that the phrase "... about how many times ..." is to indicate that an estimate is acceptable.
- If intervals or ranges are provided, and the respondent cannot supply a "single figure" estimate and mark the mid-point number in the manner described for question 21a.
- If the respondent can supply no estimate at all, mark the "DK" circle.
- (4) Time reference The time reference for question 21b is the past 12 months, the period bounded by the date of "last Sunday night" and the same date a year ago.

- (5) Definition of
doctor visits
for question
21b

Definition of "doctor visits" for question 21b is the same as employed in questions 18-20. This definition excludes doctor visits made while the person is an inpatient in a hospital. However, if the only visit or visits made by a doctor during the past 12 months was while the person was an inpatient in a hospital, mark this as one visit ("0" in the hundreds position, "0" in the tens position and "1" in the units position) and explain the situation in a footnote, e.g., "Person 01, question 21b represents visit(s) as hospital inpatient only." In making the footnote entry, be careful to stay well away from the Fosdic marking area.

- (6) Consistency
checks for
question 21b

In recording the answers to question 21b watch for possible inconsistencies between that answer and the answers to questions 18-20 and 21b; resolve and correct any that you can identify. One thing to note, for example, is that the entry in question 21b must be equal to or greater than the sum of any visits reported in questions 18-20, since the "two-week" visits are within the past 12 months and so must appear in question 21b along with any other visits in the past 12 months.

- (7) Continue with
questions 21a-b
for next
listed person

After completing questions 21a-b for the first person listed, repeat the process for the next listed person, and so on. When questions 21a-b have been completed for all related household members, go to questions 22-23.

8. Questions 22-23
Home Care

The "Home Care" questions (22 and 23) are to be asked as a block for each person in the household who is 55 years of age or over.

For household members under 55 years of age, mark the circle entitled "Under 55" in question 22. For household members 55 or over mark the "55 or over" circle and ask question 22a.

- a. Home Care
defined

"Home Care" is defined as any personal assistance or personal services (paid for or not) received by the person at home as a result of illness, injury, impairment or advanced age.

It excludes care by a physician but includes care by all other persons whether the latter are professional health workers or not.

The amount of care can vary from constant full-time care for bed ridden persons to only partial or intermittent care or specific services such as assistance in dressing or aid in administering injections like insulin, for example, in the case of a diabetic.

The major criterion is that some personal assistance is required at home because of some health reason. The condition that creates the need for home care may be a long-term disability, or it might be the result of a non-chronic condition which causes only a temporary need for care. As mentioned previously, the care need not involve a specific condition, but may be required because of a more general cause such as old age.

The purpose of questions 22-23 is to determine whether a person is receiving (or has recently received, i.e., within the past 2 weeks) personal or nursing care at home. The details regarding Home Care will be obtained and recorded on a separate supplement Home Care page (see Chapter 8 of Part D).

b. Question 22,
Home Care

Before asking question 22a for the first person in the household 55 or over read the introductory phrase which appears on the questionnaire just above question 22a: "The following questions are about different kinds of personal care some people need at home." Then ask question 22a, e.g., "Does your father-in-law need any help in bathing, dressing or putting on his shoes?"

(Note that the introductory statement is not to be repeated for other persons in the household. Thus, for the second person 55 or over, simply ask question 22a without repeating the introduction.)

If the answer to question 22a is "Yes," mark the "Yes," circle; leave the remaining parts of question 22 blank; skip question 23 and go on to the next person. This instruction appears on the questionnaire in the form of the word "Stop" which appears in italics just to the left of the "Yes" circle.

If the answer to question 22a is "No," mark the "No" circle and ask question 22b. Continue this procedure through questions 22c and 22d. That is, if an affirmative answer is received to any one of the questions, mark the "Yes" circle opposite the appropriate question and go on to the next person. For each negative or don't know answer, mark the appropriate "No" or "DK" circle and go on to the question which follows, i.e., 22c and/or 22d as the case may be.

Question 22d is asked for a person who has answered "No" to questions 22a-c; and is designed to bring out any type of Home Care that has been received (but not directly covered in questions 22a-c) in terms of the definition previously given, namely, any help or assistance from another person because of some health related reason.

c. Response
problems
in question
22

Most respondents will interpret the various parts of question 22 to mean care being received at the present time. However, if a question is raised, a person shall be considered as presently receiving care if he received it any time "during the past 2 weeks."

A question may also be raised regarding the term "need," i.e., as opposed to "receive." Some people may need home care, but may not actually be receiving it. Cases of this kind should be checked "Yes," since more information about the situation is needed and will be obtained in the course of preparing the separate Home Care Supplement form.

You will have to determine whether "DK" should be marked depending on what information is

available. For example, in a situation where the respondent says in answer to question 22d, "I don't know but I rub his back when it's sore," this answer should be marked "Yes." Even though the respondent said she didn't know, the additional information she volunteered indicated that home care was received.

If an unusual situation arises which makes it impossible to mark either the "Yes" or "No" circle, mark the "DK" circle and explain the situation in a footnote.

d. Question 23,
Home visits
by nurse

Question 23, on home care visits from a nurse, is to be asked only for those persons 55 and over who have reported "No" to all 4 parts of question 22.

The term "nurse" refers to all types of nurses: registered nurses (RN), licensed practical nurse (LPN), other "practical" nurses, auxiliary nurses, nurse's aides and the like.

If the answer to question 23a is affirmative, mark the "Yes" circle and ask question 23b. If the answer is "No" mark that circle and go to the next listed person.

Tread a "DK" answer to question 23a the same as a "No" answer. That is, mark the "DK" circle and omit questions 23b and c leaving them blank.

In question 23b, record the respondent's best estimate of the number of separate nurses' visits made "during the past 12 months" regardless of whether the visit was for an entire day or night or only for a few minutes or hours. The "visits" need not have been made by the same nurse or by the same kind of nurse; record in 23b the total number of separate visits made by all "nurses." As indicated above an estimate is acceptable. However, if a person has had home visits from a nurse during the past 12 months, but can't supply even an approximation of the number, enter "DK" in a footnote and ask question 23c.

(1) How to count
nurses' visits for
nurses who
"sleep-in"

In some cases, a nurse visiting a person to care for him will "sleep-in" -- that is, remain at the house for days, weeks or even

months, sleeping and eating there. If you learn about this, count as a separate visit each day which the nurse remains in the household. Thus, if a nurse visited a household to care for a person requiring more or less constant attendance, and the nurse had to remain at the household for 10 days, these 10 days would be recorded in question 23b as "10" visits, footnote such cases, e.g., "sleep-in."

e. Question 23c
Nurses' visits
during past
2 weeks

Question 23c is to be asked for all persons reporting "nurses' visits" during the past 12 months, "Yes" marked in question 23a and "1" or more or "DK" in 23b.

Ask question 23c and mark "Yes," "No" or "DK" in accordance with the respondent's answer. The reference period for this question is "last week and the week before" as defined previously.

As will be explained later in Chapter 8 of this part of the Manual, a Home Care Supplement form will need to be filled for any person (55 and over) who has been reported as requiring Home Care ("Yes" marked in any part of question 22), and also for any person who has been reported as having had a nurse visit him at his home during the past 2 weeks ("Yes" marked in question 23c).

9. Where to
go next

After completing questions 22-23 for all applicable persons, proceed to the first set of Condition pages which begin on page 6 of the questionnaire and complete them in accordance with the instructions in the following chapter (Chapter 4).

CHAPTER 4

CONDITION PAGE

A. General procedure

The questions on the Condition page are to be asked separately for each condition reported in answer to the illness questions 8-14 on pages 2 and 3 of the questionnaire.

1. Order of filling Condition page

Successive Condition pages are to be filled in the following order: fill the first Condition page (the one entitled "Condition No. 1") for the first condition listed for Person 01, then continue consecutively, condition by condition, until each condition listed in questions 8-14 has been carried through a separate Condition page. Continue by carrying all of Person 02's conditions listed through a separate Condition page, then Person 03, etc., in the order the persons are listed.

a. Condition number

As you prepare a Condition page for each condition, enter the number of that Condition page (1, 2, 3, etc.) to the left or right of the condition reported in questions 8-14.

2. Extra questionnaires needed for more than 10 conditions

If there are more than 10 conditions reported, use (an) extra Fosdic booklet(s). In this case, fill Item 1 (Book ___ of ___ Books) and enter the PSU, Segment, and Serial Number on the Household page of each extra booklet. The remaining items on the Household page are to be left blank for the second and any succeeding booklets. Change the Condition page numbers by crossing through the preprinted number and enter the actual number. Thus, if there were eleven conditions, the number of the first Condition page in the second booklet would be changed from "1 to 11."

3. Washington Use

The shaded portion of the Condition page which appears to the right of question 3 is for Washington Use Only, and must be kept free of written entries.

- a. Footnotes and explanations on the Condition page

Footnotes or explanations may be entered within the specified footnote area below question 8. Do not write in the space set off by shading in the lower right of the footnote space. Blank areas on the Condition page may be used for footnotes as long as they are kept within the margin and outside the FOSDIC marking area.

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

1. Item 1

The entries for Item 1 are to be transcribed from probe pages 2 and 3 to the Condition page.

- a. Person number

The person number is the number of the person who has the condition which is being carried through this particular Condition page. The person number must be written in the box provided before question 2 is asked. It must also be marked in the FOSDIC numbers which appear to the right of the box.

- b. Name of condition

The "Name of the condition" is to be transcribed verbatim from the illness entry on page 2 or 3.

2. Question 2, "Doctor ever talked to"

Question 2 is the first direct question on the Condition page and must be asked on each Condition page being filled in terms of the entry in the "Name of condition" box in Item 1. In asking the question, substitute the name or relationship of the person for the dashes and the "Name of condition" entry in item 1 for the three dots. For example, if you were filling a Condition page for the respondent's husband's sprained ankle, question 2 should be asked as follows: "Did your husband ever AT ANY TIME talk to a doctor about his sprained ankle?"

Mark "Yes" or "No" to question 2 according to the response obtained.

When interviewing a household respondent for other adult members of the household, substitute for the dashes (--) the proper words to indicate the person referred to. In the case of children, change this phrase to "Did anyone ever AT ANY TIME talk to a doctor about --'s (your daughter Jane's, your son John's) ...?"

a. "Doctor talked to" defined

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

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

Consider as "talking to a doctor" any telephone calls to the doctor's office that involve receiving suggestions for treatment or advice from the doctor even if they are transmitted through the nurse and the doctor 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 question 2). 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 question 2.

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

b. Chronic conditions

For chronic conditions, such as the type shown on Cards A and B, question 2 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 marked "Yes" in question 2 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., question 2 refers to whether a doctor was talked to at any time about that particular condition (cold, virus) which was experienced last week or the week before. Question 2 does not refer to talking to a doctor about previous attacks of colds, virus, or other non-chronic conditions.

d. Type of doctor defined

For the purposes of question 2, consulting MD's, osteopaths or dentists (for dental conditions) will be considered as talking to a doctor but consulting chiropractors, chiroprodists, podiatrists, naturopaths, Christian Science healers or other types of people giving medical care will not be counted. Opticians and optometrists do not hold M.D. degrees. However, oculist is an old-fashioned term for ophthalmologist, and ophthalmologists do hold M.D. degrees and are to be counted as doctors.

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 question 2, "I saw a chiropractor--do you consider him a doctor?", you would not need to answer "Yes" or "No" but tell him we are interested in any doctor he may have talked to. Continue at once to the next question, "What did the doctor say it was? Did he give it a medical name?", and mark "No" in question 2 for the condition about which a chiropractor was seen.

Record in question 3a what the chiropractor said it was even though you have marked "No" in question 2.

3. Interviewer check item

Between questions 2 and 3 there is an interviewer check item which must be filled immediately after recording the answer to question 2.

Examine the "Name of condition" entry in item 1 then check one of the three boxes:

1. "Accident or injury"
2. "Condition on Card C"
3. "Neither"

After checking the appropriate box, follow the instruction given for that box on where to proceed.

a. "Accident or injury" box

If the "Name of condition" entry in item 1 indicates that an accident or injury was involved, check the "Accident or injury" box and go to question 4. This box should be checked for such entries as: broken leg, bruised hip, torn ligaments in knee, gunshot wound in arm, cut finger, bee sting, dog bite, etc. These are all examples of entries in which an accident or injury was involved. Additional information regarding the definition of accidents and injuries is given in paragraph D-1 of this chapter.

b. "Condition on Card C" box

If the condition was not obviously caused by an accident or injury, refer to Card C of the flashcard booklet to see if the condition is listed there. If it is listed on the card, check the "Condition on Card C" box and go to question 9 which is at the top of the continuation Condition page.

(1) Conditions on Card C

Names of illnesses given by respondents are often sufficient to permit medical coding without further probing. This is true of the specified conditions listed on Card C and so it is not necessary to ask questions 3a-3e for these conditions. However, Card C is an exclusive list. Do not apply the Card C rule to conditions which you feel are synonyms of the listed conditions.

For example, "hernia (all types)" is on Card C while "rupture" is not; ask questions 3a-3e as applicable for "rupture" but check the "Condition on Card C" box for "hernia." "Stomach ulcer," "duodenal ulcer," "gastric ulcer," and "peptic ulcer" are on Card C while "ulcer(s)" (unspecified) is not. If you are in doubt, consider the condition not to be on Card C.

If the respondent should volunteer the information that a Card C condition was caused by an accident, e.g., arthritis caused by an accident, check the "Condition on Card C" box but go to question 4 and fill the accident questions, 4-8, instead of going to question 9.

c. "Neither"
box

If the "Name of condition" entry in Item 1 does not involve an accident or injury or is not a condition on Card C, check the box entitled "Neither" and proceed to question 3a. Question 3a, together with the related questions, 3b-3e, is to be filled in accordance with the instructions which appear on the questionnaire and which are explained in fuller detail in the following paragraphs.

4. Questions 3a-3e,
Diagnostic
questions

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 desirable that the descriptions on the questionnaire be as complete and detailed as you can make them.

The best description of an illness is its exact medical title. Sometimes the statements of respondents do not always give a complete description of the condition. When the respondent does not know the exact medical title of the illness, one or more of three different kinds of information generally need to be obtained in order to try to assign the most exact medical code:

A specific description of what the trouble was, that is, the specific kind of trouble.

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

The part of body affected.

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

a. Question 3a,
Asking the
question

When a doctor has been talked to about an illness, question 3a is always to be asked (except for the conditions on Card C and accidents and injuries), and constitutes the first step toward getting an adequate entry. 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. Questions 3b through 3e are for the purpose of supplying the additional information needed.

(1) Other
conditions:
Doctor not
talked to

If a doctor was not talked to about an illness condition ("No" in question 2), do not ask question 3a, but instead enter in question 3a the entry in Item 1 in "Name of condition." If the entry in Item 1 is vague or incomplete ask the respondent to describe the condition enter this description in question 3a.

(2) Recording
adequate name
or description
of condition

Enter in question 3a whatever the respondent tells you the doctor said, using the respondent's own words. If the medical name given by the respondent is one which is unfamiliar to you, ask him to spell it for you. If the exact spelling is not known, record it phonetically but also ask the respondent to describe how it affects him and record a description of the condition.

In all cases, bear in mind that the entry in question 3a should be as exact and complete as possible. Therefore, if the respondent does not know the "medical name" or if his answer is vague (e.g., "It's my liver," "I've got a bad heart," "Something I ate," "Some kind of ailment") don't accept it. Instead, ask the person to describe the condition further, e.g., "What's wrong with your liver."; "In what way is your heart bad?"; "How does this food you said you ate affect you?"; "What kind of ailment do you have?"

It is also permissible to copy the "Name of condition" entry to question 3a if that entry is clearer and more complete and the respondent's answer to question 3a is vague or incomplete;

or he says he doesn't know the doctor said it was.

- (3) Card C, Condition reported in answer to 3a
- If in answer to question 3a a Card C condition is reported, skip directly to question 9 after recording the name of the condition in 3a. It is not necessary to change the entry in the boxes above question 3a.

Question 3a should never be left blank or have an entry of "DK" when the "Neither" box has been marked.

- b. Question 3b, Cause of condition
- Question 3b is to be asked for all conditions except "cancer" and conditions on Card C or those involving an accident or injury.

- (1) Cause given previously
- If "cause" has already been reported and recorded in question 3a, there is no need to reask the cause or enter it again in question 3b. If the "cause" was given in answer to question 3a but was not recorded in 3a, simply enter the "cause" in question 3b without asking the question.

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

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

- (3) If "cause" is an accident or injury
- If the response to question 3b indicates that the "cause" is an accident or injury, check the "Accident or injury" box in question 3b and skip to question 4.

- (4) If "cancer" is recorded in 3a
- If the condition recorded in question 3a is "cancer" do not ask question 3b (cause) but ask question 3e (part of body).

- c. Question 3c, Kind of trouble
- With respect to the medical coding requirements for certain illness conditions, the entries in question 3a or 3b do not always show the exact kind of condition the person has. For example, "heart trouble," "kidney trouble," and "stomach disorder" are all general terms which mention illness in a specific part or organ of the body but they are not specific as to the kind of illness or trouble. Thus, heart trouble might be of several different kinds--angina, coronary, rheumatic heart, heart leakage, etc.; kidney

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

(1) When to ask question 3c

There are five illness conditions printed in the instruction column of question 3c for which the question "What kind of ... is it?" is to be asked. These conditions are "asthma," "cyst," "growth," "measles," and "tumor." This question should also be asked if question 3a or question 3b contains the word, "ailment," "attack," "condition," "defect," "disease," "disorder," or "trouble" which are vague descriptions. This instruction appears in the instructions for question 3c.

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

(2) Measles

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

<u>Regular measles</u>	<u>German measles</u>
"8 day measles"	Rubella
Rubeola	"3 day measles"
"Old fashioned" measles	
"Black" measles	
"Hard" measles	
"Bad" measles	

If the respondent does not use any of these terms, record her words verbatim.

(3) Cysts,
tumors,
or other
growths

For "cyst," "tumor," or other "growths," we are trying to determine if the cyst, etc., was cancerous (malignant) or non-cancerous (benign). However, do not specifically ask if it was cancerous or non-cancerous. For example, for "ovarian cyst" ask: "What kind of ovarian cyst is it?" (or "-- was it?" if the cyst has been removed). Record whatever the respondent tells you.

d. Question 3d,
How allergy
or stroke
affects person

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

"How does the allergy affect him?"

OR

"How does the stroke affect him?"

If the effect of the "allergy" or "stroke" has already been given in question 3b or 3c, question 3d does not need to be asked.

The information needed is not "kind of trouble" but how the disease affects the person--that is, what the manifestations are. For example, in the case of an allergy, the person may have been affected with a swelling in some part of the body, with a breaking out or itching, with sneezing, eyes watering 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," "entire right leg and arm paralyzed," "speech difficulty," etc. Note that for a stroke, the information needed is how the person is affected now, not necessarily how he was affected at the time of the stroke.

e. Question 3e,
Part of body
affected

Question 3e is to be asked only for certain specified types of conditions. These are listed in the instruction column to the left of question 3e.

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

- (1) Conditions for which question 3e must be asked
- The conditions for which the "part of body" must always be shown--either in question 3e or one of the previous questions--are when the entry includes a condition listed on Card B-2 and for any entry that includes the words:

Abscess	Inflammation
Ache (except headache)	Neuralgia
Bleeding	Neuritis
Blood clot	Pain
Boil	Palsy
Cancer	Paralysis
Cramps (except menstrual)	Sore
Cyst	Soreness
Growth	Tumor
Hemorrhage	Ulcer
Infection	Weak
	Weakness

- (2) Detail needed in question 3e

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

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

5. "Main condition": Condition to which remaining questions refer when there is an entry of two conditions in question 3 on the same Condition page
- Occasionally, question 3 will contain two separate conditions, one being the cause of the other, i.e., a condition entered in question 3a, and a separate condition in 3b as in the following examples (the condition marked by an asterisk is the "main" condition and is the condition which the remaining questions on the Condition page are asked about):

Example 1:

Question 3a: Gas pains
Question 3b: Stomach ulcer*

Example 2:

Question 3a: Missing breast*
Question 3b: Tumor*

Example 3:

Question 3a: Overweight
Question 3b: Thyroid trouble*

Example 4:

Question 3a: Loss of weight*
Question 3b: Loss of appetite

In cases of this kind, a determination must be made as to which of these is the "main" condition; that is, the condition to which the remaining questions apply. The procedures for making this determination are as follows:

If neither condition is on Card A or Card B, carry the first condition (the "main" condition) through that Condition page (see example 4). Do not fill a Condition page for the second condition.

If one of the conditions is on Card A or B and the other is not, the remaining questions on the Condition page are to be asked for the Card A or B condition as in examples 1 and 3 above.

If both of the conditions are on Card A or B (see example 2), carry the first condition through the remainder of the Condition page. Then carry the second condition through the next Condition page, but only if the second condition was present during the past 12 months. If the second condition was not present during

the past 12 months indicate this fact in a footnote on the Condition page for the first condition as in the following example:

Question 3a: Missing breast
Question 3b: Tumor

Footnote entry: Tumor removed more
than 12 months ago.

Note also, that, as in the case of the last example, if a condition has been reported as removed or corrected it is necessary to determine whether the removal or correction occurred during the past 12 months or before that time.

C. Types of reporting problems

The following paragraphs call attention to some conditions that may cause problems.

1. Dental conditions

If teeth were pulled or other dental surgery performed, record in question 3 the name of the disease or condition that necessitated the pulling of the teeth or surgery.

2. Pregnancy and childbirth

Normal pregnancy is not to be considered as illness but if there are complications, these complications should be recorded in question 3.

Delivery or childbirth, even when normal, should be reported for the mother on the Condition page if it occurred "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 questions 3a through 3e of the Condition page. Do not record "pregnancy" if you mean "normal delivery" or "childbirth."

Birth for the baby during the last two weeks is not to be reported on a Condition page, 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 the respondent reports that menstruation is abnormal or caused illness, this should be recorded, 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. 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 question 3a; and "smallpox vaccination" in question 3b.
5. Mental illness
- If mental illness is reported by the respondent, try to get the medical name and record that in question 3a. If the medical name is not known enter a description of how it affects the person.
6. Operations
- If the only description the respondent gives of an illness is the name of an operation, ask what the condition was that made it necessary to have the operation and record that condition in question 3a along with the operation. Also, record the present ill-effects, if any (use the footnote section if more space is needed).
7. Reaction to drugs
- If the respondent reports as an illness in the past 2 weeks a reaction to drugs taken, three things should be recorded in 3a: the reaction, the drug, and the reason for taking the drug. For example, "skin rash-penicillin-virus."
8. Illnesses occurring in past 12 months not now present
- For chronic conditions, such as those on Card A, 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 and footnote the fact that the condition is no longer present.

For example, if a person had a tumor removed from his back, the entry in question 3 might be as follows:

Question 3a: Tumor /1
Question 3b: DK
Question 3c: Benign
Question 3e: Lower back

/1 Footnote space: "Tumor removed 6 months ago."

9. 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 or personal characteristics such as age, marital status, or membership in the Armed Forces, all of which apply as of the time of interview.

10. Conditions first reported on a Condition page

If in answering any of the other questions on the Condition page, the respondent "volunteers" a condition he had forgotten to report, that condition should be carried through a Condition page if it was present at any time during the past 12 months. This rule applies to any condition the respondent mentions and is not limited to "chronic" conditions only.

11. Conditions reported later in the interview

The probe questions on page 2 and questions 3a-3e of the Condition page are designed to bring out all conditions the person has. However, it may happen that a condition will first be reported on a Hospital page, Doctor Visits page, Person page, Household page or in connection with the Home Care Supplement.

All such conditions are to be carried back to a Condition page if they do not already appear there. In cases of this kind, enter the source of the condition in a footnote on the Condition page, e.g., "first reported on Doctor Visits page."

12. Conditions reported separately which may be the same

When conditions which may appear to be the same are reported separately in answer to the probe questions, 8-14, carry each one through a separate Condition page. 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 they seem to be alike to you.

It is only when the respondent indicates that they are the same by his answers to the questions that you are to consider that two conditions are the same.

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

If the respondent actually says that one condition is the same as another condition, follow this procedure:

(1) Leave on the Condition page the separate entries for each condition reported, but footnote the two Condition pages affected stating that the conditions are the same. Refer to the conditions by number, e.g., "Conditions 1 and 2 are the same."

(2) Since you will already have taken the first condition through all questions of a Condition page, do not ask the remaining questions on the Condition page for the other condition or conditions which have been reported as being the same as the first one.

D. Questions 4-8,
Accidents and
injuries

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

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

If a condition was caused by more than one accident, fill questions 4-8 for the most recent one and give the date(s) (month and year) of the other accident(s) in a footnote.

Multiple injuries resulting from a single accident should be reported together in the same set of questions 4-8 on a single Condition page.

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

A "broken (perforated) (ruptured) eardrum" may be caused by an accident or injury or may be due to some other cause, such as a childhood disease. Always ask what caused the broken eardrum. If the cause was an accident or injury, fill questions 4-8 of a Condition page. If the cause was other than an accident or injury, or if the respondent does not know the cause, questions 4-8 of the Condition page are not needed but the circumstances should be explained on the Condition page or in a footnote to question 3b.

If the respondent does not know whether a condition was caused by an accident or injury, or cannot recall such an occurrence when an accident is indicated, do not fill questions

4-8 on the Condition page. Explain the circumstances in the footnote space, e.g., "Doctor says probably caused by blow on head but respondent cannot recall such an occurrence happening."

1. Definition of accidents and injuries

Accidents may occur with or without a resulting injury. For purposes of this survey, we are not interested in reporting accidents in which there was no injury involved.

a. Difference between "accidents" and "injuries"

The terms "accident" and "injury" may be used interchangeably. There are cases, however, when an injury may occur when an accident isn't involved, e.g., a battle.

All injuries are to be carried through questions 4-8 whether or not they were associated with an accident.

b. Injuries defined

There are many kinds of injuries, such as cuts, bruises, burns, sprains, fractures, etc. "Insect stings," "animal bites," "sunburn," "sun poisoning," "heat or sun strokes," "blisters," "frostbite," "frozen feet," etc., are also considered as injuries.

(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 questions 4-8 are required) whether or not the illness was from a one-time occurrence or was the result of continued exposure.

Note: Sometimes the words "poison" or "poisoning" are used to describe conditions which are classified as diseases or illnesses and not as injuries, e.g., "poison oak," "poison ivy," "ptomaine or food poisoning." These do not require questions 4-8.

(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 eardrum resulting from a loud explosion would be considered an injury, but continued exposure to loud noises at work resulting in partial deafness would not be considered an injury. For the latter case, do not ask questions 4-8, but footnote the entry in question 3a or 3b to state that the condition was caused by continued exposure to loud noises at work. Follow the same procedure if the cause is continued heavy lifting, continued strain, etc.

2. Question 4,
When did the
accident (or
injury) occur?

The purpose of question 4a is to determine whether the accident (or injury) occurred "during the past 2 years" or "before 2 years."

If the accident (or injury) occurred "during the past 2 years," check that box and ask question 4b to get a more exact classification of when the accident or injury occurred.

If the accident (or injury) occurred "before 2 years," check that box and skip to question 5a.

If the injury wasn't caused by an "accident" use the word which best describes the situation, e.g., "Did the injury to your leg happen during the past 2 years or before that time?"

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

Ask question 4b as worded substituting "injury" for "accident" as appropriate. The month and year are to be entered in the box provided. If the respondent can only estimate the month, enter the estimate.

Notice that once you have asked the question and entered the month and year (when the accident or injury occurred) you must also

check one of the boxes which appear to the right of the answer box. The box you check will depend on the complete answer the respondent gives you, not necessarily the month and year entered in the answer box. If you are interviewing in the last week of July 1966 and the respondent says the injury occurred during the first week of July the entry would be as follows:

Write in entry

Box to check

Month	Year
<i>July</i>	<i>1966</i>

2 weeks - 3 months

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

Write in entry

Box to check

Month	Year
<i>July</i>	<i>1966</i>

Last week

Record the month and year in the answer box, then check the appropriate box.

If the write-in entry does not provide enough information to check the right box, ask additional questions. For example, if the respondent says that the accident happened "3 months ago," find out whether it was less than 3 months or more than 3 months ago, before checking the appropriate box, that is, "2 weeks - 3 months" or "3-12 months." This applies to any answer the respondent gives which falls on the borderline, i.e., "2 weeks ago," "3 months ago," "1 year ago." If the accident was exactly 3 months ago (3 months prior to last Sunday's date) check the "3-12 months" box. If the accident occurred exactly 12 months ago (1 year) check the "1-2 years" box.

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

3. Question 5, Present effects Questions 5a and 5b are designed to obtain information about the part of body injured and the kind of injury sustained.
- a. Question 5a Question 5a is to be asked for all accidents or injuries.
- (1) How to ask the question Ask the question as worded, i.e., "At the time of the accident (or injury) what part of the body was hurt?" Record in the space provided the "part(s) of body" which the respondent mentions. Next ask, "What kind of injury was it?" then record in the answer space the kind of injury for each part of body. Next, ask "Anything else?" and record any other "part(s) of body" and "kind of injury" for any other injuries mentioned.

The part of body is recorded in the left side of the answer box and the kind of injury in the right (see illustration below).

General, vague answers such as "hit," "blood clot," "bumped," "mashed," etc., are not acceptable entries for the kind of injury since they do not provide sufficient information on the nature of the injury. The specific part of body which was injured must be reported in the same detail required in question 3e. Following are some examples of adequate and inadequate entries for question 5a.

<u>Adequate</u>		<u>Inadequate (indicated by an asterisk)</u>	
<u>Part(s) of body</u>	<u>Kind of Injury</u>	<u>Part(s) of body</u>	<u>Kind of Injury</u>
Knee	Fractured	Knee	Crushed*
Upper leg	Bruised	Leg*	Mashed*
Eye	Bruised	Eye	Hit*
Brain	Concussion	Head*	Injured*
Hand	Cut	Finger	Caught in door*
Lower back	Dislocated	Back*	Hurt*

b. Question 5b

- (1) Purpose of question 5b For accidents or injuries which happened more than 3 months ago, we need to know how the injury affects the person now. This information is to be obtained by asking question 5b.
- (2) When to ask question 5b Question 5b, "How does the injury affect -- now?" should be asked for all accidents or injuries which happened more than three months ago, that is, an accident or injury that has either the "Before 2 years" box checked in question 4a OR the "3-12 months" or "1-2 years" box checked in question 4b.

c. How to ask and record the answer to question 5b

The questions, "What part of the body is affected now?", and "How is it affected?" are to be asked as worded. The part of body is to be recorded in the same detail and in the same manner as for question 5a. Record only the part of body which presently manifests any ill-effects of the old injury.

If the present effects have been reported earlier in question 3, question 5b need not be asked again but the entries must be transcribed to 5b from question 3. For example, if the entry in 3a is "missing hand" and the entry in 3b is "auto accident," the information must be transferred to 5b as follows: "one hand" in the part of body space and "missing" in the space for present effects. These entries can be made without actually asking question 5b.

Also, when question 5b is asked and the answer is vague or expressed only in terms of some limitation, enter the limitation but also transcribe the entry in question 3, if that represents a more adequate description of the present effects. For example, in question 3, a person has been reported as having a stiff elbow caused by an accident. In answer to 5b the respondent says, "He can't bend his arm." In this case enter "Can't bend arm" on the first line, and the question 3 entry, i.e., "stiff elbow," on the second line.

Record the present ill-effects experienced not the injury itself. For example, entries of "stiff shoulder," "pains in upper arm," etc., would describe the present ill-effects.

It is not necessary that the person be suffering from the ill-effects this instant before reporting them in 5b. If the person is subject to periodic recurring attacks of a condition caused by an old accident or injury, these effects should be recorded.

If a person reports ill-effects of an old injury they should be recorded even though they may not "bother" him within the literal meaning of the word. For example, a person may report a stiff elbow caused by an old football injury. He may say he has gotten used to it and it never bothers him. "Stiff elbow" would be considered the present ill-effects of an old injury.

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

For accidents or injuries occurring 3 months ago or longer, the remaining questions on the Condition page (questions 9-17) must refer to the present effects of the accident or injury recorded in question 5b. That is, the present effects are considered the "main condition" rather than the injury itself.

4. Question 6,
Motor vehicle
involved

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

a. Question 6a

Once you have completed the appropriate part(s) of question 5, go immediately to question 6a. Ask question 6a as worded and mark the appropriate Fosdic circle: "Yes" or "No."

If the answer to question 6a is "Yes" go to question 6b. If the answer to question 6a is "No" go to question 7.

(1) Motor vehicle defined

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

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

Some respondents may think of certain non-motor vehicles such as trains, streetcars or bicycles as motor vehicles and report accidents involving those vehicles as "Yes" answers to question 6a. Be careful that such accidents are recorded as "No" in question 6a on the questionnaire.

(2) Involvement not restricted to collision

Mark "Yes" for each accident involving a motor 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" circle would be marked in question 6a, for example, for the following situations: A pedestrian hit by a car, a person hurt while boarding or leaving a bus, 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.

If "No" is marked in question 6a, skip questions 6b and 6c (leave blank) and go directly to question 7.

- b. Question 6b,
Number of
motor vehicles
involved

Question 6b is to be asked if the answer to question 6a is "Yes." Mark the "Yes" circle if more than one motor vehicle was involved and mark the "No" circle 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.

- c. Question 6c,
Was motor
vehicle moving

Ask question 6c if the answer to question 6a is "Yes," regardless of the answer to question 6b.

- (1) How to
ask the
question

If only one motor vehicle was involved ("No" in question 6b), question 6c is to be asked without the parenthetical phrase. If more than one motor vehicle was involved, ask "Was either one moving at the time?"

If a motor vehicle and a non-motor vehicle were involved (e.g., a bus and train collision), be sure the respondent understands that the word "it" in question 6c refers to the motor vehicle and not to the other vehicle.

- (2) Moving
defined

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

5. Question 7,
Where did the
accident happen

Question 7 is to be asked for each accident (or injury).

Ask question 7 as worded, and mark the appropriate circle using the following definitions as a guide:

- a. Home defined

"Home" as used here includes not only the person's own home but also any other home, vacant or occupied, in which he might have been when he was injured, as well as homes

being remodeled or undergoing repair. Do not consider an accident occurring at a house under construction as occurring at home, but mark the circle "Industrial place" for these.

- (1) At home
(inside house)
- Mark the circle "At home (inside house)" if the accident occurred while the person was inside the house, in any room or porch but not an inside garage. Porches or steps leading directly to porches or entrances are considered as "inside the house." Falling out of a window or falling off a roof or porch also are included as "inside the house." Also to be included in this category are injuries happening within motel or hotel rooms. The lobby, corridors, and other public places within the motel or hotel premises are not to be regarded as "home."
- (2) At home
(adjacent premises)
- Mark the circle "At home (adjacent premises)" if the accident occurred in the yard, the driveway, patios, gardens or walks to the house, or a garage. On a farm, the adjacent premises include the home premises or garage, but not the barns or other buildings (unless used as a garage) or the land under cultivation.
- b. Street and highway
- The phrase, "street and highway" means the entire width between property lines of which any part is open for the use of the public as a matter of right or custom. Note that this includes more than just the traveled part of the road. "Street and highway" includes the whole right of way. Public sidewalks are part of the street but private driveways, private lanes, private alleys and private sidewalks are not considered part of the street.
- c. Farm
- "Farm" is to be marked if the accident occurred in a farm building or on land under cultivation but not in the farm home or premises. "Farm" includes a ranch, as used here.
- d. Industrial place
- "Industrial place" is to be marked if the accident occurred in industrial places such as a factory building, a railway yard, a warehouse, a workshop, a loading platform of a factory or store, etc. A construction project

(houses, buildings, bridges, new roads, etc.) is included in this class, as well as buildings undergoing remodeling. Private homes which are undergoing remodeling are not to be classified as industrial places, but instead should be classified as "home." Other examples of "industrial place" are logging camps, shipping piers, oil fields, shipyards, sand and gravel pits, canneries, and auto repair garages.

e. Schools

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

f. Place of
recreation
and sports

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

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

g. Other

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

6. Question 8,
At work when
accident
happened

Question 8, "Was -- at his job or business when the accident happened?" is to be asked for ALL accidents or injuries. Ask the question as worded then mark the appropriate circle using the following as a guide:

Mark the circle "Under 17 at time" if the person was under 17 years of age at the time of the accident or injury.

Consider an injury as occurring "at work" if the person was on duty at the time of the accident. Thus, a salesman traveling from town to town would be "at work" if an injury occurred en route between towns, but a person on his way to an office job who had an accident en route would not be considered as having been injured "at work."

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

Mark "While in Armed Forces" for any injury or poisoning which occurred while the person was in the Armed Forces (excluding the Reserves), regardless of whether he was on duty at the time it occurred. For example, mark the circle "While in Armed Forces" 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. Condition page,
Questions 9-21

Questions 9-21 comprise the second half of the Condition page. The note above question 9 is a reminder to you to "Refer the respondent to TWO-week calendar for questions 9-14" since questions 9-14 refer to the past two weeks, i.e., "Last week and the week before."

For injuries occurring less than 3 months ago, questions 9-13 refer to the injury itself and/or any ill-effects which were present during "last week or the week before."

1. Questions 9-11,
Restricted
activity
past 2 weeks

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

a. Question 9

Ask question 9a as worded, inserting the name of the condition or the injury you are asking about. If the name of the condition is too long or too difficult to pronounce, it is permissible to shorten it or to refer to it, for example, as your "hip condition" or "your husband's eye injury," and so on; but this may be done only if the respondent clearly understands what condition or injury you are talking about.

If the answer to question 9a is "No," mark the "No" circle and go to question 14a.

If the answer to question 9a is "Yes," mark the "Yes" circle and ask question 9b.

If the answer to question 9b is "No," mark the "No" circle and go to question 14a.

If the answer to question 9b is "Yes" mark the "Yes" circle and ask question 10.

Record the respondent's answer to question 9a without explaining "the things he usually does." However, if questions are raised the following guide should be used.

b. "Things he usually does" defined; question 9a

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

On Sundays or holidays "usual activities" should be interpreted as the things the person usually does on such days--going to church,

playing golf, visiting friends or relatives, staying at home and listening to the radio, reading, looking at television, etc.

(1) Illustrations

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

(2) In bed or in a hospital

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

(3) Problem cases

In borderline cases, where "usual activity" is difficult to determine, accept the respondent's view of what he himself considers to be his "usual activities." For example, a man with a heart condition may still consider his "usual activity" to be "working," even though the heart condition has prevented him 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.

c. "Cut down for as much as a day" defined; question 9b

Accept the respondent's answer to question 9b, but if questions are raised as to the meaning of "cut down for as much as a day," use the following as a guide.

A day of restricted activity (cut down) is a day when a person cuts down on his usual activities for the whole of that day on account

of an illness or injury. "Usual activities" for any day means the things that the person would usually do on that day, as defined on page D-4-29.

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

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

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

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

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

d. Question 10,
Days cut down
in past 2 weeks

Ask question 10, "How many days did he have to cut down during that 2-week period?" if a "Yes" answer was given to both questions 9a and 9b. 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.

The note near the answer box for question 10, ("Write in and mark") reminds you that the answer to question 10 is to be entered in the answer box and marked on the Fosdic numbers which appear to the right of the answer box. The numbers, both written and marked, must agree. If the answer is an estimate then write "Est." in the answer box along with the number and mark the appropriate Fosdic numbers. If the respondent "doesn't know" then enter "DK" in the answer box and leave the Fosdic numbers blank.

Note that the "two-week period" in question 10 includes Saturdays and Sundays. All the days of the week are of equal importance in this question, even though the types of activities which were cut down might not be the same on week-ends as on regular week days. If necessary, 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 question 10 would be "3."

As stated above, a person who is sick in bed or in the hospital (because of the condition you are asking about) is cutting down on the things he usually does, so all days in bed or in a hospital are to be included in the total in question 10.

e. Question 11,
Bed days in
past 2 weeks

Question 11, "During that 2-week period, how many days did his -- keep him in bed all or most of the day?" is to be asked if 9b was marked "Yes." Question 11 is asked regardless of the answer to question 10. The method of asking the question (asked as worded) and of recording the answer is identical to question 10.

Write in and mark the total number of days this condition kept the person in bed. If the answer is "None," enter a dash in the write-in box and mark the "None" circle.

Do not leave this question blank if "Yes" is marked in question 9b.

- (1) "Day in bed" defined

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

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

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

- (2) Check entry

Since all days in bed are to be included in question 10 the number of days entered in question 11 can never be greater than the number in question 10.

2. Question 12, Days lost from school for persons 6-16 years of age

Question 12, "How many days did his -- keep him from school during that 2-week period?" should be asked if you have "Yes" marked in 9b and if the person whose condition is being carried through this Condition page is 6-16 years old.

Mark the "None" circle (and enter a dash in the write-in box) if no days were lost from school and also if the person does not go to school (and is between the ages of 6-16 inclusive). Once you have learned that the

person would not have been going to school during that period whether he had been sick or well, mark the "None" circle without asking the question for any other conditions for which question 12 requires an entry.

For children under 6 years old, mark the "Und. 6" circle.

Leave question 12 blank for all persons over 16 years of age.

a. "School day" defined

Count only the days when the whole school day was lost from school due to an illness or injury.

For example, a day when the youngster went to school at noon would not count as a day lost from school. However, if the youngster's regular school days 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 might normally be considered school vacation periods.

c. Disregard work days

If a youngster 6 through 16 years of age works instead of, or in addition to, going to school, record only the days lost from school (disregarding any days lost from work).

3. Question 13, Days lost from work for persons 17 years of age or older

This question is for the purpose of finding out if a person lost time from work because of the condition you are asking about on this Condition page.

a. When to ask

Ask question 13 if there is a "Yes" in 9b and if this person is 17 years old or over. (This question is to be asked regardless of the entry in question 6 on page 2 or 3 (12-month activity status).)

Mark the "None" circle if no days were lost from work or if the person doesn't work.

Note that if a person 17 or over has "cut down for more than a day" he must be asked question 13--at least for the first condition which the person reports as having caused him to cut down on the things he usually does. However, once you have learned that the person would not have been working during the past 2 weeks whether he had been sick or well, mark the "None" circle without asking the question for any other conditions for which question 13 requires an entry.

- b. How to ask
for males
and females

For males, ask question 13 as follows: "How many days did his ... keep him from work during that 2-week period?"

For females, add the phrase: "not counting work around the house" to the question asked for males.

- c. "Work" defined

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

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

- d. "Work day"
defined

Apply the same instructions given above for "school day" to a work day in arriving at the number of days lost from work.

- e. Disregard
school days

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

4. Check for number of days reported in questions 12 and 13
- 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 mark "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.
5. Check between questions 10, 11, 12, and 13
- The number of days entered in question 10 must be equal to or greater than the number of days entered in any one of questions 11, 12 or 13, since days in bed or days lost from school or work represent "cutting down on usual activities." If there are inconsistencies of this kind, additional questions must be asked to ascertain the correct numbers to be recorded.
6. Overlapping days of restricted activity
- If the person has days of restricted activity reported (question 10, 11, 12 or 13) 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 on each applicable Condition page.

For example:

The respondent reports in question 10 that he had to cut down last week for five days because of his cold (Condition 1). He also reports in question 10 for arthritis (Condition 2) that he had to cut down for a couple of days because of this condition. At this point ask "Were any of these 2 days you cut down because of your arthritis the same as the five days you cut down because of your cold?" If the respondent says, "Yes, I had the

arthritis during the time I had the cold," footnote question 10 for both the cold (Condition 1) and the arthritis (Condition 2) thus:

For question 10 on Condition 1 page,
"2 days the same as Condition 2"
For question 10 on Condition 2 page,
"2 days the same as Condition 1"

7. Questions
14 and 15,
Onset of
condition

Questions 14 and 15 are designed to find out when the condition began. This information is coded into one of the following "onset" categories:

last week
week before
2 weeks - 3 months
3 months - 12 months
more than 12 months

a. Question 14a,
First noticed
during past 3
months or before

Ask question 14a and mark the Fosdic circle which corresponds to the respondent's answer. Note that question 14a is in two parts. Ask the first part and pause momentarily for an answer. If the respondent does not answer the first part ask the second part, "Was it during the past 3 months or before that time?"

If the condition was first noticed during the past 3 months, mark the "during 3 months" circle and go to question 14b.

If the respondent says the condition was first noticed more than 3 months ago, mark the "before 3 months" circle and go to question 15.

If the respondent has previously indicated when this condition was first noticed, mark the appropriate circle without asking question 14 at all.

In the case of accidents or injuries the date when the accident or injury occurred is already recorded in question 4b. In this case, transcribe the entry from question 4, without asking question 14.

In the case of "present effects" of old injuries (more than 3 months old) you will have to ask 14a to find out when the "present effects" were first noticed because question 4b only asks when the old (original) injury or accident happened and not when the "present effects" of the old injury were first noticed.

- (1) "First noticed" defined

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

In the case of the after effects of an old injury (one which happened more than 3 months ago) question 14a refers to when the present ill-effects were first noticed.

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

- (2) "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 11, the past 3 months refer to the period from April 10 through July 10.

- b. Question 14b First noticed during past 2 weeks?

Question 14b is to be asked if the answer to 14a indicates that the condition was first noticed during the past 3 months, ("During 3 mos." circle marked).

Mark the circle which corresponds to the respondent's answer. If the respondent indicates that the condition was first noticed during the past 2 weeks (the 2 weeks preceding interview week), mark the "past 2 weeks" circle and ask question 14c.

If the condition was first noticed before the past 2 weeks, mark the "before 2 wks." circle and go to question 16. The "before 2 wks." circle should be marked only if the condition started before the past 2 weeks but within the past 3 months.

c. Question 14c

Question 14c is to be asked if the "past 2 weeks" circle is marked in question 14b. Ask the question as worded and mark the appropriate circle.

If the condition was "first noticed" during the week of interview, make no further entries for that condition, but explain the situation in the footnote space, e.g., first noticed during interview week.

d. Question 15,
First noticed
during past
12 months
or before

Question 15 is to be asked only if the condition was first noticed more than 3 months ago ("Before 3 months" circle marked in 14a).

If the condition was "first noticed" during the past 12 months mark the "3-12 mos." circle. If the condition was first noticed more than 12 months ago, mark the "Before 12 months" circle.

8. Question 16,
Eye condition
or vision
problem

Question 16 is to be asked for all persons 6 years old or over for whom an eye condition or vision problem (including cataracts and glaucoma) has been reported. Ask question 16 for any mention of an eye problem even if the eye problem is not the main condition, e.g., eye ache, eye-strain, etc.. However, always check one of the three boxes above question 16a if the question is not to be asked.

Check the "Not an eye condition" box for each condition which is not an eye condition and for which question 16 should not be asked.

Ask question 16 only once for each person even though that person may have more than one eye condition or vision problem. Ask question 16 only for the first eye condition or vision problem reported for the person. On Condition pages for the other eye conditions check the "Not first eye condition" box without asking question 16. Do not copy the answers to question 16 from the first eye condition page to any succeeding eye condition pages.

Question 16 is not to be asked for persons under 6 years old (5 years or less). If the person who has the condition on the page is under six years old, always check the "Under 6" box regardless of whether the condition is an eye condition or not an eye condition.

a. Question 16a,
Ability to
read newspaper
print with
glasses

Question 16a applies to the total vision a person has. Impaired vision in only one eye would not necessarily affect a person's ability to read newspaper print. Therefore, if the person is blind (or has impaired vision) in one eye, make sure the respondent understands that the question refers to the person's ability to read with either one or the other eye.

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.

Mark the appropriate circle "Yes" or "No." If "Yes" is marked, ask question 16b. If "No" is marked, omit 16b and 16c.

If the person cannot read (is illiterate), question 16a is to be checked on the basis of whether he can see well enough to read if he knew how.

b. Question 16b

If the answer to question 16a is "Yes," ask question 16b, "Can -- see well enough to recognize a friend walking on the other side of the street?" No reference to "glasses" is in this question, but if the person uses glasses the answer to be obtained should be in terms of what the person can see when he is using his glasses.

Mark the appropriate answer. If "Yes" is marked omit the remaining parts of question 16 and go to Item AA. If "No" is marked, ask question 16c.

c. Question 16c

This question is to be asked only if "No" is marked in 16b. Ask question 16c as worded and mark the appropriate circle, "Great deal," "Some," or "Hardly any or none."

Ask question 16c, "How much trouble would you say that -- has in seeing: a great deal, some, or hardly any at all?", placing equal emphasis on the alternatives, i.e., "A great deal," "Some," "Hardly any at all." By avoiding any special emphasis (hesitation, change of voice, pitch, tone or loudness, etc.) the respondent will be given an equal opportunity of choosing the correct alternative.

9. Item AA,
Interviewer
instruction
on when to
ask question
17a

Item AA provides instructions about when to ask question 17:

If the condition is on Card A or Card B, or started "Before 3 months," ask question 17. Otherwise, go to Item BB.

The reference to Cards A and B includes both sides of each card (A-1, A-2; and B-1, B-2). If the condition is not on Card A or B, the entry in question 14a will indicate if the condition started "Before 3 months" or not.

If question 17 is not to be asked, leave the answer spaces blank.

Conditions listed on Cards A or B may not have been reported in answer to question 12 or 13. They may have been reported earlier in the interview. The condition as recorded does not need to include the term "chronic," "repeated," etc., to be considered on Card A or B, even though these terms are used in reading the check lists.

Carry conditions starting "during the past 3 months," past Item AA only if they appear on Cards A or B. For example, in answer to the reading of "heart trouble" on Card B-1 a person said he has "angina pectoris" which started a month ago: this condition will be carried past Item AA (ask question 17, etc.) despite the fact that it was not reported literally as "heart trouble" (the term on Card B).

It would be impossible to provide a complete list of all conditions which are "like those on Card A or B," but in general, if you have any reason to believe that a reported condition is similar to one of the Card A or B conditions it should be taken past Item AA.

10. Question 17,
Bed days
during past
12 months

a. Question 17a

This question 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.

Write in the days in the answer box and mark the Fosdic numbers which appear to the right of the answer box.

If there were no bed days during the past 12 months, enter a dash in the write-in box and mark the "None" circle.

(1) Help the
respondent
to estimate

Sometimes it may be necessary to assist a forgetful respondent in making an estimate of the number of days. For example, you might ask, "How many days during a month did you... usually keep you in bed; how many months was this the pattern?" or the same type of question might be asked in terms of weeks.

(2) Check
entry

The number in question 17a cannot be less than the number in question 11 since "last week and the week before" is part of the past 12 months.

(3) Over-
lapping
bed days

Any days in bed caused by more than one condition are to be reported in question 17a in the same manner as overlapping days of restricted activity in questions 10, 11, 12 and 13.

- b. Questions
17b and 17c
Bed days
during last
week or the
week before

Questions 17b and 17c are 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 in the instructions to the left of question 17, questions 17b is to be asked only if "1" or more days in bed are reported in question 17a and question 11 is blank or marked "None," otherwise leave 17b blank.

Insert the number of days entered in question 17a for the dashes in asking question 17b. If "Yes" mark the "Yes" circle and ask 17c, "How many?" and record the number in the answer box and in the Fosdic numbers. If "No" mark the "No" circle and go to item BB.

If there is an entry of bed days in question 11, don't ask question 17b.

Do not change earlier entries made in questions 9-13 as a result of the answer to questions 17b and 17c.

If the answer to question 17a is "365," do not ask questions 17b and 17c but record "14" in question 17c, if questions 17b and 17c are required.

11. Item BB:
Interviewer
instruction on
when to ask
questions 18-21

Questions 18-21 are to be asked only once for a person--on the person's last Condition page. The instruction on when to ask these questions is provided in Item BB in the form of an interviewer question, namely, "Is this the LAST condition for this person?"

If the answer is "No" check the "No" box, skip questions 18-21 and go to the next Condition page for that person.

If the answer is "Yes," check the "Yes" box and if this person has 1 or more conditions carried past Item AA, ask questions 18-21 in the manner shown on the questionnaire. If the person does not have any conditions carried past Item AA, do not ask questions 18-21 and make no entries in these questions at all.

12. Question 18,
Activities
affected by
health

Question 18 is to be asked at that point in the interview when you are completing the last condition for the person.

Show the respondent the appropriate flashcard (D, E, F, or G) based on the person's activity status. Mark the appropriate circle and follow the skip instructions, i.e., if "1," "2," or "3" is marked ask question 19; if "4" is marked skip to question 20.

a. Which flash-
card to show

The respondent is asked to look at an "activities" flashcard and classify himself (or any other persons for whom he is reporting) by selecting one of the statements on this card. There are four versions of the card to be shown as follows:

Card D (green) is to be used for all males 17 or over and for females 17 or over who have answered "Working" in question 6 on page 2 or 3.

Card E (buff) is to be used for females 17 or over who answered "Keeping house" or "Something else" in question 6 on page 2 or 3.

Card F (yellow) is to be used for children ages 6-16.

Card G (white) is to be used for children under 6.

b. How to ask
the question

Hand the appropriate card to the respondent or (if the respondent has the flashcard booklet) ask the respondent to turn to the appropriate card as you read question 18, "Please look at each statement on this card, Card (D, E, F, G). Then tell me which statement fits -- best in terms of health?", emphasizing "in terms of health?"

If the respondent does not appear to understand that he is to select the statement but describes the present status of his activities, read each statement aloud and, after reading all four statements, 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 he doesn't understand the statements on the flashcard, you should inquire if he is thinking of them 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 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.

<u>Cards</u>	<u>Limitations</u>
Workers: (Card D)	Employer needs to provide special equipment; needs 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.

Cards

Limitations

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.

Statement No. 4 means that the person is not limited in any of the first three ways listed on the card.

13. Question 19

Question 19 is asked if "1," "2," or "3" is marked in question 18.

Ask question 19 as worded and mark the "Yes" or the "No" circle. If "Yes" is marked ask, "Which?"; if "No" is marked ask, "What does cause this limitation?"

Be sure the respondent understands that the question refers to all of the conditions reported for the persons, and only those conditions.

If a respondent has reported only one condition, ask the question in question 19 as follows: "Is this because of the condition you told me about?"

If "Yes" is marked in question 19, record the condition number(s) of the conditions causing the limitation.

Do not make any entries in the space for "Washington Use."

If "Yes" is marked in question 19 ONLY for conditions involving (1) pregnancy, (2) injuries which have not yet healed, or (3) conditions not carried beyond AA, go back and reask question 18 as follows: "Except for your 'broken leg' ('pregnancy,' 'influenza,' etc.) which

statement on this card would normally fit you best, in terms of health?" If the respondent selects a different statement, correct the answers in questions 18 and 19 as appropriate.

If the answer to question 19 is "No" mark the "No" box and ask, "What does cause the limitation?" In the space provided enter, verbatim, the essence of the respondent's answer, e.g., "Just old age." If the respondent mentions a condition as causing the limitation, enter the name of that condition, regardless of whether it has been reported previously. If the reported condition (except for "old age") does not have a completed Condition page, fill a Condition page for it after completing questions 20-21.

14. Question 20,
Mobility
limitation

Question 20, about the ability of a person to get around, is to be asked for each person with one or more conditions carried past Item AA.

Read the introductory statement, "Please look at the blue card, Card H" to the respondent while handing him the flashcard booklet opened to Card H. If the respondent already has the flashcard booklet, read the statement "Please look at the blue card, Card H" and pause while he finds it. Once the respondent has located Card H then continue by asking the question (20), "Which one of those statements fits -- best in terms of health?"

Mark the circle which corresponds to the number of the statement which the respondent selects.

If "1," "2," "3," "4," or "5" is marked then go to question 21. If "6" is marked, omit 21 and go to the next person.

The six statements on Card H are scaled in order of severity and are self-explanatory.

If a question is raised, the limitations must be "in terms of health" and should be of a long range nature. Temporary limitations due to an acute temporary illness should not be considered in arriving at the degree of the limitation.

For example, a person who would otherwise not be limited in getting around, but who was temporarily confined to bed or to the house because of pneumonia, should be counted as "6" that is, not limited in any of the five preceding ways.

15. Question 21

Question 21 is asked for the answer to question 20 is "1," "2," "3," "4," or "5." Ask the question as worded and mark the appropriate circle.

If the "Yes" circle is marked, ask "Which?" and enter the number(s) of the condition(s) which caused the limitation.

If the "No" circle is marked, ask "What does cause that limitation?" and, in the same way as for question 19, enter the verbatim response in the space provided.

As in the case of activity limitations, if the only condition(s) reported as causing the mobility limitation is a "temporary" condition, reask question 20 as to which statement would normally fit the person best, in terms of health. Correct the answers in questions 20 and 21 as appropriate.

a. Item BB and questions 18-21, Conditions brought back from Hospital page

If any other conditions for that person were previously carried through Items BB, 18-21, leave Items BB, 18-21 blank on that Condition page.

If no conditions have been carried through Items BB, 18-21 of the Condition page for that person, then carry the condition brought back from the Hospital page (Doctor Visits page, etc.) through Items BB, 18-21 (providing it is a chronic condition).

16. Where to go next

After completing questions 18-21 for the last condition for a person, proceed to carry the conditions for the next person through the Condition pages. Upon completion of all the Condition pages for each person, examine questions 15 and 16 on pages 4 and 5 for any stays in a hospital (nursing home, etc.) which were reported and proceed to complete a Hospital page for each separate stay reported. If no hospitalizations are reported in the probe questions enter the word "None" in item 1 of the first Hospital page and proceed to the first Doctor Visits page.

CHAPTER 5

HOSPITAL PAGE

A. Use of the
Hospital page

The Hospital page is for recording detailed information about stays in hospitals, nursing homes, rest homes, convalescent homes, etc., which were reported in questions 15 and 16 on pages 4 and 5. The Hospital page consists of two facing pages in the questionnaire. The first page must be filled for all reported stays. The second page is filled only if the stay about which you are asking has been completed. More detailed information is given in later paragraphs.

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

The detailed instructions in later paragraphs use the word "hospital." However, the same instructions given for a hospital stay also apply to stays in nursing homes, rest homes, and other similar types of places.

1. When to
complete the
Hospital page

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

If no hospital stays have been reported for the household, enter "None" in Item 1 on the first Hospital page to the left of the instruction "Write in and mark."

2. General
procedure
for the
Hospital
page

The answers to questions 15 and 16 on pages 4 and 5 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 on a separate page, regardless of the number of times a person was in any of them during the period.

and regardless of how many times a person may have gone for the same condition. Begin with the hospitalization(s) for the first person listed who has one or more hospitalizations reported in question 15 or 16.

Each page represents information about a particular hospital stay, and all the questions apply to that stay.

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

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

Since a separate set of pages is to be filled for each stay (time) in a hospital, the number of sets filled for a person must agree with the total number in his column for questions 15 and 16 on pages 4 and 5. If it does not, correct the figure in question 15 or 16 and explain the reason for the correction in a footnote, e.g., "Respondent misunderstood question 15--actually only one time in hospital."

Make a check mark to the right of the number in questions 15 and 16 as you complete each set of Hospital pages. If the person had a total of 3 hospital stays reported in question 15, there should be 3 check marks, "3✓" --or if 2 are reported in question 15 and 1 in question 16, "2✓" and "1✓." This indicates 3 sets of Hospital pages have been completed for this person.

3. Use the appropriate word when asking the question

Because the Hospital page is filled for both stays in regular hospitals and also for stays in nursing homes, convalescent homes, rest homes, and similar places, it is necessary to insert the appropriate word in each question for the type of place that the stay was in. The questions are set up with the words "hospital/nursing home" set off in parentheses.

Use the term "nursing home" if the stay was in a nursing home; or "hospital" if the stay was in a hospital. If you learn that the stay was in a rest home or some other such type place, use the appropriate word when asking the questions. This instruction applies to both pages of the set of pages comprising the "Hospital page."

B. Filling the
Hospital page

1. Item 1,
Person
number

In Item 1, write in and mark the person number of the person for whom the page is being completed. It is essential that these numbers be correct. Otherwise, all the hospital information will be attributed to the wrong person.

2. Question 2,
Date entered
hospital

Read the introductory statement to question 2 inserting the relationship or name of the person for the dashes. If stays are reported in both question 15 (hospital) and question 16 (nursing home, etc.), read the introductory phrase like this: "You said that you were in a hospital and a nursing home during the past year:". Then determine which place the person was in last so that you can insert the appropriate word in the following questions, e.g., "Which place were you in last, the hospital or the nursing home?". Then continue with question 2.

If the person was in a hospital or a nursing home more than once during the period, add the parenthetical phrase "the last time" to the end of the second part of the question. As indicated by this phrase, the most recent hospital or nursing home stay is to be recorded first if the person had more than one stay. If more than one hospital stay is reported for the same person, use the introductory statement "you said that etc." for only the first Hospital page for that person. For the remaining pages begin with the question, "When did you enter the hospital the time before?"--and so on, for each subsequent hospitalization.

Write in the month, day, and year the person entered the hospital. Do not mark the Fosdic codes.

If the respondent cannot furnish the exact date, obtain the best estimate possible. Use the calendars in the back of your flashcard booklet to assist the respondent in recalling dates 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 write-in entry in question 2. For statistical purposes, a date must always be assigned for each hospital entry, so it is essential that you obtain the maximum amount of information available.

- a. Caution regarding correct entry for year

Experience has shown that it is very easy to make a mistake in entering the year a person was hospitalized, particularly when you are working in a different calendar year from the reported year of hospitalization. In all cases, make sure that you have entered the correct year in question 2.

3. Question 3, Number of nights in hospital, nursing home, etc.

Enter in question 3, the total nights spent in the hospital. Do not include any nights in the interview week. However, all nights in the hospital through "last Sunday night" are to be entered, including nights prior to the date stamped in questions 15 and 16.

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

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

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

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

As in the case for question 2, always try to obtain some approximation of the number of nights.

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

- a. Not overnight delete

If it is learned that the person did not remain overnight for this stay in the hospital, enter "None" in question 3 but do not ask any further questions on this Hospital page. Delete this hospitalization by X'ing out the center of the Hospital page, correct the figure in question 15 or 16 on page 4 or 5 and explain the reason for the deletion, e.g., "Did not remain overnight."

b. Entire stay prior to reference period

If the respondent's answer to the date of hospital entry for question 2 and the number of nights for question 3 indicates that the entire stay was prior to the reference period, that is, before the date specified in questions 15 and 16, check with the respondent to verify that you have the correct date of entry and number of nights.

Do not delete this hospitalization, even if you verify that the entire stay was prior to the reference period. Explain in a footnote that you have verified the date of entry and number of nights, and that the stay was prior to the reference period. Complete the remaining entries required on the Hospital page.

4. Question 4, Nights in past 12 months and 2 weeks; in hospital last Sunday night

Question 4 is divided into 3 parts, and each part can usually be answered based on the information obtained earlier in questions 2 and 3. In such cases, do not ask the questions, but be sure to make the appropriate entries.

a. Question 4a, Number of nights in past 12 months

"The past 12 months" is defined the same as for questions 6 and 12 on page 2, 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 question 4a is not clear from earlier information, ask the question again using the appropriate yearly calendar to assist the respondent in recalling dates.

If all the nights in question 3 were in the past 12 months, copy the question 3 figure to question 4a.

If none of the nights in question 3 were in the past 12 months, enter a dash (for "None") in question 4a. Do not delete the page in such a case. Complete the remaining entries on the page.

- b. Question 4b,
Nights in
hospital,
nursing home,
etc., during
last week or
the week before
- If the date in question 2 and the number of nights in question 3 show that none of the nights in the hospital, nursing home, etc., could possibly have been "last week or the week before," enter a dash in question 4b. If there is any chance at all that any part of the hospitalization was in the 2-week reference period, and the answer is not clear from earlier information, ask the question, and record the number of nights or enter a dash as the case may be.
- c. Question 4c,
Still there
last Sunday
night
- If the person was still in the hospital on "last Sunday night," for this hospital stay, check the "Yes" box in question 4c. If he was not there on "last Sunday night," for this hospitalization, check the "No" box. If the date in question 2 and the number of nights in question 3 show that this period could not possibly have included "last Sunday night," check the "No" box without asking the question. If there is any doubt, ask the question.
- Note that even if the person was in the hospital "last Sunday night" for his most recent hospital stay, "No" would be checked in question 4c for any previous hospital stays reported for him.
5. Question 5,
Condition causing
hospitalization
or stay in nursing
home, rest home,
or similar place
- Ask the question in question 5, "For what condition did -- 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 in question 5 should fully describe the condition for which the person entered the hospital. As indicated in the instructions to the left of the question, all the rules for the entry of "cause," "kind," and "part of body" for the Condition page apply to entries in question 5. If "cause," "kind," or "part of body" is required and this information is not known by the respondent, enter "DK" in the line. If the present effects of stroke or allergy are needed, enter these effects in the "Kind" line.

The entry in question 5 should represent the diagnosis given at the hospital, if it is known. This 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 results of the tests or the final diagnosis if known; otherwise, enter the trouble or condition that made the tests seem necessary.

If the respondent reports that a person entered the hospital to have an operation, enter in question 5, the condition which made the operation necessary. If the condition for which the operation was done is unknown, enter this fact together with the name or description of the operation, e.g., "To have hysterectomy: DK reason."

If more than one condition was diagnosed or treated during a particular hospital stay, enter all such conditions.

a. Question 5,
For deliveries
and births

For deliveries and births, question 5 should be asked this way:

- (1) If it's the mother you are asking about, say: "Was this a normal delivery?" If "Yes," enter "Normal delivery" in the "Condition" box and go to question 6. If "No," ask "What was the matter?" Record in the "Condition" box in question 5 the fact of the delivery and the respondent's description of the complications, e.g., "breech delivery." Do not enter "Normal birth" if you mean "Normal delivery."
- (2) In completing question 5 of the Hospital page for the baby ask, "Was the baby normal at birth?" If "Yes," enter "Normal at birth" and go to question 6. If "No," ask, "What was the matter?" Record in question 5 the fact of the baby's birth and a description of what was wrong with the baby, e.g., "incubator baby." Do not enter normal birth if you mean "Normal at birth."

Note that the delivery for the mother may be "normal" but, the baby may be born with a deformity. Conversely, the mother's delivery may have complications, -e.g., "Caesarian section," but the baby may be normal. In some cases it is possible that the mother's delivery may be complicated by an illness condition. When in doubt as to what constitutes "Complications," enter all available information.

- b. Check with question 17a of the appropriate Condition page

If the hospitalization is for a condition which has been carried beyond Item AA of a Condition page, ask if the nights reported in question 4a of the Hospital page have been included in the number of days reported in question 17a of the appropriate Condition page. If they have not, correct the figure in question 17a. 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 question 17a of the Condition page. (This check may be made after the Hospital page(s) for the person has been completed.)

6. Question 6, Operations performed

Ask question 6a for hospital stays as well as for stays in nursing homes, rest homes, etc., since some of the procedures, which by our definition are operations, may be performed in these places.

If any operations were performed on the person during the stay in the hospital, check the "Yes" box and ask 6b, "What was the name of the operation?" Enter the name of the operation in the write-in space ("Operation" box). If the name of the operation is not known, ask the respondent to describe what was done and enter this description. Then ask 6c, "Any other operations?" If "Yes," check the "Yes" box and ask 6b again. Continue to ask 6c until you receive a "No" answer and then check the "No" box.

If the answer to question 6a is "No," check the "No" box and go to question 7.

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. Some conditions may not be considered readily recognizable as surgical operations. Anything ending in "--ectomy," should be considered as a surgical operation, e.g., appendectomy (removal of appendix), tonsillectomy (removal of tonsils). Injections, transfusions, and routine blood tests are not to be reported as surgical operations; also, pumping out or washing out of the stomach or bowels is not to be reported as an operation.

b. How to report surgical operations

If the condition for which the operation was performed is not already recorded in question 5, ask for the name of it and report it in question 6, in addition to the name of the operation. For example, if the respondent states "amputation of one leg above knee," ask the name of the condition for which the operation was performed--it may be "diabetic gangrene," or "leg lacerated in automobile accident," or "osteomyelitis," etc.

If the name of the operation is not known, record in question 6, 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.

c. Fractures,
dislocations,
and stitches

In some cases respondents may not think of the setting of fractures and dislocations or the stitching of cuts or wounds as operations. If the person entered the hospital for such an injury and the respondent says no operation was performed, ask if the bone or joint was set or if stitches were taken in the cut or wound. If the answer is "Yes," enter the action taken as the name of the operation (e.g., "Broken wrist" in question 5; "Wrist set" in question 6).

If the respondent should say that the bone was not set, etc., explain the circumstances in the "Operation" box.

7. Question 7,
Name and address
of hospital

In question 7, enter the name and address of the hospital (nursing home, rest home, sanitarium, etc.). The exact street address is not required, but the name of the street on which the hospital is located is needed to help in identifying the hospital. If the name of the street is not known, enter "DK." If the city is not known or the hospital is not in a city, enter the county and State.

It is important to obtain the full and complete name of the hospital in order to classify each hospital by type 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 name of the hospital, the street, and the city or county are legible. If the respondent is not sure how to spell any one of the names, spell it phonetically and footnote that it is a phonetic spelling.

a. Check local telephone directory

If you are interviewing in the general area in which the hospital is located and have ready access to a local telephone directory, check 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.

After obtaining the name and address of the hospital, go to the top of the second Hospital page.

8. Interviewer check item

The upper right corner of the continuation page for hospitalizations contains an interviewer check item which must be filled for all hospital stays before proceeding. This check item gives instructions on where to go next.

Refer to question 4c on the facing Hospital page. If the person who was hospitalized was still in the hospital "last Sunday night" for THIS particular stay ("Yes" box checked), mark the "Yes in Q. 4c" circle and go to question 14.

If this person was not in the hospital "last Sunday night" for THIS hospital stay ("No" box checked in question 4c), mark the "No in Q. 4c" circle and go to question 8.

9. Questions 8-10, Ask for completed hospital stays

Questions 8-10 are to be asked only for hospital stays which have been completed, that is, the person was not in the hospital "last Sunday night" for the particular stay about which you are asking.

Questions 8-10 are asked regardless of the age of the person.

10. Question 8,
Total amount
of the bill

Question 8 asks for the TOTAL amount of the hospital bill for this stay and should not include doctors' or surgeons' bills. It should include any amount paid for by insurance, by the person himself, by relatives (either in the same household or in another household), by friends, by any welfare agency, or any organization such as the National Cancer Institute, or by "Medicare," either Armed Forces or Social Security.

Write in the amount of the hospital bill. If an exact amount is not known, either because the respondent does not remember or because the bill has not yet been received, ask the respondent to make an estimate.

If the respondent volunteers to look at the bill, don't discourage him. Ask him to bring it with him because there is some other information you will be asking for which may appear on the statement. However, do not specifically request the respondent to get the hospital bill.

If the hospitalization is for a baby's birth and the respondent tells you that the cost was reported with the mother's hospitalization because it was all on one bill, enter a footnote to this effect and do not ask the remaining questions. However, if a separate bill was rendered for the baby, enter this amount in question 8 and ask the remaining questions as appropriate.

If in question 8 the respondent reports that there was "no charge" for the hospitalization, record the answer and ask questions 9 and 10. Footnote the circumstances explaining why the hospital made no charge for this stay, e.g., this person was in a Veteran's Administration hospital and all hospital services were provided free of charge. The reasons that questions 9 and 10 must be asked when "no charge" is entered in question 8 are as follows:

(1) The person may have reported "no charge" because the entire bill was paid by health insurance or by some other source.

(2) In cases where there really was no charge, it is important that we obtain the name of the agency or organization that made this possible.

a. Hospital bill defined

The term "hospital bill" means only the bill submitted by the hospital, not the doctors' or surgeons' bills, or bills for special nurses and the like which are usually submitted separately. If the bill for an anesthesiologist or a special nurse is included on the regular hospital bill, count it as part of the total hospital bill in question 8.

The hospital bill always includes the cost of room and meals and will generally include the costs of other services such as the use of the operating room, laboratory tests, X-rays, medicine, injections, and so forth.

11. Question 9a
Health insurance paid any part of bill

After asking question 8, ask question 9a for all completed hospital stays even if the answer to question 8 is a "Don't know."

If the bill has not yet been received, use the alternative wording, "Will health insurance pay any part of this bill?"

Check the "Yes" box if any part of the hospital bill was (or will be) paid for by insurance, then ask question 9b and 9c.

If "No," check the "No" box and go to question 10.

If the respondent cannot say whether any of the hospital bill was (or will be) paid by health insurance, enter "DK" and go to question 10.

a. Health insurance defined

"Health insurance" as defined for this question should include only insurance that is specifically designed to pay all or part of the hospital bill.

(1) Types of plans

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

(2) Plans that are not to be counted as health insurance

The following plans should not be counted as health insurance.

- a. Plans limited to the "dread diseases," i.e., cancer.
- b. Insurance that pays bills only for accidents, i.e., liability insurance held by a car or property owner, insurance that covers children for accidents at camp or school, and insurance for a worker that covers him only for accidents, injuries or diseases incurred on the job.
- c. Insurance that pays only for loss of income.
- d. Free care, such as public assistance, care for veterans or dependents of Armed Forces personnel, care given under the "crippled childrens'" plan, or care of persons admitted to hospitals for research purposes.

It may not be obvious from the name of some plans whether they are health insurance or not. If in doubt whether the plan is health insurance or not, you should ask additional probe questions using the above instructions as a guide. If they are not health insurance plans but actually paid part of the hospital bill it should be included in the table in question 10.

b. Question 9b,
Name of health insurance plan(s)

Question 9b asks for the name of the health insurance plan.

Write out in full the name of the insurance plan which paid all or part of the hospital bill. If the respondent mentions more than one plan, enter all the plans which he mentions, one plan to a line.

If the name of the plan is unknown, enter "DK" but also get as much information as possible about the company, organization, or agency which provides the insurance (or pays for the hospital bill). Avoid vague descriptions such as "school insurance," "old age benefits," "plant insurance." Instead, ask, "What kind of school insurance do you have?" or "What old age benefit program is this?" or "What is the name of the plant or the insurance he gets at the plant?" and so on.

(1) Record all information

Be sure to record as the name of the insurance plan whatever the respondent tells you. If the respondent tells you "Blue Cross through Medicare" or "Medicare paid by Aetna" record the fact that Medicare was involved in the payment even though it was paid through a recognized health plan.

c. Question 9c,
Any other plans

After recording all of the plans which the respondent mentions in response to question 9b, ask question 9c. "Did any other health insurance plan pay part of this hospital bill?" If "Yes" reask 9b, then reask 9c until you get a "No" answer.

d. Question 9d,
Amount paid
by each plan

For each health insurance plan which has been recorded, ask question 9d, "What was the amount paid by (name of plan)?"

Record the amount in dollars and cents if given. If the amount is given in whole dollars, enter a dash in the "cents" column.

Do not press too hard for the exact amount paid by health insurance but accept the best estimate the respondent can give.

If the hospital bill has not yet been paid, enter the amount that the insurance plan is expected to cover. In this case, ask question 9d as follows: "What will be the amount paid by (name of plan)?"

As a last resort enter "DK" if the respondent is unable to make an estimate.

- e. Add amounts paid by health insurance After entering the amount of the hospital bill paid by each health insurance plan, add the amounts to come up with a TOTAL amount paid by all health insurance plans. Enter this TOTAL amount in line A of the table for question 10 and check the "Health Insurance" box.

Do not include in this "Total amount paid by health insurance," any amount paid by Medicare through some health insurance plan, e.g., the entry in question 9 "Medicare through Blue Cross."

- f. Enter amount paid by Medicare If the respondent reported in question 9 any amount paid by "Medicare," and he did not specify Social Security Medicare or Armed Forces Medicare, ask him "Which Medicare paid that (amount)—Social Security Medicare or Armed Forces Medicare?" If he specifies "Social Security Medicare," enter this amount in line B and check the box, "Social Security Medicare." If he specifies "Armed Forces Medicare," check the box on line G and enter the amount on that line.

12. Question 10, Who paid remainder; amount paid After entering the TOTAL amount paid by health insurance in line A and any amount paid by Social Security Medicare in line B, ask question 10 regardless of whether or not the amounts entered in lines A or B are equal to the total amount of the hospital bill in question 8.

- a. Question 10a, How to ask Question 10 is for recording the details about the source and amount of payment of that portion of the hospital bill not covered by "health insurance."

The manner of asking question 10a depends on the information you have already recorded in question 9.

Example 1--Health insurance paid nothing; bill not paid.

Ask: "Who will pay the hospital bill?"

Example 2--Health insurance paid nothing;
bill paid.

Ask: "Who paid the hospital bill?"

Example 3--Health insurance will pay part;
bill not received.

Ask: "Who will pay the remainder
of the hospital bill?"

Example 4--Health insurance paid part;
bill paid.

Ask: "Who paid the remainder of
the hospital bill?"

(1) How to
record
answers

Record the answer to question 10a by checking
the box for the category which best fits the
respondent's answer.

If the respondent replies "Medicare," ask
whether it is Armed Forces Medicare or
Social Security Medicare, then check the
appropriate category.

(2) Definitions
of
categories

If a question is raised about the various
categories use the following as a guide:

Social Security Medicare, line B: Check
this box if the respondent actually says
that part of the hospital bill was paid by
"Social Security Medicare" or you have
determined this by additional questions.

With the passage of the Social Security
Amendments of 1965, a broad new program of
health care has been made available to
nearly every American 65 years of age and
older. One of the provisions establishes
a hospital health insurance plan which went
into effect on July 1, 1966. This HOSPITAL
INSURANCE PROGRAM covers most hospital care
expenses.

It is possible that some respondents who
are not eligible for Social Security Medicare
benefits, i.e., those persons under 65, will
report that Social Security Medicare paid
all or part of the hospital bill. If this

happens, do not question the respondent about this inconsistency but check the "Social Security Medicare" box without any additional questions.

Self and/or family, line C: Check this box if any part of the hospital bill was paid for directly by the person himself or by related members of the household.

Relative not in household, line D: Check this category if any part of the hospital bill was paid for by a relative not living in the sample household.

Friend, line E: Check this category if any part of the hospital bill was paid for by an individual not related to the hospitalized person.

Kerr Mills and other Federal plans, line F: Check this box if the hospital bill (any part) is paid for under the Kerr Mills Act or any other program of hospitalization provided for, all or in part by the Federal Government such as that provided by the Veterans' Administration. In checking this category, describe the exact type of program mentioned by the respondent.

There are many Federal plans of which Kerr Mills is only one. This category should include all federally sponsored plans other than Social Security Medicare or Armed Forces Medicare. If a question arises, it may be necessary to probe to find out if the plan is federally sponsored or not. If it is a Federal plan it should be included; if not, it must be entered in the "Other" category.

If the respondent is not certain whether this is a Federal program, a State or local program, or a nongovernmental program, check the "Other" box, (line I) and describe the program, as fully as possible, e.g., "paid for by Polio Foundation" or "paid for by Crippled Children's Program."

Armed Forces Medicare, line G: Check this box if the hospitalization is paid for by Armed Forces (military) Medicare, which is available only to military personnel and their dependents.

The following persons are eligible for Armed Forces Medicare:

- a. Active duty personnel and their dependents
- b. Retired Armed Forces personnel and their dependents
- c. Dependents of deceased Armed Forces personnel who died on active duty or in retirement status.

Persons covered under Social Security Medicare are not eligible for Armed Forces Medicare and those covered under Armed Forces Medicare are not eligible for Social Security Medicare.

State and Local Welfare Agency, line H: Check this category if the respondent reports that the hospital bill was paid, in whole or in part, by some State or local welfare agency. In this case, record the name of the agency in the left hand space.

Other, line I: Check this category for all other sources of payment and specify the source as fully as possible.

b. Questions
10b and 10c

After checking all the categories which the respondent mentions in answer to question 10a, ask question 10b.

If the amounts in lines A and B are equal to the total amount of the bill in question 8, ask question 10b with the following modification, "Did any other person or agency pay any part of the hospital bill?"

If "Yes" to 10b, check the "Yes" box and ask question 10c. Check each additional category which the respondent mentions.

If "No" to 10b, check the "No" box and go to question 10d.

c. Question 10d

Question 10d is to be asked for each category which has been checked in the table for question 10, excepting lines A and B (Health insurance and Social Security Medicare) since those amounts have already been entered.

In asking question 10d, insert, for the two dashes, the name of the person or category checked. Enter the amount in the space.

provided on the same line as the category about which you are asking.

If the respondent does not know the amount and cannot provide an estimate, enter "DK."

If the hospital bill has not yet been paid, rephrase the question: "What is the amount that will be paid by --?"

After recording the amount paid (or to be paid) for each category checked, refer to the interviewer check item located under question 10d and follow the instructions given there.

13. Interviewer
check item

Add the amounts paid (or to be paid) by each category in the table (including any amount paid by health insurance) to get a grand total. Enter this grand total in the space provided below line I.

Compare the grand total entered in question 10 with the total amount of the hospital bill in question 8, then check one of the two boxes below question 10d.

If the grand total agrees with the amount of the hospital bill, check the first box "Total amount paid agrees with amount of hospital bill" and go to the interviewer check item preceding questions 11-13.

If the grand total does not agree with the amount of the hospital bill, refer to the "Table of Tolerances for Hospital Bill."

If the difference between the total amount of the hospital bill and the amount of the bill paid by the various sources is within the tolerance prescribed in the table, check the box "Total amount paid agrees with amount of hospital bill" and go to the interviewer check item preceding questions 11-13.

If the difference is more than allowed by the tolerance, check the box "Total amount paid does NOT agree with amount of hospital bill" and resolve the difference with the respondent by going over the amount of the hospital bill and the amounts paid by each source. Correct any errors by lining out the incorrect entry and entering the correct information above it.

After resolving the difference, check the first box "-- amount agrees" and go to the interviewer check item preceding questions 11-13.

If you are unable to resolve the difference, footnote that fact and go to the interviewer check item, which appears above question 11a.

a. Table of
Tolerances

The Table of Tolerances is to be used to determine whether to accept or reject a difference between the total amount of the hospital bill and the total amount of the bill paid by all sources. The amount paid might be either less than or more than the amount of the hospital bill entered in question 8. The difference allowed by the Table of Tolerances is based on the amount of the hospital bill (Q. 8). The difference

allowed for a specified hospital bill can be greater or lesser by the allowed amount specified in the table.

Example: The hospital bill is \$300.00. The allowed tolerance is "plus" or "minus" \$25.00 for this amount paid. The grand total of the amount paid by all sources could be in the range from \$275.00 (minus \$25.00) up to \$325.00 (plus \$25.00) and be acceptable.

- (1) How to use the Table of Tolerances
- In the left column, locate the range into which the total amount of the hospital bill (Q. 8) falls. The figure on the right of the line for that range gives the dollar amount of the tolerance. The "amount paid" (Q. 10) may be greater or less than the hospital bill (Q.8) by the amount in the right (tolerance) column.
- b. "DK" entry in question 8 or 10
- If there is a "DK" entry either in question 8 or in any part of question 10 for the amount paid by some source, do NOT mark either box in the check item and do NOT enter a grand total. Instead, leave these items blank and go to the interviewer check item preceding questions 11-13.
14. Interviewer check item preceding questions 11-13
- After completing questions 8-10 for completed hospital stays, go to the interviewer check item preceding questions 11-13 and mark one of the circles based on the age of the person for whom you are filling the Hospital page. These circles are located on the right side of the interviewer check item.
- If the person is 55 years old or over, mark the "55 or over" circle and ask question 11.
- If the person is under 55 years old, mark the "Under 55" circle and go to question 14.
15. Questions 11-13, Convalescence period following hospitalization for persons 55 years old and over
- Question 11-13, on the period of convalescence following hospitalization, are to be asked for each hospital stay for person 55 years old and over. This instruction also applies to stays in rest homes, nursing homes, convalescent homes, and the like.
- If the hospital stay is for a person under 55, leave these questions blank.

- a. Question 11a
Place of return
following
hospitalization
- Insert the name or relationship of the person who was hospitalized for the two dashes and change the pronoun as appropriate. Insert the name of the hospital, nursing home, etc., as it is recorded in question 7 on the facing Hospital page. For example, "When your wife left the Orchard Convalescent Home did she return home or go some other place?"

Check the appropriate box based on the respondent's answer.

For those persons who may have had 2 or more completed stays in the same hospital during the reference period, the question refers to where the person went when he left the hospital after the particular stay which you are asking about.

If "Home" is checked, go to question 12.

If "Some other place" is checked, ask question 11b.

- (1) Definition of "Home" If a question is raised, "Home" is the person's own home or any similar place, such as the home of a relative or friend.
- (2) Definition of "Some other place" For the purpose of this question "Some other place" is defined as any place which provides medical or personal care such as another hospital, a rest home, a nursing home, a convalescent home, and so forth.
- b. Question 11b,
Kind of place
- Ask question 11b if question 11a is checked "Some other place." Determine the "Kind" of place the person went to after leaving the hospital for THIS stay and write this in the space provided. For "Kind" of place enter rest home, hospital, convalescent home, etc., and do not enter the specific name of the place. However, if the name of the place is all the respondent can provide, enter this and add a footnote, "DK--kind of place."

If the place the person went to is a hospital, nursing home, rest home, etc., determine if a Hospital page has been filled for this stay, then check one of the boxes below the write-in space.

Check the "Hospital Page Filled" box if that hospital stay (the place the person went to) has a Hospital page filled for it. Do not ask any of the remaining questions on this Hospital page, i.e., as the instruction says, "Stop."

Check the "Hospital Page not filled" box if that hospital stay does not have a completed Hospital page. Do not ask any of questions 12-13, but fill a Hospital page for the newly reported hospital stay.

- c. Question 12,
Bed days
following
hospitalization

For persons for whom "home" has been marked in question 11a, ask question 12.

Mark the "Number of days," the "None" circle, the "Still in bed" circle, or the "DK" circle based on the respondent's answer.

If the person was still confined to bed as of "last Sunday night," mark the "Still in bed" circle and go to Item 14.

- d. Question 13,
Period
confined
to house

Except for those persons for whom "Still in bed" has been marked in question 12, question 13 is to be asked for all persons for whom the "Home" box has been checked in question 11a.

Include the parenthetical word "Altogether" for those persons who have had one or more bed days recorded in question 12.

The intent of the question is to obtain the total number of days the person was confined to the house, including any bed days.

If a question comes up, explain that "confined to the house" means having to remain inside the house or on the adjacent premises, such as the porch or yard, except for doctor appointments or for emergencies. The person would not have to be in bed to be "confined to the house."

The work "house" also means apartment, room, etc., the idea being that we want to find out the total number of days the person was confined to the house after the particular hospitalization you are asking about.

If the person was not confined to the house for even one day, mark the "None" circle. This is possible only for the persons for whom "None" or "DK" has been entered in question 12.

If the person was still confined to the house as of "last Sunday night" mark the "Still confined to house" circle.

16. Item 14,
Note to
interviewers on
conditions to be
carried back to
a Condition page

At the end of the Hospital page is an interviewer instruction titled "NOTE TO INTERVIEWER." After completing all required Hospital pages for all persons, fill a Condition page for each condition in question 5 or question 6 if it does not already have a completed Condition page and:

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 question 4b). (Do not fill a Condition page for a newborn baby, but only for the mother; that is, if she was hospitalized "last week or the week before.")

or

2. The stay was for a condition listed on either side of Card A or Card B. (If a condition listed on Card A or Card B has been "corrected" during the hospital stay, it should still be carried back and a Condition page filled.)

- a. Item BB and questions 18-21, Conditions brought back from Hospital page
- If any other conditions for that person were previously carried through Items BB-21, leave Items BB-21 blank on that Condition page.
- If no conditions have been carried through Items BB-21 of the Condition page for that person then carry the condition brought back from the Hospital page through Items BB-21 (providing it is a chronic condition).
17. Special note on frequent hospitalizations for the same person
- It sometimes happens that a person has been in and out of the hospital many times for the same condition, during the reference period you are asking about. The respondent may not remember the dates of entry for each stay, the number of nights for each stay, and perhaps even the name of the hospital for each different stay. If this happens, ask the respondent to estimate the number of times the person was in the hospital during that time and also to estimate the average length of stay in the hospital for these hospitalizations. Include all the available information in a footnote if it is impossible to complete the Hospital page for each different stay.
18. Where to go next
- After completing the required Hospital pages for all related household members, turn to the first Doctor Visits page (page 32 of the questionnaire).

CHAPTER 6

DOCTOR VISITS PAGE

A. General
instructions

This chapter covers the instructions for the Doctor Visits page.

The questionnaire has two Doctor Visits pages. Each Doctor Visits page has two sets of doctor visits questions, which means that there is room for a total of four doctor visits on each questionnaire. If there are more than four doctor visits reported for a household, an additional questionnaire will be needed.

1. When to fill
a Doctor
Visits page

The Doctor Visits pages are to be completed following the Hospital pages (if any) and prior to the Person pages.

2. Item D,
Interviewer
check item

Item D is an interviewer check item designed to insure that all doctor visits which occurred during the past 2 weeks and reported earlier in the interview, (i.e., in questions 18-21a of pages 4 and 5) are carried through a separate set of doctor visits questions.

Before asking any of the questions on the Doctor Visits page, refer back to questions 18-21a on pages 4 and 5 to see if any doctor visits or calls were reported for any of the members of the household.

If this check reveals no doctor visits were recorded for all members of the household, check the "None" box in Item D and skip to Person page 34.

If any "two-week" doctor visits were reported for any members of the household, the total number of doctor visits for each member of the household must be entered in Item D. The number entered in Item D must include all doctor visits recorded in questions 18-21a on pages 4 and 5 for each person in the appropriate column of Item D. For example, if person 01 reported two doctor visits during that 2-week period, enter "2" in column 01 of Item D. If a person reported no doctor visits during the 2-week period, enter

"0" in the column for that person. If there are more than six persons in a household, continue Item D entries in the footnote space.

3. Details of
two-week
doctor visits

One set of doctor visits questions is to be filled for each doctor visit in the two-week reference period. Start the doctor visits questions with the first listed person for whom one or more doctor visits have been reported. Carry each of his visits through a set of doctor visits questions, and continue in the same manner for each succeeding person for whom a two-week doctor visit has been reported.

The doctor visits questions are to be asked in the following order:

Step 1: Write-in and mark the person number, and read the introductory statement which appears above question 2a. Ask question 2a and record the date of visit. If there has been more than one visit, record the date entry in question 2a in the next set(s) of doctor visits questions.

Step 2: Ask question 2b and mark the "Yes" or "No" box in question 2b for the last visit recorded for that person. If in response to question 2b any additional two-week visits are reported ("Yes;" in 2b) reask question 2a and record the date(s) for the additional visit(s) in question 2a of the next set of doctor visits questions. Reask question 2b and record the answer. Continue in this fashion until a final "No" answer to question 2b is received.

Step 3: Starting with the first visit reported for the person, ask questions 3-5 for each visit recorded in question 2a.

Step 4: After completing the doctor visits questions for the first person listed with doctor visits, continue with the second person, and so on.

Step 5: After completing the doctor visits questions for all persons with two-week doctor visits, proceed to the Person pages (34-35).

- a. Item 1,
Person number

Enter (write-in and mark) in this item the person number of the person for whom the "visit" information is being obtained. This entry identifies the person who has made the visit and is essential for tabulation purposes. If it is incorrect or has been omitted, all of the "visit" information might be attributed to the wrong person.

- b. Introductory
statement

The introductory statement which appears above question 2a on the first Doctor Visits page is to be read only once for each household. It should be read before asking question 2a for the first doctor visit, thus it serves as a means of leading the respondent into the questions on the Doctor Visits page.

- c. Question 2a,
Date of visit

Question 2a is for recording the date (month and day) of each reported doctor visit. Ask the question as worded, unless you know the "visit" you are asking about is a telephone call in which case say, "On what date during that 2-week period did -- talk to a doctor?"

If more than one visit has been reported for a person, it is desirable (but not mandatory) to have the most recent visit listed first. However, this is not always possible. The main thing is to be sure that the sum of the visits and telephone calls reported in questions 18-21a for the person is not more than the number of Doctor Visits sections for that person.

If it is more, try to determine the reason for the difference. If, after discussing the matter with the respondent, you learn that the number of visits in questions 18-21a was incorrect, don't change those entries but explain the fact in a footnote. If that number is correct, fill whatever additional Doctor Visits sections are required.

(Note that the number of Doctor Visits sections can exceed the sum of the visits reported in question 18-21a, since additional visits might be reported in asking question 2b.)

In recording the date of the visit, enter both the month and the day of the month, e.g., July 23. An estimate of the exact day of the month is acceptable, but use the two-week calendar to help the respondent recall the exact date as closely as possible. If the exact day cannot be determined, at least determine the week. In this case, leave the day and month circle blank and mark the "LW" (Last Week) or the "WB" (Week Before) circle as the case may be. If the exact date is obtained and marked, leave the "LW" and the "WB" circles blank.

If, in recording the date of visit, you learn that the visit actually took place outside the reference period (either before the two-week dates or during interview week) do not delete it, but instead ask all the required questions and indicate in a footnote that you have verified the date as correct, i.e., that it isn't your error in putting down the wrong date.

d. Question 2b,
Probe question
for additional
visits

The instructions for question 2b appear to the left of the question. Ask the question as worded, inserting the name of the person for the two dashes. Record the answer by entering an "X" in the "Yes" or "No" box as appropriate.

The purpose of the question is to remind the respondent of any additional visits that he may have forgotten to report earlier but which the specific reference dates in question 2a may remind him of.

Note that question 2b must always have a "No" entry on a person's last Doctor Visits section since a "Yes" entry in question 2b requires the filling of another section which in turn requires the reasking of question 2b: If the answer to that question is "Yes" still another Doctor Visits section is to be filled; if the answer is "No," that is the last section for the person

e. Questions 3-5
Order of asking

Questions 3-5 are to be filled straight down for each doctor visit reported. As stated above, they are to be asked after question 2b has been asked for the person's last doctor visit.

(1) Question 3,
Place of
visit

Ask question 3, inserting the name of the person and the date of visit, e.g., "Where did your husband see the doctor on July 7th?" Mark the appropriate Fosdic circle which indicates the kind of place (not the name of the place) in accordance with the following definitions:

Home is defined as any place in which the person was staying at the time of the doctor's visit. It may be his own home, the home of a friend, a hotel room, and the like.

Telephone is defined as any telephone call made to or from a doctor or doctor's office which relates to treatment or advice given by a doctor directly or transmitted through a nurse.

Doctor's office is defined as the office of a doctor in private practice. This may be an office in the doctor's home, an individual office in an office building or a suite of offices occupied by several doctors.

Prepaid Insurance Group is defined as clinics, not attached to a hospital, operated by health insurance groups such as Kaiser Permanente in California.

Hospital Emergency Room
Hospital Outpatient Clinic

Both of the above are annexes or units of a hospital where persons may go for medical care without being admitted as inpatients. (Inpatient doctor visits are not to be counted, and if they are reported they should be deleted from the page with a footnote describing the reason for the deletion, e.g., "This visit took place while the person was an inpatient in a hospital.")

Health Department is defined as City, County, or State health department clinics not attached to a hospital.

Company or Industry is defined as a company or plant doctor's office or clinic which is operated solely for the employees of that company or industry.

Other (dispensaries, health units, etc.):

Describe or specify in the box to the left of the Fosdic categories the best description of the place which you can obtain, this box is to be filled only if the "Other" circle is marked.

f. Question 4,
Amount of
doctor's bill

Ask question 4, "How much was the doctor's bill for that visit (call)?" and record the amount, using both the dollars and cents space, "Five dollars" should be entered as:

Dollars	Cents
5	00

If the respondent says that a bill has not yet been received for the visit ask the alternate version of question 4, "How much do you expect the doctor's bill to be for that visit (call)?"

In all cases record the total amount of the bill for the visit, regardless of whether the person himself (or the family) has paid or expects to pay all or part of the bill and regardless of whether the bill has been or will be paid by some other person, or by health or accident insurance or by any other group or agency.

If there is no charge (no render of a bill at all) enter that fact together with the reason, e.g., "No charge for telephone call"; "No charge, V.A."; "No charge, free vaccination"; "No charge, welfare case"; "No charge, doctor is family relative," etc.

If the exact amount of the bill is unknown, accept the respondent's best estimate. Enter DK (for "Don't know") only in those cases

where a bill has been or will be rendered but the respondent cannot give any estimate of the amount. Do not enter DK for cases where there is "No charge."

Although you should not request the respondent to look up actual bills to get the exact amount, you should not discourage him if he volunteers to do so.

(1) Cost of
visit
defined

If a question is raised about what the costs should cover, tell the respondent that we are interested in obtaining the total cost of the doctor's services for this particular visit. The bill might include medication (if any) or the costs of special procedures such as X-rays or laboratory tests. These are to be counted as part of the costs of the doctor bill if they were provided during that visit. (Note that if the special procedure such as the X-ray was actually performed on a separate visit, this would require a separate Doctor Visits page.)

If the visit is part of a "package" such as in maternity or surgical cases, record this fact in question 4 together with the total cost of the package and the number of visits or expected visits included in the cost, e.g., "maternity care -- \$150.00 -- about 12 visits." If additional room is needed for the explanation, use the footnote space which appears to the left of questions 4 and 5.

g. Question 5,
Kind of
doctor

Ask question 5, "Is the doctor a general practitioner or a specialist?"

If the respondent says that the doctor is a general practitioner, check the "general practitioner" box. If the respondent says that the doctor is a specialist, check the "Specialist" box.

If the respondent says that the doctor is a specialist, ask the follow-up question which appears below the boxes: "What kind of specialist is he?" Record the kind of

specialist named by the respondent. If the respondent does not know the term for the specialist, but only knows what he specializes in, enter that information in the space provided, e.g., "specializes in heart ailments," "X-ray doctor," etc.

For this question, a specialist is defined as a medical doctor who limits his practice to certain people (children, women, etc.) certain conditions (diabetes, parasitic diseases, etc.), certain parts of the body (nose and throat, eyes, etc.) or special procedures (anesthesia, radiology, etc.).

If the respondent cannot say whether the doctor is a general practitioner or a specialist, enter "DK" and in the footnote space add any description of the case which will assist in determining whether or not this doctor is a specialist. If the respondent knows only the name of the doctor, enter that information in a footnote and after the interview, look up the name in the local telephone directory if one is available. If the doctor is listed in the directory, enter the directory information about him in the answer space for question 5.

Double entries should not be made in question 5, e.g., "GP and internist" without some further explanation of the entry. That is, if the respondent cannot specifically say whether the doctor is a GP or an internist (and the local directory does not contain this information either), the entry in question 5 should reflect this fact by an entry such as "GP or internist--DK which."

If you learn that the doctor is not a medical doctor at all, it is particularly important that this fact be noted. In this case, enter "Not an M.D." but also describe the kind of "doctor" the person is or describe what he does, e.g., "chiropractor," "oral surgeon--dentist." These kinds of "doctor" visits are not to be deleted from the Doctor Visits page even though they do not fit the definition described earlier.

- h. Checking the number of Doctor Visits sections with Item D
- Before leaving the Doctor Visits pages, count the number of completed Doctor Visits sections and see if this number is at least as great as the sum of the number of visits reported in Item D. If so, go to Person pages; if not, make sure a Doctor Visits section is completed for each reported visit in the household.
4. Two or more doctors seen on same visit
- If two or more doctors have been seen on the same visit, fill a Doctor Visits section for each doctor seen and indicate this fact in a footnote. Situations of this kind generally occur when a person visits a clinic where he may, for example, see a dermatologist in one office and an internist in a neighboring office. It also might occur, when a person visits his family doctor and the latter, in the course of the same visit, calls in a specialist to examine or treat the person.
5. Visit to doctor and laboratory on same visit
- The foregoing rule also applies if a person visits a doctor and the doctor immediately sends him to a neighboring laboratory for tests, X-rays, and so forth. This kind of "Laboratory visit" is to be considered as a separate visit if the laboratory is not a part of the doctor's office or clinic and renders a separate bill for its services.
6. Illness condition first reported on Doctor Visits page
- Any condition or injury first reported on the Doctor Visits page is to be carried back to a Condition page.
7. Where to proceed next
- After completing the Doctor Visits pages for all reported doctor visits continue the interview with the Person pages.

CHAPTER 7

PERSON PAGE

A. Use of
Person page
(34-35)

The Person page obtains information about education, work status in the past 2 weeks, occupation and industry, class of worker, veterans status, and family income. The information on the Person page is used to study the relationship between these personal characteristics and illness, injuries, hospitalizations, etc.

1. When to
complete the
Person page

The Person page is to be completed following the completion of the Doctor Visits pages. One column of the Person page is to be completed for each household member.

For persons deleted from the questionnaire, leave the column blank.

2. How to
complete the
Person page

Begin by completing questions 24-27 for Person 01.

After recording the entries for Person 01, complete questions 24-27 for Person 02 in the same manner. Continue column by column for each person in the household until you have completed a column for each. After completing questions 24-27 for all household members, ask question 28. Then turn back to the Household page of the questionnaire and complete the remaining portion of the interview.

B. Description of
items and questions
on Person page

Questions 24-28 and the instructions for them appear on the left of the page, and the Fosdic answer spaces appear in columns on the right hand side of the page.

1. Question 24,
Education

Ask question 24a, highest grade of school attended, only of persons 17 years old and over. If the person is under 17 years of age, mark the "Und. 17" circle and leave questions 24b-27d blank for that person.

a. Make only one mark

Make only one Fostic mark to report the answer to this question. Thus, if the highest grade a person has attended is the junior year of high school, mark the "3" opposite "Hi." Mark the highest grade regardless of "skipped" or "repeated" grades.

b. Regular school

Count only grades attended in a regular school where persons are given formal education in graded public or private schools, whether day or night school, and whether attendance was full time or part time. A "regular" school is one which advances a person toward an elementary or high school diploma, or a college, university, or professional school degree.

If the respondent tells you he did graduate from high school but that "they only had 11 years of school back then," ask if he received a high school diploma. If "Yes" mark the "Hi" "4", and "Yes" in 24b. If "No" mark the "Hi" "3", and "Yes" in 24b.

If a person volunteers that he completed college in less than 4 years and he obtained a degree (graduated), question 24a may be marked "Co 4" and question 24b marked "Yes". If on the other hand, the person did not graduate or receive a college degree, then the entry in question 24a should reflect the actual number of years the person attended college and question 24b asked and marked accordingly.

If a person volunteers that he completed four years of college but he did not get a degree because he was enrolled in a five year program, such as engineering mark "Co 4" in question 24a and "Yes" in question 24b. If a person completed the fifth year of a five year degree program and received a bachelor's degree, then mark question 24a "Co 5" and question 24b "Yes."

c. Nonregular school

Do not count education or training received in nonregular schools, such as vocational, trade, or business schools outside the regular school system. For example, barber

colleges, beautician schools, citizenship schools, and dancing schools are not to be counted.

Likewise do not count training received "on the job," or correspondence school training unless it is given by a regular school and is credited toward a school diploma or college degree.

d. Junior
high school

If the highest grade a person has attended is in a junior high school, determine the number of years attended and record the grade as if it had been in a school system with eight years of elementary school and four years of high school.

e. Postgraduate
schooling

For persons who have attended postgraduate high school but have not attended a regular college, mark the "4" opposite "Hi."

For those with postgraduate college training, mark the "5" opposite "Co."

f. Other school
systems

If the person attended school in a foreign country, in an ungraded school, under a tutor, or under other special circumstances, give the nearest equivalent of his highest grade attended or the number of years of attendance.

g. No schooling

For persons who have not attended school at all mark the "None" circle and go to question 25a.

h. Question 24b,
(Grade) year
finished

Ask question 24b for all persons who are shown in question 24a as having attended school. Mark the "Yes" circle if the person has completed the entire grade or academic year entered in question 24a. Mark the "No" circle 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 24b 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 "Hi - 4" marked in question 24a but since he would not yet have completed this grade the "No" circle would be marked in question 24b.

For a person marked as "Co - 5" in question 24a, mark the "Yes" circle in question 24b if he has gone through one or more post-graduate academic years. Otherwise mark the "No" circle.

If the answer to question 24a indicates that the person completed more than one postgraduate academic college year, mark the "Yes" circle without asking question 24b.

2. Question 25,
Work status in
past 2 weeks

Question 25a is to be asked for each person 17 years old or over. For persons under 17, make no entries.

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 the following definition as a guide.

a. Work defined

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

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

A person who worked at any time last week or the week before, even for an hour, is to be marked "Yes" for question 25a.

b. Where to
proceed next

If "Yes" is marked in question 25a omit questions 25b-25d and go to question 26.

If "No" is marked in question 25a both questions 25b and 25c must be asked.

c. Question 25b,
With a job
or business

Ask question 25b as worded and mark the "Yes" or "No" circle 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 mark "Yes" for a person who says that he has a new job which he has not yet started but enter a footnote, "New job--not yet started."

(1) Job defined

A person has a job when he has a definite arrangement with one or more employers to work for pay (full-time or part-time).

(a) Seasonal
job

Seasonal employment is considered a job only during the season and not during the off-season.

(b) Persons
"on
call"

A person "on call" to work only when his services are needed is not considered to have a job during weeks when he does not work. For example, a substitute teacher who was not called to work last week or the week before would be marked "No" for question 25b.

(2) Business
defined

A person has his own business (including a farm operation or professional practice) if he does one of the following:

- (1) Maintains an office, store, or other place of business.
- (2) Uses machinery or equipment in which he has invested money for profit.
- (3) Advertises his business or profession.

Casual workers who work for themselves such as itinerant handymen or other odd job workers are not considered to have a business during weeks when they do not work.

d. Question 25c,
Looking for
work or on
layoff

Question 25c is to be asked regardless of the answer to question 25b. The reason for asking the question of persons who have answered "Yes" to 25b 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.

(1) How to
record the
answers

Mark the "Yes" circle if the respondent's answer indicates that the person was either looking for work or on layoff or both.

(2) Looking
for work
defined

Looking for work refers to any effort to get a job or to establish a business or profession. A person was looking for work if he actually tried to find work during the past two weeks and also if he made such efforts previously (i.e., within the past 60 days) and was waiting during the past two weeks to hear the results of these earlier efforts.

Some examples of looking for work are: registering at an employment office; visiting, telephoning, or writing applications to prospective employers; placing or answering advertisements for a job; and being "on call" at a personnel office or at a union hiring hall, etc.

(3) Layoff
defined

A person is 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 remodeling, seasonal factors, and the like. If a person was not working because of a labor dispute at his own place of employment, he is not to be considered "on layoff" but with a job from which he is absent.

e. Question 25d,
Which,
looking or
on layoff

If the answer to question 25c is "Yes" ask question 25d: "Which, looking for work or on layoff from a job?" Mark the appropriate answer, i.e., "looking," "layoff," or "both" as indicated by the respondents answer.

3. Question 26,
Occupation,
industry, class
of worker

Fill questions 26a to 26d for all persons marked "Yes" in any one of questions 25a, b, or c, i.e., the 2-week labor force question.

a. Job or business
to which
question 26
applies

For persons who worked during the past two weeks ("Yes" to question 25a) and for persons with a job ("Yes" to question 25b), these questions are about the present job. If a person worked at or has more than one job, these questions refer to the job at which he spends the most time. If equal time is spent at each job, it refers to the one the respondent considers most important.

For a person who has answered "Yes" to question 25b because he has a new job on which he is to report in the near future, question 26 should be asked about his last job or business. In case such a person has never previously had a job or business, enter "Never worked" in question 26a and skip to 26d and mark the "Never worked" circle.

b. Looking for
work or on
layoff or both

For a person who did not work and did not have a job but is either looking for work or on layoff, these questions refer to the last full-time civilian job the person had. Accept whatever the respondent reports as a person's last full-time civilian job. If a question is raised as to the meaning of "full-time" job, define this as a job at which the person worked 35 hours per week or more and which lasted two consecutive weeks or more.

If a person who has reported "Yes" to question 25c only, has never previously had a full-time civilian job or business,

enter "Never worked" or "Never had full-time job" in question 26a, leave questions 26b-c blank, and mark the "Never worked" circle in 26d.

- c. Question 26a,
Name of employer
- Ask question 26a, and enter the name of the company, business, government agency, or other employer.

For persons who work for employers without company names such as a farm, a dentist or lawyer's office, etc., write the name of the owner.

Persons working for various private employers such as baby sitters, domestics, etc., should be reported as "private families."

For employees of a government agency, record the specific organization and state whether the organization is Federal (U.S.), State, county, etc. For example, U.S. Treasury Department, State Highway Police, City Tax Office, etc. It is not sufficient to report merely "U.S. Government" or "Police Dept.," etc.

- (1) Self-
employed

If the person for whom you are obtaining the information is self-employed, ask if the place of business or establishment has a name (such as Twin City Barber Shop, Capitol Construction, etc.), and write it in 26a. If there is no business name, write "self-employed," "own business," etc.

- d. Question 26b,
Kind of business
or industry

The entry in question 26b should tell clearly and specifically what the company or business does at the location where the person works. Do not repeat the name of the employer in this entry.

- (1) Description
needed

In order to give a clear and exact description of the industry, the entry must state or indicate both a general and a specific function for the employer; for example, cattle ranch, copper mine, fountain pen manufacturer, wholesale grocery, retail book store, road construction, shoe repair service. The words ranch, mine, manufacturer, wholesale, retail, construction, and repair service show the general function.

The words cattle, fountain pen, grocery, book store, road, and shoe indicate the specific function.

- (2) Avoid use of the word "company" Do not use the word "company" in this entry. It does not give us useful information. If the respondent reports that he works for a furniture company, you should ask "Do they manufacture or do they just sell it?" If they just sell it, you should ask "Do they sell to other stores (which would be wholesale) or to individuals (which would be retail)?" Accordingly, in such a case the possible replies would be "furniture manufacturer," "furniture wholesaler," or "furniture retailer."

- (3) Multiple activity businesses Some firms carry on more than one kind of business or industrial activity. If the activities are carried on at the same location, describe only the major activity of the establishment. For example, employees in a retail salesroom, located at the factory of a company primarily engaged in the manufacture of men's clothing, should be reported as working in "Men's clothing manufacturing."

If the different activities are carried on at separate locations, describe the activity where the person works. For example, a coal mine owned by a large steel manufacturer should be reported as "coal mine," the separate paint factory of a large chemical manufacturer should be reported as "paint manufacturing."

A few specified activities, when carried on at separate locations, are exceptions to the above. The activity of the parent organization is reported for research laboratories, warehouses, repair shops, and storage garages, when these kinds of establishments exist primarily to serve their own parent organizations rather than the public or other organizations. For example, if a retail department store has

a separate warehouse for its own use, the entry for the warehouse employees should be "retail department store" rather than "warehouse."

- (4) Distinguish among manufacturing, wholesale, retail and service

It is essential to distinguish among manufacturing, wholesale, retail, and service companies. Even though a manufacturing plant sells its products in large lots to other manufacturers, wholesalers, or retailers, it should be reported as a manufacturing company.

A wholesale establishment buys, rather than makes, products in large quantities for resale to retailers, industrial users, or to other wholesalers.

A retailer sells primarily to individual consumers or users but seldom makes products.

Establishments which render services to individuals and to organizations, such as hotels, laundries, cleaning and dyeing shops, advertising agencies, and automobile repair shops, are engaged in providing services. They should not be reported as retailers but should show the type of services provided, e.g., "TV and radio repair."

- (5) Manufacturers' sales offices

A separate sales office set up by a manufacturing firm to sell to other business organizations and located away from the factory or headquarters of the firm is reported as "(product) manufacturers' sales office." For example, a St. Louis shoe factory, has a sales office in Chicago; "shoe manufacturers' sales office" is the correct entry for workers in the Chicago office.

- (6) Government organization

Usually the name of the government agency is adequate, for example, "U. S. Census Bureau," "City Fire Department." (Note: This is the only exception to the rule for not using the name of the employer.) However, sometimes the names of government

agencies are not fully descriptive of their business or activity. A correct entry in 26b for a County Highway Commission might be one or any combination of the following: "county road building," "county road repair," "county contracting for road building (or repair)." For a State Liquor Control Board, the correct entry might be "State licensing of liquor sales" or "State liquor retailer."

If the business or main activity of a government employer is not clear, you should ask in what part of the organization the person works and then report that activity. For example, for a City Department of Public Works, a correct entry might be one of the following: "city street repair," "city garbage collection," "city sewage disposal," or "city water supply."

- (7) Business in own home Some people carry on businesses in their own homes. Report these businesses as if they were carried on in regular stores or shops. For example: dressmaking shop, lending library, retail antique furniture store, insurance agency, piano teaching, boardinghouse, rest home, boarding children (for a foster home), etc.
- (8) Domestic and other private household workers When the name of a single individual is given as the employer, find out whether the person works at a place of business or in a private home. The proper industry entry for a domestic worker employed in the home of another person is "private home."
- (9) Examples of adequate entries for question 26b Following are some examples of inadequate and adequate entries for kind of business and industry (question 26b). It is not intended that you try to memorize these examples. However, you should study them carefully and refer to them periodically to familiarize yourselves with the types of entries that are proper and adequate.

Inadequate

Adequate

Agency -	Collection agency, advertising agency, real estate agency, employment agency, travel agency, insurance agency.
Bakery -	Wholesale bakery (sells to grocers, restaurants, hotels, etc.), retail baker (sells only to private individuals).
Box factory -	Paper box factory, wooden box factory, metal box factory.
Club, private club -	Golf club, fraternal club, night club, residence club, boardinghouse.
Coal company -	Coal mine, retail coal yard, wholesale coal yard.
Credit company -	Credit rating service, loan service, retail clothing store (sometimes called a credit company).
Dairy -	Dairy farm, dairy depot, dairy bar, dairy products--wholesale, dairy products--retail, dairy products--manufacturing.
Engineering company -	Engineering consulting firm, general contracting, wholesale heating equipment, construction machinery factory.
Express company -	Motor freight, railway express agency, railroad car rental (for Union Tank Car Company, etc.), armored car service.
Factory, mill or plant -	Steel rolling mill, hardware factory, aircraft factory, flour mill, hosiery mill, commercial printing plant.
Foundry -	Iron foundry, brass foundry, aluminum foundry.
Fur company -	Fur dressing plant, fur garment factory, retail fur store, fur wholesaler, fur repair shop
Laundry -	a. Own home laundry (for a person doing laundry for pay in her own home).

Inadequate

Adequate

Laundry (cont'd) -	b. Laundering for private family (for a person working in the home of a private family). c. Commercial laundry (for a person working in a steam laundry, hand laundry, Chinese laundry French laundry, or similar establishment). d. Self-service laundry (for a person working in an establishment where the customer brings her own laundry and pays a fee to use the washing machine or other equipment).
Lumber company -	Sawmill, retail lumber yard, planing mill, logging camp, lumber manufacturer.
Mine -	Coal mine, gold mine, bauxite mine, iron mine, copper mine, lead mine, marble quarry, sand and gravel pit.
Nylon factory -	Nylon chemical factory (where chemicals are made into fibers), nylon textile mill (where fibers are made into yarn or woven into cloth), women's nylon hosiery factory (where yarn is made into hosiery).
Office -	Dentist's office, physician's office, public stenographer's office, life insurance agency.
Oil company -	Oil drilling, petroleum refinery, retail gasoline station, petroleum pipeline, wholesale oil distributor.
Packinghouse -	Meat packing plant, fruit cannery, fruit packing shed (wholesale packers and shippers).
Pipeline -	Natural gas pipeline, gasoline pipeline, petroleum pipeline, pipeline construction.

Inadequate

Adequate

Plastic factory -	Plastic materials factory (where plastic materials are made), plastic products plant (where articles are actually manufactured from plastic materials).
Public utility -	Electric light and power utility, gas utility, telephone utility, water supply.
Railroad car shop -	Railroad car factory, railroad repair shop, street railroad repair shop.
Rayon factory -	Rayon chemical factory (where chemicals are made into fibers), rayon textile mills (where fibers are made into yarn or woven into cloth), rayon dress manufacturing (where cloth is made into garments).
Repair shop -	Shoe repair shop, radio repair shop, blacksmith shop, welding shop, auto repair shop, machine repair shop.
School -	City elementary school, private kindergarten, private college, State university, etc. Distinguish between public and private, including parochial, and identify the highest level of instruction provided such as junior college, senior high school.
Tailor shop -	Tailoring and cleaning shop (provides a valet service), custom tailor shop (makes clothes to customer's order), men's retail clothing store.
Terminal -	Bus terminal, railroad terminal, boat terminal, truck terminal, airport.
Textile mill -	Cotton cloth mill, woolen cloth mill, cotton yarn mill, rayon thread mill.
Transportation company -	Motor trucking, moving and storage, water transportation, air line, street railway, taxicab service subway, elevated railway, railroad, petroleum pipeline, car loading service.

Inadequate

Adequate

Water company -

Water supply, irrigation system, water filtration plant.

Well -

Oil drilling, oil well, salt well, water well.

e. Question 26c,
Kind of work
(Occupation)

The entry in question 26c should describe the kind of work the person himself does, that is, his occupation. The job title is adequate only if it tells clearly and specifically what he does; for example: "janitor," "sales clerk," "TV serviceman," "auto mechanic." If his job title is not an adequate description, find out what he does and enter this information in 26c, for example, "nails heels on shoes," "operates dough-cutting machine." When more space is needed, continue the entry in a footnote.

(1) Detail
needed

One-word occupational descriptions are seldom adequate. We need to know what type of a nurse or engineer, clerk, teacher, etc., a person is. For example, practical nurses, registered nurses, and nurse's aide are put in different groups in Census statistics, so a full description is necessary. Refer to the examples below for this kind of detail needed to describe specific occupations.

(2) Other
cautions

There are some additional special cautions which you should observe:

Apprentice
versus
trainee

An "apprentice" is under a contract during his training period but a "trainee" is not. Include both the occupation and the word "apprentice" or "trainee" in the description-- e.g., apprentice plumber, plumber trainee.

Contractor
versus
skilled
worker

A "contractor" is engaged principally in obtaining building or other contracts and supervising the work. A skilled worker who works with his own tools should be described as a carpenter, plasterer, plumber, electrician, etc., even though he hires others to work for him.

Housekeeper
(paid)
versus
housemaid

A "paid housekeeper" employed in a private home for wages has the full responsibility for the management of the household. A housemaid (general housework), hired girl, or kitchen maid does not.

Interior
decorator
versus
painter or
paperhanger

An "interior decorator" designs the decoration plans for the interiors of homes, hotels, offices, etc., and supervises the placement of furniture and other decorations. A house painter or a paperhanger only does painting or hangs paper.

Machinist
versus
mechanic
or machine
operator

A "machinist" is a skilled craftsman who constructs all kinds of metal parts, tools, and machines through the use of blue prints, machine and hand tools, and precision measuring instruments. A mechanic inspects, services, repairs, or overhauls machinery. A machine operator operates a factory machine (drill press operator, winder, etc.).

Secretary
versus
official
secretary

The title "secretary" should be used for secretarial work in an office. A secretary who is an elected or appointed officer of a business, lodge, or other organization should be reported as an "official secretary."

Names of
departments
or places
of work

Occupation entries which give only the name of the department or a place of work are unsatisfactory. Examples of such unsatisfactory entries are "works in warehouse," "works in crating department," "works in cost control." The occupation entry must tell what the worker himself does, not what his department does.

Specialist

If the word "specialist" is reported as part of a job title, be sure to include a brief description of the actual duties. For example, for a "transportation specialist" the actual duties might be any one of the following: "Gives cost estimates of trips," "plans trips or tours," "conducts tours," "schedules trains," or "does economic analysis of transportation industry."

- (3) Examples of adequate entries for question 26c
- Following are some examples of inadequate and adequate entries for kind of work (occupation). As with the examples of entries for kind of business or industry, these should be studied carefully and reviewed periodically to familiarize yourselves with the types of entries that are proper and adequate for question 26c.

Inadequate

Adequate

Adjuster -	Claim adjuster, brake adjuster, machine adjuster, complaint adjuster, insurance adjuster.
Agent -	Freight agent, insurance agent, sales agent, advertising agent, purchasing agent.
Caretaker or custodian -	Servant, janitor, guard, building superintendent, gardener, groundkeeper, sexton, property clerk, locker attendant, vault attendant.
Clerk -	Stock clerk, shipping clerk, sales clerk, statistical clerk, file clerk.
Custodian -	See "Caretaker" above.
Doctor -	Physician, dentist, veterinarian, osteopath, chiropractor.
Engineer -	Civil engineer, locomotive engineer, mechanical engineer, stationary engineer, aeronautical engineer.
Entertainer -	Singer, dancer, acrobat, musician.
Factory worker -	Electric motor assembler, forge heater, turret-lathe operator, weaver, loom fixer, knitter, stitcher, punch press operator, spray painter, riveter.
Farmworker -	Farmer--for the owner, operator, tenant or share cropper who is self-employed. Farm manager--for the person hired to manage a farm for someone else.

Inadequate

Adequate

Farm foreman--for the person who supervises a group of farm hands or helpers.

Farmhand or farm helper--for those who do general farmwork.

Fruit picker or cotton chopper are examples of persons who do a particular kind of farmwork, rather than general farmwork.

When the place of work is a ranch, indicate specifically rancher, ranch manager, ranch foreman, and ranch hand or helper, as shown above in the case for similar types of farmworkers.

- | | |
|--------------|----------------------------------------------------------------------------------------------------------------------------------|
| Fireman - | Locomotive fireman, city fireman (city fire department), fire fighter, stationary fireman, fire boss. |
| Foreman - | Specify the craft or activity involved, as foreman-carpenter, foreman-truck driver. |
| Laborer - | Sweeper, charwoman, porter, janitor, stevedore, window washer, car cleaner, section hand, gardener, hand trucker. |
| Layout man - | Patternmaker, sheet-metal worker, compositor, commercial artist, structural steel worker, boiler-maker, draftsman, copper-smith. |
| Mechanic - | Auto mechanic, dental mechanic, radio mechanic, airplane mechanic, office machine mechanic. |
| Nun - | Specify the type of work done, if possible, as housekeeper, art teacher, organist, cook, laundress, registered nurse. |
| Nurse - | Registered nurse, nursemaid, practical nurse, nurse's aide, student, professional nurse. |

<u>Inadequate</u>	<u>Adequate</u>
Office worker -	Typist, secretary, receptionist, computer operator, file clerk, bookkeeper, physician's attendant.
Salesman -	Advertising salesman, insurance salesman, bond salesman, canvasser, driver-salesman (routeman), fruit peddler, newsboy.
Supervisor -	Typing supervisor, chief bookkeeper, steward, kitchen supervisor, buyer, cutting and sewing forelady, sales instructor, route foreman.
Teacher -	College teachers should be recorded by subject and title, for example, "English instructor" or "history professor." For high school and elementary school teachers, grade or level is adequate; for example "fourth grade teacher" or "junior high school teacher."
Technician -	Medical laboratory technician, dental laboratory technician, X-ray technician.
Tester -	Cement tester, instrument tester, engine tester, battery tester.
Trucker -	Truck driver, trucking contractor, electric trucker, hand trucker.

f. Question 26d,
Class of worker

For each person with entries in questions 26a-c, record the class of worker in one of the circles in question 26d.

The information given in answer to questions 26a-c will usually be sufficient for identifying "class of worker." If the information previously supplied is not adequate for this purpose, ask additional questions as necessary, for example, "Did he work for himself in his own business, or did he work for someone else?"

The definition for "class of worker" entries are as follows:

- (1) "Private-paid" defined

This class includes all persons working for a private employer for wages, salary or commissions. This includes also compensation by tips, piece rates or pay in kind, if received from a nongovernmental source, regardless of whether the source is a large corporation or a single individual. Work for wages or salary for settlement houses, churches, unions and other nonprofit organizations is also to be classified here.

War veterans who work for a private employer may also receive VA (GI) subsistence payments; they should be reported as "Private-paid"-- not as government workers.

- (2) "Government-Fed." defined

Government-Federal workers include persons who work for any branch of the Federal government. This includes employees of government-owned bus lines, government-owned electric power utilities, etc.

Included also in this class are civilian employees of the Armed Forces, and persons elected to paid offices.

This class excludes paid employees of the American Red Cross, the U. S. Chamber of Commerce and similar civic and national organizations. Such employees would be classified as "Private-paid," not as "Government-Fed."

Work for private organizations doing contract work for branches of the Federal governments should not be classified as "Government-Fed."

- (3) Caution

The words, "Federal," "State," "County," "City," appear frequently in the names of private companies. Also, the names of some government agencies may appear to be private organizations. You must determine whether the employer is private or government (Federal or Other) in these cases. Also, school teachers and other professional people working for pay sometimes report themselves as self-employed. Be sure you have the correct "class-of-worker" entry for such persons.

- (4) "Government-Other" defined

Government-Other workers include persons who work for any branch of the government other than the Federal government e.g., State, city, county, etc. This includes employees of public schools, government-owned bus lines, etc.

Included also in this class are civilian employees of the National Guard, persons elected to paid offices, employees of international organizations such as the U. N. and employees of foreign governments.

This class excludes paid employees of the American Red Cross, the U. S. Chamber of Commerce and similar civic and national organizations. Such employees would be classified as "Private-paid," not as "Government-Other."

Work for private organizations doing contract work for branches of State or local governments should not be classified as "Government-Other."

- (5) "Own" defined

This class includes persons working for profit or fees in their OWN business, farm, shop, office, etc.

"Own business" includes persons who have their own tools or equipment and provide services on a contract, subcontract, job, etc., basis, such as carpenters, plumbers, taxicab operators, truck operators, etc.

This class excludes superintendents, foremen, managers, or other executives hired to manage a business or farm or salesman working for commission.

Officers of corporations are not to be reported as owning their own business even though they do own all or part of the corporation stock.

- (6) "Non-paid" defined

This class includes work without pay on a farm or in a business operated by a relative. The relative need not be a member of the household.

Room and board and a cash allowance are not counted as pay for these family workers. Do not check the "Non-paid" box if the person receives money for such work; this person should be classified as "Private - paid."

- (7) "Never Worked" defined This circle is to be marked for cases where the person has never worked before ("Never worked" or "Never had a full-time job" entered in 26a) but has a job or business which will begin in the near future.
- (8) Special cases If any of the following special cases are brought to your attention, employ the following rules:
- (a) Domestic and other odd job workers A maid, laundress, cook, cleaning woman, gardener, or baby sitter working in another person's home should be classified as "Private-paid."
- (b) Farm workers A person who operates a farm for himself, regardless of whether he owns or rents the land, should be marked "Own."
- Persons who have their own equipment and provide services to farmers such as a combine operator or a cotton-picking machine operator, should also be marked "Own."
- Farm managers, foremen, farm hands, etc., who work for wages or salary or at piece-rates (e.g., tomato pickers) should be classified as "Private-paid," or "Government-Other" or "Government-Fed." as the case may be, but not as "Own."
- (c) Partnerships Two or more persons who operate a business in partnership should each be reported as self-employed in their own business. The word "Own" is not limited to one person.
- (d) Clergymen Preachers, ministers, priests, rabbis and other clergymen attached to a particular congregation or church organization are to be classified as "Private-paid."

Clergymen working in a civilian "Federal" or "Other" government position, e.g., prison chaplain, would be marked in the "Gov't-Fed." Fed." or "Gov't-Other." circle in question 26d.

Clergymen not attached to any particular church organization and who conduct religious services on a fee basis are regarded as self-employed and in their "Own" business.

Nuns receive "pay-in-kind" and they should be classified as "Private-paid."

(e) Public utility employees

Public utilities are subject to governmental regulation. Transportation, communication, electric light and power, gas, water, garbage collection, and sewage disposal facilities are owned by either government or private organizations. Be sure to distinguish between government operated and private organizations in recording class of worker for public utility employees.

(9) Check for inconsistencies

You should always check to be sure that the entries for question 26a-d are consistent. For example, a person whose employer and industry in 26a and 26b is "Government-Fed." should not be checked "Private-paid" in 26d, a person whose industry in 26b is "retail jewelry store" should not have an occupation of "barber" in 26c; etc. All entries for questions 26a-d apply to the same job, business or profession.

4. Question 27, Service in Armed Forces

Ask question 27a on service in the Armed Forces, only of males 17 years old and over. For females, 17 years old or over leave question 27 blank.

a. Question 27a

If the answer to question 27a, "Did -- ever serve in the Armed Forces of the United States?" is "No," skip the remaining parts of question 27. If the answer to question 27 is "Yes," ask the remaining parts of question 27 that are appropriate, as indicated below.

(1) "Armed Forces" defined

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

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

(2) Armed Forces Reserve

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

b. Question 27b

If the answer to question 27a is "Yes," ask question 27b, "Was any of his service during a war?" Mark the "Yes" circle if any of the person's service was during both war and peace. Mark the "No" circle in question 27b, if the person's only service was during peacetime. For those with "No" or "DK" to question 27b, ask question 27c.

c. Question 27c

Question 27c is to be asked when you have received a "DK" or a "No" answer to 27b.

d. Question 27d

Question 27d is to be asked when you have received a "DK" or a "No" answer to 27c. If any of the person's service occurred after January 31, 1955, question 27d should be marked "Yes."

e. Questions about "War" service

Accept the respondent's answers to questions 27b, c, and d regarding the period or periods of service in the Armed Forces. However, if a question is raised as to what dates are covered by a given war, cite the appropriate period as follows:

World War II--September 16, 1940 to
June 25, 1947

Korean War--June 27, 1950 to
January 31, 1955

If the respondent reports "Yes" to question 27b and then adds that his service was during the Viet Nam Conflict, mark the "No" Fostic circle in this question, Ask questions 27c and d as required.

(1) Where to
go next

After completing question 27, go on to the next related person in the household. If this is the last related person in the household, go to question 28.

5. Question 28,
Family income

Question 28 is asked to obtain the total combined income for the entire household during the past 12 months.

a. When to ask
question 28

Question 28 (income) must be asked after completing questions 24-27 for all related household members.

Each unrelated household member should be asked question 28 individually at the time he is interviewed.

b. How to ask
question 28

Open your flashcard booklet to Card I, then ask the first part of question 28, "Which of these income groups represents your combined total income during the past 12 months, that is, yours, your--'s, etc.?" Hand Card I to the respondent and finish reading the rest of question 28.

It is important to read all parts of this question as described above so the respondent will know which person's income should be included and what types of income are to be included.

c. Income of
all related
members

Question 28 covers the income of the head of the household and all other household members who are related to the head. Thus, it may cover the income of two married couples who are related to each other and living together. Mark the code designation (A, B, C, etc.) for the income of this group of related persons in the column of each related person.

Income to be reported is gross cash income (excluding pay in kind) except in reporting income for a family with their own farm or business; in that case, net income should be reported.

If the question is raised, this should be income before taxes are deducted.

Also include in the family income figure, the income of a member of the Armed Forces who is living at home with his family even though he is not to be recorded as a family member. Include allotments and other money received by the family from a member of the Armed Forces not living at home.

d. Income of
unrelated
persons

In the column for each roomer, servant, or other person not related to the head, mark 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), mark the code for their combined incomes in the column for each member of the group.

e. Problem cases

Nearly all respondents will answer the income question without hesitation. An occasional respondent may refuse to answer the question, however, even though you may explain that the information will be kept strictly confidential. In that case, enter the word "Refused question 28" in the footnotes section under question 28. If the respondent does not answer the question for some other reason, enter this reason in the footnotes section.

- f. Approximation acceptable The fact that income is divided into groups on the income card and that you ask "Which of these income groups ---?" should indicate to the respondent that an approximation is acceptable. If he appears not to understand, or to be trying to figure out the exact income, or says he cannot give the exact income, point out that we are interested only in the income group and that an estimate is acceptable.
- g. 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.
- h. Washington Use only Make no marks or entries in the portion of the Person page which appears below the "Washington Use" designation. If you need extra space for footnotes, please use the space in the lower left hand corner of the page.
- i. Where to go next After completing a column of the Person page for each person in the household, go to the Household page (front of the questionnaire) and complete the items according to the instructions given in Chapter 2 of Part D.

CHAPTER 8 .

HOME CARE SUPPLEMENT

A. General

The Home Care Supplement is a blue colored two page form. The cover contains the identification information and the inside pages contain the questions to be asked and spaces to record the answers.

A Home Care Supplement (NHS-HIS-2) is to be filled for all persons who are 55 years of age or over who have a "Yes" marked in any of questions 22a-d or 23c of pages 4 or 5 of the NHS-HIS-1 Questionnaire. Each Home Care Supplement is designed to be filled for only one person. If more than one person in the household requires a Home Care Supplement, fill a separate Home Care Supplement for each such person.

The Home Care Supplement must be completed after check Item 16 on the Household page is filled.

B. The cover page
of the Home
Care Supplement

The cover page of the Home Care Supplement contains the identification information plus footnote space.

1. How to fill

The following items should be transcribed from the HIS-1 Questionnaire to the Home Care Supplement before asking the first question: PSU, segment number, serial number, the name of the person for whom the supplement is being filled, his person number, and his age.

The person number(s) of the respondent(s) for the Home Care Supplement should be entered after completing the questions.

Footnotes or comments may be entered in the designated area of the cover, on the back of the supplement, or in any available space on the inside of the form.

C. Detailed description of home care questions

The definition of "home care" as applied to the questions in the supplement is the same as for probe questions 22 and 23 of the questionnaire. (See Chapter D-3.)

1. Introduction

The introductory statement which appears above question 1a is for the purpose of reminding the respondent about the home care probe questions asked earlier in the interview. It serves as a transition from the topics being considered on the basic questionnaire to those asked about on the supplement.

Before asking question 1a read the introduction inserting the name of the person for the dashes (--).

2. Question 1,
Type of care:
How to ask the
questions and
record the answers

Ask the first part of question 1a, "Does -- need help in": —then read each of the items listed.

The first part of the question is to be repeated periodically in the manner shown on the questionnaire.

Wait for a "Yes" or "No" answer from the respondent for each item. When an answer is obtained for a particular item, check the "Yes" or "No" box to the right of that item.

If a "No" answer is received, check the "No" box and read the next item. If a "Yes" answer is received, ask question 1b, "Who helps --?" On the appropriate line below 1b record either the name and/or relationship of the person providing the help to the person receiving the help or the type of health worker.

Then ask "Does anyone else help?" If "Yes," record the additional persons reported on the appropriate line. If "No" enter a (—) indicating that the question was asked and a "No" answer was received.

Question 1b must be asked in the above manner each time a "Yes" answer is received to one of the items listed in question 1a.

Some typical entries for question 1b are "daughter," "mother," "maid," "friend," "neighbor," "nurse," "Mrs. Brown," etc.

If in reply to question 1b the respondent says no one helps with the care but he does need it, enter "None" in 1b and footnote this fact, e.g., "Needs this help but does not receive it."

After asking question 1b and recording all persons who provide that specific kind of care continue with question 1a by reading the next item on the list.

The types of care for question 1 are defined as follows:

Walking upstairs or getting from room to room

Check "Yes" if the person needs assistance either in walking from one room to another or in going up and down stairs. This would include cases where someone must watch or stand behind the person as he walks up the steps in case he falls or stumbles. If the person is bedridden or never attempts to walk from one room to another or to walk up and down stairs this item would be checked "No" since this kind of service is not rendered by anyone.

Dressing or putting on shoes

Check "Yes" if the person is unable to dress himself without the help of another person, because of some health problem. Do not include help in dressing that is not health-related such as the wife who ties her husband's ties because he never learned how to do it properly; or the husband who hooks the back of his wife's dress because it is difficult for her to reach.

Bathing (shaving) or other toilet activities

Check "Yes" if the person needs assistance in washing or shaving himself, or using a bed pan and so forth.

Eating or having meals served in bed

Check "Yes" if the person is unable to eat without assistance or has to have his meals served to him in bed. Do not include help in preparation of meals.

Changing bandages

Check "Yes" if the person needs assistance in changing of dressings or bandages.

Receiving injections

Check "Yes" if the person receives injections at home from some other person who is not a doctor.

Other treatments

Check "Yes" for all other treatments received from some other person at home, such as the application of salves or ointments, wetpacks, etc. If "Yes" is checked ask: "What kind of treatment?" and specify in the space provided below the question the kind of treatment received.

Changing bed positions

Check "Yes" if the person receives the assistance of another person in order to sit up or turn over in bed.

Exercising or physical therapy

Check "Yes" if the person is receiving help with physical therapy at home or is assisted in any exercise performed because of some illness, injury, or impairment.

Cutting toenails

Check "Yes" if it is necessary for someone else to cut this person's toenails in his home.

Other

The last item in question 1a is not a specific kind of care, instead it is designed to pick up any kinds of help or care not mentioned earlier in the itemized list.

After reading the specific items in 1a and filling 1b for each "Yes" answer, ask "Does -- get any other help or care here at home?" and check "Yes" or "No." If "Yes" is checked ask, "What kinds of other help or care?" and enter any other kind(s) of help or care mentioned by the respondent in the space provided beneath the question. Enter the respondent's verbatim response, then ask 1b as before. Continue reasking "Does -- get any other help or care here at home?" until a "No" answer is obtained. When a "No" is received check "No" and go to the next question. For this item both the "Yes" and "No" will be checked or just the "No" box will be checked.

a. Types of care to be excluded

Certain care received by persons is not to be included as "home care" for this survey. Exclude: (1) any care received by the person outside of his home, e.g., physical therapy at an outpatient clinic. (Physical therapy or other care received on the premises, e.g., the back yard, should be included as "home care.") (2) Any care received from a physician either at the person's home or at the doctor's office (clinic, hospital, etc.).

b. Response problems in question 1

If the respondent should answer that a physician provided any of the home care services listed in 1a, ask if anyone else also provides this service. If someone else does, then list that person in 1b and continue. However, if only the physician is providing the care, check the "No" box for that particular type of care and ask about the next type of care in question 1a.

If in answer to question 1a the respondent reports that even though the person is not now receiving a specific kind of home care the person did receive it in the past, you should probe to find out how long ago the care was received. If it was received within the past 2 weeks it should be counted, otherwise not.

If in asking 1a you receive all "No" answers, you must resolve, by additional probing, the discrepancy between the indicated need for home care in questions 22a-d or 23c and the answers to question 1 on the Home Care Supplement which indicate that the person does not receive "home care." If you determine that the person does not receive home care as previously defined (i.e., person only received care from a physician or outside the home or the person misunderstood questions 22a-d or 23c), proceed as follows:

1. Correct the entries in questions 22a-d or 23c and footnote the situation, i.e., "Only receives injections from doctor."
2. Ask questions 23a-c if they have not previously been completed. If you determine that the person needs some kind of home care, enter this care in the appropriate item in question 1a and continue to fill the Home Care Supplement.
3. If a Home Care Supplement is still not required (based on the answer to 23c), enter a footnote explaining the situation on the cover of the supplement and transmit the incomplete supplement to the office along with the questionnaire for that household.
4. Correct the entry in Item 16 on the Household page from "Yes" to "No."

Special Note:
Person needs
care but does
not receive it

If a person reports that he needs home care but is not receiving any care, complete questions 1 and 2 of the Home Care Supplement by entering "None" in 1b and footnoting it and skip to question 8.

3. Question 2,
Condition
requiring
home care

Ask question 2 as worded and record the name of the condition or conditions for which home care is received. If no specific condition is reported but the care is required because of old age, record "old age." The type of home care received should be marked in question 1a not in question 2.

If a person receives several types of home care and reports several conditions, it is not necessary to specify the type of care received for each separate condition, just enter the condition.

4. Question 3,
Length of
time care
has been
received

This question is designed to obtain an approximation of the total length of time home care has been received by the person even though the nature of the care received has changed to the point where the care presently received is different from the original care. The length of time care has been received can be defined as the total length of time continuous home care has been received by the person.

If the person has reported two or more types of care in question 1, each of which has been received for different lengths of time, record whichever one represents the longest length of time.

Ask the question as worded and mark the box indicating the time range in which the respondent's answer falls. The categories are defined as follows:

1 month or less.--This is defined as any period of time one month or less.

Over 1 month to 6 months.--This is defined as any period of time over one month up to and including six months but no more.

Over 6 months to 12 months.--This is defined as any period of time over 6 months up to and including 12 months but no more.

Over 1 year to 3 years.--This is defined as any period of time over one year up to and including three years but no more.

Over 3 years to 5 years.--This is defined as any period of time over three years up to and including 5 years but no more.

Over 5 years.--This is defined as any period of time over 5 years.

5. Question 4,
Extent of care

The purpose of question 4 is to measure the extent of the home care in terms of whether someone is required to be in the house with the person all of the time, part of the time, or only when providing the needed help or care for this person.

Check the "All of the time" box if someone must be "on call" at all times for the person receiving home care and he is never left unattended (alone in the house), even for short intervals or during the night because there is the ever-present possibility that he may suddenly need immediate care. Although someone must be "on call" for the person receiving care, it is not necessary that this person be constantly receiving these home care services.

Check the "Part of the time" box if the person receiving home care can be left alone (i.e., no one in the house) during certain times of the day such as when he's sleeping. Also, check this box if the person's health condition is variable, so that on some days he requires another person in the house constantly whereas on other days he does not require this intensive attention.

Check the "Only when providing the needed help or care" box if the person receiving either personal or nursing services is able to be left alone (no one else in the house) at all times except when the specific services are provided for him. Also, check this box if someone else (a relative, servant, etc.) lives or stays in the house all or most of the time even though he is not required to be in the house unless he is providing a needed service.

6. Question 5,
Kinds of persons
providing care

The purpose of question 5 is to determine the kinds or types of persons who provide care for this person.

a. Question 5a

Question 5a is asked to determine if the persons listed in 1b are professional health workers such as a nurse, physical therapist,

or some other kind of health worker. A health worker is defined as a person who has received some kind of training in rendering health care services. Each person must be assigned to one of the categories listed in Table H. The answers to question 5a are recorded in column (1) of Table H.

Except for nurses, ask question 5a for each person listed in question 1b. If the respondent indicates the person is some other kind of health worker, determine what kind of health worker he is and enter this information in line H.

b. Question 5b

Question 5b is to be asked only if a nurse is reported in question 1b or 5a. It is asked to determine if the nurse is a registered nurse or some other kind of nurse. If the respondent indicates the nurse is not a registered nurse but is some other kind of nurse, i.e., practical, etc., check the box on line F, "Nurse - Practical or other" in column (1). If in answer to question 5b the respondent indicates that he doesn't know what kind of nurse provides the care, mark the "Other" box (H) under Health Workers in column (1) of Table H and enter "Nurse - DK kind."

If you learn that a relative or friend is also a nurse or some kind of health worker, record the person as a nurse or other type of health worker in the "Health Workers" section rather than recording the person in the "Non-Health Workers" section. Record in a footnote the person's relationship to the person receiving care.

If two or more persons providing care are members of the same group, i.e., two related members of the household or two different registered nurses, it is only necessary to check one box for them. This is because we are interested in only the type of persons who provide the care and not the number of persons.

An example of how to make entries in column (1) is as follows:

If a man who receives care from both his wife and his daughter who lives at home; a registered nurse; and a daughter who lives next door; you would: (1) check the "Related household members" box (line A) to account for the wife and daughter living at home, (2) check the "Related persons not in the household" box (line B) to account for the daughter living next door, and (3) check the "Nurse - registered" box (line E).

7. Table H

Table H contains four columns numbered (1) through (4).

a. Column (1)

Column (1) consists of a list of types of persons or groups providing home care. This list is divided into two sections, one for non-health workers such as related household members, friends, maid, etc.; the other for health workers such as nurses, physical therapists, etc., who have received some kind of training for their occupation.

Column (1) is filled as a result of the answers to questions 5a and 5b. After filling column (1), the questions in columns (2)-(4) are to be asked (beginning with the question in column (2)) for each type of person or group checked in column (1) except for related household members (for whom none of the questions in columns (2)-(4) are to be asked). Ask all of the applicable questions in columns (2)-(4) for each line checked before going on to the next line.

b. Column (2),
Days of care in
past 2 weeks

The question in column (2) asks about the number of days home care was given by the persons listed in column (1).

Ask the question in column (2) inserting the (type of) persons entered in column (1), e.g., "During the past two weeks, on about how many days did your husband receive help or care from a relative, nurse, etc." The purpose of this question is to determine on how many days during the past 2 weeks the person received home care; regardless of the

amount of care. Therefore, if the only care received is one injection every day, the entry in column (2) would be "14."

If the person is receiving care from two or more persons in the same group (two nurses, for example) record the total number of days the person received care from the "group."

If the respondent can't give even an estimate check the "DK" box.

c. Column (3),
Hours of care
per day

The question in column (3) asks about the number of hours a day the person receives help or care.

Ask the question in column (3) again inserting the type of persons being referred to in that line. The word "ABOUT" in this question indicates that it is necessary only to obtain the average time per day that this person receives care from the type of person(s) providing the care. The number of hours refers only to those days for which care is being received, i.e., if the person received care on only one day within the past 2 weeks, but 14 hours of care was received that day, the entry in column (3) would be "14."

If the person is receiving care from two or more persons in the same group (2 registered nurses) record the total number of hours provided by all the persons in the group.

If the person usually receives less than one hour of care per day, check the "Less than 1 hour" box. Record the completed hours for all hours over one, e.g., record $3\frac{1}{2}$ as 3. Check the "DK" box only if the respondent cannot provide an estimate.

d. Column (4),
Services
paid for

The question in column (4) asks about payment for these services.

Ask the question in column (4) by inserting the type of person being referred to in that line, e.g., "Is the relative, nurse (Are the relatives, nurses) paid for these services?"

Check the "Yes" or "No" box according to the response.

- e. Problems in asking questions in columns (2)-(4) If in column (2) the respondent says he had not received any care in the past 2 weeks it will be necessary to find out how often he does receive care. If the care is provided regularly (e.g., once a month) but is provided less frequently than every 2 weeks, enter this information in a footnote in column (2) and ask the questions in columns (3) and (4).

It will be necessary to reword the question in column (3) to find out about how many hours a day the care is provided when it is provided.

If the care is not provided regularly, footnote that fact and do not ask the question in column (3) but ask the question in column (4).

8. Interviewer check item

Under Table H is an interviewer check item. The purpose of the check boxes is to determine which of the remaining questions to ask and is based on the entries in column (4). If an entry of "Yes" is checked for any of the types of persons listed in Table H and the person receiving care is 65 or older, check the box labelled "Person 65+ and 'Yes' in column (4)," and ask questions 6, 7, and 8 for these persons.

If there is an entry of "Yes" in column (4) and the person receiving care is 55-64 years of age, check the box labelled "Person 55-64 and 'Yes' in column (4)." Ask question 7 and 8 for these persons.

If all entries in column (4) are "No" check the last box "All 'No's in column (4) or only 'A' checked in column (1) of Table H" and skip to question 8.

9. Question 6,
Services paid
by Medicare

Question 6 is for the purpose of finding out if any of the care rendered by the types of persons listed in Table H (except related household members) is paid for by Medicare.

If a question is raised as to what is meant by the term "Medicare" it should include Social Security Medicare. Do not include Armed Forces Medicare here.

Question 6 is to be asked only if the person is 65 years old or over and an entry of "Yes" is marked in column (4). If the person has an entry of "Yes" in column (4) but is under 65 years old leave question 6 blank and go to question 7.

Even though more than one type of person column is checked and Medicare pays for services rendered by all of these persons listed in Table H, question 6 is to be asked only once on each supplement. The answer is to be checked "Yes" or "No" depending on the respondent's reply. If the respondent doesn't know for sure whether or not Medicare paid (will pay) for any part of the home care, check the "DK" box.

10. Question 7,
Source of
payment of
services

Question 7 is to be asked only if entries of "yes" are recorded in column (4) and must be asked regardless of the person's age and regardless of the answer to question 6 (if required).

Even though more than one type of person providing care is checked, question 7 refers to the source of payment for all persons checked "Yes" in column (4). Question 7 is to be asked only once for each supplement.

a. Question 7a

Question 7a must be asked as worded, inserting the parenthetical statement if question 6 is checked "Yes." For example, if Medicare paid for part of the care ("Yes" in question 6) ask question 7a as follows: "Who pays the remainder of the bill for these services?" If "No" in question 6 ask "Who pays for these services?"

The answer to 7a is indicated by checking one or more of the boxes to the right. Use the following as a guide in determining which boxes to check:

Self or family.--Check this box if the person himself or any member of his immediate family, i.e., father, mother, brother, sister, husband, wife, son, or daughter, paid for any part of the care the person receives.

To be counted as "family," the related person paying the bill does not have to live in the sample household with the person receiving the care.

Other relative or friend.--Check this box if any relative not in the person's immediate family (see above) or a friend or acquaintance paid for any part of the care.

Health Insurance.--Check this box if a group or individual or family health insurance plan paid for any part of the care he received(s). This would include any health insurance benefits which paid for his care whether or not he personally held the policy or paid the premiums, e.g., family plan held by his son; group plan paid for by his employer.

Agency or organization.--Check this box if any public or governmental agency or private organization paid for any part of his care. Exclude any welfare agency or organization. Include: VA disability or other Federal disability compensation, help from private clubs, fraternities, societies, religious groups, unions, employers, etc.

Welfare.--Check this box if public or private welfare agencies or organizations paid for any part of the person's care.

Other-- Check this box for any other source of payment. Write in the respondent's verbatim response--indicating the name of the individual, group, etc., who paid for any part of the services.

If the respondent cannot identify any of the above categories as sources of payment, enter "DK."

b. Question 7b

This question is for the purpose of reminding the respondent of anyone else who might help pay for the care.

After asking question 7a and checking the appropriate boxes, ask question 7b, "Anyone else?"

If the respondent says "Yes" ask "Who?" and check any additional boxes which correspond to his answer.

If the respondent answers "No" to question 7b, go directly to question 8.

11. Question 8,
Number of visits
from a nurse in
past 12 months

Question 8 is for the purpose of determining the number of times a nurse has visited the person during the past 12 months.

Question 8 is to be asked only once at the end of the supplement. Question 8 is divided into two parts. The part to be asked depends on the entry in Table H.

a. Question 8a

Question 8a is for the purpose of finding out if a nurse (any kind) provided any home care for this person during the past 12 months.

Question 8a is to be asked unless a nurse is already recorded in Table H. If a nurse, registered or other, has been reported do not ask 8a but check the "Yes" box and ask 8b.

Ask question 8a as worded, inserting the name of the person receiving care for the dashes.

Check the "Yes" or "No" box depending on the respondent's answer.

If the "Yes" box is checked ask question 8b.

If the "No" box is checked leave question 8b blank and go to the next supplement or end the interview, as the case may be.

If the respondent cannot give a "Yes" or "No" answer enter "DK" and skip question 8b (leaving it blank) and go to the next supplement or end the interview, as the case may be.

b. Question 8b

Question 8b is for the purpose of determining the approximate number of visits nurses (any kind) made during the past 12 months to care for this person.

This question is to be asked if a nurse was recorded in Table H or a "Yes" answer is checked in question 8a, otherwise it will be left blank.

Ask the question as worded. The word "about" should be emphasized and implies that an estimate is acceptable.

The answer should include the total of all visits made by all kinds of nurses during the past 12 months. Do not count visits to the person while he was an inpatient in a hospital or visits to a nurse outside the home.

If more than one kind of nurse made visits it is not necessary to indicate the number of visits by each kind of nurse.

12. Condition first reported on Home Care Supplement

Any condition which is first reported while completing the Home Care Supplement should have a Condition page completed for it before leaving the household.

13. Where to go next

After completing the Home Care Supplement(s) for all persons 55 years of age or over who received personal care at home, review the entries on the supplement(s) and questionnaire(s), then leave a Thank You letter and depart.

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PART E
INTERVIEWING TECHNIQUES
QUALITY AND QUANTITY OF WORK
AND ADMINISTRATIVE

CHAPTER 1.

THE INTERVIEW

A. Purpose of this chapter This chapter covers the techniques and procedures essential for accurate interviewing.

B. How to begin the interview

1. Introduce yourself to the respondent The first step in the interview is to introduce yourself, state that you are from the United States Bureau of the Census, and show your identification card. Use the following introduction:

"I am _____ from the United States Bureau of the Census; here is my identification (show your identification card). We are making a survey for the United States Public Health Service."
(Be sure to mention that the survey is being conducted for the United States Public Health Service.)

If you are not invited in immediately after you have introduced yourself and determined that the household is to be interviewed, you may add, "May I come in?"

2. Ask the first question as soon as possible After seating yourself, begin immediately with the first question of the interview:

"What is the name of the head of this household?"

The sooner you get the respondent to participate in the interview, the better. To start off with the interview is much more desirable than to describe the types of questions you are planning to ask.

a. Advance letter

An advance letter (sometimes called the "Dear Friend" letter) is sent out from the Regional Office immediately prior to the week of interview. It is sent only to those households for which a specific street address or mailing address has been obtained. This letter tells the respondent that his household has been selected for inclusion in the sample and briefly explains the general purpose of the survey.

Even though the advance letter is sent to inform the household of your visit, you should not ask whether it has been received or voluntarily supply the respondent with a copy. Drawing attention to the letter might interfere with the introduction as specified above. However, if the respondent questions why you are there, you may use the material in the letter in making your explanation.

3. If persons outside immediate family are present

If persons who are not members of the immediate family are present, suggest to the respondent before continuing that he might prefer to talk to you in a more private place. Even though a respondent might not refuse to be interviewed under these circumstances, the presence of outsiders might cause a reluctance to talk about certain types of illnesses which could result in a loss of information.

4. Explaining the survey

You will find that most respondents will accept the brief explanation in your introduction of the reason you are taking the survey. However, there will be a few who will want more information about the survey and you should be prepared to answer their questions. There may be a few others who are reluctant to give information, or who may actually refuse to be interviewed because they don't want to be bothered or because they don't believe the survey has any real value.

a. Respondent
questions
purpose

If a respondent questions the purpose of the survey, explain that it is being taken to obtain information on the health of the people of the entire country. Point out that all information about individuals will be given confidential treatment. If it is necessary to give additional explanation, you should base it on the material given in Part A, Chapter 1 of this manual, using your own words to suit the level of the understanding of the respondent.

If a respondent questions you as to whether the Health Interview Survey has any connection with any National or local health program or legislation, use the following statement as a guide:

The National Health Survey (of which the Health Interview Survey is a part) was set up by an Act of Congress in 1956. The National Health Survey Act was originally proposed by the Eisenhower administration but it was supported by both major political parties and also by the American Medical Association, and other organizations.

The reason it received this support from all groups was because it was intended to be--and still is--a fact-finding survey only--with no axe to grind at all.

Everybody realized that the information about people's health and medical care, was very badly needed, and they trusted the Survey to be concerned only with gathering facts about these health problems--and not with how the problems should be solved.

Actually, when there are controversies about how to solve some health problem both sides turn to the Health Interview Survey for the facts on the situation because they trust the Survey to be unbiased.

b. Confusion
with other
Census work

If the respondent confuses this survey with other Census work, or the 10-year Census, explain that this is one of the many special surveys that the Census is asked to carry out because of its function as an objective fact-finding agency and because of its broad experience in conducting surveys.

c. Why this household

If you are asked why you are interviewing this particular household, explain that this happens to be one of the representative addresses picked. Who lives at the address, and whether or not they have problems with their health, had nothing to do with the selection. Taken as a group, the people living at these sample addresses will represent the total population of the United States in the health statistics produced and published by the Public Health Service in their various publications.

d. Respondent questions time required for interview

If the respondent asks how much time will be required for the interview, tell him that this depends on the number of people in the family and on their health conditions. Do not say that the interview will take only a few minutes.

If the respondent states that he has no time right now for an interview, find out when you can come back. However, always assume (without asking) that the respondent has the time right now unless he tells you otherwise.

e. Refusals

Our experience has been that very few respondents actually refuse to cooperate. However, if you have difficulty in obtaining an interview, explain the purpose and importance of the survey, and stress the confidential treatment accorded all information furnished by the respondent. This should be done also at any point during the interview if the respondent should hesitate to answer certain questions.

C. Your own manner

Your greatest asset in conducting an interview efficiently is to combine a friendly attitude with a business-like manner. If a respondent's conversation wanders away from the interview, try to cut it off tactfully--preferably by asking the next question on the questionnaire. Over-friendliness and concern on your part about the respondent's personal troubles may actually lead to your obtaining less information.

It is especially important in this survey that you maintain an objective attitude. Do not indicate a personal opinion about replies you receive to questions, even by your facial expression or tone of voice. Since the illness discussed may be of a personal or serious nature, expressions of surprise, disapproval, or even sympathy on your part may cause respondents to give untrue answers or to withhold information. Your own objectivity about the questions will be the best method for putting the respondent at ease and making him feel free to tell you of the conditions and impairments in his family.

Avoid "talking down" to respondents when explaining terms but give as direct and simple explanations as possible.

D. How to ask the questions

1. Follow the order on the questionnaire

Ask the questions in the order specified in these instructions. If you change the order, it is likely that both you and the respondent will become confused. This is especially true of the health questions, which refer to different periods of time. Asking the questions out of order would force the respondent to keep jumping back and forth between time periods and would invite confusion.

Again, as pointed out earlier, the Condition, Hospital, and Doctor Visits pages and the Home Care Supplement are to be asked only after all of the probe questions on conditions, hospitalizations, doctor visits, and home care have been asked for each related member of the household. Going back and forth between the probe questions and the various Fosdic pages would be the "hard way" to conduct the interview and it is certain that if you fail to follow the correct interviewing sequence you would not remember to ask every question for every person.

2. Information given out of turn or volunteered

Sometimes respondents will start describing the health of the family in answer to the very first question and will cover their own illnesses and those of other family members in such a way that it is difficult to keep straight which person has which condition.

When this happens, you should explain your problem to the respondent, namely, that you cannot keep up with him in recording the information and at the same time be sure that you are recording accurately what he says. Then, ask him to permit you to ask the questions as they appear so that he won't need to give the information more than once.

3. Ask each question exactly as worded

You are to ask each question exactly as it appears on the questionnaire, except for the substitution of the name of the person for the dashes, "him" or "her" and so forth.

The wording and order of each question have been tested in actual interviewing, and have been carefully designed to give the desired information. Therefore, the uniformity and value of the final results depend on all interviewers asking the questions in the same order and with the same wording.

- a. Do not ask question when the answer has been provided earlier

However, you should avoid asking questions unnecessarily. It is bad interviewing practice to ask a question when the respondent has already provided you with the specific answer. It may confuse the respondent, or even antagonize him, and may result in loss of information for later questions in the interview.

For example, if you recall that the respondent said in answer to probe question 8 that he was under a doctor's treatment for "diabetes," you should mark the "Yes" circle in question 2 of the Condition page for the "diabetes" without asking the question. Similarly, if you learned (and remember) that a person had a foot cut off in a World War II injury, you may make the appropriate entry in question 4 of the Condition page without asking the question.

If you are sure of the specific answer you may make the appropriate entry without asking the question. However, if you are not sure about the earlier answer, it is good interviewing practice to verify the answer by saying something like this example: "I believe you told me earlier that a motor vehicle was involved in the accident --. Is this correct?"

Of course, if you do not remember the answer to any question, you must always ask it exactly the way it appears on the questionnaire.

4. Avoid influencing the respondent

Experience in other studies has shown that respondents tend to agree with what they think you expect them to say even though the facts in the case may be different. Therefore, you must avoid "leading" the respondent by adding words to the questions or making slight changes in them that might indicate an answer you expect to hear. Even slight changes which may seem to make no apparent difference can prove harmful and should be avoided. For example, the question "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 facts may have been quite different. Sometimes the respondent may not know the answers to the questions, and if this is the case, the fact that he doesn't know should be recorded.

5. Listen to the respondent

Listen to the respondent until he finishes his statement. Failure to do so can result in your putting down incorrect or incomplete entries. The two most common types of errors made in this regard are:

- a. Failure to listen to the last half of the sentence because you are busy recording the first half.
- b. Interrupting the respondent before he has finished, especially if the respondent hesitates. A respondent often hesitates

when trying to recollect some fact, and you should allow sufficient time for this to be done. Also, people will sometimes answer "I don't know" at first, when actually they are merely considering a question. When you think that this may be the situation, wait for the respondent to finish the statement before repeating the question or asking an additional question.

6. Repeat the question when necessary

The respondent may not always understand the question when it is first asked, and sometimes you can tell from the answer that the question has not been understood. In this case, repeat the question using the same phrasing as you used originally. This should not prove to be embarrassing since what you said the first time was not heard or understood. Frequently the respondent is capable of understanding the question but has missed a word or two. If you think it is helpful, you can preface the repetition of the question by a phrase such as "I see," "Oh, yes," and the like, and then repeat the actual question. A conversational tone will go far in making the question sound new, even though you are using exactly the same words.

7. Repeating the answer

Sometimes it is helpful to repeat the respondent's answer and then pause expectantly. Often this will bring out additional information on the subject. It is also useful as a check on your understanding of what has been said, especially if the statements or comments given have not been entirely clear.

8. Do not practice medicine

You are to interview the respondent, not practice medicine. Do not try to decide yourself whether or not any member of the household is ill. Enter on the questionnaire everything the respondent mentions. If a person mentions some conditions but makes light of it or expresses doubt that he was "ill," enter the condition on the questionnaire anyway and ask the appropriate questions about it.

Do not attempt to diagnose a respondent's illness from his symptoms, or to substitute names of diseases for the respondent's own description of the trouble. If a respondent's answer to a question is not specific or detailed enough, ask

additional questions in accordance with instructions in paragraph E below. However, the final entry must always represent what the respondent said, in his or her own words.

9. Pacing the interview

Try to avoid hurrying the interview even under trying circumstances. If the respondent senses that you are in a rush to complete the questions and get out of the house she will probably cooperate by omitting important health information which she might feel would take too much time to explain and record.

Maintaining a calm, unhurried manner and asking the questions in an objective and deliberate way will do much to promote an attitude of relaxed attention on the part of the respondent.

10. Flashcard Booklet, NHS-HIS-501

Reference has been made to Cards A-I in the instructions for various parts of the interview. These cards and calendars for 1965, 1966, and 1967 are bound together in your flashcard booklet, NHS-HIS-501.

To facilitate the interview you must learn how to handle the cards adroitly and correctly. Also, you should have a second flashcard booklet for the respondent's use so that the necessity of passing the flashcard booklet back and forth can be reduced to a minimum or eliminated altogether. In those cases where the use of a second flashcard booklet appears to be practical use the following procedure:

When you first ask the activity limitation question (question 18), locate the appropriate card and hand the respondent the booklet with that card on top. For later questions involving looking at one of the cards, ask the respondent to turn to the appropriate card, giving both the letter and the color. For example, if you are asking the mobility limitation question, ask the respondent to turn to the blue card (Card H). This reminder is incorporated in the question. By noting the color of the card at which he is looking you can make sure the respondent is looking at the right card. Be sure to get the booklet back before leaving the household.

The foregoing procedure is not obligatory and may not work in some households. In some interviews, it may be more efficient to use only your flashcard booklet, but by and large the use of this method will avoid the delays and interruptions caused by the necessity of passing the flashcard booklet back and forth.

E. Asking additional questions

1. When to ask additional questions

Sometimes a person will give you an answer which does not furnish the kind of information you need or one which is not complete. You should always ask additional questions in such cases, being careful to encourage the respondent to do the explaining without your suggesting what the explanations might be. In all sections of the questionnaire you should ask as many questions as necessary to satisfy yourself that you have obtained complete and accurate information insofar as the respondent is able to give it to you.

Be sure to keep asking additional questions until you have a complete picture and all the pertinent details.

However, do not "over-probe." If the respondent says she does not know the answer to a question, to try to insist that she give some answer to the question might not only irritate the respondent, but also make her wonder about our interest in accurate responses.

2. How to ask additional questions

Additional questions must be asked in such a way that you obtain the information required without suggesting specific answers to the respondent.

There are many acceptable phrases that you can use to draw out the respondent. For example, "Please explain that a little more," "Please describe what you mean," or "What was the operation for?" might be used when the information given is sketchy or incomplete. In every case you will need to fit the questions to the information which has already been given.

In some instances you may need to suggest specific alternatives to the respondent when general phrases have not been successful in obtaining the information. This is also an acceptable method for asking additional questions, provided the respondent is never given a single choice. Any items specifically suggested to the respondent must always consist of two or more choices.

The examples below call attention to some acceptable methods for asking additional questions as well as to methods that are not acceptable.

<u>Acceptable</u>	<u>Not Acceptable</u>
a. Can you tell me the approximate number of days?	Would you say it was six days?
b. You said you first noticed the condition about a year ago. Was it more than 12 months ago or less than 12 months ago?	Was it more than a year ago?
c. Do you all live and eat together?	Are you all one household?
d. Does she live the greater part of the year here or at her sister's home?	Is she a member of this household?
e. What kind of asthma is it?	Is it bronchial asthma?

The "Not Acceptable" questions in examples c. and d. show an interviewer who is unable to apply Census rules for determining the composition of a household, and expects the respondent (who doesn't know the Census rules) to make the decision.

The "Not Acceptable" questions in examples a. and e. illustrate an invitation to the respondent to just say "Yes" without giving any thought to the question.

The "Acceptable" question in example b. illustrates a proper way to give the respondent an opportunity to tie an event to a particular period of time. The "Not Acceptable" question is again an invitation to the respondent to say "Yes."

F. Recording information correctly

1. General

Recording the information exactly is just as important a part of the interview as asking the questions correctly. This involves writing clearly and plainly, recognizing in advance the amount of space allotted for descriptive entries and adjusting the size of your writing to fit into the space provided. If additional description is required, make free use of the footnote space. Be careful not to leave blank spaces where they should be filled in. You must use a No. 2 or No. 2½ pencil.

2. Recording answers of "don't know"

As mentioned earlier, every effort should be made to encourage the respondent to give specific and complete answers to the questions. However, it may happen sometimes that the respondent doesn't have the information needed to answer a question. In such cases, you should enter "DK" for "don't know" in the space for the answer. If the Fosdic circles do not have a "DK" circled, enter the DK in the write in space well to the left of the marking circles.

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.

G. Review of work

It is important that you review your finished work.

1. At close of interview

Be sure to look over the questionnaire while you are in the house and with the respondent, so that you can ask any additional questions that are needed. Some things you might check for are:

- a. Check to see that a Condition page has been completed for each condition listed on pages 2 and 3 of the questionnaire.
- b. Check to see that a Hospital page is completed for each hospital/nursing home stay indicated in questions 15 and 16 of the questionnaire.
- c. Check to see that a Doctor Visits section has been completed for each doctor visit reported in questions 18-21a.
- d. Check to see that you have filled a Home Care Supplement for each person over 55 for whom home care was reported in question 22.
- e. Check to see that all "person" information has been correctly recorded on the Person page for each household member. This includes income.

2. Prior to
transmittal

A careful review in the household should eliminate the need for any extensive review of the questionnaires. Except for the few items on the Household page which are completed after the interview, all other Fosdic marks should be made in the household at the time of the interview.

If you do make a review of your questionnaires at home, do not make any entries of information which should have been furnished by the respondent and recorded during the interview.

H. Letter to be left
at household after
interview

You will receive a supply of "Thank You" letters (Form NHS-HIS-601) signed by the Surgeon General of the U. S. Public Health Service. One of these is to be left at each household after the interview has been completed. The letter thanks the respondent briefly for his cooperation, and can be shown by the person interviewed to other members of the household who were not at home at the time of your call.

In leaving the letter you can say something like the following: "Here is a letter of appreciation from the U. S. Public Health Service," (or) "Here is a letter from the Public Health Service thanking you for your cooperation in this survey.

I. Use of telephone

Telephone calls can be used for the following purposes only:

- (1) To make appointments.
- (2) To obtain one or two items of information for which the respondent has specifically invited you to telephone later.

Such calls should be made by use of a local telephone wherever practicable.

CHAPTER 2.

MAINTAINING BALANCE BETWEEN
QUALITY AND QUANTITY OF WORK

A. Introduction

1. The group
you are
joining

You are joining a group of over 1,000 Census interviewers who each month interview some 35,000 households on a Current Population Survey, and a Monthly Labor Survey, about 8,000 businessmen on a Current Business Survey and about 3,500 households in the Health Interview Survey.

All Census interviewers are given continuous guidance and counsel during training periods in the Regional Office and through on-the-job observation of their interviewing and activities related to interviewing.

Periodically, supervisors independently 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 in the Health Interview Survey.

It would be well for you to know and apply, at the outset, several fundamental rules to become a successful interviewer--one who will consistently enjoy the pride of accomplishment, of a job well done.

- a. Know precisely what your job is.
- b. Obtain the required information as correctly as you can.
- c. Record this information accurately and completely.
- d. Work efficiently, with a minimum of lost motion.
- e. Complete your assignment on time.

Your supervisory staff will give you all possible assistance toward helping you attain these objectives as quickly as possible.

B. Importance of careful work

1. Know your questionnaire

As you no doubt realize by now, you must become very familiar with the organization of the questionnaire, the skip pattern of the questioning and the types of entries you have to make in each item. Your initial training will have given you a start on this. Becoming a skilled interviewer can be achieved only by maintaining an active interest in all phases of the HIS program, with close and continuing study of the instructions contained in this Manual and with the application of these instructions in your actual field work.

2. Review completed questionnaires

Be sure to review all your questionnaires in the household as instructed in Part E, Chapter 1. This is the only way to be sure that you have obtained all the required information.

C. Plan each day's travel

Before you start, make sure you have a good plan of the segments you will visit each day. This plan should take into account the possibility of having to go back to each segment up to three times. Consider all such factors in planning the day's work, and take time each morning to decide how you can get to the necessary segments using the least number of miles.

D. Getting enough successful interviews

One major requirement of a successful survey is to obtain information from every occupied household assigned to you. You should try your very hardest to obtain interviews at all occupied households. You should work conscientiously to obtain interviews at those households where no one is at home during the day and from the few respondents who may be reluctant to cooperate.

E. Plan your
calls

1. Concentrate
on "Not
home"

Frequently, however, there are households whose occupants are not home when you call. These are usually households of a single person or a working husband and wife. After your first call when you find no one home ask neighbors, janitors or switchboard operators, when the absent persons usually come home. Then, make your next visit coincide with the information given you about the best time to call. If you are unable to find out when someone is most likely to be home, don't waste your time calling again during the day, but make your second call during the evening hours, since experience has shown that it is during these hours when you are most likely to find people at home. Conscientious application of these procedures will enable you to complete your interview within the authorized number of calls. If other attempts fail, try to get the name of the head of a "not home" household, so you can telephone him for an appointment.

F. Number of
calls allowed

To keep the number of calls to a single household within reason, you should limit your calls on a household to three (at different times of the day or evening). If you have to obtain interviews from additional specific individuals in a household, two more visits may be made.

G. Quality
Standards

Just like every organization which operates on a large-scale basis, we have to continuously inspect our product--which is statistics--to insure that there are no flaws. Here is a summary of the things that are done to make sure our product is consistently of the highest quality.

1. Some of your
households
will be
reinterviewed

Every so often, certain households you have interviewed are revisited by the program supervisor and interviewed again. This is to insure that you understand and consistently apply the correct rules. Any differences found are reviewed with you so that your performance can be improved as needed.

2. Excessive
Type A
noninterviews

There are some few households in which it is difficult to find someone at home or in which the persons are reluctant to give information. In order to insure that you are meeting these problems satisfactorily, your office will notify you if such noninterviews are excessive. You should ask for your supervisor's advice and help in dealing with the problems of noninterviews.

3. Completion of
work on time

Not only must interviews be obtained for all occupied households, but they must be obtained within the allotted time, i.e., during the interview week for the assignment. Therefore, except for some unusual circumstance such as illness, you must start your assignment on Monday of interview week and complete it as soon as possible. With an early start and efficient planning, you should generally be able to finish the greater portion of your assignment by Wednesday of interview week. This should help to insure better information, also, since the sooner the respondent is interviewed the better will be his recall of the time reference period.

If you are not able to start your assignment on Monday, or if you cannot complete your assignment during interview week, get in touch with your supervisor immediately. No interviews for the assignment are to be conducted after the end of interview week unless you receive special permission from your supervisor.

4. Editing Reports

From time to time you may receive editing reports containing transcripts of some entries of diagnostic information which you made on questionnaires during a previous assignment. The entries on this form will tell you the type and nature of errors which you made on a particular questionnaire.

You may also receive other types of reports telling you about omissions or inconsistent entries from other parts of your completed questionnaires.

These errors are reported to you as a continuation of your training on the survey. If you do not understand why you received a particular error report, return it to your supervisor with a request for an explanation.

5. Observation
Periodically, a supervisor will accompany you on an assignment to observe your interviews. During these observations, you will be advised on any phase of your work which may require improvement. It will also give you an opportunity to consult with him on any problems you may have about your work.
6. Group training
From time to time, you will come into the office to meet with other HIS interviewers to discuss common problems, and to take refresher training on certain subjects related to the survey.
7. Home study
You will also be expected to complete home study exercises and return them for office review and correction. Any misunderstandings reflected by your answers will be clarified by the Regional Office.
8. INTERviewer COMMunication (Referral Sheet)
You may sometimes run across problems which you cannot resolve through studying your Manual or other HIS memoranda which have been furnished you. Use the INTERCOMM (Form 11-36) to communicate to the Regional Office any problem or question for which you cannot find an answer in the Manual.

In some cases you may think you know what to do but may not be certain. If this is so, do what you think is right, but communicate your problems to your Regional Office and ask them to review what you did.

Of course, if your question is one which must be answered before you can complete your assignment, and to await a mail reply would delay the work beyond the established deadline, you should use the telephone. In other cases, making your inquiries by an INTERCOMM will allow your supervisor to think your problem and his answer out more completely, and will lessen the possibility of any misunderstanding.

Directions for filling the INTERCOMM appear on the back of the last sheet of each set of the forms.

H. Production Standards

The yearly budget for an operation as large as this one, is determined some time in advance of the time the expenditures start. This budget assumes that each interviewer will complete his work within a prescribed number of hours and keep his travel within a prescribed number of miles.

For this reason, production standards have been established so that each interviewer may know what is expected of him. These standards are based on past experience, taking into account insofar as possible the size and nature of the assignment area. Details on how these are measured are given in the Administrative Handbook for Interviewers.

These production standards represent the performance which must be met or bettered in order that the Health Interview Survey can operate within its budget.

Your supervisor will keep you informed at all times as to the performance standards required of you. At regular intervals, generally once every 3 months, you will be told how your performance compared with the established standards. Where necessary, your supervisor will advise you on ways to improve your performance which will help you meet the standards that the Bureau of the Census expects of each interviewer.

CHAPTER 3.

ADMINISTRATIVE

- A. **General information** When you were interviewed you were given the essential facts about your job. Further information about your job is given in your Administrative Handbook for Interviewers. The Handbook also contains information and instructions for the pay procedure for claiming salary and reimbursements, travel and per diem, and accidents and injuries. You should familiarize yourselves thoroughly with these instructions.
- B. **Hours of work** Since you must complete your work within a certain week, you will be required to work evenings and some Saturdays to enable you to interview persons not usually home during the day. Of course, no interviewing should be done on Sundays, except when specifically requested by respondents.
- C. **Confidentiality of survey information** Information obtained in this survey must not be discussed with or disclosed to any 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 I, II, and III.)

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 II) must be completed and returned to the office immediately after receiving and checking in an assignment. Enter in "Date received" the date you received the shipment and check carefully that each item listed is in the package. If any item listed is not in the package check "All not received" and describe what is missing. If you need any supplies, use the back of Form 11-35A (Figure III). However, if you need supplies at any other time, request the items and amount needed by INTER-COMM to your Regional Office.

E. Transmittal
of materials

Transmit all "materials" for a segment to the Regional Office together, in the same package. These include all questionnaires (completed interviews and final noninterviews), and the Segment Folder.

Mail the materials on the day you make your last call, i.e., complete your last interview, in the (each) segment, without exception.

If you have picked up an "extra" unit(s), enter "Extra" in the serial number column of the "Record of Transmittal" on the Segment Folder, following the serial numbers for questionnaires received from your office.

Enter the date you are mailing the "materials" for the segment on the Segment Folder in the "Date of Shipment" column opposite serial number "01."

1. Late transmittal

If, in unusual circumstances, you are permitted to complete any questionnaires after interview week, enter the following notation in the lower left hand corner of the mailing envelope: "Late transmittal for Week ___" (enter the appropriate interview week number, e.g., 01, 02, etc.).

2. Packaging
and mailing

You must make sure that every mailing piece-- whether it be a card or a large package--has the correct address of your office on it. To insure this, envelopes and labels having the office address on them will be given to you. You will be shown during your initial training how to package materials satisfactorily for mailing.

APPENDIX A (PART E)

CONFIDENTIAL NATURE OF INFORMATION COLLECTED
IN NATIONAL HEALTH SURVEYS

1. PURPOSE OF SURVEYS:

National Health Surveys are conducted for the U. S. Public Health Service to obtain accurate and current statistics as to the amount, distribution, and effects of illness and disability in the United States, and the health services received as a result of these conditions.

2. PARTICIPATION BY BUREAU OF THE CENSUS:

The Bureau of the Census is cooperating in the surveys by collecting and compiling the data for the Public Health Service.

3. NONDISCLOSURE OF INFORMATION:

National Health Surveys involve obtaining on a continuing basis details of the personal health records of a large number of individuals throughout the Nation. The Public Health Service has given assurance to the public that information identifying the individual will be held strictly confidential, will be used solely by persons engaged in and only for, the purposes of the survey, and will not be disclosed or released to other persons or for any other purpose. Bureau of the Census employees will observe this assurance of confidentiality and are subject to the Public Health Service as well as Department of Commerce and Bureau of the Census laws against unauthorized disclosure. In addition, the sworn statement or affidavit of nondisclosure each employee signs upon entering on duty pertains to National Health Surveys the same as to our programs.

4. SUBPENA OF RECORDS:

In the event of a record collected in the National Health Survey being subpoenaed, any Bureau employee upon whom such subpoena is served will communicate with the Director of the Census through your Regional Office. Action to satisfy such subpoena will be taken only as authorized by Public Health Service Regulation, Section 1.108 of Title 42, Code of Federal Regulations.

5. PENALTIES FOR UNAUTHORIZED DISCLOSURE OR FALSIFICATION:

Unauthorized disclosure of individual information collected in the National Health Surveys is punishable by a fine of up to \$1,000, or imprisonment up to one year, or both (18 U.S.C. 1905).

Deliberate falsification by an employee of any information in the Survey is punishable by a fine of up to \$10,000, or imprisonment up to five years, or both (18 U.S.C. 10001).

By Direction: _____ Dated: April 18, 1957

APPENDIX B (PART E)

[APPENDIX B (PART E)]

DIAGNOSTIC ERROR CODES

<u>Error Code</u>	<u>Definition</u>
00	Condition page not filled for condition reported in questions 8-14 on page 2 or 3; or Condition page not filled for a condition on Card A or Card B first reported on a filled Condition page.
01	"Present effects" not given on Condition page but "old" operation entered.
02	"Condition" which was reason for "operation," "laboratory tests," "observation," etc., not given on same page, Condition or Hospital, e.g., "stomach operation" but no entry of reason for operation; or the results of tests or final diagnosis not given with no entry to indicate results or final diagnosis not known.
03	Question 3a of Condition page or question 5 of Hospital page left blank; only a "part of body" is entered; or "part of body" entered with very vague description, e.g., "back" (with no indication as to what's wrong), "leg bothers," "limps," "heart failure," etc.; or "condition on Card C" box checked for a condition which is not on Card C.
04	"Cause," not given in question 3b, Condition page or question 5, Hospital page, for a condition not on Card C and not due to an accident or injury.
05	"Kind" (or "Manifestation"), not given in question 3c, Condition page or question 5, Hospital page, for the specified conditions in question 3c.
06	"Effects" not given in question 3d, Condition page, in question 5, Hospital page for <u>allergy</u> or <u>stroke</u> .
07	"Part of body" affected inadequate or not given in question 3e of Condition page or question 5, Hospital page, for specified conditions in 3e.

Error Code

Definition

- 08 Accident questions (4-8, Condition page) not filled for an injury or for a condition due to an accident or injury. (Footnote entry, e.g., "Same accident as condition 2," is not acceptable.)
- 09 "Part of body" not given or inadequate in question 5a or in question 5b, Condition page, or in question 5, Hospital page, for an accident or injury.
- 10 Inadequate description of "Nature of injury" in 5a, Condition page, or question 5, Hospital page, for accidents or injuries.
- 11 "Present effects" inadequate or not given in 5b, Condition page, for injury which happened before 3 months ago.
- 12 Question 16 not asked for person 6 years old or over with eye condition reported on Condition page.
- 13 Hospital page not filled for a hospital stay reported in question 15 or 16 on page 4 or 5.
- 14 Impossible date or omission in question 2, Hospital page.
- 15 Omission or inconsistent entries in questions 3-4c of Hospital page.
- 16 Condition page not filled for condition reported on Hospital page only, and condition is on Card A or B or there were one or more nights in question 4b, Hospital page.

PART F

PROCEDURE FOR B SEGMENTS

(Revised January 1967)

CPS-250
NHS-HIS-100
QHS-725

PART F. PROCEDURE FOR B SEGMENTS

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CHAPTER 1. GENERAL DESCRIPTION OF B SEGMENTS AND PROCEDURES FOR HANDLING

A. Description of B Segments fall into two categories which we 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 building permit data.

1. Regular B Segments

Most B Segments are Regular B Segments selected from 1960 Census Listing Books and the addresses in the segments are transcribed from 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. Permit B Segments

The Permit B Segments are described in Chapter 5 of Part F.

B. General procedure for B Segments

The general procedure for B Segments at the time of interview is about the same as for Area Segments. Just as for Area 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 Area Segments

The procedure for B Segments differs from that for Area Segments
in the following major ways:

1. For B Segments, you will be furnished with a list of addresses transcribed from Census data. For Area Segments the list you receive will have been 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 Area Segments.
3. For B Segments, you will not 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 Area Segments as required.
4. You will not update the lists for B Segments as you do for Area Segments (except for Special Dwelling Places).
5. Occasionally in B Segments, you will list units at a specific 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 Area Segments.
Note: For CPS and QHS refer to Part D. For NHS refer to Part A.
7. Special dwelling places in B Segments will be visited for the first time for a particular sample at the time of interviewing. There is no previous visit as in Area Segments.
8. A special coverage check, called the successor check procedure, is to be used in Regular 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 Area Segments. The special coverage check is conducted in a separate visit by persons especially trained in the procedure.
9. You never ask the Control Card item on "year built" in B Segments.

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 specified 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 not 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 Area 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 not 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 persons.

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.

CHAPTER 3. USE OF B SEGMENT ADDRESS LIST

- 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 these as the "basic" copies of the B Segment Address Lists. Locate and interview the addresses designated for the current sample.
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 were transcribed to the basic copies of the B Segment Address Lists. The 1960 household head name is provided only to help you locate the sample address as it appears on the B Segment List. Do not change the household head name if you find the unit is now occupied by a different household.
2. Sample designation A sample designation (for example, A21, B38, C4 or T1) appears on the list for some or most of the addresses in the segment. Interview only the units designated for the sample for which you are furnished interview forms.
- In addition, interview any "extra" units you discover at current sample addresses.
3. Serial number A serial number will appear on the list for units in the current sample. This number appears as part of the control number in item 6 of the CPS and QHS Control Card and will be the same number that appears in item 4 on the NHS-HIS Questionnaire.
4. Identification of sample address in columns 8 and 9 Fill column 8 or 9 for each current sample address during the first visit to the address.
- 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 listed address.

b. How to show sample unit found as listed

Enter an "X" in column 8 for each unit found identical to the sample address listed. 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 on the list has never lived at the address given. This procedure is necessary since we are using a sample of addresses and not a sample of names.

c. How to show sample unit not found as listed

If you cannot find the identical address of a sample unit or find a change in what comprises that address, such as a merger or conversion, enter a code in column 9 according to the following situations:

1) Replaced unit

Enter "R" in column 9 if you learn that the structure containing a sample unit has been demolished or moved away and another structure exists in its place. Then proceed as follows:

a) Replaced by new construction

If the sample unit structure is replaced by a new structure built since April 1, 1960, report the sample unit as Type C noninterview and provide the following information on an INTER-COMM.

(1) address used by the new structure

(2) type of replacement such as "replaced by single-family house, special dwelling place (including name and type) city-owned public housing (including the name of the housing project),...etc."

(3) number of units in the new structure

(4) the month and year new construction was started - determined by inquiry

b) Replaced by trailer or house moved in

If the sample unit structure is replaced by a trailer or house moved in and the sample address is used by the replacement structure, or one of its units, conduct the interview at the sample address but report the replacement on an INTER-COMM.

If the sample address is not used by the replacement structure, or any of its units, treat the sample address as Type C noninterview and report the situation on an INTER-COMM.

Note: Treat the sample unit as a Type C noninterview when you use any of the codes specified in paragraphs 2) through 6) below.

- 2) Demolished units Enter "D" in column 9 if you find that a sample unit has been demolished and another unit does not exist in its place.
- 3) House or Trailer moved Enter "HM" if you find that a sample unit has been moved off the property, and another unit does not exist in its place.
- 4) Apparently Non-Existent unit Note: Use this code in Regular B Segments only.

Enter "NE" in column 9, and an explanation in Remarks, if you find that sample unit apparently never existed and has not been demolished or merged.

Inquire about Regular B Segment units which appear to be "NE"

Before reporting a listed sample unit as non-existent, inquire of residents or business establishments in the area. 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 the units you cannot locate. You may find that the street name was misspelled 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 and interview on West Third.

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: When code "OE" is used, report the situation on an INTER-COMM as specified on page F-3.
- 8) Merged unit Enter "M" on the line for each unit involved, if you find a sample unit has merged with another unit, and enter in the remarks column, on the line for the first merged unit listed, the date the merger was discovered. Treat mergers in B Segments in the same manner as mergers in Area Segments.
Note: If a current sample unit in a B Segment has merged with an unlisted unit or with a listed unit which is not designated for any sample, interview the merger and report the situation on an INTER-COMM.
- 9) Unit Converted to More Units Enter "CM" if you find that a sample address consists of more than one unit. Each address appearing on a separate line of the B Segment List was sampled as, and is expected to be found as, one unit (except "Fill Sheet" addresses). If more than one unit is found at the sample address, treat the additional units as "extras." For example, the sample address, 32 Oak Street, occupied in 1960 by Jones, is listed on one line of the B Segment List. Suppose you find apartments on the first and second floors at this address. The Jones family lives on the first floor. You would treat the first floor as the original sample unit and the second floor as an "extra" unit.
- 10) Incorrect Address Enter "IC" in column 9 and the correct address in the remarks when you find the sample address is incorrect.
EXAMPLE 1: 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 ten 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

- 10) Incorrect that 805 Main Street is the sample unit. After entering "IC" in column Address— 9, you should enter "805 Main Street is correct address" in the remarks. Con.

NOTE: 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 2: Suppose you can determine that what appears on the Address List as Apt. A is really Apt. 1. In this case, enter the Code "IC" in column 9 and give the correct address in the remarks column.

- 11) Use of the Code "OT" (Other) Enter "OT" in column 9 and explain the situation in the remarks 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 the remarks that the unit is a staff, non-staff or unclassified unit in _____ (specify the name of the special dwelling place).

EXAMPLE 2: 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, and you are unable to identify the listed units by using the names of the 1960 household heads. Enter OT in column 9 and prepare an INTER-COMM explaining the situation. Include a sketch, if possible, showing the location and identification of the apartments now existing in the structure. At this time you would not interview any of these units.

5. Remarks Column (Col. 13)

This column is to be used to explain the "OT" code as specified above and to record other information about the sample unit.

6. S Check (Cols. 10-11)

Columns 10-11 are used to record information from the 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 such cases 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, bottom sheet white). On the "extension" sheet, the address of the structure (or part to be listed) will be recorded in Columns 2 and 3 on the first line and the sample designations appear in Column 6. 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.

CPS-250
NHS-HIS-100
QHS-725

- 1) Example For example, you may be interviewing sample B37 units and find that an "extension" sheet in the Segment Folder has only Sample B41 and B45 designations. No listing would then be required for the "extension" sheet until you are to interview the Sample B41 units.
- b. For CPS and QHS For CPS and QHS fill the "extension" sheet at the time 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 filling "extension" sheets
- 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 address, proceed as follows:
- a. Determine Number of Living Quarters
- At the time units at the address are to be listed, determine the number of separate living quarters at the address, as instructed below.
- 1) When Address appears to be single-unit structure
- Even 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 Area 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 Address is a single-unit structure
- If, upon inquiring, you learn that the address identifies a single-unit structure, enter "now single unit" in the remarks column.

3) When address is a multi-unit structure If the "extension" sheet address is for a multi-unit structure, list the units as specified in Chapter 7 to Part C of this manual.

4) When more than one structure on property If you find more than one structure on the property at the "extension" sheet address, or find that trailers are also on the property, complete the "extension" sheet as follows:

a) When all units use "extension" sheet address List on a separate line of the "extension" sheet, each unit identified by the specific "extension" sheet address. For example, if the "extension" sheet address is "801 Elm" and you find two houses on the property, both numbered "801 Elm", list the units in each house on separate lines.

b) When some units use a different address List on a separate line of the "extension" sheet only the units identified by the specific "extension" sheet address. If you find units with different addresses on the same property, provide the following information on an INTER-COMM:

- (1) the house number and number of units
- (2) the last names of the April 1, 1960 household heads, if this can be determined. (The processing office needs the 1960 household head name to help determine whether the units were listed separately in the Census.)

For example, if the "extension" sheet address is "614 Park" and you find a house with that address and another house on the same property with a number of "614 1/2 Park" or "614-A Park", you would report "614 1/2 Park" or "614-A Park" on an INTER-COMM.

5) Replaced Structures at "extension" sheet address If you learn that a structure which existed at an "extension" sheet address in 1960 has been replaced, follow instructions for handling replacements, as given earlier in this chapter.

- 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 Area Segments.
- 1) Column 4 on "extension" sheet Enter the apartment number or a description of the location in Column 4. Do not list any of the units in the structure on the basic sheet where you are instructed to "Fill Sheet _____".
 - 2) Column 5 on "extension" sheet Leave Column 5 blank. You are not to obtain the name of the household head for the units you list.
 - 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 10-11 on "extension" sheet These columns pertain to the successor coverage check. Make no entries in them at the time of interview.
 - 5) Designation of sample units on "extension" sheet Sample designations will have been assigned in advance in Column 6 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 have been entered in Column 7 on the "extension" sheet for some or all units designated for the current sample.

a. If sample line has no serial number

If you list a unit on a line designated for the current sample and no serial number appears on the line, 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 schedule.

b. If no unit listed on line for current sample

If a serial number appears on a line designated for the current sample and not enough units are found in the structure to list a unit on the line, report the serial number as Type C-"unused line on extension sheet".

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 addresses of the units at the sample address shown on the "extension" sheet, you must transcribe this information to the interview forms after you have listed the units.

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, examine the "extension" sheet to see what the skip pattern is for the current sample (the one you are interviewing) and continue that pattern through all units listed. Interview all units designated for the current sample after you have extended the sampling pattern.

1/ In permit B Segments (those which have the letter "P" in the segment number) do not extend the sampling pattern through the listed units.

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 current 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 paragraph B5 above regarding entries in the serial number item on the interview forms.

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 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, you will complete Section I or II, whichever is designated for the current survey.

If the place was included in a previous sample or in another survey, the worksheet will be cross-referenced to the worksheet provided for the other sample or survey.

B. Use of Special Dwelling Worksheet

Use Form P-2256, Special Dwelling Worksheet as follows:

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 Part C, 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 and:

a. Place has not been in previous sample or survey the place has not 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 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 current sample. 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 inquire about new units within structures which were previously listed. Do not cross off the list units which no longer exist. These units will be reported as Type C noninterview at time of interview.

(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 except 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).

7. Special dwelling place found to be regular units

If a B Segment contains a Special Dwelling Worksheet, P-2256, or a Special Dwelling Listing Sheet, P-2255, as a "Fill Sheet" and you find that it identifies regular units when you visit the "Fill Sheet" address, report the situation as follows:

1. Submit an INTER-COMM to your office specifying the number of regular units found at the address shown in the heading of the Special Dwelling Worksheet (or Listing Sheet).
2. Treat each special dwelling place serial number assigned for the current sample as Type C noninterview-other-regular unit.

Before your next assignment your office will determine when the regular units should be included in sample and will provide you with "extension" sheet for the address when the regular units are to be interviewed.

C. Addresses sampled as regular units but found to be special dwelling places. There are three situations where you may find that addresses which were sampled as regular units are actually special dwelling places. Described below are these situations and the procedures for handling each.

1. Sample address found to be an entire special dwelling place. If a sample address listed on a single line is found to be an entire special dwelling place (regardless of whether it was a special dwelling place in 1960 or the building has been converted to a special dwelling place since) proceed as follows:

NOTE: These instructions do not apply if the sample unit has been razed and replaced by a special dwelling place. Follow instructions in Chapter 3 of Part F for replacements.

a. Report the regular serial number as Type C noninterview - other - "special dwelling place".

b. Enter "OT" in column 9 of the B Segment List, on the sample address line, and enter "special dwelling place - see sheet number ___" in the remarks column.

c. Complete the heading of a Special Dwelling Listing Sheet and list all the staff or unclassified units at the sample address. If you list staff units, enter "STAFF" above the form title. Number the Special Dwelling Listing Sheet the same as the "basic" sheet but add a letter suffix ("a", "b", etc.) to the number.

CAUTION: List only the units identified by the sample address. For example, if the sample address is 304 Oak St. and is found to be a college dorm, list only the units in the dorm and not those in the entire college.

- d. Enter the current sample designation in column 3 of the Special Dwelling Listing Sheet for each unit you list.
- e. In Section V on the front of the Segment Folder, check the "yes" box and record the name of the special dwelling place.
- f. Interview each unit you list. For CPS and QHS, enter the last name of the household head in the space for serial number on the schedule; enter "VAC" if the unit is vacant. Your office will assign special dwelling place serial numbers to the units.

Note: For NHS, leave the space for serial number blank; however, be sure to enter the complete address in item 2 - for both vacant and occupied units. If more than one questionnaire is needed for an occupied unit, enter the complete address on all questionnaires for that unit.

- g. Send an INTER-COMM to your office stating that the address is a special dwelling place and that you have filled a Special Dwelling Listing Sheet for it.

In this situation, the address was sampled as a single-unit structure and the entire structure is to be included in only one sample.

Paragraph 2, below, describes a different situation where the address was sampled as a specific unit in a multi-unit structure and the structure may be included in other samples and other surveys. Therefore, the procedures for handling the two situations are different.

- 2. Sample address found to be a unit within a special dwelling place

If you find that addresses listed on separate lines of the B Segment List identify units within a special dwelling place, consider them as properly listed on the B Segment List. Do not relist them on a Special Dwelling Listing Sheet nor change the serial numbers. Interview each unit (staff or unclassified) designated for the current sample and enter "OT" in column 9 of the B Segment List. Specify in the remarks column, the type of unit (staff, non-staff, or unclassified) and the type of place (transient hotel, home for aged, etc.). If the unit is non-staff, report it as Type C noninterview "non-staff unit in special dwelling place."

3. "Extension" sheet address found to be a special dwelling place

If you are provided with an "extension" sheet for an address which you find to be a special dwelling place, proceed as follows:

- a. Substitute a Special Dwelling Listing Sheet for the "extension" sheet. Fill the heading and list all the staff or unclassified units on the special dwelling sheet. If you list staff units, enter "STAFF" above the form title.

NOTE: Exclude any units specified as exclusions on the "extension" sheet and any special dwelling units which use another address.

Number the Special Dwelling Listing Sheet the same as the "extension" sheet but add a letter suffix to the number.

- b. Transcribe all sample designations from the "extension" sheet to corresponding lines of the Special Dwelling Listing Sheet and extend the sampling pattern for each sample through all units you list.
- c. Report the regular serial numbers as Type C noninterview - other - "special dwelling place."
Your office will assign special dwelling place serial numbers to the units.
- d. Interview each special dwelling unit you designate for the current sample. For CPS and QHS, enter the last name of the household head in the space for serial number on the schedule, enter "VAC" if vacant.
- e. Enter in the remarks column on line 1 of the "extension" sheet, "Special Dwelling Listing Sheet filled."
- f. In Section V on the front of the Segment Folder, check the "yes" box and record the name of the special dwelling place.
- g. Send an INTER-COMM to your office stating that the address is a special dwelling place and that you have filled a Special Dwelling Listing Sheet for it.

CHAPTER 5. TREATMENT OF PERMIT B SEGMENTS

A. General

You may receive Permit B Segments in your assignment. These segments have the letter "P" in the segment number and consist of addresses selected from residential building permits issued since early 1960. We have Permit B Segments in order to make sure that units built since the 1960 Census are represented in the survey and to avoid having a concentration of new units in any one Area or B Segment, which would increase the sample size in that segment.

In general, the instructions given in Chapters 1-4 of Part F apply to Regular and Permit B Segments alike. The sample units are listed on a B Segment Address List and the entries you are to make on the list are the same for either type of segment EXCEPT that the code "NE" (apparently non-existent) does not apply to Permit B Segments.

This chapter provides you with specific instructions for locating sample units in Permit B Segments and how to report:

- (1) units which you are unable to locate.
- (2) units for which construction has not started.
- (3) units for which the permit has been abandoned.

B. Information provided to help you locate a sample unit

Use the "Place" name and grid coordinates on the tab of the Segment Folder and your grid map to find the general location of a Permit B Segment. If you have no grid map, notify your office. A sketch map or uncopyrighted map of the area may be provided.

1. Permit issuing office shown on segment list

The B Segment Address List inserted in the Segment Folder, shows the location of the office which issued building permits for units on the list. This information appears directly under the words "B Segment Address List." For example:

B SEGMENT ADDRESS LIST Permit Office - AUSTELL

Occasionally the B Segment List shows that the permit issuing office is in an unincorporated area of a county. For example:

B SEGMENT ADDRESS LIST Permit Office UNINC. Area of Cobb County

The location of the permit issuing office is provided for your use only if you have difficulty locating a sample unit and your office instructs you to contact the permit office in effort to resolve the problem.

2. Place where units located

In addition to the name of the permit issuing office, the heading of the B Segment List may also show, in parentheses, the specific name of the place where the sample units should be located. This specific place name (town, unincorporated area, development) may be different from the "Place" name on the tab of the Segment Folder.

3. Permit number and date issued

The permit number and date of issue for each sample unit appears either in column 12 or in the remarks column of the B Segment List. Use this information only if you believe you have located the sample unit or the area in which it should be found and wish to confirm your findings. For example, you may be looking for a sample unit in a new development and find that structures in the area are under construction and are unnumbered. By checking with the builder or developer, you may quickly discover whether a structure has been built under the permit number shown on the B Segment List and, if so, where it is located.

C. Use of additional codes for Permit B Segments

As stated earlier, each of the codes to be entered in column 9 of the B Segment List for regular B Segments also apply to Permit B Segments EXCEPT the code "NE." Do not report a Permit B Segment sample unit as non-existent. We assume that a permit sample unit does or will exist until it has been determined that the permit was abandoned.

If you are having difficulty in locating a unit or the property on which it is to be built, you may find it helpful to consult local sources such as a Post Office or Fire Department in the vicinity. If you believe you have found the structure, but at a different address, determine if it was built in 1960 or later and if so, if it was built under the permit number shown in column 12 or the remarks column of the B Segment List. If you discover that the permit was issued to a contractor, try to contact him and find out for whom he built the house or to whom he sold it. If you still cannot locate the unit, call your office for instructions; they will check their records and may find it necessary to contact the Permit Office or builder to determine if the address is incorrect or if the permit has been abandoned.

1. Use of the Code "UL" If, after calling your office, you still cannot locate the address, enter the code "UL" in column 9 of the B Segment List and report the unit as a Type A noninterview. Your office may later resolve the problem and instruct you to try a "Corrected" address. If your office learns that the permit was abandoned or that construction has not started, they will correct the entry in column 9 of the B Segment List and change the type of noninterview.

2. Use of the Code "CNS." If you find the property on which the structure should be located, but construction has not started, enter "CNS" in column 9 of the B Segment List and report the unit as a Type B noninterview.

3. Use of the Code "UP" If you learn that a permit is abandoned, enter the code "UP" (Unused Permit) in column 9 of the B Segment List and report the unit as a Type C noninterview. Send an Inter-Comm explaining how you determined that a permit was abandoned.

- D. Use of the Code "IC" If you report a unit as "IC," send an Inter-Comm explaining how you determined the correct address.

Part F

(Index to Chapters 1-5 (Revised January 1967))

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.

Part F

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